

**From:** [Hilty, Michael](#)  
**To:** [Hedgecoth, David](#); [Banks, Eva-Marie](#)  
**Cc:** [Dugdale, Tom](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Neff, Jennifer](#)  
**Subject:** Music 2473, 2475, & 3580  
**Date:** Wednesday, February 5, 2025 2:29:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)

---

Good afternoon Dave and Eva,

On Tuesday, January 28<sup>th</sup>, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed new course requests for Music 2473, 2475, and 3580. I am pleased to report that all three courses were approved with recommendations. See below for details:

1. Music 2473 (new course)

- **Recommendation:** The Subcommittee recommends that the course instructor remember to choose the correct amount of contact hours per week (such as for twice a week for 80 minutes or three times a week for 55 minutes) when the course is offered.
- **Recommendation:** The Subcommittee recommends moving the course calendar to come after all course policies, procedures, and information.
- **Recommendation:** The Subcommittee recommends finding an alternative way to assess the Reading and Discussion Assignments, as it appears this assignment is being assessed primarily through participation. However, there is already a section of the course grading a student's attendance and participation.
- **Recommendation:** The Subcommittee recommends clarifying in the attendance policy (page 1 of the syllabus) what is classified as an unexcused absence and the penalty students can expect should they exceed the allowable number of absences.

2. Music 2475 (new course)

- **Recommendation:** The Subcommittee recommends moving the course calendar to come after all course policies, procedures, and information.
- **Recommendation:** The Subcommittee recommends finding an alternative way to assess the Reading and Discussion Assignments, as it appears this assignment is being assessed primarily through participation. However, there is already a section of the course grading a student's attendance and participation.
- **Recommendation:** The Subcommittee recommends clarifying in the attendance policy (page 1 of the syllabus) what is classified as an unexcused absence and the penalty students can expect should they exceed the allowable number of absences.
- **Recommendation:** The Subcommittee recommends reconfiguring the grade breakdown (page 15 of the syllabus), as the total percentage equals 120 and not 100.

3. Music 3580 (new course)

- **Recommendation:** The Subcommittee recommends updating the course title from "Internship Preparation" to "Clinical Internship Preparation" to better inform students on the purpose of the course.
- **Recommendation:** The Subcommittee recommends updating the confidentiality

statement (page 2 of the syllabus) to include information on how students should be expected to maintain anonymity of client/patient information.

- **Recommendation:** The Subcommittee recommends updating course learning outcome number 6 to be some form of reflecting upon self-care practices, as it may be difficult to assess how students will demonstrate self-care practices.
- **Recommendation:** The Subcommittee recommends clarifying in the attendance policy (page 1 of the syllabus) what is classified as an unexcused absence and the penalty students can expect should they exceed the allowable number of absences.
- **Recommendation:** The Subcommittee recommends moving the course calendar to come after all course policies, procedures, and information.

All three courses will advance to OAA.

Please don't hesitate to reach out to me or Tom Dugdale, faculty Chair of the Arts and Humanities 1 Subcommittee, with any questions.

All my best,  
Michael



**THE OHIO STATE UNIVERSITY**

**Michael Hilty**

Curriculum and Assessment Coordinator  
ASC Staff Advisory Council, Chair

**The Ohio State University**

The College of Arts and Sciences  
ASC Curriculum and Assessment Services  
306A Dulles Hall  
230 Annie and John Glenn Ave, Columbus, OH 43210  
614-247-6089 Office  
[hilty.70@osu.edu](mailto:hilty.70@osu.edu) / [ascas.osu.edu](http://ascas.osu.edu)

Pronouns: he/him/his, they/them/theirs / Honorific: Mx.

**BLACK LIVES MATTER**

**STOP AAPI HATE**

DACA/undocumented ally



*I acknowledge that the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. I honor the resiliency of these tribal nations and recognize the historical contexts that has and continues to affect the Indigenous peoples of this land.*