



Geography 5230

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Good evening,

On Thursday, January 22nd, the Social and Behavioral Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for Geography 5230.

The Subcommittee unanimously approved the request with five contingencies three recommendations:

- a. **Contingency:** The Subcommittee asks that the department reconsider the course's lack of prerequisites. They note that the syllabus indicates that students should have "basic ArcGIS skills" (p. 4); additionally, they observe that the course schedule (pp. 9-10) and the course's assignments (pp. 6-8) imply that students will need significant prior skill in mathematics.
- b. **Contingency:** The Subcommittee requests that the department indicate on the first page of the syllabus the planned meeting times for the course. While they understand this would not yet be known with any degree of certainty, some indication (e.g. "T/Th 11:10-12:30" or "two 80-minute meetings/week") is required to make certain that the department is planning the correct number of contact hours each week for a 3 CH course.
- c. **Contingency:** The Subcommittee asks that the department clarify the grading structure/assignment structure for the course. On p. 6 of the syllabus, the chart notes one midterm exam worth 15% of the overall course grade and no final examination. However, under the subheading "exams" (also p. 6), the syllabus states "There will be a midterm exam and a final exam, each of them worth 10% of your final grade."
- d. **Contingency:** The Subcommittee requests that the department provide further information for students about the use of AI in the course (syllabus, p. 11). For example, they note much of the guidance is based on the allowance of AI for specific assignments, but the guidelines make no mention of which assignments in the course do (or do not) permit the use of AI. Also, the Subcommittee notes that the bold text in the first paragraph says "enhance yet replace" and they offer the friendly note that the department may have meant to say "enhance not replace" instead.
- e. **Contingency:** As of August 29th, 2025, all syllabi must have either a link to the statements below or these statements written out in their entirety within the syllabus (the statement(s) in **bold** below are missing from the current syllabus and/or incomplete/out-of-date). Syllabi should link to the Office of Undergraduate Education's [Syllabus Policies & Statements webpage](#) and/or copy-and-paste the statements from the Office of Undergraduate Education's website.
 - a. Academic Misconduct
 - b. **Student Life - Disability Services (incomplete)**
 - c. **Religious Accommodations (missing links)**
 - d. Intellectual Diversity

Instructors are also welcome to include any other standard and/or recommended syllabus statements found on the Office of Undergraduate Education's webpage which they deem relevant for their course. Please also refer to

this page to ensure that the Mental Health statement on p. 13 of the syllabus and all other statements are current and accurate.

- f. *Recommendation:* The subcommittee recommends incorporating into the syllabus the suggestion from the Center for Aviation Studies to promote AVIATN 2400 in the course syllabus.
- g. *Recommendation:* The Subcommittee recommends that the department remove or amend the language on p. 3 of the syllabus that describes “Credit hours and work expectations”. This language surrounding “direct instruction” is part of the old distance learning syllabus template, which was retired in SP24, and is not intended to describe the activities of an in-person course.
- h. *Recommendation:* The Subcommittee recommends that the department include in the list of excused absences “university sanctioned events” (syllabus, p. 6).

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 to the Graduate School. *Recommendations* (in italics above) should be implemented when the course is next taught. I will return Geography 5230 to the department queue via curriculum.osu.edu in order to address the Subcommittee’s requests.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Rachel Dwyer (faculty Chair of the SBS Subcommittee; cc’d on this e-mail), or me.

Best,
Rachel



Rachel Steele, MA

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

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