

**From:** [Neff, Jennifer](#)  
**To:** [Proulx, Sebastien](#); [Tippery, Gabe](#)  
**Cc:** [Dugdale, Tom](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** Design 6130, 6230, & 6441  
**Date:** Tuesday, September 3, 2024 10:17:00 AM  
**Attachments:** [image001.png](#)

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Good morning,

On Tuesday, August 20<sup>th</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed new course requests for Design 6130, 6230, & 6441 (<https://ascnet.osu.edu/request/6008>; <https://ascnet.osu.edu/request/6009>; <https://ascnet.osu.edu/request/6010>). The Subcommittee approved each request with the following feedback:

- Design 6130
  - **Contingency:** The Subcommittee requests that the course credit hours as well as contact hours be stated in the syllabus. The credit hours can simply be stated at the top of the syllabus and the contact hours can be indicated by stating the length and frequency of the course meetings or by including a credit hour expectation statement into the syllabus such as the following:
    - This is a 3-credit hour course. According to Ohio State policy ([go.osu.edu/credithours](https://go.osu.edu/credithours)) students should expect around 3 hours per week of time spent on direct instruction (instructor content and recitation activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.
  - **Contingency:** The Subcommittee asks that the department adjust the grading scale in the syllabus, as it currently states that only an 89.9% translates to a B+ and only a 79.9% translates to a C+ and is missing the full range for the marks. [Syllabus p. 6]
  - *Recommendation:* The Subcommittee notes that this syllabus does not include quite the same level of detail in the course schedule as those in the submitted syllabi for Design 6230 and 6441 and recommends that the department add a short explanation of each week's topics/activities in the weekly schedule. [Syllabus p. 5]
  - *Recommendation:* The Subcommittee asks that the department adjust the course number listed at the top of the first page of the syllabus, which currently refers to the course as Design 6112 instead of 6130.
  - *Recommendation:* The Subcommittee asks that the department ensure that the reference to the **Office of Institutional Equity** in the religious accommodations statement is a hyperlink to the office's email. Additionally, the Subcommittee asks that the link below be added to the bottom of the religious accommodations statement, as it is a part of the required text. Please feel free to copy and paste these two links into the statement directly from the Subcommittee's feedback. Otherwise, the full statement with the links can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).

**(Policy: Religious Holidays, Holy Days and Observances)** [Syllabus p. 10]

- *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. 9]
- Design 6230
  - *Recommendation:* The Subcommittee recommends that the syllabus include a more detailed explanation of the WarmUp project as the other assignments have in their descriptions. The Subcommittee notes the reference to an assignment sheet for additional details, but still suggests including an additional sentence or two explaining the project. [Syllabus p. 4]
  - *Recommendation:* The Subcommittee asks that the department adjust the course number listed at the top of the first page of the syllabus, which currently refers to the course as Design 6250 instead of 6230.
  - *Recommendation:* The Subcommittee recommends that the department adjust the grade breakdown table, as the total number of points for the course currently adds up to 129 rather than the stated 100. [Syllabus p. 2]
  - *Recommendation:* The Subcommittee asks that the department ensure that the reference to the [Office of Institutional Equity](#) in the religious accommodations statement along with the policy at the end of the statement are hyperlinks. Please feel free to copy and paste these two links into the statement directly from the Subcommittee's feedback. Otherwise, the full statement with the links can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
    - **(Policy: Religious Holidays, Holy Days and Observances)** [Syllabus p. 11]
- Design 6441
  - *Recommendation:* The Subcommittee notices that the syllabus states that this course is repeatable for up to 9 credits, which they note could potentially lead students to believe that this course can be taken once for up to 9 credits rather than repeated 3 times for 3 credits each time. The Subcommittee recommends altering this to simply reflect that the course is repeatable without laying out the credit hours to prevent student confusion. [Syllabus p. 1]
  - *Recommendation:* The Subcommittee asks that the department ensure that the reference to the [Office of Institutional Equity](#) in the religious accommodations statement is a hyperlink to the office's email. Additionally, the Subcommittee asks that the link below be added to the bottom of the religious accommodations statement, as it is a part of the required text. Please feel free to copy and paste these two links into the statement directly from the Subcommittee's feedback. Otherwise, the full statement with the links can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
    - **(Policy: Religious Holidays, Holy Days and Observances)** [Syllabus p. 12]
  - *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. 10]

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 Design 6130 to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests. Design 6230 & 6441 will continue through the approval process to OAA.

Should you have any questions, please feel free to contact Tom Dugdale, faculty Chair of the A&H1 Subcommittee, 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](http://ascas.osu.edu)

Pronouns: she/her/hers