

From: [Neff, Jennifer](#)
To: [Andrews, Adam](#); [Sabel, Jaime](#)
Cc: [Hadad, Christopher](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Wade, Macy](#)
Subject: Biology 3120
Date: Friday, January 23, 2026 12:42:00 PM
Attachments: [image001.png](#)

Good afternoon,

On Tuesday, January 13th, the Natural and Mathematical Sciences Subcommittee of the ASC Curriculum Committee reviewed a new course request for Biology 3120.

The Subcommittee approved the request with the following feedback:

- **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these statements written out in their entirety within the syllabus (the statement(s) in **bold** below are missing or outdated in the current syllabi). 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.
 - Academic Misconduct
 - Student Life - Disability Services
 - **Religious Accommodations** – please ensure the office email and Policy: Religious Holidays, Holy Days and Observances function as hyperlinks. (p. 6)
 - **Intellectual Diversity**Instructors are welcome to include any standard and/or recommended syllabus statements found on the [Office of Undergraduate Education's webpage](#) which they deem relevant for their course. Please refer to this page to ensure that the statements on Diversity and Title IX (now to be replaced with the statement on “Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct”) on p. 8 of the syllabus and all other statements are current and accurate.
- *Recommendation:* The Subcommittee recommends rewording or expanding the course description in curriculum.osu.edu and the syllabus to more clearly convey the purpose and scope of the course.
- *Recommendation:* The Subcommittee notes that the course includes a substantial amount of group work. The Subcommittee encourages consideration of additional individual assessment components (such as individual lab reports) to complement the existing group-based assignments and lab skills assessments.
- *Recommendation:* The Subcommittee recommends that the instructor consider how individual accountability within group work will be ensured. As currently structured, uneven participation may only become evident during lab skills assessments. The Subcommittee recommends incorporating a mechanism such as partner feedback to ensure that all group members are actively contributing.
- *Recommendation:* The Subcommittee notes that the final writing assignment could potentially be completed using AI tools. The Subcommittee recommends including a

statement on the use of AI in the course as well as incorporating opportunities for instructor check-ins or other measures to ensure that students can articulate their work.

- *Recommendation:* The Subcommittee recommends providing additional detail regarding the in-class time allotted for preparing video submissions for the lab skills assessments, including clarification on how much time students will have to complete this work (syllabus p. 3).
- *Recommendation:* The Subcommittee suggests that the unit rephrase the statement on “Credit Hours and Work Expectations” (syllabus, p. 1), as its current language (e.g., references to “direct instruction”) is not well suited to describing an in-person course. The Subcommittee recommends instead emphasizing students’ overall engagement per week.
- *Recommendation:* The Subcommittee notes that page 4 of the syllabus states that all make-up work must be completed by the end of the course in week 7. While the Subcommittee recognizes that this course may be offered in a seven-week session, they recommend ensuring that this language is updated as appropriate for the full 14-week session for which this syllabus was prepared.

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

I will return Biology 3120 to the unit’s queue via curriculum.osu.edu in order to address the Subcommittee’s requests.

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

Best,
Jennifer



THE OHIO STATE UNIVERSITY

Jennifer Neff

Curriculum and Assessment Coordinator

The Ohio State University

College of Arts and Sciences

ASC Curriculum and Assessment Services

306A Dulles Hall, 230 Annie and John Glenn Ave, Columbus, OH 43210

614-292-3901 / ascas.osu.edu

Pronouns: she/her/hers