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July 21, 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.

For each minor, I am including the specific minutes from the CCI meeting addressing any outstanding issues for each minor.

1. Animal Sciences Minor

- **Added 1 required course so that now minor is all prescriptive. Therefore, this is not a straight conversion. This is not a minimal change. It should be re-envisioned.**

Vaessin, Stafford, unanimously approved (item in bold will be transmitted to CAA)

2. Animal Nutrition Minor

- **Anim Sci 331: Course goes from 4 to 3 credits. Will this count in the transition as 3 credit hours or not? It might end up as a 2 credits, and then students might have to take another course. This should be clarified in the transition statement.**

Daniels, Vaessin, unanimously approved (item in bold will be transmitted to CAA)

3. Equine Science Minor

- **Term "required electives" used on advising sheet is confusing; better to drop "required".**
- **Edu PAES 161: conversion credit can actually not be granted to ASC students. This should be specified in the transition.**
- **Per J. Pfister's e-mail: ANIMSCI 3130 should be 3131; credits for ANIMSCI 3171 should be 2 credits not 3.**

Daniels, Stafford, unanimously approved (items in bold will be transmitted to CAA)

4. Meat Science Minor
- **PACER form: Credit Hour Explanation: Column C: 2nd line: min: 7 (is this correct?); 3rd line: max: 12 (not 15)**

Masters, Daniels, unanimously approved (item in bold will be transmitted to CAA)

5. Production Agriculture Minor
- **Minor goes from 3 to 4 categories; categories are re-envisioned. Therefore, the minor should be labeled as re-envisioned and an explanation should be provided.**
 - **Perhaps delete Credit Hour Explanation credits (on PACER form), except for first line.**
 - **There is no letter from the chair.**
 - **Prerequisites to courses should be indicated on advising sheet.**

Masters, Stafford, unanimously approved (items in bold will be transmitted to CAA)

6. Society and Environmental Issues Minor
- **Section "Recruitment, advising and administration, resources, expenses and letters of concurrence": Last sentence about no letter of concurrence is no longer relevant. Letter of concurrence from Comparative Studies is provided. Concurrence from Geography and Earth Sciences is assumed.**
 - **It would be good to add prerequisites (or at least a generic statement) on advising sheet since many of the courses are upper-level.**

Daniels, Stafford, unanimously approved (items in bold will be transmitted to CAA)

7. Landscape Construction Minor
- **PACER form: Credit Hour Explanation: Column C: 2nd line: 15 (instead of 13); 3rd line: 15 (instead of 16).**
 - **Semester advising sheet:**
 - **The Landscape Construction minor consists of 15-16 credit hours...": rephrase to "a minimum of 15 credit hours".**
 - **1000-level courses are not permitted in ASC minors. Suggestion to take Consysmt 1205 out and make it a prerequisite.**
 - **Point 6 at bottom of page: "at least two courses must be at the 3000 level or above": rephrase to "6 credit hours" since some courses are not 3 credits.**
 - **Consysmt 2241 (Construction Materials and Methods II): Is part I a prerequisite for this course?**
 - **No transition statement.**

Stafford, Vaessin, unanimously approved (items in bold will be transmitted to CAA)

8. Youth Development Minor (quarter and semester versions)
- **HCRD (FAES) will provide advising for the minor.**
 - **Quarter advising sheet: minor consists of a minimum of 24-26 hours: this should say "minimum of 24 hours"**
 - **Overlap between minors: unique hours should be 20.**

Stafford, Daniels, unanimously approved (items in bold will be transmitted to CAA)

9. Sustainable Agriculture Minor
- **A 3-hour maximum prerequisite is listed on the PACER form, but it is unclear where this comes from.**

- **Minor has many upper-level courses. Unclear which of the courses have prerequisites.**
- **Proposal should include a statement that will allow quarter courses to count on the semester minor.**

Vaessin, Masters, unanimously approved (items in bold will be transmitted to CAA)

10. Forestry, Fisheries, and Wildlife Minor

- **Minor has many upper-level courses. Unclear which of the courses have prerequisites.**
- **Description of the requirements, second paragraph, outlines 3 courses to be taken in a focus area, but on the advising sheet it is not clear which is the required course.**

Vaessin, Daniels, unanimously approved (items in bold will be transmitted to CAA)

Status: PENDING

PROGRAM REQUEST
Landscape Construction Minor

Last Updated: Pfister, Jill Ann
06/10/2011

Fiscal Unit/Academic Org	Food, Agric & Biological Eng - D1123
Administering College/Academic Group	Food, Agric & Environ Science
Co-administering College/Academic Group	
Semester Conversion Designation	Re-envisioned with significant changes to program goals and/or curricular requirements (e.g., degree/major name changes, changes in program goals, changes in core requirements, structural changes to tracks/options/courses)
Current Program/Plan Name	Landscape Construction Minor
Proposed Program/Plan Name	Landscape Construction Minor
Program/Plan Code Abbreviation	LNDCONS-MN
Current Degree Title	

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		23	15.3	15	0.3
Required credit hours offered by the unit	Minimum	23	15.3	13	2.3
	Maximum	25	16.7	16	0.7
Required credit hours offered outside of the unit	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0
Required prerequisite credit hours not included above	Minimum	0	0.0	0	0.0
	Maximum	0	0.0	0	0.0

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 •

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

Status: PENDING

PROGRAM REQUEST
Landscape Construction Minor

Last Updated: Pfister, Jill Ann
06/10/2011

Attachments

- Landscape Constr Minor Combined 6-9-2011.pdf: Landscape construction minor proposal
(Program Proposal. Owner: Kaletunc, Gonul)

Comments

- Feedback will come via e-mail from Jim Fredal, chair of CCI Sciences Subcommittee. *bv (by Vankeerbergen, Bernadette Chantal on 02/01/2011 09:54 AM)*

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Kaletunc, Gonul	12/28/2010 12:24 PM	Submitted for Approval
Approved	Kaletunc, Gonul	12/31/2010 09:45 AM	Unit Approval
Approved	Pfister, Jill Ann	01/14/2011 05:26 PM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	02/01/2011 09:54 AM	ASCCAO Approval
Submitted	Kaletunc, Gonul	06/09/2011 02:30 PM	Submitted for Approval
Approved	Kaletunc, Gonul	06/09/2011 02:31 PM	Unit Approval
Approved	Pfister, Jill Ann	06/10/2011 06:20 AM	College Approval
Pending Approval	Nolen, Dawn Jenkins, Mary Ellen Bigler Meyers, Catherine Anne Vankeerbergen, Bernadette Chantal Hanlin, Deborah Kay	06/10/2011 06:20 AM	ASCCAO Approval



**Department of Food, Agricultural
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28 December 2010

Dr. Jill Pfister
Assistant Dean, Academic Affairs
College of Food, Agricultural and Environmental Sciences
100 Agricultural Administration Building
2120 Fyffe Rd
Campus

Dear Dr. Pfister

On behalf of the faculty of the Department of Food, Agricultural, and Biological Engineering, I am pleased to submit the semester conversion proposal for the Landscape Construction minor program. The Department of Food, Agricultural, and Biological Engineering will continue to offer the Landscape Construction minor program after the conversion to semesters but with a curriculum that is significantly revised from the current quarter based curriculum. This minor is one of two minors currently offered by the Department of Food, Agricultural, and Biological Engineering and, with the proposed revision, consists of courses from both Construction Systems Management (CSM) and the Agricultural Systems Management (ASM), programs offered in the department. A brief history of this minor and a discussion of the revisions follow. Advising sheets for the proposed semester curriculum and the current quarter curriculum are attached.

The Landscape Construction Minor was developed several years ago at the request of the Department of Horticulture and Crop Science to support their Landscape Horticulture major. A team of faculty from each department met and proposed what is the current Landscape Construction minor. The objective of the minor was to provide Landscape Horticulture students knowledge and skills related to the construction techniques and methods required in the landscape industry. Because of the prerequisite structure of potentially relevant CSM courses, a minor that consisted of only ASM courses as shown in the attached quarter-based curriculum sheet was considered to be more suitable for students with the Landscape Horticulture background. Although the minor, currently offered in quarter system, provided a good background in the technology and systems used in constructing landscapes, it lacked some of the basic skills and knowledge needed to manage the construction process. Therefore, during quarter-to-semester conversion, faculty from the Departments of the Horticulture and Crop Science and have met to address these issues.

The proposed semester curriculum for the Landscape Construction minor jointly developed by faculty from both departments is attached. The development and implementation of an Introduction to CSM (CSM 1205) course by the department of Food, Agricultural, and Biological Engineering and the inclusion of more graphics and computers into the Landscape Horticulture major have made it possible to include a good introduction to the basic skills and knowledge used in managing construction which is not addressed in the minor currently offered. In particular, CSM 1205 provides an overview of the construction industry and discusses an introduction to concepts essential to successful construction management including reading blueprints, estimating, scheduling, interpreting construction documents and contracts, determining rates of production. CSM 2440 Construction Surveying and Site Development comprise a discussion of topics on surveying techniques and technology used in construction, the engineering properties of soils, laying out construction sites, preventing runoff from these sites, all of which are useful in installation of landscaping. CSM 2241 and ASM 3232 provide hands on skills and knowledge on materials, methods and equipment relevant to landscape construction.

A semester version of ASM 576 Water Management in the Landscape Environment would be a an excellent course for this minor. ASM 576 will continue to be an elective rather than a required course for the minor in the semester program. However, if the current low enrollment trend observed in quarter system continues, it will not be feasible to justify offering of the course under semesters. Therefore the more general course Applied Agricultural Water Management, ASM 4575, is proposed instead. This course is required in the ASM program and will have the enrollment required to sustain it regardless of the demand for it as a course in the Landscape Construction minor. All of the courses in the proposed semester curriculum are required in their respective programs. The ASM courses will be offered once a year and the CSM courses will be offered in both autumn and spring semesters and possibly summer if there is sufficient demand.

The Department of Food, Agricultural, and Biological Engineering is pleased to offer this minor in support of the Landscape Horticulture program and to other students who may be interested in constructing landscapes. If the proposed revision is approved, the department intends to stay in close contact with the Landscape Horticulture program to ensure the best possible curriculum will be available to the students enrolled in Landscape Construction minor program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sudhir Sastry', is written over a light gray rectangular background.

Sudhir Sastry
Professor and Interim Chair

Landscape Construction Minor

College of Food, Agricultural,
and Environmental Sciences
The Ohio State University

Michael Lichtensteiger, Coordinating Adviser
216 Agricultural Engineering
590 Woody Hayes Drive
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The Landscape Construction Minor is designed to provide students with a basic understanding of the principles and methods used in planning and managing the construction of modern landscapes and related facilities. These landscape construction activities are performed at private residences (in urban, suburban and rural settings), commercial properties, sport fields and golf courses, as well as parks and other recreational areas. The minor is designed for students interested in landscape development and management as represented by majors and specializations such as Landscape Architecture, Sustainable Plant Systems, Landscape Management and Design, and Turfgrass Science.

The Landscape Construction minor consists of CONSYSMT 1205, which is a required prerequisite, plus 12-13 credit hours of which 6 hours must be at the 3000 level or above. CONSYSMT 1205 (3 credit hours) plus 3 required courses (10 credit hours) provide a basic foundation in construction management and the materials, methods and equipment used for constructing landscapes. The remaining two to three hours are selected based on student interests and career goals.

Prerequisite for the Minor:

CONSYSMT 1205	Introduction to Construction Systems Management	3
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Required: 10 credit hours

Credit Hours

CONSYSMT 2241	Construction Materials and Methods II	3
CONSYSMT 2440	Construction Surveying and Site Development	4
AGSYSMGT 3232	Engines and Power Transmission	3

Elective Courses: Select one from the following courses:

AGSYSMGT 4575	Applied Agricultural Water Management	2
CONSYSMT 2600	Construction Safety and Health	3
CONSYSMT 4660	Heavy Construction Management	3
CONSYSMT 5670	Green Building and Sustainable Construction	3

Restrictions and General Information

1. This minor is not available to students majoring in Construction Systems Management.
2. A minimum overall GPA for courses comprising the minor shall be 2.00.
3. A minor should be declared by 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. At least six credits must be at the 3000 level or above.
6. Courses taken on a pass/non pass basis may not be applied to the minor.

College of Food, Agricultural,
and Environmental Sciences
The Ohio State University

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The Landscape Construction Minor is designed to provide students with a basic understanding of the principles and methods used in the planning, construction and management of the structures and other facilities that used in modern landscapes. These landscape activities are performed at private residences (in urban, suburban and rural settings), commercial properties, sport fields and golf courses, as well as parks and other recreational areas. The minor is designed for students interested in landscape development and management as represented by majors such as Crop Science, Landscape Architecture, Landscape Horticulture, Natural Resources and Turfgrass Science.

The Landscape Construction minor consists of 23-25 credit hours. Six required courses (20 hours) provide a basic foundation in construction materials, techniques and equipment, and the technology used in the landscape environment. The remaining three to five hours allows the minor to be tailored to the student's specific area of interest.

Required: 20 hours**Credit Hours**

AGSYSMGT 232	Small Air-Cooled Engines	4
AGSYSMGT 241	Building Materials and Construction in Agriculture	4
AGSYSMGT 310	Electric Power for Agricultural and Residential Applications	3
AGSYSMGT 370	Principles of Hydrology	3
AGSYSMGT 371	Land Surveying for Agricultural and Environmental Systems	2
AGSYSMGT 576	Water Management in Landscape Environment	4

Elective Courses - Select three - five hours from the following courses:

AGSYSMGT 240	Basic Metal Fabrication for Agriculture	4
AGSYSMGT 320	Facilities for Agricultural and Greenhouse Production	5
AGSYSMGT 360	Agricultural Machine Principles	5
AGSYSMGT 550	Pollution Control and Waste Utilization	4
AGSYSMGT 600	Agricultural Safety and Health	3

Restrictions and General Information

1. This minor is not available to students majoring in Agricultural Systems Management, Construction Systems Management, or Agricultural and Construction Systems Management.
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 credit hours may overlap between the minor and the GEC (foundations, natural sciences, arts and humanities and social sciences).
5. Courses taken on a pass/non pass basis may not be applied to the minor.

3/28/08

TRANSITION POLICY FOR LANDSCAPE CONSTRUCTION MINOR

CFAES is fully committed to assisting students with graduating on time in the conversion from quarters to semesters. The change in the Landscape Construction minor is moving to more flexibility. The minor is going from seven courses to four plus one prerequisite course. The courses were 3 and 4 credit hour courses under quarters and they are mostly three and four credit hour courses under semesters which in turn reduces the number of courses necessary to complete the minor. The Coordinating Adviser will work with each student to prepare a plan for completion of the minor.