

**From:** [Neff, Jennifer](#)  
**To:** [Lang, Matthew](#); [Willging, Jennifer](#)  
**Cc:** [Koehnlein, Bjoern](#); [Podalsky, Laura](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)  
**Subject:** French 3804  
**Date:** Wednesday, October 23, 2024 10:10:00 AM  
**Attachments:** [image001.png](#)

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Good morning,

On Wednesday, October 9<sup>th</sup>, the Arts and Humanities 2 Subcommittee of the ASC Curriculum Committee reviewed a new course request for French 3804.

The Subcommittee unanimously approved the request with the following feedback:

- **Contingency:** The Subcommittee requests that the department more clearly lay out in the syllabus how the course meets the credit hours requirements of 9 weekly hours of engagement in terms of lectures and assigned homework/materials. The Subcommittee is not necessarily suggesting that there is an insufficient amount of engagement, rather they are struggling to make this judgement from the current state of the syllabus. The Subcommittee notes the additional details provided in the distance approval cover sheet and asks that the same level of detail be included and broken down in the syllabus to give a better understanding of the regular substantive interaction (RSI; defined by the ASC Office of Distance Education [here](#)) applied in the course.
- *Recommendation:* The Subcommittee recommends that the department allow for the small group meetings to occur during the established class time, as students taking distance courses are not required to be available to meet for additional time outside of class. This feedback is friendly advice based on the experience of the reviewing faculty with distance classes. Additionally, regarding the small group meetings, the Subcommittee recommends that further instruction be provided to students concerning how to record, save, and upload a Zoom meeting. [Syllabus p. 6; 11]
- *Recommendation:* The Subcommittee recommends that the syllabus include a trigger warning or statement regarding the possibly sensitive nature of the course content.
- *Recommendation:* The Subcommittee recommends that the participation requirements in the syllabus be listed in bullet points rather than written in narrative form so that students can absorb the information more easily. [Syllabus pp. 6-7]
- *Recommendation:* The Subcommittee recommends that each major course assignment in the description section of the syllabus be bolded so they do not blend together and are more reader-friendly. [Syllabus pp. 10-11]
- *Recommendation:* The Subcommittee recommends that the department use the most recent version of the university's recently updated diversity statement if they wish to keep it in the syllabus. 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. 14]
- *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. 15]

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 to one of the Themes Subcommittees for approval as a Themes course. *Recommendations* (in italics above) should be implemented when the course is next taught.

I will return French 3804 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 Björn Köhnlein (acting faculty Chair of the A&H2 Subcommittee; cc'd on this e-mail), or me.

Best,  
Jennifer



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Pronouns: she/her/hers