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Subject: Semester Conversion Proposals for FAES Minors
Date: Saturday, February 05, 2011 9:53:53 AM
Attachments: [FAESMinors.doc](#)

Professor Henry Zerby:

The CCI Sciences subcommittee reviewed FAES minors at its January 24th meeting and voted to return this selection of minors for some changes before sending them forward to the full CCI. These are mostly minor corrections and in a few cases a matter of missing documents or corrupt files. After these changes are made, we'll review them and send them on for approval. I've listed the needed changes for each minor below and bulleted the changes that need to be made. Thanks very much.

Jim Fredal, CCI Sciences subcommittee chair

1. (FAES) Outreach Education Minor

- It seems that the included quarter advising sheet is out of date. For example the quarter sheet currently included in the package indicates that AEE 342 is three credits, but it is actually a five-credit course. Thus, this is a 22 credit-hour minor.
- The Credit Hour Explanation on the PACER form will need to be changed accordingly.

2. (FAES) Agricultural Systems Management Minor

- The PACER sheet shows 9 credit hours of required prerequisites for the minor, but those prerequisites do not appear elsewhere in the proposal. If those are prerequisites to courses (as opposed to prereq to minor), that number should be changed to 0. The advising sheet should then specify that some courses have prerequisites. Otherwise, prerequisites to the minor should be listed.
- Program learning goals should be phrased using a student-perspective with an action verb: "Students analyze ...". However, as learning goals are not required for proposed Minor conversions, they can simply be deleted.

3. (FAES) Meat Science Minor, Animal Nutrition Minor, Equine Science Minor, Animal Science Minor

- On the PACER form question under assessment, the question, "Is this a degree program (undergraduate, graduate, or professional) or major proposal?" should be answered "no" (minors are not degree programs).
- Program learning goals should be removed or rephrased. Program learning goals should be phrased using student-perspective with action verb: "Students analyze ..."
- Quarter advising sheets will need to be added to the proposal.
- A transition statement will need to be added.
- Letter from the chair should be more specific regarding the changes in each minor.
- The letter from the chair for the Animal Science minor could not be opened (damaged file), so this letter will need to be resubmitted. Also, the letter from the chair should more specifically address changes to each minor to contextualize the proposal and facilitate comparison between the quarter and semester versions.

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