

From: [James Fredal](#)
To: pfister.1@osu.edu
Cc: [Vankeerbergen, Bernadette](#)
Subject: Semester Conversion Proposal for FAES Minors
Date: Sunday, February 27, 2011 11:08:35 PM
Attachments: [FAESMinorsFeb28.doc](#)

Jill

I have attached the letter from the CCI Sciences subcommittee for the semester conversion proposal for the following FAES minors: Agronomy, Environmental Economics, International Economic and Social Development, Farm Management, Agribusiness, Soil Science, Rural Sociology, Society and Environmental Issues, and Environmental Science.

The letter runs to several pages, so I did not copy the comments directly into this email, but if you have trouble opening the attachment or have any questions about the committee comments, let me know.

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To: Jill Pfister, FAES Assistant Dean

From: James Fredal, CCI Sciences Subcommittee Chair

Re: Semester Conversion Proposals for FAES Minors: Agronomy, Environmental Economics, International Economic and Social Development, Farm Management, Agribusiness, Soil Science, Rural Sociology, Society and Environmental Issues, and Environmental Science.

Jill:

The Science Subcommittee of the CCI met on February 14th to review a set of semester conversion proposals for FAES minors. I have listed below the changes needed for each minor. As you'll see many of the minors require the same changes.

1) **Agronomy**

- The proposal will need a letter of support from the chair, a transition plan, and the current quarter advising sheet.
- The semester advising sheet should specify that at least 6 credit hours need to be at the 3000 level or above.
- Guideline # 4 of the semester advising sheet refers to GEC (should be GE) and the categories should align with the GE categories, which have been revised from the GEC (the current categories reflect GEC-R requirements). This point is the case for most FAES advising sheets.

2) **Environmental Economics Minor**

- A few changes will be needed on the PACER form:
 - On the Credit Hour Explanation, a 3 hour prerequisite is listed, but is not explained anywhere else on the proposal. If this is a course prerequisite, it might just be noted on the advising sheet. If it is a prerequisite for the minor, it should be listed on the advising sheet and explained in the proposal.
 - The Program Learning Goals should be rephrased to be student-centered with an action verb (e.g., Students analyze . . .). Alternatively, since learning goals are not required for minor proposal forms they may simply be removed.
 - Under "Assessment," the question "Is this a degree program?" is answered "yes," but should say "no."
- The letter from the Chair, the transition plan, and quarter advising sheet are missing.
- On the semester advising sheet, quarter course numbers should be replaced with semester numbers.
- The advising sheet states "NO one-hour waiver of the 12 hour minimum will be granted unless an extremely compelling case is made." Because of the ASC rule that all minors be a minimum of 12 hours, the waiver, and therefore the statement, cannot apply to ASC students and should be deleted.
- Guideline # 4 of the semester advising sheet under Restrictions and General Information refers to GEC (should be GE) and the categories should align with the GE categories (categories listed on the advising sheet currently reflect GEC-R requirements). This point is the case for most FAES advising sheets.

3) **International Economic and Social Development Minor**

- A few changes are needed on the PACER form:
 - On the Credit Hour Explanation, a 3 hour prerequisite is listed, but is not explained anywhere else on the proposal. If this is a course prerequisite, it might just be noted on the advising sheet. If it is a prerequisite for the minor, it should be listed on the advising sheet and explained in the proposal.
 - Program Learning Goals: should be rephrased to be student-centered with an action verb (e.g., Students analyze . . .) Alternatively, since learning goals are not required for minor proposal forms they may simply be removed.
 - Under “Assessment,” the question “Is this a degree program?” is answer “yes,” but should say “no.”
- The letter from the chair, the transition plan, and the quarter advising sheet are missing.
- On the semester advising sheet, quarter numbers should be replaced with semester numbers and question marks should be deleted.
- The advising sheet states “NO one-hour waiver of the 12 hour minimum will be granted unless an extremely compelling case is made.” Because of the ASC rule that all minors be a minimum of 12 hours, the waiver, and therefore the statement, cannot apply to ASC students and should be deleted.
- Guideline # 4 of the semester advising sheet under Restrictions and General Information refers to GEC (should be GE) and the categories should align with the GE categories (categories listed on the advising sheet currently reflect GEC-R requirements). This point is the case for most FAES advising sheets.

4) **Farm Management Minor**

- A few changes are needed on the PACER form:
 - On the Credit Hour Explanation, a 3 hour prerequisite is listed, but is not explained anywhere else on the proposal. If this is a course prerequisite, it might just be noted on the advising sheet. If it is a prerequisite for the minor, it should be listed on the advising sheet and explained in the proposal.
 - Program Learning Goals: should be rephrased to be student-centered with an action verb (e.g., Students analyze . . .) Alternatively, since learning goals are not required for minor proposal forms they may simply be removed.
 - Under “Assessment,” the question “Is this a degree program?” is answer “yes,” but should say “no.”
- The letter from the chair, the transition plan, and the quarter advising sheet are missing.
- The advising sheet should list semester numbers for ACCT & MIS 211 as well as BUS-FIN 510.
- Guideline # 4 of the semester advising sheet under Restrictions and General Information refers to GEC (should be GE) and the categories should align with the GE categories (categories listed on the advising sheet currently reflect GEC-R requirements). This point is the case for most FAES advising sheets.

5) **Agribusiness Minor**

- A few changes are needed on the PACER form:
 - On the Credit Hour Explanation, a 3 hour prerequisite is listed, but is not explained anywhere else on the proposal. If this is a course prerequisite, it might just be noted on the advising sheet. If it is a prerequisite for the minor, it should be listed on the advising sheet and explained in the proposal.
 - Program Learning Goals: should be rephrased to be student-centered with an action verb (e.g., Students analyze . . .) Alternatively, since learning goals are not required for minor proposal forms they may simply be removed.

- Under “Assessment,” the question “Is this a degree program?” is answer “yes,” but should say “no.”
 - The letter from the chair, the transition plan, and the quarter advising sheet are missing.
 - On the advising sheet, Intro to Accounting does not have credit hours listed. Also, semester numbers for that course as well as for BUS-FIN 510 are needed.
 - Guideline # 4 of the semester advising sheet under Restrictions and General Information refers to GEC (should be GE) and the categories should align with the GE categories (categories listed on the advising sheet currently reflect GEC-R requirements). This point is the case for most FAES advising sheets.
- 6) **Soil Science Minor**
- On the PACER form, under the Credit Hour Explanation, on the third line, column A should list 23 credit hours; column C should list 16 credit hours.
 - The proposal needs a specific transition plan.
 - Documents extraneous to the proposal (from the website) should be removed.
 - The proposal should provide two discrete advising sheets (one for quarters, one for semesters) using the same format to facilitate comparison.
 - On the advising sheet, guideline #4 refers to the GEC (should be GE) and the categories should align with the GE categories (categories on the advising sheet currently reflect GEC-R requirements). This point is the case for most FAES advising sheets.
- 7) **Rural Sociology Minor**
- On the PACER form, under the Credit Hour Explanation, the next to the last line should be filled in with zeroes.
 - The proposal needs a specific transition plan.
 - Documents extraneous to the proposal (from the website) should be removed.
 - Several courses, including the required Rurl Soc/ENR 5500, are at the 5000-level or above. This number was designated for undergrad/graduate courses and seems quite advanced for courses (including the entry level course) in the minor. There are no rules limiting the upper range of course numbers for ASC minors, but the committee wanted to query this numbering scheme.
 - On the last page, guideline #4 refers to the GEC (should be GE) and the categories should align with the GE categories (current categories reflect GEC-R requirements). This point is the case for most FAES advising sheets.
- 8) **Society and Environmental Issues Minor (new)**
- On the PACER form, under the Credit Hour Explanation, a 4-hour prerequisite is listed, but is not explained anywhere else on the proposal. If this is a course prerequisite, it might just be noted on the advising sheet. If it is a prerequisite for the minor, it should be listed on the advising sheet and explained in the proposal.
 - The learning goals on the PACER form and the learning outcomes inside the proposal should match.
 - The proposal needs letters of concurrence from 3 departments: Geography, Earth Sciences, and Comparative Studies.
 - Documents extraneous to the proposal (from the website) should be removed.
 - The proposal could use an expanded rationale that explains who the target audience is for the minor (especially among ASC students), and how the minor fits in with their other minors.
 - Add credit hours for all courses on the advising sheets.
 - On the last page, guideline #4 refers to GEC (should be GE) and the categories should align with the GE categories (current categories reflect GEC-R requirements). This point is the case for most FAES advising sheets.

9) Environmental Science Minor (new)

- On the PACER form, under the Credit Hour Explanation: Minimum prerequisite hours are listed as 3 and maximum prerequisite hours are listed as 40? Are these numbers correct? If so, a note should be added to the semester advising sheet, prerequisite courses should be added to the course listing and an explanation should be added to the proposal.
- Documents extraneous to the proposal (from the website) should be removed.
- Learning “goals” on the PACER form and the learning “outcomes” listed in the proposal should match.
- Several courses for this minor are at the 5000-level or above. This number was designated for undergrad/graduate courses and seems quite advanced for courses in the minor. There are no rules limiting the upper range of course numbers for ASC minors, but the committee wanted to query this numbering scheme.
- Letters of concurrence should probably be secured from Geography & Earth Sciences.
- The proposal should include an expanded rationale that explains who the target audience is (especially for ASC students) and how minor fits with other minors.

Cc: Bernadette Vankeerbergen