

From: [Neff, Jennifer](#)
To: [Carmichael, Phoebe](#); [Al-Jallad, Ahmad](#); [Nagar, Ila](#)
Cc: [Dugdale, Tom](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: NELC 5145
Date: Tuesday, September 3, 2024 10:17:00 AM
Attachments: [image001.png](#)

Good morning,

On Tuesday, August 20th, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed the revision to the new course request for NELC 5145 (<https://ascnet.osu.edu/request/5967>). The Subcommittee approved the revision with the following feedback:

- **Comment:** The Subcommittee would like to bring to the attention of the department that should they later wish to seek DL approval, BTAA courses do in fact require OSU DL compliance. Any questions regarding this can be directed to Jeremie Smith.12199, who is the university's BTAA coordinator.
- **Contingency:** The Subcommittee notes that there is mention in the syllabus of several software programs that students will be using in the course. The Subcommittee would like to make sure that the department is aware of the university policy surrounding required software in courses. That is, tools that may require students to agree to terms and conditions first require vetting by our legal team, which includes review for compliance with accessibility and privacy regulations. Therefore, the Subcommittee requests that the department acknowledge these requirements in the syllabus so that students are aware of steps that have been taken to use compliant software. Alternatively, the department might consider using other approved software if they do not wish to go through this process. If the department has not done so, they can speak to the ASC Office of Distance Education (more specifically, Elizabeth Marsch (Vu.191), the Director of Distance Education) for additional information and assistance regarding these policies.
- **Contingency:** The Subcommittee thanks the department for including a language prerequisite in the syllabus and asks that the prerequisite also be included in curriculum.osu.edu in order to be enforced electronically and visible to students before enrollment. Additionally, the Subcommittee asks that the department be more specific about the ancient languages that are acceptable to fulfill the prerequisite, as they are concerned that students with experience in certain ancient languages might still struggle to succeed in this course. [Syllabus p. 1 and curriculum.osu.edu form]
- **Contingency:** The Subcommittee requests that the department clarify the context of the three categories of students listed at the beginning of the syllabus ("Various NESAs majors and minors. All NESAs ancient studies graduate students. Graduate students or upper division undergraduates in an ancient history adjacent department"). If the department wishes to limit the course to students in these categories, this will also need to be included in curriculum.osu.edu in order to be enforced. If this is merely a list of types of students potentially interested in the course, then maybe language indicating this would be useful.

[Syllabus p. 1]

- **Contingency:** The Subcommittee asks that the syllabus include details in the course calendar that outline the course meetings (including topics to be covered, readings, film screenings, and homework) to give the Subcommittee a sense of how much work is required of students on weekly basis, per the required syllabus elements for course submission and development on the [Arts and Sciences Curriculum and Assessment Services website](#). They note and appreciate the basic readings that are outlined for the beginning of the course but are unsure if additional readings will be assigned throughout the semester without them being laid out in the syllabus. Additionally, the Subcommittee recommends that the course calendar include weeks 14 and 15 even if they are “flex weeks”, as these are the number of weeks in a semester (the 15th week being final examination week) and should always be included in a course’s schedule. [Syllabus p. 3]
- **Contingency:** To prevent the possibility of confusion among students, the Subcommittee requests that the late policy and attendance section of the syllabus be reworded to more directly state that students are required to attend office hours if they wish to make up their points for a missed class. Additionally, the Subcommittee asks that the syllabus detail *how* students are expected to demonstrate their progress to the instructor. The make-up policy currently states that “Students who fall behind may watch the posted class recordings and catch up, but without demonstrating their progress in an office hour’s meeting, the student will not receive the 5% credit for that week.” Simply to ensure that this policy is perfectly clear to students, the Subcommittee suggests slightly adjusting this language to read similar to the following: “Students who are unable to attend a class session may watch the posted class recordings and catch up. However, they are required to meet with the instructor during an office hour’s meeting to demonstrate their understanding of the missed material in order to receive the 5% credit for the week.” Lastly regarding this policy, the Subcommittee requests that the syllabus use more definitive language for falling behind, as this could have different meaning to different students. For example, this could be interpreted to mean that the “makeup” policy is intended for students who miss one course meeting, or that it is intended only for students who have consistently missed classes. [Syllabus p. 6]
- *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which was updated in July 2024. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 8]

As a reminder, **contingencies** (in bold above) must be addressed and resubmitted via curriculum.osu.edu before this course can move forward in the approval process. *Recommendations* (in italics above) should be implemented when the course is next taught.

I will return NELC 5145 to the department queue via curriculum.osu.edu in order to address the Subcommittee’s requests with a revision and cover letter detailing all changes made as a result of this provided feedback.

Should you have any questions, please feel free to contact Tom Dugdale, faculty Chair of the A&H1

Subcommittee, or me.

Best,
Jennifer



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Pronouns: she/her/hers