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## AACAD/Design 5104

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Date Thu 5/22/2025 3:21 PM

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Cc Dugdale, Tom <dugdale.3@osu.edu>; Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>; Steele, Rachel <steele.682@osu.edu>; Hilty, Michael <hilty.70@osu.edu>; Neff, Jennifer <neff.363@osu.edu>

Good afternoon,

On Tuesday, May 13th, the Arts and Humanities 1 Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for AACAD/Design 5104.

The Subcommittee unanimously approved the request with two contingencies and seven recommendations (**please note that these contingencies have already been satisfied per emails w/ the departments**):

- a) **Contingency:** The Subcommittee requests that the departments amend the information in curriculum.osu.edu (under “Prerequisites and Exclusions”) so that Design 5104 lists ACCAD 5104 as an exclusion and vice versa.
- b) **Contingency:** The Subcommittee asks that the departments remove the course titles from the prerequisite listing (curriculum.osu.edu under “Prerequisites and Exclusions”).
- c) *Recommendation:* The Subcommittee notes that the late assignment policy on p. 2 of the syllabus (#5 under “Course Methodology”) conflicts with the late assignment policy outlined on pp 5-6 of the syllabus. They recommend that these be aligned for consistency.
- d) *Recommendation:* The Subcommittee recommends that the departments remove from the syllabus the portions of the attendance policy that do not apply to this class, such as the section that addresses courses that meet once/week (syllabus, p. 3).
- e) *Recommendation:* The Subcommittee recommends that the departments remove from the syllabus the portions of the late assignment policy that do not apply to this course, such as the policies for a 2000-level class, (syllabus, pp.5-6).
- f) *Recommendation:* The Subcommittee recommends that the departments remove or change the links on p. 12 of the syllabus that follow the university’s diversity statement, as the Office of Diversity and Inclusion and the Center for Belonging and Social Change (formerly the Multicultural Center) have recently been closed.
- g) *Recommendation:* The Subcommittee recommends that departments remove or change the name of the office and the reporting information for harassment, discrimination, sexual misconduct, or retaliation (syllabus pp. 12-13), as these issues are now handled by the [Civil Rights Compliance Office](#).
- h) *Recommendation:* The Subcommittee recommends that the departments use the most recent version of the Student Life Disability Services Statement (syllabus, pp. 13-14), which was updated in August 2024. The updated statement can be found in an easy-to-copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).
- i) *Recommendation:* The Subcommittee suggests that the departments amend the required links within the Religious Accommodations Statement (syllabus p. 14). They note that the Office of Institutional Equity is now closed, and students should be directed to the Civil Rights Compliance Office. The statement (with the new links embedded) can be found in an easy-to-copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).

As a reminder, *recommendations* (in italics above) should be implemented when the course is next taught. AACAD/Design will continue through the approval process to the Graduate School.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Tom Dugdale (faculty Chair of the A&H 1 Subcommittee; cc'd on this e-mail), or me.

Best,  
Rachel



**Rachel Steele, MA**

(Pronouns: she/her/hers / Honorific: Ms.)

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