

**From:** [Neff, Jennifer](#)  
**To:** [Arceno, Mark Anthony](#); [Perez, Ashley](#); [Carmichael, Phoebe](#); [Nagar, Ila](#)  
**Cc:** [Dugdale, Tom](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** Religious Studies & NELC 3168  
**Date:** Wednesday, September 11, 2024 10:00:00 AM  
**Attachments:** [image001.png](#)

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Good morning,

On Tuesday, September 3<sup>rd</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed requests for new cross-listed courses Religious Studies and NELC 3168 (<https://ascnet.osu.edu/request/6044>, <https://ascnet.osu.edu/request/6043>). I am pleased to report that the Subcommittee approved the requests with the following feedback:

- *Recommendation:* The Subcommittee recommends that the course calendars provide more detailed information about how time will be spent in each class session and how students are interacting with the assigned materials. Additionally, the Subcommittee recommends that the department make assignment due dates in the course calendars more prominent so that deadlines are clearly visible to students.
- *Recommendation:* The Subcommittee notices that the list of course requirements on pages 4 and 5 of the syllabi does not match the evaluation section below it on page 5. The Subcommittee recommends that the lists of assignments match in each section, so students are clear on how their coursework is evaluated.
- *Recommendation:* The Subcommittee notes that the assignment description of the midterm indicates that it will be held in week 7, but the course calendars list it in week 8. The Subcommittee recommends that the departments adjust the syllabi to reflect the proper date in both places to avoid confusion for students. [Syllabi pp. 5, 11]
- *Recommendation:* The Subcommittee recommends that the course credit hours as well as contact hours be stated in the syllabi. The credit hours can simply be stated at the top of the syllabi and the contact hours can be indicated by stating the length and frequency of the course meetings (e.g., 80 minutes twice weekly) or by including a credit hour expectation statement into the syllabi 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.
- *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 pp. 8-9]

- **(Policy: [Religious Holidays, Holy Days and Observances](#))**
- *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which was updated in summer of 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. 8]

As a reminder, *recommendations* should be implemented when the courses are next taught.

The cross-listed courses will continue through the approval process to one of the Themes Subcommittees for review as a GEN Theme: Traditions, Cultures and Transformations course.

Should you have any questions, please feel free to contact Tom Dugdale, faculty Chair of the A&H1 Subcommittee, or me.

Best,  
Jennifer



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Pronouns: she/her/hers