

From: [Neff, Jennifer](#)
To: [Hambach, Jennifer](#); [Schultz, Zachary](#); [Jackman, Jane](#)
Cc: [Hamilton, Ian](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: RE: Chemistry 7620 & 7630
Date: Thursday, May 23, 2024 12:49:00 PM
Attachments: [image001.png](#)

Good afternoon,

The revisions to Chemistry 7620 & 7630 have been received and reviewed. Unfortunately, the revisions cannot be approved at this time as the contingencies have not been fully satisfied. Please see below for more information.

For Chemistry 7620, we appreciate the inclusion of the prerequisite course number (8699) in the syllabus, but we ask that the prerequisite section on the form in curriculum.osu.edu be adjusted to reflect this as well. Additionally, the syllabus states that students must have taken CHEM 8699 to be eligible for this course (or obtain special permission of the instructor) while the form in curriculum.osu.edu states that the prerequisite is only preferred.

For both Chemistry 7620 & 7630, the required link at the end of the Religious Accommodations statement is missing from the syllabi. Please feel free to copy and paste the following to the end of the statement in each syllabus: **Policy: [Religious Holidays, Holy Days and Observances](#)**. Additionally, for the Religious Accommodations statement in the 7620 syllabus, the [Office of Institutional Equity](#) does not appear as a hyperlink. Again, feel free to copy and paste this link into the syllabus.

I will return the courses to the department queue in curriculum.osu.edu in order to address the above points.

Should you have any questions, please do not hesitate to reach out to me.

Best,
Jennifer



Jennifer Neff

Curriculum and Assessment Assistant

The Ohio State University

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Pronouns: she/her/hers

From: Neff, Jennifer

Sent: Tuesday, May 14, 2024 4:29 PM

To: Hambach, Jennifer <hambach.2@osu.edu>; Schultz, Zachary <schultz.842@buckeyemail.osu.edu>; Jackman, Jane <jackman.14@osu.edu>

Cc: Hamilton, Ian <hamilton.598@osu.edu>; Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>; Steele, Rachel <steele.682@osu.edu>; Hilty, Michael <hilty.70@osu.edu>

Subject: Chemistry 7620 & 7699

Good afternoon,

On Wednesday, May 1st, the Natural and Mathematical Sciences Subcommittee of the ASC Curriculum Committee reviewed new course proposals for Chemistry 7620 & 7699. Please find below the Subcommittee's feedback:

- Chemistry 7620
 - **Comment:** The Subcommittee would like to bring to the attention of the department that [Institutional Review Board](#) (IRB) approval might be necessary for this course. The Subcommittee is not entirely certain given the minimal detail in the syllabus regarding the various assignments/research of the course but encourages the department to reach out to the Office of Responsible Research Practices (ORRP) for further guidance.
 - **Contingency:** The Arts and Sciences Curriculum Committee recently (03-01-2024) updated the list of required syllabus statements for all syllabi to include a new statement on religious accommodations. The new version of this required statement is a result of a directive by the Executive Vice President and Provost and can be found here on the [ASC Curriculum and Assessment Services website](#). Please note that the link to religious holidays, holy days and observances at the end of the statement is also required to be included in the syllabus. The Subcommittee thanks you for adding this revised statement to your course syllabus. [Syllabus p. 3]
 - **Contingency:** The Subcommittee requests that the department include the course number rather than title for the prerequisite listing on the form in curriculum.osu.edu. The Subcommittee is unable to determine what course the department wants to include as a prerequisite as the title currently listed does not seem to be the title of an existing course.
 - **Recommendation:** The Subcommittee recommends that the department specify in the grade breakdown table how many sessions and how many points are available per session for participation credit (e.g., similar to the way that the Chem 7699 syllabus states that there are 7 session x 20 points), as the current breakdown across the table led to some confusion. [Syllabus p. 4]
 - **Recommendation:** The Subcommittee recommends that the department clarify the boundaries of each letter grade in the grade scale, as there is currently overlap between each mark (e.g., if a student receives a 93% in the course, per the grade scale as it is currently presented in the syllabus, it is unclear if a student would receive an A or A-). Additionally, there is what is likely to be a simple typo for the percentages assigned to the letter grade D, which is said to be a 60% - 76% rather than what the

Subcommittee assumes is meant to be a 60% - 66%. Lastly, the Subcommittee notes that 1% - 59% are not accounted for in the scale and should be included in the E range as 0% - 59%. [Syllabus p. 4]

- *Recommendation*: The Subcommittee recommends that the department include more detail on the specific assignments of the course (perhaps in a way similar to that of the Chem 7699 syllabus, which includes brief description of assessment). Additionally, the Subcommittee suggests that the department include details in the syllabus regarding group formation of the small discussion groups for reflection.
- *Recommendation*: The Subcommittee recommends that the department indicate the syllabus where the textbooks and journals will be available for students to view or purchase if they will not be provided. [Syllabus p. 2]
- Chemistry 7699
 - **Contingency**: The Arts and Sciences Curriculum Committee recently (03-01-2024) updated the list of required syllabus statements for all syllabi to include a new statement on religious accommodations. The new version of this required statement is a result of a directive by the Executive Vice President and Provost and can be found here on the [ASC Curriculum and Assessment Services website](#). Please note that the link to religious holidays, holy days and observances at the end of the statement is also required to be included in the syllabus. The Subcommittee thanks you for adding this revised statement to your course syllabus. [Syllabus p. 4]
 - **Contingency**: The Subcommittee requests that the department include the course number rather than title for the prerequisite listing on the form in curriculum.osu.edu. The Subcommittee is unable to determine what course the department wants to include as a prerequisite as the title currently listed does not seem to be the title of an existing course.
 - *Recommendation*: The Subcommittee recommends that the department clarify the boundaries of each letter grade in the grade scale, as there is currently overlap between each mark (e.g., if a student receives a 93% in the course, per the grade scale as it is currently presented in the syllabus, it is unclear if a student would receive an A or A-). Additionally, there is what is likely to be a simple typo for the percentages assigned to the letter grade D, which is said to be a 60% - 76% rather than what the Subcommittee assumes is meant to be a 60% - 66%. Lastly, the Subcommittee notes that 1% - 59% are not accounted for in the scale and should be included in the E range as 0% - 59%. [Syllabus p. 2]
 - *Recommendation*: The Subcommittee recommends that the department indicate the syllabus where the textbooks and journals will be available for students to view or purchase if they will not be provided. [Syllabus p. 1]

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 the courses 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 Ian Hamilton (faculty Chair of the NMS Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



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Jennifer Neff

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