

**From:** [Hilty, Michael](#)  
**To:** [Carmichael, Phoebe](#); [Sellman, Johanna](#); [Al-Jallad, Ahmad](#)  
**Cc:** [Staley, David](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Neff, Jennifer](#)  
**Subject:** NELC 5145  
**Date:** Thursday, May 2, 2024 9:36:00 AM  
**Attachments:** [image001.png](#)  
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Good morning,

On Tuesday, April 16<sup>th</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed a new course request for NELC 5145.

At this time, the Subcommittee has declined to vote on the proposal and would like to see the following feedback items addressed in a revision submitted via curriculum.osu.edu:

- The Subcommittee would like to ask the department and course proposer whether they believe any prerequisites may be appropriate for this course. Specifically, they are concerned that the course title and description may cause students, especially undergraduate students, to enroll without the necessary prerequisite knowledge (such as knowledge of and fluency in an ancient language, as indicated as being required on page 1 of the syllabus).
- The Subcommittee asks that the course syllabus be re-reviewed by the course proposer to ensure that all information and policies surrounding the course are meant for an in-person course, rather than a distance learning course. They believe that several elements of the course syllabus are still referencing policies and structures for a distance learning version of the course. For example, on page 3 of the course syllabus, there is language that states that all class sessions will be recorded and posted to Carmen. Is the instructor truly recording an in-person course and providing these recordings to students?
- The Subcommittee would like some clarification on the purpose of office hours within the context of the course, as they have concerns that these may be requiring additional direct instructional time that is not being accounted for given the 3-credit hour nature of the course. Specifically, they noticed that on page 3 of the course syllabus, it states that students are required to take advantage of office hours. Additionally, on page 5 of the syllabus, there is language underneath the "Late Policy and Attendance" section that seems to indicate that a student will need to only attend office hours when they need to miss a class session and would like to earn their weekly 5% grade.
- The Subcommittee asks that the attendance policy under "Late Policy and Attendance" (as found on page 5 of the syllabus) be amended. Specifically, when the syllabus states that, "Students who stay constantly behind or fall behind by 3 weeks at any point during the semester may be asked to leave the course and receive an E or W grade". This policy violates University policy, as an instructor cannot force a student to withdraw from a course (as this may have other important implications, such as with financial aid) nor may they bar a student from attending a course without going through appropriate departmental channels.
- The Subcommittee asks that the course calendar provide additional information on course readings (such as page lengths and when students should expect to have which readings completed by) and course assignments.
- The Subcommittee asks that on page 5 of the syllabus (underneath the "Weekly Meetings Database Structuring and Student-Dataset" section) the statement that says "Students should expect to work a minimum of three hours per week outside of class" either be removed or modified. Students are expected to complete 6 hours of out-of-classroom activities in order to receive a letter grade of "C" in a 3-credit hour course.
- The Subcommittee asks that the Religious Accommodation statement be updated within the course syllabus (as found on page 8). The link at the end of the statement labeled "Policy:

Religious Holidays, Holy Days and Observations” is a required part of the statement (per a requirement from the Ohio Revised Code) and must be included. The newly updated statement (with the required policy link) can be found on the [syllabus elements page of the ASC Curriculum and Assessment Services website](#).

- The Subcommittee asks that a cover letter be submitted that details all changes made as a result of their provided feedback.

I will return NELC 5145 to the departmental queue via curriculum.osu.edu in order to address the Subcommittee’s feedback.

Should you have any questions, please do not hesitate to reach out to David Staley, faculty Chair of the Arts and Humanities 1 Subcommittee, or me.

All my best,

Michael



**THE OHIO STATE UNIVERSITY**

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Pronouns: he/him/his, they/them/theirs / Honorific: Mx.

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