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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  
Meat Science Minor**

Last Updated: Pfister, Jill Ann  
05/22/2011

<b>Fiscal Unit/Academic Org</b>	Animal Sciences - D1132
<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>	Meat Science Minor
<b>Proposed Program/Plan Name</b>	Meat Science Minor
<b>Program/Plan Code Abbreviation</b>	MEATSCI-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		20	13.3	12	1.3
Required credit hours offered by the unit	Minimum	15	10.0	7	3.0
	Maximum	20	13.3	15	1.7
Required credit hours offered outside of the unit	Minimum	0	0.0	0	0.0
	Maximum	5	3.3	5	1.7
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

**Attachments**

- Cover Letter from the Chair.pdf  
*(Letter from Program-offering Unit. Owner: Zerby, Henry Nevin)*
- Meat Science Minor 4-25-11.docx  
*(Semester Advising Sheet(s). Owner: Zerby, Henry Nevin)*
- Meat Sci Minor - Qr.pdf  
*(Quarter Advising Sheet(s). Owner: Zerby, Henry Nevin)*
- Minor Transition Plan.pdf  
*(Transition Policy. Owner: Zerby, Henry Nevin)*

**Comments**

- Feedback will come via e-mail from Professor Jim Fredal, chair of the CCI Sciences Subcommittee. *(by Vankeerbergen, Bernadette Chantal on 01/25/2011 09:54 AM)*

**Workflow Information**

Status	User(s)	Date/Time	Step
Submitted	Zerby, Henry Nevin	12/02/2010 05:05 AM	Submitted for Approval
Approved	Osborne, Jeanne Marie	12/02/2010 05:27 PM	Unit Approval
Revision Requested	Pfister, Jill Ann	12/30/2010 12:21 PM	College Approval
Submitted	Zerby, Henry Nevin	12/30/2010 01:34 PM	Submitted for Approval
Approved	Zerby, Henry Nevin	12/30/2010 01:35 PM	Unit Approval
Approved	Pfister, Jill Ann	01/14/2011 04:47 PM	College Approval
Revision Requested	Vankeerbergen, Bernadette Chantal	01/25/2011 09:55 AM	ASCCAO Approval
Submitted	Zerby, Henry Nevin	05/20/2011 09:42 AM	Submitted for Approval
Approved	Zerby, Henry Nevin	05/20/2011 09:50 AM	Unit Approval
Approved	Pfister, Jill Ann	05/22/2011 12:29 PM	College Approval
Pending Approval	Hanlin, Deborah Kay Vankeerbergen, Bernadette Chantal Meyers, Catherine Anne Jenkins, Mary Ellen Bigler Nolen, Dawn	05/22/2011 12:29 PM	ASCCAO Approval



## Department of Animal Sciences

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2029 Fyffe Road  
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E-mail Hogan.4@osu.edu

May 11, 2011

Office of Academic Affairs  
203 Bricker Hall  
190 North Oval Mall  
Columbus, OH 43210-1358

Dear Office of Academic Affairs,

On behalf of the faculty of the Department of Animal Sciences, I am pleased to share our proposed transition plan for our curriculum for a quarter based system to a semester based system as well as the transition plans for the students who will be enrolled during the transition. The faculty embraced this as an opportunity to revise the entire Animal Sciences curriculum. The Department semester conversion process was led by Associate Professor Henry Zerby, Chair of the Academic Affairs Committee and Professor Michael Day, Chair of the Graduate Studies Committee. Jeanne Osborne, who provided staff support for the Q2S process attended the UCAT Winter Curriculum Design Institute to gain additional information regarding curriculum mapping, learning goal development and curriculum assessment. The Departmental Academic Affairs Committee initiated the discussions in the Fall of 2009 and then an Ad-hoc Q2S committee, comprised of five faculty members, was developed in early 2010 to champion the cause. The Departmental Ad-hoc committee that addressed the quarter-to-semester conversion utilized the following guiding principles:

- 1) Collect input from stakeholders and students regarding the current needs of graduates entering the work place or pursuing advanced degrees
- 2) Refine the learning goals
- 3) Establish or revise as necessary the curriculum to meet the learning goals while simultaneously advancing the knowledge and skills of our students
- 4) Develop an assessment plan that will allow us to monitor and enhance our programs

The Ad-hoc Committee began with the development of a timeline, which would culminate in the submission of the program proposal to the College of Food, Agricultural, and Environmental Sciences, in October 2010. The Ad hoc Committee began by refining the existing Program Learning Goals and desired outcomes. A series of "brown bag" meetings was established and faculty, staff and students were invited to give input regarding learning goals and participate in a systematic discussion of the existing curriculum and proposed changes. Simultaneously the curricula of peer semester

institutions was obtained and reviewed. Meetings were also held with key Department stakeholders, including those from collaborating units on the Columbus campus and the Agricultural Technical Institute in Wooster, Ohio. Semester course design was assigned to members of the Ad-hoc committee, who collaborated with current instructors in the Department. The proposed curriculum was presented formally to the entire faculty at the June 2010 faculty meeting for discussion and was approved by the faculty at the September 2010 faculty meeting.

In addition to the programs we offer within our College, we are continuing discussions with Human Nutrition regarding the Ohio State University Nutrition (OSUN) graduate program, which is a collaborative program between the Department of Food Science and Technology, the Department of Animal Sciences, and the Department of Human Nutrition, and the B.S. in Nutrition. The B.S. in Nutrition is also a collaborative program that was previously also administered among the three aforementioned departments, however, Food Science and Technology has elected to withdraw from the B.S. in Nutrition, thus leaving the Department of Animal Sciences and the Department of Human Nutrition coordinating the B.S. in Nutrition.

Thus, we are submitting proposals for the following programs:

- B.S. in Agriculture - Animal Sciences Major
  - Animal Biosciences Specialization
  - Animal Industries Specialization
  - Veterinary Technology Specialization
- B.S. in Agriculture - Meat Science Major
- B.S. in Nutrition (co-program with Human Nutrition) - Animal Sciences Major
- M.S. in Animal Sciences
- Ph.D. in Animal Sciences
- Our Department also participates in the OSUN (Ohio State University Nutrition) Interdisciplinary Graduate Program (this program is being submitted by Human Nutrition)
- Minors:
  - Animal Sciences
  - Animal Nutrition
  - Equine Science
  - Animal Pre-Veterinary Medicine
  - Meat Science
- Certificate in Dairy Science

The M.S. and Ph.D. in Animal Sciences programs consist primarily of direct conversions with a couple of minor revisions. Notable changes to the B.S. programs are as follows:

B.S. in Agriculture - Animal Sciences Major - We have developed specializations within the Animal Sciences Major (Animal Biosciences Specialization, Animal Industries Specialization, and revision of the Veterinary Technology Specialization). Feedback obtained from stakeholders, former students, and current students also resulted in: incorporating additional emphasis on animal well-being, animal behavior, and the role of animals within our society within the introductory level Animal Sciences coursework;

adding animal health and animal immunology courses to the core curriculum; and, incorporating global awareness throughout the curriculum, including structuring the curriculum to provide additional opportunities for students to engage in study tours and study abroad experiences.

- The Animal Biosciences Specialization provides the flexibility to obtain an additional emphasis in several natural science areas for those students who are working towards continued opportunities in professional and graduate degree programs.
- The Animal Industries Specialization allows students the flexibility to obtain additional species and/or specific discipline courses, as well as additional business courses to help them pursue their career interests within the animal production and allied industries.
- The Veterinary Technology Specialization is a dual degree program, through which students who are accepted into the program receive both a BS in Agriculture from OSU and an Associate's Degree in Veterinary Technology from Columbus State Community College (CSCC). This is an existing program that was approved approximately 6-7 years ago, and approximately 5 cohorts of students have successfully completed the dual degree program. It requires course work at both OSU and CSCC. Some of the coursework that students take at CSCC as part of their Associate's degree program has been permitted to fulfill degree requirements from OSU (the internships) and some of the course work at OSU has been permitted to fulfill degree requirements from CSCC (the reproductive physiology and animal health courses as well as the anatomy course). Completion of the Veterinary Technology program replaces the FAES minor requirement, so students are not unduly burdened with this coursework on top of a minor.

Students from OSU must apply to the program during their second year at OSU. If they are admitted, they are guaranteed seats in the Veterinary Technology program at CSCC as long as they continue to progress satisfactorily toward their degree completion at both OSU and CSCC. An Animal Sciences advisor is assigned to all students in the Veterinary Technology program. This advisor works with the students to coordinate enrollment in OSU courses required for the B.S. in Agriculture degree with CSCC courses according to a recommended plan. There is also a Veterinary Technology advisor at CSCC who works with students in this dual degree program to develop and coordinate the student's course schedule as part of the admitted cohort and assist them in scheduling CSCC courses.

The College of Food, Agricultural, and Environmental Sciences (CFAES) will require that students complete an approved minor under the quarter system. The College will continue to require a minor or minor equivalent under the semester system. A minor equivalent has been defined as a group of courses from outside the major that meet the spirit of a minor. Within the B.S. in Agriculture, the Animal Sciences major (Animal Biosciences Specialization and Veterinary Technology Specialization) and the Meat Science major have elected to use the minor equivalent to meet the minor requirement. The CFAES Academic Affairs Committee has approved the minor equivalent for each of the specializations. Some of our students complete multiple minors and we will continue to encourage our students to do so.

B.S. in Agriculture - Meat Science – This major was developed in cooperation with the Department of Food Science and Technology, for students interested in pursuing a career focused on muscle food products. With the increasing changes in food safety, and



advances in meat processing and value-added products and associated equipment, we didn't feel there was enough flexibility to complete the necessary courses (breadth of subject material) by following either the proposed Animal Science Specializations or the B.S. in Food Science. The Meat Science major is a mixture of courses from Animal Sciences, Food Science and Technology, and Meat Science courses, which will allow students to pursue a broad based program and also focus in one of the industry related areas in meat science (growth and development, meat processing, or food safety). During the past ten years, the Animal Science Department has made a concerted effort to enhance the curriculum in the area of Meat Science. In recent years we have placed as many as 10 to 20 students each year either in the industry, or in graduate programs pursuing advanced degrees in Meat Science. Additionally, the Department has multiple endowments, which support scholarships for students interested in pursuing Meat Science, and has recently hired an additional faculty person in the meats area with a significant teaching appointment (80%). With the current and growing interest in the Meat Science program coupled with additional recruiting and available scholarships, we anticipate that approximately 20 to 25 students per year will graduate from this program during its first few years, with the enrollment growing to 40 to 50 students per year within five to six years.

B.S. in Nutrition – Animal Science – Changes in the courses offered in the OSUN program resulted in subsequent revisions to the Department of Animal Sciences program within the B.S. in Nutrition. Two courses that were previously included in the animal sciences core for the major were at the 700 level. In the reorganization of the OSUN curriculum, it was decided to increase the rigor of these courses and have them offered as graduate level courses. Therefore, ANIM SCI 761 and 762 (which are transitioning to 7000 level courses) have been replaced with ANIMSCI 5070 – Nutritional Immunology in Animal Systems, and 5530 – Comparative Animal Nutrient Metabolism. ANIMSCI 5070 is the conversion of a course that was developed within the Department in 2009 (ANIM SCI 638), and the ANIMSCI 5530 is a new course that will fill a need for multiple groups of students within the Department, especially those pursuing an emphasis in nutrition, companion animal interest, or professional programs such as veterinary medicine. Additionally, a research methods course has been added (ANIM SCI 3700) to be consistent with the core of B.S. in Nutrition programs offered by Human Nutrition and students will be required to take both the ruminant (ANIM SCI 5031) and nonruminant (ANIM SCI 5032) courses. Previously, students were required to take one of the aforementioned courses, and most students selected the other course as an elective in the program, however, we are requiring both to ensure breadth within the Animal Science Major in the B.S. in Nutrition.

Proposed changes to the minors are as follows:

Animal Sciences – This minor is a straight conversion of the existing Animal Sciences Minor with the exception of adding ANIM SCI 2100 Appreciation of Companion and Production Animals. This is one of two required introductory courses for our Majors and serves as a prerequisite for the second required course.

Animal Nutrition – This minor is a straight conversion of the existing Animal Nutrition Minor with the exception of adding a relatively new course in our Department - Nutritional Immunology in Animal Systems (ANIM SCI 5070).

Equine Science – There are minor revisions proposed to the Equine Science Minor. The Equine health course has been changed to an elective within the minor rather than a required course. Additionally, a grazing course and an equine focused study abroad experience have also been included as electives in the minor.

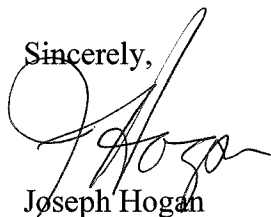
Animal Pre-Veterinary Medicine – This is a new minor structured to provide students who are pursuing a admission to a College of Veterinary Medicine and a career in veterinary medicine through programs outside the Department of Animal Sciences an opportunity to gain additional knowledge and experience with both companion and food animal production systems, health, physiology, and behavior. This minor has been reviewed by the College of Veterinary Medicine and they have supplied a letter of concurrence in support of the minor.

Meat Science – There are minor revisions proposed to the Meat Science Minor. The Food Animal Processing course has been moved from the required category to the elective category, FDSCTE 4536 - Food Safety and FDSCTE 5310 - Food Quality Assurance (new course) have been added as electives. The graduate level growth and development course, animal health course, and microbiology have been removed as these courses were not being used by students to meet the minor, or the material is now being covered in other elective options.

We are also proposing a new program entitled Certificate in Dairy Science. This program is designed to meet the needs of students who have an interest in the dairy industry and desire additional courses, but who do not wish to complete a M.S. During the past two years we have had 5 to 10 students interested in pursuing this certificate and thus, we have offered it via a trial basis, however it was not submitted for approval by the University during the trial phase. The trial program was successful and we believe the number of interested students will increase, but realistically we estimate an annual enrollment of 5 to 15 students per year in the certificate program. As the certificate program is currently proposed, there is the option of having overlap of courses within the major (up to nine credit hours could be used as electives in the major and could also count towards the certificate). None of the courses listed in the Dairy Certificate are options within the minor equivalent of the specializations within the Animal Sciences major; as such there will be no overlap between the certificate and courses used to complete the minor requirement.

Thank you for your consideration of this program plan. Should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,



Joseph Hogan  
Professor and Interim Chair  
Department of Animal Sciences

## MEAT SCIENCE MINOR

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

Henry Zerby, Coordinating Adviser  
214 Animal Science Building  
2029 Fyffe Road  
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A Meat Science minor is for students who wish to develop a better understanding of meat and muscle as a food product. This minor will appeal to students with a general interest in food animal production and be especially helpful for those students who plan to work in food industries or any type of formal agricultural instruction/education settings. The minor is designed to provide students with a general understanding of food animal development with an increased focus on anatomy, muscle biology, meat processing, and food safety.

A Meat Science minor consists of 12 hours selected as follows:

Required: 3 hours

Credit Hours

MEATSCI 3310	Principles of Meat Science	3
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Required Electives: 9 hours

ANIMSCI 3100	Animal Growth & Development	3
MEATSCI 3210	Food Animal Processing	3
MEATSCI 3310	Meat Animal & Carcass Evaluation	3
MEATSCI 4193	Individual Studies*	1-3
MEATSCI 4510	Processed Meats	3
MEATSCI 5510	Advanced Meat Science	3
MEATSCI 5810	Branded Meat Products	3
FDSCTE 4536	Food Safety	2
FDSCTE 5310	Food Quality Assurance	3

\*Individual Studies—Students can complete up to three of the following short course programs for 1 credit hour each.

Descriptions of these short courses are available at <http://www.ag.ohio-state.edu/~meatsci>

- Introductory HACCP Training for Meat and Poultry Processors
- Advanced HACCP Training for Meat and Poultry Processors
- Sausage/Processed Meats Short Course
- Thermal Processing of RTE Meat Products Short Course
- Lamb/Beef/Pork 509 Short Course

Restrictions and General Information

1. The minor is not available to student majoring in Animal Sciences.
2. A minimum overall GPA for courses comprising the minor shall be 2.00
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 GEC (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 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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A minor in Meat Science is for students who wish to develop a better understanding of meat and muscle as a food product. This minor will appeal to students with a general interest in food animal production and be especially helpful for those students who plan to work in food industries or any type of formal agricultural instruction/education settings. The minor is designed to provide students with a general understanding of food animal development with an increased focus on anatomy, muscle biology, meat processing, and food safety.

The Meat Science minor consists of 20 credit hours selected as follows:

Required: 6 hours		Credit Hours
ANIM SCI 355.01	Principles of Meat Science	3
ANIM SCI 355.02	Meat Science Products Laboratory	3
Electives: Select a minimum of 14 credit hours from the following classes (required and elective courses in the minor must total 20 credit hours)		
ANIM SCI 200	Introductory Animal Sciences	5
ANIM SCI 250	Food Animal Products	3
ANIM SCI 305	Meat Animal and Carcass Production	3
ANIM SCI 400	Animal Growth and Development	4
ANIM SCI 413	Principles of Animal Health (prereq: Anim Sci 200, 310, and Bio 114)	5
ANIM SCI 555.02	Meat Processing	4
ANIM SCI 555.03	Branded Meat Products	4
ANIM SCI 593	Individual Studies*	2-4
ANIM SCI 605 (was 555.01)	Advanced Meat Science	3
ANIM SCI 618	Molecular Events in Tissue Growth and Development	4
MICROBIOL 509	Basic and Practical Microbiology	5

\*Individual Studies—Students can complete up to two of the following short course programs for 2 credit hours each. Descriptions of these short courses are available at <http://www.ag.ohio-state.edu/~meatsci>

- Introductory HACCP Training for Meat and Poultry Processors
- Advanced HACCP Training for Meat and Poultry Processors
- Sausage/Processed Meats Short Course
- Thermal Processing of RTE Meat Products Short Course
- Lamb/Beef/Pork 509 Short Course

#### Restrictions and General Information

1. This minor is not available to students majoring in Animal Sciences.
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 student may not double count courses between the minor and other requirements.
5. Courses taken on a pass/non pass basis may not be applied to the minor.

## Transition Plan

The transition plan for students enrolling in the group of minors offered by the Department of Animal Science is described below. As the Animal Pre-veterinary Medicine minor is a new minor, it is not covered in the transition plan.

Our current transfer or transition policy surrounding the quarter to semester conversion is based on the following principles:

- Each semester program requirement may be met either by taking an appropriate semester course (or sequence), or by substituting a substantially equivalent quarter course (or sequence) for the corresponding semester course (or sequence).
- Excess equivalent credit hours resulting from such substitutions—whether positive or negative—will be credited against elective requirements.

We plan to adhere to the following University pledge that was developed for undergraduate students:

In planning and implementing its conversion from quarters to semesters for summer 2012, The Ohio State University is committed to protecting the academic progress of students. Students should find that the shift from quarters to semesters does not disrupt progress toward their degrees if they

1. decide on their major 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. actively develop and follow academic plans in consultation with their academic advisors.

To ensure that the conversion will not harm students' progress, academic units will continue to provide intentional, purposeful advising. Academic advisors will understand how the changes in courses and curricula may affect students' degree programs, will know where and how programs can be flexible, and will be prepared to assist students in planning their remaining semesters to graduation. Good planning around a student's major and/or minor will be particularly important, and the university will provide that support to students who begin their academic career under quarters and complete it under semesters.

Students will vary considerably in their academic progress, and each student's plan for completing degree requirements will need to be determined individually. Every student will be responsible for getting and using the advice essential to assure progress toward his or her degree. Advising is a joint endeavor, and we are confident that students and their advisors, working together, can develop effective plans leading to timely graduation as the university converts to semesters.

Specific transition notes for each minor:

#### Animal Sciences Minor

The only change that is not a straight conversion in this minor is the addition of ANIM SCI 2100. ANIM SCI 2100 will serve as a prerequisite to the ANIM SCI 2200 series (formerly listed as ANIM SCI 200; the lab will now be listed and graded as a separate course). Students who have entered the minor and have completed ANIM SCI 200 prior to the conversion to semesters will not be required to complete ANIM SCI 2100.

#### Animal Nutrition Minor

The only change to the Animal Nutrition minor was including an additional course to the electives list. This course is a relatively new course in the Department (added in 2009) and has a nutrition focus. As it is only expanding the electives, we don't foresee any issues with the minor associated with the transition from quarters to semesters.

#### Equine Science Minor

In the Equine Science Minor, the Equine Feeds and Feeding has been moved from the required section to the elective section, thus students who have completed this course as part of their minor will still be able to use it in fulfilling the minor requirements. Two courses have been removed from the minor (EDU PAES 161 and ANIM SCI 341) as a recent review of the minor indicated students were not using these courses to complete the minor. However, students who have entered the minor and have completed either EDU PAES 161 and/or ANIM SCI 341 as part of the electives in the minor prior to the conversion to semesters will receive the corresponding credit hours at the conversion rate.

#### Meat Science Minor

In the Meat Science Minor, ANIM SCI 355.02 has been removed from the required section and placed in the list of electives (ANIM SCI 3210; re-named Food Animal Processing). The remaining courses in the list of electives have been modified based on what students were utilizing to fulfill the minor requirements and alterations to courses which, subsequently will impact their content in their respective semester conversion. As such, the quarter equivalents to ANIM SCI 200, ANIM SCI 250, ANIM SCI 413, ANIM SCI 618 and MICRO 509 have been removed and FDSCTE 4536 and FDSCTE 5310 have been added to the elective options within the minor. Students who have entered the minor prior to the conversion to semesters and have completed ANIM SCI 200, ANIM SCI 250, ANIM SCI 413, ANIM SCI 618 and/or MICRO 509 as part of the electives in the minor will receive the corresponding credit hours at the conversion rate.