

From: [Neff, Jennifer](#)
To: [Hedgecoth, David](#); [Banks, Eva-Marie](#)
Cc: [Dugdale, Tom](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: Music 3402.35, 3403.35, 4501.35, 4502.35, & 4602.35
Date: Thursday, November 7, 2024 9:05:00 AM
Attachments: [image001.png](#)

Good morning,

On Tuesday, October 29th, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed new course requests for Music 3402.35, 3403.35, 4501.35, 4502.35, & 4602.35.

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

- **Contingency:** The Subcommittee requests that the School distinguish in the syllabi which materials are required versus recommended and how they can be accessed by students. For instance, Soundboard is not currently listed as a required material, though it is implied in the studio policies section of the syllabi. [Syllabi pp. 2, 6-7]
- **Contingency:** The Subcommittee requests that the grading criteria be made clearer in the syllabi, specifically regarding the additional requirements mentioned under the studio policies. They ask that the School integrate these expectations into the grading/list of required assignments so that students are aware that they must complete these requirements. [Syllabi pp. 2, 6-7]
- *Recommendation:* The Subcommittee recommends that the section in the syllabi including information on grading be formatted as a bulleted list rather than in narrative form so that it is easier to read at a glance. [Syllabi p. 2]
- *Recommendation:* The Subcommittee recommends that the School 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](#). [Syllabi p. 3]
- *Recommendation:* The Subcommittee recommends that the School use the most recent version of the university's diversity statement if they wish to keep it in the syllabi. The updated statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabi p. 5]
- *Recommendation:* The Subcommittee recommends that the School remove the accessibility statement on page 5 of the syllabi as it is an outdated version of the SLDS statement.

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 each course to the unit queue via curriculum.osu.edu in order to address the

Subcommittee's requests.

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