

From: [Vankeerbergen, Bernadette](#)
To: "Jill Pfister"
Cc: [Lawrence Krissek](#); [Gustafson, Terry](#); [Jenkins, Mary Ellen](#)
Subject: Outreach Education Minor
Date: Monday, May 23, 2011 9:16:07 AM

Dear Jill,

On Friday, CCI also reviewed the conversion proposal for the Outreach Education Minor. CCI decided to table the proposal until some points are clarified/revisions are made in the proposal. CCI has requested that the items **in bold** below be addressed in the revision. The non-bolded item is there for informative purposes.

I will return the program via PACER.

Please let me know if you have any questions.

Best,
Bernadette

Outreach Education Minor

- i) In near future (not for this approval cycle): Remove rules that do not apply to ASC students when ASC advising sheets are made.
- ii) **Transition statement is not specific to the minor (it pertains to the major) and only refers to FAES students. Also, transition does not contain a statement that students will not be harmed.**
- iii) **Ag Com 5530 is not part of the unit; course should be included in hours outside the unit on the Program Request Form (Credit Hour Explanation).**
- iv) **COMLDR 3530 is also offered as 3530E; embedded version should also be listed on advising sheet.**
- v) **Semester course listing does not specify when COMLDR 3330 will be offered.**
- vi) **Program Request Form: ASC, EHE, and Social Work are listed as a co-administering unit. Have they been consulted? There are no courses from ASC, Social Work, or EHE in the minor.**
- vii) **Concern that the name change now misrepresents the minor. Recommend addition of Agriculture back into the title as the minor deals with agricultural outreach.**

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