

**From:** Vankeerbergen, Bernadette  
**To:** [Lowry, Debra](#)  
**Cc:** [Fink, Steven](#); [Daly, Marymegan](#); [Jenkins, Mary Ellen](#); [Vankeerbergen, Bernadette](#)  
**Subject:** Revision to the Professional Writing Minor  
**Date:** Thursday, October 16, 2014 1:42:00 PM  
**Attachments:** [Professional Writing Mn Current with track changes rev 101614.doc](#)

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Debra,

On Friday, October 10, the ASCC reviewed proposed changes to the Minor in Professional Writing . I am happy to report that the changes were unanimously approved by the Committee.

The Committee did have a question as to why the number 4189 was chosen for the internship (Professional Writing Minor: Capstone Internship) rather than 4191, which would more closely conform to OAA numbering guidelines.

Also, after you and I worked on the minor advising sheet over the summer, OAA made additional clarifications to the university minor guidelines. I have now edited the advising sheet to reflect the updated language. (See highlighted track changes.) Please let me know if you have any questions or concerns regarding this.

Once we hear back from you about the 4189 question and the updated boilerplate language on the advising sheet, the proposal will be advanced to CAA for their review and vote.

Should you have any questions about this feedback, please do not hesitate to contact Professor Meg Daly (Chair of the ASCC; cc'd here), or me.

Sincerely,  
Bernadette

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