

From: [Neff, Jennifer](#)
To: [Moritz, Mark](#); [Guatelli-Steinberg, Debra](#); [Palazzo, Sarah](#)
Cc: [Nathanson, Amy](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: RE: Anthropology 7720, 5515, 2203, & 3233
Date: Monday, May 12, 2025 5:03:00 PM
Attachments: [image001.png](#)

Good afternoon,

The revisions to Anthropology 5515 have been approved by ASCCAS staff, and the course will continue through the approval process.

However, the revisions to Anthropology 3233 cannot be fully approved as the following contingency has not been addressed:

- **Contingency:** The Subcommittee requests additional information regarding the length and format of the exams to help establish clearer expectations for students. Additionally, clarification is needed concerning the final exam. Specifically, on page 3, the syllabus states that "course examinations will consist of three equally weighted tests worth 80 points each," which seems to exclude the final exam from the grading structure. The Subcommittee is unsure if the final exam potentially serves as a replacement for a lower test grade or another purpose entirely. The Subcommittee requests more explicit guidance to ensure both the Subcommittee and the students understand how the final exam factors into the course. [Syllabus pp. 3, 15]

I will return Anthropology 3233 to the department queue via curriculum.osu.edu in order to address the remaining contingency.

If you have any questions, please do not hesitate to reach out to Amy Nathanson (faculty Chair of the SBS Subcommittee) or me.

Best,
Jennifer



THE OHIO STATE UNIVERSITY

Jennifer Neff

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Pronouns: she/her/hers

From: Neff, Jennifer

Sent: Monday, April 21, 2025 1:23 PM

To: Moritz, Mark <moritz.42@osu.edu>; Guatelli-Steinberg, Debra <guatelli-steinberg.1@osu.edu>; Palazzo, Sarah <palazzo.66@osu.edu>

Cc: Nathanson, Amy <nathanson.7@osu.edu>; Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>; Steele, Rachel <steele.682@osu.edu>; Hilty, Michael <hilty.70@osu.edu>

Subject: Anthropology 7720, 5515, 2203, & 3233

Good afternoon,

On Monday, April 14th, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed course change requests for Anthropology 7720, 5515, & 2203 and a new course request for Anthropology 3233.

I am pleased to report that the Subcommittee approved the requests with recommendations and contingencies. For your convenience, I have pasted the Subcommittee's feedback beneath my signature in this email as well as attached it as a separate word document.

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

I will return Anthropology 7720, 5515, & 3233 to the department queue via curriculum.osu.edu in order to address the Subcommittee's requests.

Anthropology 2203 has been advanced to OAA.

Should you have any questions about the feedback, please do not hesitate to reach out to Amy Nathanson (faculty Chair of the SBS Subcommittee) or me.

Best,
Jennifer



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- ANTHROP 7720

- **Contingency:** The Subcommittee requests that the department add the required religious accommodations statement into the syllabus. The Arts and Sciences Curriculum Committee has updated the list of required syllabus statements for all syllabi to include a statement on religious accommodations as a result of a directive by the Executive Vice President and Provost. The statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). Please note that the policy link at the end of the statement is also required to be included in the syllabus.
- *Recommendation:* To ensure transparency and clarity for students regarding final grades, the Subcommittee recommends that the grading scale in the syllabus be completed in full rather than ending with “B-”. [Syllabus p. 2]
- *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 5]
- *Recommendation:* The Subcommittee recommends 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 and can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus p. 5]
- *Recommendation:* To reflect recent changes, the Subcommittee recommends that the link in the Title IX statement be updated to direct students to the [Office of Civil Rights Compliance](#). [Syllabus p. 5]
- *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. 5]

- ANTHROP 5515

- **Contingency:** The Subcommittee requests that the department use the most recent version of the required religious accommodations statement in the syllabus. The new version of this required statement is a result of a directive by the Executive Vice President and Provost and can be found here on the [ASC Curriculum and Assessment Services website](#). Please note that the policy link at the end of the statement is also required to be included in the syllabus. [Syllabus p. 17]

Recommendation: The Subcommittee recommends that the syllabus provide a

clearer sense of the expected workload for graduate students. Specifically, it would be helpful to clarify which of the recommended readings will be required of graduate students in the course to allow them to plan their time accordingly.

[Syllabus p. 4]

- *Recommendation:* While the syllabus does state there are no required meetings at set times for the course, the Subcommittee recommends explicitly indicating that the course is *asynchronous*, as this is a key descriptor that students look for in an online syllabus. [Syllabus p. 3]
- *Recommendation:* The Subcommittee notes that the syllabus references different deadlines for the annotated reading assignments. The participation requirements lists a deadline of Monday at 5 PM, while all other mentions indicate that they are due before noon. To avoid confusion, the Subcommittee recommends aligning these times across the syllabus. [Syllabus p. 5]
- *Recommendation:* To reflect recent changes, the Subcommittee recommends that the link in the Title IX statement be updated to direct students to the [Office of Civil Rights Compliance](#). [Syllabus p. 16]
- *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. 16]
- *Recommendation:* Due to the recent closure of the Student Life Center for Belonging and Social Change (formerly the Multi-Cultural Center), the reviewing faculty recommend removing the link to their website from the land acknowledgement statement. [Syllabus p. 16]
- *Recommendation:* The Subcommittee recommends that the department use the most recent version of the Student Life Disability Services Statement, which can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 16-17]
- ANTHROP 2203
 - *Recommendation:* The Subcommittee recommends that the department remove the exclusion statement on the first page of the syllabus, as it references a course number from the university's quarter system and is no longer relevant.
 - *Recommendation:* The Subcommittee recommends removing "D-" from the grading scale in the syllabus, as Ohio State does not use this mark. The Subcommittee recommends that the percentage currently associated with "D-" then be reassigned to "D" to ensure all percentages are accounted for on the scale. [Syllabus p. 2]

- *Recommendation:* Due to the recent renaming of the Office of Institutional Equity to the [Office of Civil Rights Compliance](#), the reviewing faculty recommend that the department update the contact in the Religious Accommodations statement, ensuring that it remains a live link. Additionally, the Subcommittee recommends that the policy at the end of the statement be a working hyperlink to OAA's website. 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. 4-5]
 - **(Policy: [Religious Holidays, Holy Days and Observances](#))**
- *Recommendation:* Due to the recent closure of the Student Life Center for Belonging and Social Change and the Office of Diversity and Inclusion, the reviewing faculty recommend removing the links to their websites from the syllabus. [Syllabus p. 4]
- ANTHROP 3233
 - *Comment:* The Subcommittee is concerned that the course title, "Medicolegal Death Investigation", may not be fully understood by students. The Subcommittee offers the friendly advice to consider a more accessible or descriptive course title to ensure students understand the focus of the course.
 - **Contingency:** The Subcommittee requests that the department seek concurrence with the Department of Sociology given the related disciplinary content of this course and their Criminology program.
 - **Contingency:** The Subcommittee requests additional information regarding the length and format of the exams to help establish clearer expectations for students. Additionally, clarification is needed concerning the final exam. Specifically, on page 3, the syllabus states that "course examinations will consist of three equally weighted tests worth 80 points each," which seems to exclude the final exam from the grading structure. The Subcommittee is unsure if the final exam potentially serves as a replacement for a lower test grade or another purpose entirely. The Subcommittee requests more explicit guidance to ensure both the Subcommittee and the students understand how the final exam factors into the course. [Syllabus pp. 3, 15]
 - **Contingency:** The Subcommittee requests further details regarding the articles assigned for discussion, specifically the types of articles that will be included and an indication of their length to provide an idea of the time this will require of students. Additionally, the Subcommittee requests that the phrase "Starting in March" at the beginning of the paragraph be revised since the syllabus is designated for the Autumn term. [Syllabus p. 3]
 - *Recommendation:* The Subcommittee notes that the placement of "Forensic Anthropology" in the heading of the syllabus may give the impression that it is the

title of the course, which could be misleading for students. The Subcommittee recommends that this be replaced with the official title and repositioned to avoid confusion. [Syllabus p. 1]

- *Recommendation:* The Subcommittee recommends including a table in the syllabus that outlines the weight of each assignment category, as a visual representation is more reader friendly. Along these lines, the Subcommittee suggests putting the point value for the research paper and examinations in bold with the assignment titles to remain consistent with the formatting used for other assignments. [Syllabus p. 3]
- *Recommendation:* The Subcommittee notes a slight overlap between the percentage ranges for the grades of “D” (59.44 - 66.45) and “E” (below 60), which they recommend be adjusted for clarity. Additionally, as a friendly comment, the instructor may wish to consider adopting a more conventional scale rather than using precise decimals such as .44 and .45. [Syllabus p. 7]
- *Recommendation:* The Subcommittee notes that the Title IX statement in the syllabus appears to be another version of the diversity statement. The Subcommittee recommends that the department use most recent language for the Title IX statement if they wish to keep it in the syllabus. The statement can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#). [Syllabus pp. 8-9]
- *Recommendation:* Due to the recent renaming of the Office of Institutional Equity to the [Office of Civil Rights Compliance](#), the reviewing faculty recommend that the department update the contact in the Religious Accommodations statement in the syllabus. [Syllabus p. 10]