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To: [Westraadt, Lindsay](#); [Ryden, Barbara](#); [Schlingman, Wayne](#)
Cc: [Hadad, Christopher](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: Astronomy 3810 & 3350
Date: Friday, November 8, 2024 8:52:00 AM
Attachments: [image001.png](#)

Good morning,

On Thursday, October 24th, the Natural and Mathematical Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course request for Astronomy 3810 and a course change request for Astronomy 3350.

I am pleased to report that the Subcommittee approved the requests with the following feedback:

- Astronomy 3810
 - *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](#). [Syllabus p. 6]
 - **(Policy: [Religious Holidays, Holy Days and Observances](#))**
- Astronomy 3350
 - **Contingency:** The Subcommittee asks that the credit hour statement in the syllabus be adjusted to reflect exactly what is stated in the [faculty rules](#). Per these guidelines, for the lecture component of the course, there should be 3 hours of in-class lecture per week along with 6 hours of out-of-class work, totaling 9 hours of the course. For the lab component of the course, there should be 2 hours of in-person lab along with 1 hour of outside lab preparation, bringing the total between lecture and lab to 12 hours of weekly engagement (7 of which come from out-of-class work). Given this, if students spend 5-6 hours working outside of the course per week, they are not meeting the required contact hours. The Subcommittee asks that the department revise the statement to reflect that students are required to spend a minimum of 7 hours per week outside of class to meet the credit hour workload expectations. [Syllabus p. 3]

As a reminder, **contingencies** (in bold above) must be addressed and resubmitted via curriculum.osu.edu before the course can move forward in the approval process.

Recommendations (in italics above) should be implemented when the course is next taught.

Astronomy 3810 will continue through the approval process to OAA. I will return Astronomy 3350 to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests.

Should you have any questions, please feel free to contact Christopher Hadad (faculty Chair of the NMS Subcommittee, cc'd on this e-mail), or me.

Best,
Jennifer



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Pronouns: she/her/hers