

From: [Neff, Jennifer](#)
To: [Reed, Christopher](#); [Getson, Jen](#)
Cc: [Vaessin, Harald](#); [Kantor, Jamison](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: History 3030
Date: Thursday, March 27, 2025 2:51:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Monday, March 17th, the Themes 1 Subcommittee of the ASC Curriculum Committee and the Theme Advisory Group for Traditions, Cultures, and Transformations reviewed a GEN Theme: TCT request for History 3030.

The reviewing faculty approved the request with the following feedback:

- **Comment:** The reviewing faculty believe that this course aligns well with the TCT Theme, with its focus on the history of Ohio making it a valuable GE offering for our land-grant institution.
- **Contingency:** The reviewing faculty request that the assignments and activities in the syllabus include more explicit explanations of how they help students achieve the Theme specific ELOs (3.1-4.3) while engaging with the course content. Additionally, for the benefit of future instructors, the reviewing faculty ask that the course designer also add some brief, concrete details about assignments, activities, and assessment opportunities in the GE submission form with attention to ELO 3.1-4.3 (they note that the descriptions in ELO categories 1-2 are great models for categories 3-4).
- **Contingency:** The reviewing faculty request that the syllabus state that completion of all assignments is required to pass the course. Given that the reflection papers carry a low percentage of the overall grade, it is important to ensure that students complete them in order to fulfill Theme ELO 2.2.
- **Contingency:** The reviewing faculty are unclear as to whether this course is synchronous online. Though the syllabus includes an attendance policy, it does not specify how lectures will be conducted. The reviewing faculty request that the department clarify whether the course is synchronous or asynchronous (indicating the lecture times and frequency if the former and removing the attendance policy on syllabus pp. 5-6 if the latter).
- **Contingency:** The reviewing faculty request 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. 7-8]
 - **(Policy: [Religious Holidays, Holy Days and Observances](#))**
- **Contingency:** The reviewing faculty request that a cover letter be provided that details all changes made as a result of their feedback.
- **Recommendation:** The reviewing faculty note that the course relies on exams administered

through Carmen and recommend that the department consider the potential impact of AI tools on the exam integrity. Perhaps incorporating a clear AI policy would help to ensure fair assessment practices.

- *Recommendation:* The reviewing faculty recommend that the department remove the reference to the OSU standard grading scale from the syllabus, as the university does not use a standard grading scale. [Syllabus p. 3]
- *Recommendation:* The reviewing faculty recommend that the department use the most recent version of the university's 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. 7]
- *Recommendation:* The reviewing faculty recommend that the department use the most recent version of the mental health statement if it wishes to keep the statement in the syllabus. The statement was updated to include the new Suicide and Crisis Lifeline number. 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. 7]

As a reminder, **contingencies** (in bold above) must be addressed and resubmitted via curriculum.osu.edu before this course can move forward in the approval process. *Recommendations* (in italics above) should be implemented when the course is next taught.

I will return History 3030 to the department queue via curriculum.osu.edu in order to address the above feedback.

Should you have any questions about the feedback of the reviewing faculty, please feel free to contact Harald Vaessin (faculty Chair of the Themes 1 Subcommittee), Jamison Kantor (faculty Chair of the Theme Advisory Group: TCT), or me.

Best,
Jennifer



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Pronouns: she/her/hers