

Date: 2 June 2010
Subject: Proposed Interdisciplinary Minor in Nonprofit Studies
From: Larry Krissek, Chair, Interdisciplinary Initiatives Subcommittee

The Interdisciplinary Initiatives Subcommittee considered the proposal for a new Interdisciplinary Minor in Nonprofit Studies at its meeting of 30 April 2010, following approval during Winter 2010 of a new course that will serve as one of the required foundational courses in this minor (ASC 337, Introduction to Nonprofits). This Minor will be administered by the John Glenn School of Public Affairs.

As proposed, the Minor in Nonprofit Studies will require completion of at least 23 credit hours; these include 15 credit hours in required courses, with one course taken from each of three categories – Introduction, Management, and Experiential. ASC 337 (Introduction to Nonprofits) is the only course in the Introduction category; Public Affairs 330 (Introduction to Nonprofit Management) and Art Education 481 (Managing Arts Organizations) are the choices in the Management category; and the Experiential requirement can be met by English 567 (Rhetoric and Community Service), ASC 589.02 (Nonprofit Internship), Art Education 589, or an internship in nonprofits from any hosting department.

A minimum of 8 credit hours of electives are required to complete the proposed minor. Choices for the electives include any of the courses listed above that are not used to meet the Required component, as well as courses from Accounting and Management Information Systems, Art Education, Business Finance, Business Management and Human Resources, Business Marketing and Logistics, Communication, Consumer Sciences: Hospitality Management, English, Public Affairs, Rural Sociology, Sociology, and Women's Studies.

Discussion by the Subcommittee focused on details of wording within the proposal and details of specific courses that are included in the proposed minor; no major concerns about the proposal were raised during the Subcommittee's discussions.

Following this discussion, the Subcommittee voted unanimously to approve the proposed Interdisciplinary Minor in Nonprofit Studies. As a result, that proposal is being moved to the CCI for its consideration.

**The Ohio State University
John Glenn School of Public Affairs
Approved for College of Arts and Sciences**

Nonprofit Studies Minor

John Glenn School of Public Affairs, 110 Page Hall, 1810
College Rd, Columbus, OH 43210; 614-292-8696

College of Arts and Sciences
<http://artsandsciences.osu.edu>

Please see an advisor in Arts and Sciences Advising and
Academic Services in 115 Denney Hall to declare the minor.

The Nonprofit Studies minor has three goals which provide
an interdisciplinary set of knowledge and skills needed to
work in the nonprofit sector:

1. Students will be able to articulate the theories and
practices that shape political, organizational, economic,
and technological environments of nonprofit
organizations.
2. Students will be able to analyze nonprofit management
dilemmas from a strategic perspective, grounded in an
awareness of nonprofit laws, standards and best
practices.
3. Students will be able to apply their learning in
professional nonprofit settings, utilizing appropriate
written and oral communication skills.

The undergraduate minor in Nonprofit Studies requires
completion of a minimum of 23 credit hours. Students are
required to take 15 hours from the list of required courses
and 8 elective hours which may be taken from the remaining
core courses or the elective list provided.

Required Courses:

**Students must take one course from each of the three
categories.**

Introduction:

ASC 337: Introduction to Nonprofits

Management:

JGS 330: Introduction to Nonprofit Management

Art Education 481: Managing Arts Organizations

Experiential:

English 567: Rhetoric and community Service

ASC 589.02: Nonprofit Internship

Art Ed 589: Internship

*Students may also complete an internship in nonprofits from
any hosting department with approval of the minor advisor or
petition to substitute other courses as appropriate.

Elective Courses:

Accounting and Management Information Systems 310

Art Education 480, 595

Business Finance 420

Business Management and Human Resources 290, 400,
590, 701

Business Marketing and Logistics 450

Communication 325, 637, 656

Consumer Sciences: Hospitality Management 661

English 304

Public Affairs 290

Rural Sociology 542

Social Work 230, 520, 521

Women's Studies 510

Special Topics Courses:

Students may petition to use courses that are relevant. They
should check with advising as to the appropriateness of the
courses.

Arts and Sciences minor program guidelines

The following guidelines govern this minor:

Required for graduation No

Credit hours required A minimum of 20

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted, unless specifically
disallowed by an individual minor program.

Overlap with the major Not allowed and

- The minor must be in a different subject than the major.
- The same courses cannot count on the minor and on the major.

Overlap between minors Each minor completed must
contain 20 unique hours.

100-level course: For every five credit hours of 100-level
course work on the minor, the minimum total required for the
minor is increased by five.

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.00 cumulative point-hour ratio required for the minor.
- Course work graded Pass/Non-Pass cannot count on the minor.

Approval required The minor program description sheet
indicates if the minor course work must be approved by:

- The academic unit offering the minor, or
- A college/school counselor.

Filing the minor program form The minor program form must
be filed at least by the time the graduation application is
submitted to a college/school counselor.

Changing the minor Once the minor program is filed in the
college office, any changes must be approved by:

- The academic unit offering the minor, or
- A college/school counselor (depending on the minor).

Arts and Sciences Curriculum and Assessment Services

<http://ascas.osu.edu>

The Ohio State University

4132 Smith Lab, 174 W. 18th Ave.

JLM/BCV 6-3-10

**Proposal for an Interdisciplinary Minor in
Nonprofit Studies
John Glenn School of Public Affairs**

Development Committee:

Jane Cataldi
Roger Cherry
Anand Desai
Terry Gustafson
Trish Houston
Jessica Mercerhill
Stephanie Moulton
Dickie Selfe
Judy Tansky
Mindy Wright
Margaret Wyszomirski

Proposal for an Interdisciplinary Minor in Nonprofit Studies

Nonprofit organizations increasingly report that they need more (and better trained) leaders and managers (Bell et al. 2006; Howe and Strause 2000; Crutchfield and McLeod Grant 2008). In central Ohio, nonprofit organization executives participating in The OSU Nonprofit Advisory Council stress the need for additional academic programming at the OSU that prepares students (both undergraduate and graduate) specifically for careers in the nonprofit sector. Undergraduate students across academic departments at OSU have also expressed growing demand for coursework and training geared towards the nonprofit sector. These factors, when brought together with the considerable strengths in relevant theory and practice across disciplines at Ohio State call for the development of an interdisciplinary undergraduate nonprofit minor.

Much recent academic scholarship (also supported by nonprofit leaders in the field) speaks to the need for those who work in the philanthropic sector to develop an interdisciplinary set of knowledge and skills; a purely business point of view does not prepare leaders of high impact nonprofits working in dynamic environments (Collins), nor does a purely social science perspective prepare leaders for the day to day challenges of managing an organizations. Because nonprofit organizations generally embrace a shared goal of creating social change, the theory and practice that underlies nonprofit organizations requires the integration of scholarship across a range of disciplines, for example: entrepreneurship, assessment and evaluation, communication and writing, public policy and sociology. For example, in their recent case study, Crutchfield and Grant note six interdisciplinary approaches that are characteristic of high impact nonprofits, illustrating the interdisciplinary nature of nonprofit theory and practice: advocating for policy change, harnessing market forces, creating meaningful , experiences for supporters, building networks, adapting to change environments, and sharing leadership.

This kind of interdisciplinarity study, connected through an ultimate goal of social change, creates a compelling case for the creation of an undergraduate nonprofit program.

Bell, Jeanne; Richard Moyers; and Timothy Wolfred. *Daring to Lead 2006: A National Study of Nonprofit Executive Leadership* Compasspoint Nonprofit Services and The Meyer Foundation, 2006. www.compasspoint.org/daringtolead2006

Collins, Jim. *Good to Great and the Social Sector*, Jim Collins, 2005.

Crutchfield, Leslie R. and Heather McLeod Grant. *Forces for Good; the Six Practices of High-Impact Nonprofits*. San Francisco: Jossey-Bass, 2008.

Howe, Neil and William Strauss. *Millennials Rising: The Next Great Generation*. New York, Vintage, 2000.

Nonprofit Academic Centers Council. *Curricular Guidelines for Undergraduate Study in Nonprofit Leadership, the Nonprofit Sector and Philanthropy*, 2007.
<<http://www.naccouncil.org/>>

Development of the Minor

The development of this minor arose from faculty interest and student demand. A core group of faculty with similar interests was brought together at the request of a few faculty members. After this initial group met to establish that there was a significant interest, notices of further development were sent to additional faculty and chairs of academic units who were thought to

have possible interest in the area. Faculty from the following academic units participated in the development of the minor: Art Education, Fisher College of Business, and the John Glenn School of Public Affairs.

Comments and suggestions were solicited from the chairs of all academic units with courses listed on the curriculum, and involvement was encouraged from throughout the Arts and Sciences and other colleges on campus. The proposal was shared with various student groups and feedback solicited.

Curriculum

The proposed undergraduate minor in Nonprofit Studies requires completion of a minimum of 23 credit hours. Students are required to take 15 hours from a list of core courses and 8 elective hours.

Required Courses: 15 credit hours (Choose one course from each category)

Introduction: ASC 337: Introduction to Nonprofits

Management: John Glenn School of Public Affairs 330: Introduction to Nonprofit Management or Art Education 481: Managing Arts Organizations

Experiential: English 567: Rhetoric and Community Service or Arts and Sciences 589.02: Nonprofit Internship or Art Education 589 or an internship in nonprofits from any hosting department

Elective courses: 8 credit hours

Any of the above courses not taken for the required component may be counted as electives.

Accounting and Management Information Systems 310: Foundations of Accounting

Art Education 480: Exploring the Creative Sector

Art Education 595: Exploring the Creative Sector: Art in the 21st Century

Business Finance 420: Foundations of Finance

Business Management and Human Resources 290: Entrepreneurship

Business Management and Human Resources 400: Foundations of Management and Human Resources

Business Management and Human Resources 590: Leading High Performance Ventures

Business Management and Human Resources 701: Managing Individuals in Organizations

Business Marketing and Logistics 450: Foundations of Marketing Management

Communication 325: Introduction to Organizational Communication

Communication 637: Public Communication Campaigns

Communication 656: Information Technology and Organizational Communication

Consumer Sciences: Hospitality Management 661: Special Events Planning and Management

English 304: Business and Professional Writing

Public Affairs 290: Leadership in Public and Nonprofit Sectors

Rural Sociology 542: Leadership and Community Development

Social Work 230: Introduction to Social Work in Contemporary Society

Social Work 520: Problems, Policies, and Programs in Social Welfare I

Social Work 521: Problems, Policies, and Programs in Social Welfare II

Women's Studies 510: American Women's Movements

Special Topics Courses:

Students may petition to use courses that are relevant. They should check with advising as to the appropriateness of the courses.

Administration and Advising

The minor will be listed in the OSU Bulletin as “an interdisciplinary minor offered through the John Glenn School of Public Affairs.” An interdisciplinary Faculty Advisory Committee will be formed with representatives from the major departments offering coursework within the minor and will include a representative from the university academic advising community. The Committee will be appointed by the Director of the John Glenn School of Public Affairs. This committee will evaluate the minor curriculum and course offerings and meet at least once per year in order to make recommendations regarding policy rules, the addition of courses to the minor, student learning outcome assessment, and the status of the minor.

Advising will be done by school advisors as well as participating faculty. Program materials will be available through the John Glenn School and the Arts and Sciences Academic Advising Services. Advisors will be provided with any needed education regarding the requirements of the minor and the selection of courses. Students will be able to declare this minor with their advisors and DARS will be used to complete degree certification.

Enrollment Projection

It is expected that this minor will be attractive to a wide variety of majors. It is expected that students majoring across Arts and Sciences, Fisher College of Business and Social Work will show particular interest.

The minor will be advertised to students via several ways: through the creation of a minor requirement sheet maintained by the John Glenn School of Public Affairs, which will be circulated to advisors and relevant faculty, through the posting of curricular information on the Arts and Sciences website, and through establishing links on participating departments’ websites. It is expected that the minor will initially attract a total of 20 students and grow to attract 50 students within five years. The Faculty Advisory Committee will monitor growth of student participation in the minor and make recommendations about possible increases in seat availability, if needed.

Resources and Expenses

Current facilities and staff resources are adequate to support this minor. The interdisciplinary cooperation of units allows students to benefit from the resources that exist in disparate units in such a way that enhances the networking amongst units. As the minor assists in connecting interested students to specific courses, it is expected that new courses may be developed as there will be a body of students to populate them. Our current budgetary system should reinforce the development of new courses as the interested student body grows. See Appendix A for a listing of faculty who regularly teach courses and conduct research in this area.

Competitiveness With Other Institutions

Few institutions currently have undergraduate work focusing on Nonprofits, although a number contain graduate level work.

Arizona State University

The Bachelor of Science degree in Nonprofit Leadership and Management provides theoretical and practical understanding of the nonprofit sector's role as an integral part of the social, political, economic, and philanthropic fabric of American society. No minor is available in this area of study.

Indiana University

The School of Public and Environmental Affairs has a Bachelor of Science in Public Affairs, with a concentration in Nonprofit Management. They also offer an undergrad nonprofit management minor.

University of Michigan

The Non Profit and Public Management Center offers courses for students interested in Nonprofit and Public Management and draws from courses available in eight University of Michigan Schools. The courses are housed in the business, education, information, music, natural resources and environment, public health, public policy, social work, and architecture and urban planning schools. No undergraduate degree is offer.

Cleveland State University offers a minor in Nonprofit Administration.

Administrative Support for the Minor

The establishment of this minor is supported at various levels. It has the support of the Director of the John Glenn School of Public Affairs, Charles Wise. Additional program concurrence and support has been obtained from many academic units and administrators (see Appendix C).

Implementation Date

The minor in Nonprofit Studies is proposed for implementation in Autumn Quarter 2010.

Student Learning Assessment

Learning Goals:

1. Students will be able to articulate the theories and practices that shape political, organizational, economic, and technological environments of nonprofit organizations.
2. Students will be able to analyze nonprofit management dilemmas from a strategic perspective, grounded in an awareness of nonprofit laws, standards and best practices.
3. Students will be able to apply their learning in professional nonprofit settings, utilizing appropriate written and oral communication skills.

Assessment Plan:

1. Enrollment will be evaluated, as possible, on both the program and course levels on a yearly basis. On a program level, the number of students enrolled in the minor will be

tracked. Additional student information, such as student major, honors and scholar affiliation, course selection, and performance in the minor will be assessed. At a course level, enrollment and seat availability in specific minor courses will be evaluated. Possible barriers to completing the minor in a timely fashion may be shown by enrollment trends. As students may not declare their minor until application for graduation, retrospective data will be collected and compared to data collected on a quarterly and annual basis.

2. As enrollments increase, assessment will move to a survey of graduating minors, again stressing of attainment of the above goals, and the structure, availability and sequencing of courses in the minor.
3. Student feedback regarding curricular content of courses will be solicited, especially in courses that are selected by the majority of students for use in the minor.

Dissemination:

The assessment will be supervised by the oversight committee for the minor and the results will be used for considering improvements in the minor program. The oversight committee also will summarize the results, along with any plans for changes and improvements in the minor, as a report to be distributed to the administration in the John Glenn School and to the faculty and academic units participating in the minor.

APPENDIX A: FACULTY

Faculty and teaching staff listed below have research and/or teaching interests in Nonprofit Studies or related disciplines at The Ohio State University.

* Faculty not listed here but interested in being part of the minor are encouraged to notify the Development Committee.

Keith Anderson – Social Work
Jane Cataldi – Art Education
Roger Cherry - English
Theresa Early – Social Work
Stephanie Moulton – John Glenn School of Public Affairs
Lisa Raiz – Social Work
Judy Tanski – Fisher College of Business
Margaret Wyszomirski – Art Education

APPENDIX B: Prerequisites for Courses

Prerequisites may be waived or alternate substitutions may be accepted by instructors so students should check with advisors or faculty if this is possible.

AMIS 310: Foundations of Accounting	Math 130 and Econ 200 and CS&E 100 or equiv.
Art Education 481	English 110, jr standing
Business Finance 420	Acct&MIS 310
BMHR 400	Math 130 and Econ 200 and CS&E 100 or equiv
BMHR 590	Econ 200 or AED Econ 200 or equiv
BMHR 701	Jr standing

B M & L 450
Communication 637
Communication 656
Consumer Science: HM 661
English 304
English 567
Rural Sociology 542
Social Work 520
Social Work 521
Women's Studies 510

Math 130 and Econ 200 and CS&E 100 or equiv
Comm 431
permission of instructor
350.01, 370, 551
English 110
English 110 and a second writing course
Soc 101 or Rural Soc 105 or related social sciences
permission of instructor
520
10 hrs wom stds or permission of instructor

APPENDIX C:

Program Concurrences

Received:

ASC Arts and Humanities including Art Education
Communication
Consumer Sciences
Education and Human Ecology
English
Food, Agriculture, and Environmental Science
Social Work
Women's Studies

Concurrence Assumed after two requests with no response:
Fisher College of Business

From: Valarie Williams [mailto:williams1415@humanities.osu.edu]
Sent: Wed 3/24/2010 8:33 PM

Dear Jess,

The units within the Arts and Humanities fully support this proposal and has the support more specifically of the Department of Art Education faculty who have instrumented the Arts Entrepreneurship Minor and see this newly proposed one as a complement to it.

Please include Arts and Humanities' support for the Nonprofit Studies Minor.

My best,
Valarie

--

Valarie Williams
Professor and Associate Dean, Arts and Humanities
Director, OSU Urban Arts Space

-----Original Message-----

From: Amy Nathanson [mailto:nathanson.7@osu.edu]
Sent: Fri 3/12/2010 1:26 PM

The School of Communication concurs with including Comm 325, 637, and 656 on this minor.

Amy Nathanson
Chair, Undergraduate Studies Committee
School of Communication

Memorandum

To: Jessica Mercerhill, Director
Curriculum and Program Planning Project ASPIRE
College of Education and Human Ecology

From: Gong-Soog Hong *Gongsoog Hong*
Chair, Consumer Sciences

Date: March 25, 2010

Re: Interdisciplinary Minor in Nonprofit Studies

CS 310 - Consumer Service and Satisfaction

CS 340 – The Multicultural Consumer

HSPMG 460 – Personnel and Organization in Hospitality Management

HSPMG 480 – Introduction to Hospitality Marketing: Theory & Practice

HSPMG 661 – Special Events Planning & Management (already included)

HSPMG 680 – Cases in Hospitality Marketing

Thank you for giving us an opportunity to review the proposal.

-----Original Message-----
From: Jackie Blount

Sent: Tue 3/30/2010 6:05 PM
To: Jessica Mercerhill
Subject: RE: Request for Nonprofit Studies Minor Concurrence

Hello, Jessica --

Thank you for your messages regarding the proposed Nonprofit Studies Minor. After reviewing it, the College of EHE grants concurrence.

Take care and please let me know if you need any additional information.
Jackie

Jackie M. Blount
Associate Dean of Academic Affairs

College of Education and Human Ecology
The Ohio State University
172 Arps Hall, 1945 N. High St.
Columbus, OH 43210

-----Original Message-----

From: Richard Dutton [mailto:dutton42@humanities.osu.edu]
Sent: Wed 3/10/2010 7:36 AM

Dear Jessica,

I have looked at this with my Director of Undergraduate Studies, Manny Martinez, and we in English are happy to offer concurrence and to wish the new minor well.

Richard

-----Original Message-----

From: Jill Pfister [mailto:pfister.1@osu.edu]
Sent: Tue 3/30/2010 6:39 AM
To: Mercerhill, Jessica
Subject: Non Profit Studies Minor

Jessica: The College Committee on Academic Affairs plus the department of Human and Community Resource Development and the School of Natural Resources have reviewed the proposal and are in concurrence with the proposal. Best wishes.

Sincerely,

Jill A. Pfister

Assistant Dean, Academic Affairs
College Secretary
The Ohio State University

100 Agricultural Administration
2120 Fyffe Road
Columbus, OH 43210
(614)292-1734
(614)292-1218 Fax

-----Original Message-----

From: Tom Gregoire [mailto:gregoire.5@osu.edu]
Sent: Wed 3/10/2010 1:20 PM

Jessica

The College of Social Work supports this endeavor. A couple of proposed changes for you. The official title of SW 230 I to "Introduction to Social Work in Contemporary Society." We would also like you to consider the addition of a number social work course SW 220 "Introduction to Social Welfare"

Tom Gregoire

-----Original Message-----

From: Lexie Beer [mailto:beer42@humanities.osu.edu]
Sent: Mon 3/29/2010 10:27 AM
To: Jessica Mercerhill
Subject: Nonprofit Minor Concurrence

Jessica,

The Department of Women's Studies approves concurrence of the nonprofit minor proposal which includes WS 510 as an elective course.

In addition, we also suggest the consideration of WS 545 as an elective option if changes and additions are still being made.

Best Wishes,
Lexie

Lexie R. Beer | Program Coordinator | Department of Women's Studies | The Ohio State University
286 University Hall | 230 N. Oval Mall | Columbus, Ohio 43210 | 614.292.1021 | womens-studies.osu.edu

APPENDIX D:

Syllabi

From: [Jessica Mercerhill](mailto:Jessica.Mercerhill@ehe.osu.edu)
To: [Hallihan, Kathleen](mailto:Hallihan.Kathleen@ehe.osu.edu); [Vankeerbergen, Bernadette](mailto:Vankeerbergen.Bernadette@ehe.osu.edu)
Subject: FW: Request for Nonprofit Studies Minor Concurrence
Date: Tuesday, April 13, 2010 8:06:30 PM

Please add this to the nonprofit studies proposal.
Jess

-----Original Message-----

From: Mangum, Stephen [mailto:mangum_1@fisher.osu.edu]
Sent: Tue 4/13/2010 6:54 PM
To: Jessica Mercerhill
Subject: RE: Request for Nonprofit Studies Minor Concurrence

Jess:

I apologize for the long delay in getting back to you. I do not know why it took our faculty with interests in this area so long to respond on the matter but it did.

The good news is that the perspective is supportive and positive. We, the Fisher College, supportively give our concurrence to this proposed minor.

Thanks for asking us to weigh in. Good fortune moving forward.

Steve

Stephen Mangum
Senior Associate Dean
Professor of Management and Human Resources
Fisher College of Business
The Ohio State University

(614) 292-3834

-----Original Message-----

From: Jessica Mercerhill [<mailto:jmercerhill@ehe.osu.edu>]
Sent: Monday, March 22, 2010 4:22 PM
To: wyszomirski.1@osu.edu; pfister.1@osu.edu; mangum.1@osu.edu; blount.36@osu.edu; hong.177@osu.edu; bystydzinski.1@osu.edu
Cc: williams.1415@osu.edu
Subject: RE: Request for Nonprofit Studies Minor Concurrence

Hello,

This is simply a reminder that a concurrence from your unit has been requested for the attached minor proposal. Please respond by March 31 so that we may submit the proposal for curricular review spring quarter.

Thank you!
Jess

-----Original Message-----

From: Jessica Mercerhill [<mailto:jmercerhill@ehe.osu.edu>]

Sent: Tue 3/9/2010 3:14 PM

To: wyszomirski.1@osu.edu; pfister.1@osu.edu; mangum.1@osu.edu; blount.36@osu.edu;
gregoire.5@osu.edu; gustafson.5@osu.edu; glynn.14@osu.edu; hong.177@osu.edu;
bystydzienski.1@osu.edu; dutton.42@osu.edu

Cc: mummy.1@osu.edu; andereck.1@osu.edu; williams.1415@osu.edu

Subject: Request for Nonprofit Studies Minor Concurrence

Hello,

As you may be aware, a committee of faculty and staff from across the university have been working to develop a proposal for an Interdisciplinary Minor in Nonprofit Studies to be housed in the John Glenn School of Public Affairs. As they prepare to submit the attached proposal for curricular review, the development committee would like to request your feedback and a message of concurrence. Please respond by March 31.

Please let me know if you have any questions. Thank you!

Jessica Mercerhill
Director, Curriculum and Program Planning
Project ASPIRE
College of Education and Human Ecology
209 Arps Hall
1945 N. High St.
Columbus, OH 43210
614-247-7908

TRANSMITTAL HISTORY
NEW INTERDISCIPLINARY MINOR IN NONPROFIT STUDIES

CCI Interdisciplinary Initiatives Subcommittee
Approved Minutes

Friday, April 30, 2010
1:30-3:00 PM

Smith Lab 4187

1. Nonprofit Studies Minor Proposal

- Background: Jessica Mercerhill, Stephanie Moulton (JGS), Art Education faculty, and FCOB faculty put proposal together. There is great interest in the non-profit community. Intro to Non-Profit (ASC 337) is the foundational course.
- There is a non-profit track in the new Public Affairs major. It is not the same as the minor.
- Member comment: There does not seem to be much public health. A: They approached Public Health. PH has a lot of graduate course work but not much undergraduate course work.
- Q: p. 8: concurrences: HSPMG 460 (Personnel and Organization in Hospitality Management): Did they want to put that course in the minor? A: Jessica Mercerhill e-mailed that all “concurrence requests were addressed by either adding the courses or examining them for fit and letting the department know they were not selected” (4-6-10). This course must not have fit.
- **Page 3: Bus MHR XXX: take out if it has not been created yet (CAO will check with Jessica Mercerhill)**
- **Page 3: * Students may petition to substitute other courses as appropriate: This could be deleted because advisors substitute courses all the time.**
- Q: What is the rationale for WS 510: American Women’s Movements?
- **Page 4: “Special topics courses”: Paragraph states: “Students may petition to use courses such as but not limited to the following when the content is relevant.” However, there is no list provided. Maybe adjust the language: “Students may petition to use courses that are relevant. They should check with advising as to the appropriateness of the courses.”**
- Page 5: Comment: Cleveland State University is about to fold its Nonprofit Administration minor.
- What is the regularity of the courses? A: Offered on regular basis.
- Pages 6-7: List of prereqs for various courses is provided. There does not seem to be major hurdles.
- **Page 4: Replace “Arts and Sciences Academic Advising Center” with “Arts and Sciences Academic Advising Services” in third paragraph. In the next sentence, replace “re” with a correct word.**

Davidson, Brown, **approved with contingencies**