

From: [Neff, Jennifer](#)
To: [Freudenstein, John](#)
Cc: [Hadad, Christopher](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: EEOB 4420
Date: Friday, November 8, 2024 8:53:00 AM
Attachments: [image001.png](#)

Good morning,

On Thursday, October 24th, the Natural and Mathematical Sciences Subcommittee of the ASC Curriculum Committee reviewed a course change request for EEOB 4420.

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

- **Comment:** The Subcommittee encourages the department to critically review the syllabus to remove typing errors.
- **Contingency:** The Subcommittee requests that the department provide additional details in the syllabus regarding the group research portfolio to enhance students' understanding of the assignment expectations, including examples of what this project might look like and possible research topics. [Syllabus p. 6]
- **Contingency:** The Subcommittee notes that the credit hours and work expectations statement in the syllabus mentions that students should expect to spend around 12 hours per week engaging with the course. As a 3-credit course, this should be adjusted to reflect 9 hours of weekly engagement. [Syllabus p. 3]
- **Contingency:** The Subcommittee requests that the department include information beyond the boilerplate language in the syllabus regarding accommodations for students with disabilities. Specifically, it is important to include a clear description of the physical activities involved in the trip, encompassing the types of activities planned, the expected level of physical exertion, and any relevant accessibility considerations.
- **Contingency:** The Subcommittee requests that the department use the most recent version of the religious accommodations statement in the syllabus. This updated statement is a result of a directive by the Executive Vice President and Provost and can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). Please note that the link to religious holidays, holy days and observances at the end of the statement is also required to be included in the syllabus. [Syllabus p. 12]
- **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. 10]
- **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. 11]

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.

I will return EEOB 4420 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



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