

From: [Neff, Jennifer](#)
To: [Godfrey, Ryan](#); [Houser, Jana](#)
Cc: [Nathanson, Amy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: RE: Geography 3350
Date: Monday, May 13, 2024 10:32:00 AM
Attachments: [image001.png](#)

Good morning,

The revision to Geography 3350 has been received and reviewed. Unfortunately, one of the Subcommittee's contingencies has not been fully satisfied. Please see below for more information.

- The department appears to have inputted the prerequisite information into the Course Description box in curriculum.osu.edu. Additionally, the Prerequisites/Corequisites box mistakenly includes the note "Thank you, completed" instead of the prerequisite information. I will return the course to the department queue via curriculum.osu.edu, and the department should cut and paste the prerequisite information from the Course Description box in the General Information section to the Prerequisites/Corequisites box in the Prerequisites and Exclusions section of the form. Once this is done, the department should re-insert the original course description in the appropriate box in the General Information section of the form.
- Though not included in the Subcommittee's original feedback, the link to religious holidays, holy days and observances at the end of the Religious Accommodations statement is also required to be included in the syllabus. Apologies for missing this in the initial review of the syllabus and many thanks for your cooperation regarding this required statement. Please copy and paste the following link and include it at the end of the statement on page 13 of the syllabus:
 - **Policy:** [Religious Holidays, Holy Days and Observances](#)

I will return Geography 3350 to the department queue via curriculum.osu.edu in order for the department to address the above points. If you have any questions, please do not hesitate to reach out to me. I would be happy to provide further assistance regarding the curriculum.osu.edu submission form.

Best,
Jennifer



Jennifer Neff

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Pronouns: she/her/hers

From: Neff, Jennifer

Sent: Wednesday, May 8, 2024 3:17 PM

To: Godfrey, Ryan <godfrey.117@osu.edu>; Houser, Jana <houser.262@osu.edu>

Cc: Nathanson, Amy <nathanson.7@osu.edu>; Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>; Steele, Rachel <steele.682@osu.edu>; Hilty, Michael <hilty.70@osu.edu>

Subject: Geography 3350

Good afternoon,

On Friday, April 26th, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for Geography 3350.

The Subcommittee unanimously approved the request with one question, three comments, **four contingencies**, and *three recommendations*:

- Question: The Subcommittee is unclear on what the several class days throughout the semester with no assigned readings will focus on and requests that the department provide insight on this.
- Comment: The Subcommittee notes that the syllabus makes it clear that this course will be prove difficult for certain students lacking a background in the area of study. While the department is certainly at liberty to gear this course towards students who come with relevant course experience, the Subcommittee simply wonders if this is appropriate for a 3000-level course with no required prerequisites.
- Comment: The Subcommittee notes that, based on the syllabus, there does not seem to be much opportunity for students to receive feedback from the instructor and encourages the department to consider this and perhaps incorporate feedback into the course.
- Comment: The Subcommittee would like to point out that posting the textbook readings to Carmen Canvas might not be permitted depending on how much of each text will be posted throughout the semester. For more information regarding the rules surrounding this, please visit the [Teaching & Learning Resource Center's website](#).
- **Contingency:** The Subcommittee requests that the department adjust the prerequisite language in the syllabus and in the form in curriculum.osu.edu, as the Registrar will request that this be changed to more standard and concise language. Examples of possible prerequisites for the course are as follows: preferred (but not required) prerequisite course(s), a required number of credit hours taken in Geography or Aviation, a required prerequisite that introduces the ideas that this course focuses on with the option of permission of the instructor, or similar.
- **Contingency:** The Subcommittee requests that the department remove religious accommodations from the list of absences that require documentation in order to comply with the language of the required Religious Accommodations statement. [Syllabus pp. 6, 8-9]
- **Contingency:** The Subcommittee requests that the department label the Religious Accommodations statement as such rather than Faith Accommodations in order to comply with the language of the directive by the Executive Vice President and Provost. [Syllabus p. 12]
- **Contingency:** The Subcommittee requests that the department use the most recent version of the Student Life Disability Services Statement, which was updated to reflect the university's

new COVID-19 policies in August 2023. The updated statement can be found in copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 14]

- *Recommendation*: The Subcommittee recommends that the course calendar include the weeks of the semester with the dates that are currently listed.
- *Recommendation*: The Subcommittee recommends that the department reconsider the policy in the syllabus requiring documentation for excused absences. This policy could prove unfair to students for a variety of reasons, such as inaccessibility to healthcare. [Syllabus pp. 6, 8-9]
- *Recommendation*: The Subcommittee recommends that the department use the most recent version of the mental health statement if it wishes to keep the statement in the syllabus. The statement was updated to include the new Suicide and Crisis Lifeline number. 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. 13]

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

I will return Geography 3350 to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Amy Nathanson (faculty Chair of the SBS Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



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