

## FAES

### Farm Management Minor

1. Converted with minimal changes with 21 quarter credit hours going to 12 semester credit hours, a reduction of 2 semester credit hours.
2. Prerequisites are 3 semester credit hours (one course) AED Econ 2001 or Econ 2001.
3. Three required courses.
4. Since the two of the three required courses are already at the 3000 level, can the statement on Page CAA 9/10 "At least six (6) credits must be at the 3000 level or above" be amended to say something like "At least six (6) credits must be at the 3000 level or above, which is automatically satisfied because of the required courses."
5. Also on Page CAA 9/10, the statement "**Select 3-6 Additional Hours From:**" is confusing. The requirements can be satisfied using 3 additional semester credit hours (1 course) or 4.5 semester credit hours (2 courses).



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July 1, 2011

To: W. Randy Smith, Vice Provost, Office of Academic Affairs  
From: Terry L. Gustafson, Special Assistant to the Executive Dean for Semester Conversion  
Re: Arts and Sciences Comments on FAES Minors

The Arts and Sciences Committee on Curriculum and Instruction (CCI) has reviewed the following minors from the College of Food Agriculture and Environmental Science (FAES). The CCI recommended changes to the minors, most of which were incorporated into the revised proposals. The specific comments that were left unaddressed are indicated below. All the minors were approved unanimously by the CCI except for the Outreach Education minor, which was not approved for ASC students by a unanimous vote of the CCI.

The following minors indicate a range of credit hours (*i.e.*, 13-15) to complete the minor. The CCI recommended that the language be modified to indicate that a minimum of credit hours be indicated. (*i.e.*, A minimum of 13 credit hours is required for the minor.)

Turfgrass Management  
Landscape Design and Management  
Horticulture  
Agronomy  
Environmental Economics  
Farm Management  
International Economic and Social Development  
Agribusiness  
Food Processing

The CCI also recommended that the transition policy statement for the following minors be modified to indicate clearly that “students will not be harmed.”

Environmental Economics  
Farm Management  
International Economic and Social Development  
Agribusiness

The Outreach Education minor was not approved for ASC students primarily because the name of the minor was deemed to be inappropriate. The entire list of our concerns was communicated to FAES on May 23, 2011. The specific list of comments on the minor that were communicated is below:

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.**

Status: PENDING

**PROGRAM REQUEST**  
Farm Management Minor

Last Updated: Pfister, Jill Ann  
05/26/2011

<b>Fiscal Unit/Academic Org</b>	Agric, Envrnmtl & Devlp Econ - D1114
<b>Administering College/Academic Group</b>	Food, Agric & Environ Science
<b>Co-administering College/Academic Group</b>	
<b>Semester Conversion Designation</b>	Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content)
<b>Current Program/Plan Name</b>	Farm Management Minor
<b>Proposed Program/Plan Name</b>	Farm Management Minor
<b>Program/Plan Code Abbreviation</b>	FARMMGT-MN
<b>Current Degree Title</b>	

**Credit Hour Explanation**

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program		21	14.0	12	2.0
Required credit hours offered by the unit	Minimum	10	6.7	8	1.3
	Maximum	21	14.0	12	2.0
Required credit hours offered outside of the unit	Minimum	0	0.0	0	0.0
	Maximum	11	7.3	4.5	2.8
Required prerequisite credit hours not included above	Minimum	5	3.3	3	0.3
	Maximum	5	3.3	3	0.3

**Program Learning Goals**

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

**Program Learning Goals**      • Students will understand business management concepts important for effective farm-level decision making.

**Assessment**

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

**Is this a degree program (undergraduate, graduate, or professional) or major proposal?** No

**Program Specializations/Sub-Plans**

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

**Pre-Major**

**Does this Program have a Pre-Major?** No

**Attachments**

- AED Econ Chair Semester Letter ASC.pdf: Chair Letter  
*(Transition Policy. Owner: Sheller, Susan Marie)*
- FARM-MGT minor 2009.doc: Current minor  
*(Quarter Advising Sheet(s). Owner: Sheller, Susan Marie)*
- CCI Subcommittee Chair Letter FAESMinors.doc: CCI Subcommittee Chair Letter  
*(Other Supporting Documentation. Owner: Vankeerbergen, Bernadette Chantal)*
- FARM-MGT minor 2012.doc: Semester minor  
*(Semester Advising Sheet(s). Owner: Sheller, Susan Marie)*

**Comments**

- The prerequisite under semesters is not new. It was implied under quarters and now it is stated on the forms (Credit Hour Explanation-(Column A, last 2 lines). *(by Sheller, Susan Marie on 05/23/2011 08:43 AM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Sheller, Susan Marie	01/18/2011 07:57 AM	Submitted for Approval
Approved	Sheller, Susan Marie	01/18/2011 07:58 AM	Unit Approval
Approved	Pfister, Jill Ann	01/18/2011 08:02 AM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	02/15/2011 02:59 PM	ASCCAO Approval
Submitted	Sheller, Susan Marie	03/03/2011 08:19 AM	Submitted for Approval
Approved	Pfister, Jill Ann	03/03/2011 10:08 AM	Unit Approval
Approved	Pfister, Jill Ann	03/03/2011 10:09 AM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	03/08/2011 10:30 AM	ASCCAO Approval
Submitted	Sheller, Susan Marie	04/07/2011 12:56 PM	Submitted for Approval
Approved	Sheller, Susan Marie	04/07/2011 01:04 PM	Unit Approval
Approved	Pfister, Jill Ann	05/05/2011 08:27 AM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	05/20/2011 05:18 PM	ASCCAO Approval
Submitted	Sheller, Susan Marie	05/23/2011 08:45 AM	Submitted for Approval
Approved	Pfister, Jill Ann	05/26/2011 05:43 PM	Unit Approval
Approved	Pfister, Jill Ann	05/26/2011 05:47 PM	College Approval
Pending Approval	Hanlin, Deborah Kay Vankeerbergen, Bernadette Chantal Meyers, Catherine Anne Jenkins, Mary Ellen Bigler Nolen, Dawn	05/26/2011 05:47 PM	ASCCAO Approval

To: Larry Krissek, Chair, Committee on Curriculum and Instruction (CCI)  
From: James Fredal, Chair, CCI Social, Behavioral, Biological, Mathematical and Physical Sciences Subcommittee  
Re: Semester Conversion Proposals for FAES Minors

Date: May 10, 2011

Larry:

The Sciences subcommittee of the CCI has been reviewing semester conversion proposals for the a number of minors from FAES. All but two were approved with contingencies which have since been addressed and they have been resubmitted. The final two were approved recently (5/9) with contingencies and forward directly to CCI for review and final revision. A few of these minors have added a prerequisite of Econ/AED Econ 2001 (noted below). The PACER chart in some cases also shows this as a quarter prerequisite (of 5 hours) though such a prerequisite does not appear on the relevant quarter advising sheets. We missed this on the first pass, and CCI may want to ask them to change the prerequisite/quarter box on those PACER charts from 5 back to 0 (zero). Comments for each minor are listed below. Comment for the final two a slightly more substantial as they have not yet been sent back for revision.

- 1) **Turfgrass Management:** This minor converts from its quarter equivalent with only minor changes. It includes a core of two courses (down from three quarter courses), and 6-8 hours of elective courses for a total of 13-15 hours. The proposal had a couple of errors on the PACER form which have been corrected and it now appears ready to move forward.
- 2) **Landscape Design and Management** (formerly Landscape Horticulture): This minor is being proposed with a name change to better reflect the breadth and focus of the minor. The minor will include 2 required core courses (from three semester courses) and 6-9 hours of elective courses (from 9-10 semester hours). In other ways, the proposal amounts to a straightforward conversion from the quarter version. The PACER form lists it as having minimal changes, but that should probably be changed because it's undergoing a name change. A few extraneous documents were removed and credit hour numbers corrected, and it seems now ready for approval.
- 3) **Horticulture:** Horticulture converts unproblematically from its quarter version. Students will take 1 core course (from two choices, vs. two of three choices in the quarter version) and 9-11 elective hours (vs. 10-16 quarter hours) for a minor of 13-15 hours (vs. 20-25 quarter hours). We asked that some extraneous documents be removed and approved the proposal for CCI consideration.
- 4) **Agronomy:** This minor also includes a request for a name change from Crop Science to Agronomy as more widely used and better understood among the farming community. In other ways, the conversion is straightforward, involving one required course and a set of electives. As with other minors, we asked that some extraneous material be removed. The PACER chart, it seems, still needs correction though: The minimum required hours offered by the unit should be 4

rather than 13. Also, since it's going to get a name change, it should be listed as undergoing significant rather than minimal change on the PACER form. Otherwise this proposal seems to be ready for full CCI approval.

- 5) **Environmental Economics:** Unfortunately, the dreaded “will” in the program learning goals escaped the detection of the subcommittee and will need to be excised (or the entire learning goal amputated) before this program sees the light of day. It is not clear at this point just how the word-which-shall-not-be-used escaped detection; however, inquiries are being made. In other ways, the proposal seems tolerable and is a straightforward conversion from its quarter version, including one prerequisite (AED Econ or Econ 2001), two required courses (AED Econ 4310 and 5310), and 6-9 additional elective hours.
- 6) **Outreach Education:** This minor is now called Agricultural and Extension Education but has outgrown that name and would like in the future to be called simply the Outreach Education Minor. It was submitted with one error, listing AEE 342 as 3 rather than 5 credits. That has been fixed and the minor is now ready to move forward.
- 7) **Farm Management:** The Sciences subcommittee regrets that this minor too includes a program learning goal which asserts that students “will” do things. This will have to be changed. Otherwise this proposal looks fine and converts exactly from its quarter equivalent: one prerequisite and a set of required courses complemented by a range of electives.
- 8) **International Economic and Social Development:** This seems to be a straightforward conversion: Two required quarter courses convert to two required semester courses. 10-15 additional quarter hours convert to 6-9 additional semester hours. However, they did add a 3 hour prerequisite of Econ or AED Econ 2001. Otherwise it looks ready to move forward.
- 9) **Agribusiness:** The PACER form for this minor is wrong, it seems. The maximum required hours offered by the unit should be 12, I think, not 9. Otherwise, the minor has been reduced (more than required by the 2/3 or 3/5 ratios) from 23-25 hours down to 12-15 hours. That's why some of the PACER conversion numbers are so high.
- 10) **Plant Pathology:** The Plant Pathology minor is being reduced as well, from 25 hours down to 12-14 hours, and with a slightly simpler structure than its quarter version. Students will take three required plant pathology courses; they'll select one course on plant diseases from a set of electives, and they'll then chose 1-2 additional elective courses to reach the minimum 12-14 hours. We had initially requested a few changes to the proposal (PACER numbers, typos, and GEC language) which have all been addressed.
- 11) **Food Processing Minor:** Contrary to popular belief, this minor is not just about juicers and Cuisinarts. The Sciences subcommittee reviewed this proposal on May 9<sup>th</sup>, after CCI had altered the document flow process. Hence, we are forwarding this proposal directly to CCI along with our comments and corrections. The minor is listed as including minimal changes and is generally a straightforward conversion from the quarter version.

First, the PACER form will need a few corrections:

On the Credit Hour Explanation:

- Column C, 5th line: The maximum required credit hours offered outside the unit is listed as 4, but should be 11.
- Column C, last line: The maximum required prerequisite credit hours not included above is listed as 9, though it is not clear where they come from. The proposal should identify and explain the prerequisites or change this number to 0 (zero).

The program learning goals contain the hated “will [be able to]” formation. The proposal should remove the “students will.” The goals might then read (for example), “Students integrate...” and “Students understand...”

Also, there are a few errors on the list of semester courses to match those on the Semester Advising Sheet:

- Microbiology 4090 will be Microbiology 4000 (4 cr)
- Microbiology 5000 will be Microbiology 4100 and will be 5 credit hours.

Finally, for the sake of clarity and consistency, the proposal should include all credit hour numbers (including for Fd Sc&Te 5420, 5430, 5410, 5400, Anim Sci 4500, and Fa&B Eng 3481) on both the course list and the Semester Advising sheet.

12) **Food Safety:**

First, the PACER form Credit Hour Explanation:

- Column C, 5th line: The maximum required credit hours offered outside the unit should be 8 (instead of 7).
- Column C, last line: The maximum prerequisite hours not included above is listed as 9. The proposal should identify and explain the required prerequisite courses or change that number to 0.

Then, the PACER Program learning goals: Rephrase these goals without “will” to read: “Students understand...” and “Students apply principles...”etc.

Finally, the list of semester courses:

- Microbiology 4090 will be Microbiology 4000 (4 cr)
- Microbiology 5000 will be Microbiology 4100 and will be 5 credit hours.

Thank you.  
Jim F.





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October 1, 2010

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TO: Office of Academic Affairs

FROM: Dr. Timothy C. Haab  
Department Chair

A handwritten signature in black ink, appearing to read 'T. Haab', written over the printed name and title.

RE: AED Economics Semester Program Request Letter

List all current programs in the department/unit:

1. Undergraduate bachelors degree programs and/or majors  
Agribusiness and Applied Economics (major)
2. Undergraduate minors (4)  
Agribusiness  
Environmental Economics  
Farm Management  
International Economic Development
3. Undergraduate associate degree programs  
None
4. Graduate degree programs  
MS and Ph.D. in AED Economics
5. Graduate minors  
None
6. Graduate certificate programs  
None
7. Graduate interdisciplinary specializations  
None
8. Professional degree programs  
None
9. Combined programs (e.g. BS/MS, Ph.D./MD)  
Dual MS/MBA with Fisher COB and MS/Masters in Public Administration with Glenn School

Unit-level review of programs and courses will be based on: (1) SEIs; (2) enrollment trends; and (3) exit-interviews with graduates. Indicators of need to revise courses and entire programs will include: consistently low SEIs; enrolment that is consistently low and not increasing; and negative feedback provided by multiple graduates, especially those with strong academic records.

Transition Statement: Students should find that the shift from quarters to semesters does not disrupt progress toward their degrees, if they (1) decide on their major, minor and degree within a time compatible with four-year graduation; (2) meet the standards for progress defined by their academic unit and continue to complete appropriate course loads successfully; and (3) proactively develop and follow academic plans in consultation with academic advisors.

I recommend approval of our semester program materials.

**FARM MANAGEMENT MINOR**

College of Food, Agricultural, and Environmental Sciences  
Department of Agricultural, Environmental and Development Economics (AED Econ)  
Dr. Marvin Batte, Coordinating Adviser  
333 Ag. Admin. Bldg., 2120 Fyffe Road, 292-6406, batte.1@osu.edu

**Purpose:** Students will understand business management concepts important for effective farm-level decision making and an opportunity to develop an array of skills needed to manage production, finance, marketing, and human resources.

**Requirements and Responsibilities:** Students are responsible for planning their minor program to achieve at least **12 hours**. AED Econ 200 (2001) or Econ 200 (2001) is a prerequisite. At least six (6) credits must be at the 3000 level or above.

<b>Required Courses: 9 Hours</b>		<b>Hours</b>
AED ECON 3101 (401)	Principles of Agribusiness Management	3
AED ECON 3104 (410)	Farm Business Management	3
AED ECON 2105 (412) <b>OR</b>	Managerial Records and Analysis	3
ACCT & MIS 2200 (211)	Introduction to Accounting	

**Select 3-6 Additional Hours From:**

AED ECON 3102 (402)	Principles of Agribusiness Marketing	3
AED ECON 3103 (403)	Principles of Agribusiness Finance	3
AED ECON 3121 (421)	Salesmanship in Agribusiness and Agriculture	2
AED ECON 3122 (422)	Econ. of Livestock/Meat Industry	2
AED ECON 3123 (423)	Grain Marketing	2
AED ECON 3128 (428)	Marketing Fruits and Vegetables	2
AED ECON/INT STDS 4535 (535)	International Economic Development	3
AED ECON 3141 (441)	Agricultural Cooperatives	2
AED ECON 3160 (460)	Human Resources Mgmt. in Small Businesses	2
AED ECON 3170 (470) <b>or</b>	Agribusiness Law	3
BUS-FIN 3500 (510)	Legal Environment of Business	1.5
AED ECON 4310 (531)	Environmental & Natural Resource Econ.	3
AED ECON 4540 (540)	International Commerce and the World Economy	3

**Restrictions and General Information**

- (1) **This minor is not available to students majoring in Agribusiness & Applied Economics.**
- (2) **A minimum overall CPHR for courses comprising the minor shall be 2.0.**
- (3) A minor should be declared at the time a student accumulates 60 hours.
- (4) A maximum of one course may overlap between the minor and the GE (Writing and Communication, Foreign Language, Literature, Visual and Performing Arts, Culture and Ideas, Historical Study, Quantitative Reasoning, Data Analysis, Natural Science, Social Science, Cross-Disciplinary Seminar, Service-Learning, Education Abroad).
- (5) Courses taken on a pass/non pass basis may not be applied to the minor.

**FARM MANAGEMENT MINOR**

College of Food, Agricultural, and Environmental Sciences  
Department of Agricultural, Environmental and Development Economics (AED Econ)  
Dr. Marvin Batte, Coordinating Adviser  
333 Ag. Admin. Bldg., 2120 Fyffe Road, 292-6406, batte.1@osu.edu

**Purpose:** The Farm Management minor provides students with an understanding of business management concepts important for effective farm-level decision making and an opportunity to develop an array of skills needed to manage production, finance, marketing, and human resources.

**Requirements and Responsibilities:** Students are responsible for planning their minor program to achieve **21-25 hours**. **NO** one-hour waiver of the 21 hour minimum will be granted.

<b>Required Courses: 15 Hours</b>		<b>Hours</b>	<b>Offered</b>
AED ECON 401	Principles of Agribusiness Management	5	Au, Wi, Sp
AED ECON 410	Farm Business Management	5	Wi
AED ECON 412 <b>or</b>	Managerial Records and Analysis	5	Au, Wi, Sp
ACCT & MIS 211	Introduction to Accounting	5	Au, Wi, Sp, Su

**Select 6-10 Additional Hours From:**

AED ECON 402	Principles of Agribusiness Marketing	5	Au, Wi, Sp
AED ECON 403	Principles of Agribusiness Finance	5	Au, Wi, Sp
AED ECON 421	Salesmanship in Agriculture	3	Au
AED ECON 422	Econ. of Livestock/Meat Industry	3	Wi
AED ECON 423	Grain Marketing	3	Au
AED ECON 426	Marketing Dairy Products	3	Sp
AED ECON 428	Marketing Fruits and Vegetables	3	Sp
AED ECON/(435) 535 INT STDS	Econ. Dev. Processes in Dev. Countries	5	Au, Wi
AED ECON 441	Agricultural Cooperatives	3	Wi
AED ECON 460	Human Resources Mgmt. in Small Businesses	3	Au, Wi, Sp
AED ECON 470 <b>or</b>	Agricultural Law	4	Wi
BUS-FIN 510	Legal Environment of Business	4	Au, Wi, Sp, Su
AED ECON 531	Environmental & Natural Resource Econ.	5	Au, Sp
AED ECON 540	International Commerce and the World Economy	5	Wi
AED ECON 680	The Economics of Urbanization and Sprawl	4	Sp

**Restrictions and General Information**

- (1) **This minor is not available to students majoring in Agribusiness & Applied Economics.**
- (2) **A minimum overall CPHR for courses comprising the minor shall be 2.0.**
- (3) A minor should be declared at the time a student accumulates 90 hours.
- (4) A maximum of five (5) credit hours may overlap between the minor and the GEC (foundations, natural sciences, arts and humanities, social sciences, and contemporary issues).
- (5) Courses taken on a pass/non pass basis may not be applied to the minor.

Transition Plan: CFAES will provide intentional, purposeful advising for students to complete the minor. We are committed to the “Pledge to Students” to ensure students are not harmed in their progress as long as they are holding up their responsibility of the pledge. Since 90% of the CFAES students are required to complete a minor we are invested in meeting the minor requirement and or the “spirit of the minor as we make the transition. Many of our minors are just converted but where they are re-envisioned flexibility will be provided when necessary for progress. We are about ready to put all of our minors on our website so that students are well aware of the requirements and expectations. Students understand that minors are required from the start and we encourage students to declare their minors early so they do not leave the requirements until the end.