

From: [James Fredal](#)
To: pfister.1@osu.edu
Cc: [Vankeerbergen, Bernadette](#)
Subject: Semester Conversion Proposal for FAES Minors
Date: Wednesday, February 16, 2011 11:07:53 AM
Attachments: [FAESMinors131.doc](#)

TO: Jill Pfister, Assistant Dean FAES
FROM: Jim Fredal, Sciences subcommittee Chair, ASC Committee on Curriculum and Instruction (CCI)
RE: FAES Semester Conversion Proposal for Minors

DATE: Feb. 15, 2011

Jill Pfister:

The Sciences subcommittee of the CCI met on January 31 to review the semester conversion proposals for FAES minors (Landscape Construction, Food Safety, Food Processing, Landscape Design and Management, Horticulture, and Turfgrass Management) and is returning the proposal with requests for revisions. As you'll see, most of these are small corrections or typos. The final three (Landscape Design, Horticulture, and Turfgrass Management) will require some additional documentation. Comments and queries for each minor are numbered below.

1. Landscape Construction Minor

- PACER form:
 - Credit Hour Explanation
 - The minimum required hours offered by the unit under semesters (column c) is listed as 13. Is this correct? Shouldn't this be 10 hours?
 - The minimum required hours offered outside the unit under semesters (column c) is listed as 0. Should this be 3 hours?
 - There is a listed required prerequisite of 9 hours. Should that be 0? If there is a prerequisite (for the minor overall or for courses within the minor) that should be noted on the advising sheet.
 - Based on numbers on the PACER form, it is not clear from the proposal which courses are inside and which are outside the unit.
 - The Program Learning Goals should be rephrase from a student-centered perspective, with action verbs. Alternatively, the Program Learning Goals can be removed from the proposal, as they are not required for minors.
- The Advising sheet should specify that at least 6 hours be at 3000-level or above.

2. Food Safety Minor

- PACER form:
 - Credit Hour Explanation
 - The minimum required hours offered by the unit under semesters (column c) is listed as 8. Is this correct? Should this be 9 hours?
 - The maximum required hours offered by the unit under semesters (column c) is listed as 11. Is this correct? Should this be 12 hours?
 - The maximum required hours offered outside unit under semesters (column c) is listed as 4. Should this be 7 hours?
- P. 3: Semester and quarter advising sheets:
 - Semester advising sheet:
 - "If Microbiology 509 or 520 is taken for major or GEC, then 4 additional elective credits must be taken." This sentence should be adjusted for semesters.
 - Microbiology 4090 will be in fact be Microbiology 4000 (4 cr).
 - Microbiology 5000 will be in fact be Microbiology 4100 (5 cr).
 - Quarter advising sheet:
 - The statement "The minor in Food Safety consists of 20 hours including 43 hours of required courses" should read "14 hours of required courses."
 - The statement "If Microbiology 509 or 520 is taken for major or GEC, then 4 additional elective credits must be taken" should say 5 additional elective credits.
 - Fd Sc&Te 5636.01 should say Fd Sc&Te 636.02 (the number under Quarters).
 - Microbiology 4509 should say Microbiology 509.

3. Food Processing Minor

- P. 3: Semester and quarter advising sheets:
 - On the Semester advising sheet:
 - “If Microbiology 509 or 520 is taken for major or GEC, then 4 additional elective credits must be taken.” This sentence should be adjusted for semesters.
 - Microbiology 4090 will be in fact be Microbiology 4000 (4 cr).
 - Microbiology 5000 will be in fact be Microbiology 4100 (5 cr).
 - On the list of electives, Principles of Food Processing is listed twice
 - On the list of electives, FA&B Eng 3481 Introteo Food Process Eng should be Intro to Food Process Eng or (as above) Introduction to Food Process Engineering.
 - On the Quarter advising sheet, there are numerous mistakes: Please consult the quarter advising sheet listed here: <http://artsandsciences.osu.edu/students/minors>

- 4. **Landscape Design and Management Minor**
 - This proposal needs a departmental letter, a quarter advising sheet, and a transition policy.
 - The semester advising sheet needs to specify that at least 6 hrs needs to be taken at 3000-level or above.

- 5. **Horticulture Minor**
 - This proposal needs a departmental letter, a quarter advising sheet, and a transition policy.
 - The semester advising sheet needs to specify that at least 6 hrs needs to be taken at 3000-level or above.

- 6. **Turfgrass Management Minor**
 - This proposal needs a department letter, a quarter advising sheet, and a transition policy.
 - The semester advising sheet needs to specify that at least 6 hrs needs to be taken at 3000-level or above.

As soon as these changes are made, the subcommittee will review it and if everything looks good, we’ll pass it on to the full CCI with a recommendation for approval.

Thanks very much.

Jim F.

cc: Bernadette Vankeerbergen

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James Fredal
 Assoc. Professor, English
 Adviser, Speech and Debate Team
 The Ohio State University