

From: [Neff, Jennifer](#)
To: [Hewitt, Elizabeth](#); [Ramsey, MaryKatherine](#)
Cc: [Podalsky, Laura](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: English 3260 & 3262
Date: Monday, May 20, 2024 10:19:00 AM
Attachments: [image001.png](#)

Good morning,

On Wednesday, May 8th, the Arts and Humanities 2 Subcommittee of the ASC Curriculum Committee reviewed new course proposals for English 3260 & 3262.

The Subcommittee unanimously approved the requests with the following feedback:

- 3260
 - Comment: The Subcommittee commends the department on what they view as a rich, thoughtfully laid out course.
 - Comment: The Subcommittee offers the friendly advice to the department that including the assignment listing earlier in the syllabus could be helpful to provide students with context before looking through the course schedule.
 - Comment: The Subcommittee encourages the department to include more detail in the syllabus regarding the length of the assignments (e.g., a word range rather than describing the length as short), especially the recurrent writing exercises, so that students know exactly what is expected of them. [Syllabus p. 7]
 - **Contingency:** The Subcommittee requests that the department include the link to religious holidays, holy days and observances at the end of the Religious Accommodations statement in the syllabus, as it is part of the full required statement. Please feel free to copy and paste the link into the syllabus at the end of the statement: **Policy: [Religious Holidays, Holy Days and Observances](#)**. [Syllabus p. 9]
- 3262
 - Comment: Given the content of the course, the Subcommittee encourages the department to inform the Department of Theatre, Film and Media Arts about the creation of this course.
 - Comment: The Subcommittee encourages the department to include a brief sentence or two in the syllabus regarding the subscriptions required to access certain course materials. This could be a sentence assuring students that, should this be a financial burden to them, they can reach out to the instructor with their concerns. This could also be a sentence encouraging students to take advantage of free trials and reminding them to cancel any subscriptions they start once no longer needed for the course. [Syllabus pp. 2-3]
 - Comment: The Subcommittee suggests that the major assignments of the course be included in the course schedule so that students can easily find the due dates in the syllabus.
 - Comment: In terms of the description of the assessment criteria, the Subcommittee encourages the department to lay out Major Assignment 3 with more detail given that it is worth such a large portion of students' grades. Along those lines, the Subcommittee believes it would be helpful to students to include more information

about i) how often they will be assigned a discussion role and ii) the logistics of the discussions themselves. Overall, the Subcommittee found the discussions an incredibly innovative and thoughtful way of engaging students! [Syllabus pp. 3-4]

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.

I will return English 3260 to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests. English 3262 will continue through the approval process to one of the Themes Subcommittees for approval in the Themes category Traditions, Cultures and Transformations.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Laura Podalsky (faculty Chair of the A&H2 Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



THE OHIO STATE UNIVERSITY

Jennifer Neff

Curriculum and Assessment Assistant

The Ohio State University

College of Arts and Sciences

ASC Curriculum and Assessment Services

306A Dulles Hall, 230 Annie and John Glenn Ave, Columbus, OH 43210

614-292-3901 / ascas.osu.edu

Pronouns: she/her/hers