# Department of English

## 421 Denney Hall

## 164 West 17th Avenue

## Columbus, OH 43210-1370

## (614) 292-6065 Phone

## (614) 292-7816 Fax

## english.osu.edu

February 27, 2014

The Arts and Sciences Curriculum Committee

CAMPUS

Dear Committee,

We are requesting approval for the revised Professional Writing minor represented in the attached documents. All members of the Undergraduate Committee and the English Department Council have had the opportunity to review the proposal and have given their enthusiastic approval.

As you are aware, the Professional Writing Minor was formerly administered through the Center for the Study and Teaching of Writing. The main reason for the request for minor revision is to renumber the courses as English courses. Nevertheless Trish Houston, the Professional Writing Minor Program Coordinator, and Ruth Friedman, our Undergraduate Studies Academic Program Manager, have worked hard to clarify the courses, their expectations, and the learning goals, and to create the attached advising sheet for the minor.

We are very pleased that we are housing this program in English because we see it as an excellent opportunity both for English majors and for others to document their writing skills; our intention is to promote it widely through advising and advertising. We have instructors ready to teach the courses as soon as they are approved, so we hope this can move forward speedily. Should you have any further questions, please let me know.

Sincerely yours,

Clare A. Simmons

Director of Undergraduate Studies

Department of English

Approved by

Steven Fink

Acting Chair

Department of English

cc. D. Lowry