

Responses [**in bold**] to CCI comments from 7/21/11:

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 the JGS Nonprofit Studies Minor

The Arts and Sciences Committee on Curriculum and Instruction (CCI) has reviewed the Nonprofit Studies minor from the John Glenn School of Public Affairs. The CCI recommended changes to the minor, most of which were incorporated into the revised proposal. The specific comments that were left unaddressed are indicated below. The minor was approved unanimously by the CCI. I am including the specific minutes from the CCI meeting addressing any outstanding issues for the Nonprofit Studies minor.

Nonprofit Studies Minor

- Unclear where the prerequisite hours come from; could be clarified.

Please see below list of courses and pre-requisites under semesters. When creating the final draft of the advising sheet, pre-requisites will be listed clearly for students.

- Statement that 2194 can count toward upper division hours is not true. Must be removed from the advising sheet and from the ASC minor rules.

This has been removed. All ASC minor rules will be copied verbatim on all advising sheets.

- Semester advising sheet uses quarter number, ASC 319.02, for the ASC internship.

This was a typo. The correct number is 3191. Also, on 11/30/11, ASC and the Glenn School agreed to change the language to include the PUBAFRS internship number (4191.01 – course request pending) as an option for the Glenn School’s minor. Please see attached revised advising sheet and copied email communications below which provide ASC concurrence and the suggested language used in the revised advising sheet.

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

**The Ohio State University
John Glenn School of Public Affairs
Approved for College of Arts and Sciences
Semester Advising Plan for Nonprofit Studies Minor**

John Glenn School of Public Affairs, 110 Page Hall, 1810 College Rd, Columbus, OH 43210; 614-292-8696

Please see your college advisor to declare the minor.

The Nonprofit Studies minor has three goals which provide an interdisciplinary set of knowledge and skills needed to work in the nonprofit sector. Upon the successful completion of this minor, students are expected to:

1. Articulate the theories and practices that shape political, organizational, economic, and technological environments of nonprofit organizations.
2. Analyze nonprofit management dilemmas from a strategic perspective, grounded in an awareness of nonprofit laws, standards and best practices.
3. Apply their learning in professional nonprofit settings, utilizing appropriate written and oral communication skills.

The undergraduate minor in Nonprofit Studies requires completion of a minimum of 15 semester credit hours. Students are required to take 9 hours from the list of required courses and 6 elective hours which may be taken from the remaining required courses or from the elective list provided. Unless otherwise noted, courses in the lists below are 3 semester credits.

At least six of the semester hours must be taken at the upper division level (3000 level or above). No more than three semester credit hours of X193 (individual studies) coursework may be included.

All coursework in the minor must be at the 2000 level and above.

Required Courses: Students must take one course from each of the three categories.

1. Foundational:

PUBAFRS/ASC 2150 Introduction to Nonprofit Organizations

2. Management:

PUBAFRS 3140 Introduction to Nonprofit Management

ART EDU 3681 Managing Arts Organizations: Stability and Change

3. Experiential:

[ASC majors will have the option of enrolling in the Glenn School's internship course \(PUBAFRS 4191.01\) or an Arts and Sciences internship course \(e.g., ASC 3191\) should they want to obtain credit for an internship they have obtained.](#)

ENGLISH 4567S Rhetoric and Community Service: A Writing Seminar (3 cr., repeatable once up to 6 total credits)

ART EDU 4786 Arts Policy & Administration Internship

*Students may also complete an internship in nonprofits from any hosting department with approval of the minor advisor or petition to substitute other courses as appropriate.

Elective Courses:

ACCTMIS 2000 Foundations of Accounting

ART EDU 3680 Exploring the Creative Sector: Art in the 21st Century

BUS FIN 3120 Foundations of Finance

BUS MHR 2500 Entrepreneurship

BUS MHR 3100 Foundations of Management and Human Resources*

BUS MHR 3520 Leading High Performance Ventures

BUS MHR 3200 Managing Individuals in Organizations: Organizational Behavior and Human Resources

BUS M&L 3150 Marketing Management

COMM 2325 Intro to Organizational Communication

COMM 4337 Public Communication Campaigns
COMM 4556 Information Technology and Organizational Communication
CON SCI HMP 4600 Special Events Planning and Management*
EDU P&L 2571 Leadership in Community Service
ENGLISH 3304 Business and Professional Writing
PUB AFRS 2120 Public Service and Civic Engagement or PUBAFRS 2110 Introduction to Public Affairs
PUBAFRS 2130 Leadership in Public and Nonprofit Sectors or PUBAFRS 2110 Introduction to Public Affairs
RUR SOC 4500 Leadership and Community Development
SWK 3201 Social and Economic Justice: Strategies for Social Work*
WOM STDS 4510/4510H American Women's Movements

Special Topics Courses:

Students may petition to use courses that are relevant. They should check with advising as to the appropriateness of the courses before enrolling.

* Courses with asterisks may have significant pre-requisites. Please contact your minor advisor for guidance if you are interested in these courses.

ASC Minors—Rules Governing this minor for ASC students**

1. This minor must contain at least 15 hours, with at least six of the semester hours at the upper division level (3000 level or above.) No more than three semester credit hours of X193 (individual studies) coursework may be included. All coursework in the minor must be at the 2000 level and above.
2. Unless expressly allowed, a student may not take a major and a minor in the same subject.
3. Courses used on the minor may not be used on the major.
4. Overlap between the GE and a minor is permitted.
5. No more than 6 semester hours of transfer credit may be applied to any minor.
6. When students complete more than one minor, each minor must contain a minimum of 12 unique semester credit hours.
7. No grade below a C- will be permitted in courses constituting the minor; the minimum overall cumulative point-hour ratio of the minor shall be 2.00.
8. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.
9. Once a student's minor program form is on file in the college/school office, any changes must be approved by the college/school advisor.
10. Students need not file their minor programs until they file their graduation applications.

**These guidelines will be updated regularly to reflect the exact language of ASC guidelines for minors.

Nonprofit Studies Minor - Prerequisites

Dept.	Course No.	Prereqs.
ART EDU	4786	4480 and 4481
ENGLISH	4567S	1110.01 (110.01) or equiv, and a 2367 (367) second writing course.
ACCTMIS	2000	none
ART EDU	3681	need new semester # for this course
BUS FIN	3120	AcctMIS 2000 (310), and Math 1130 (130) or equiv; Econ 2001.01 (200) and CSE 100 or equiv.
BUS MHR	2500	none
BUS MHR	3100	Math 130 or 1130 or equivalent and CS&E 100 or semester equivalent and Econ 200 or 2001.01 or equivalents.
BUS MHR	3520	BUS MHR 290 or 2500 and Econ 200 or 2001.01.
BUS MHR	3200	Rank 2
BUS M&L	3150	Econ 200 or 2001.01 or equivalent.
COMM	2325	none
COMM	4337	Comm 431 or Comm 2331, and communication major, or permission of instructor.
CON SCI HMP	4600	CSHSPMG 2700 or CSHSPMG 350.01.
EDU P&L	2571	none
ENGLISH	3304	1110.01 (110.01) or equiv.
PUB AFRS	2120	none
PUB AFRS	2130	none
RUR SOC	4500	Soc 101 or Rural Soc 105/1500 or 5 Qtr cr hrs/3 Sem cr units to related social sciences, or permission of instructor.
SWK	3201	Admission to the Social Work major.
WOM STUDS	4510/4510H	none

PUBAFRS 4191.01 Internship Course discussion/rationale/concurrence:

From: Adams,Chris
Sent: Thursday, December 01, 2011 10:39 PM
To: Vankeerbergen, Bernadette; Moulton,Stephanie; Hallihan,Kate
Subject: RE: ASC 589.02 "Nonprofit Studies Internship"

Categories: Undergraduate

Thanks, Bernadette. This sounds like a good plan. We'll update the language in the non-profit minor requirements. This will likely be less confusing for the students as well.

Thanks,
Chris

From: Vankeerbergen, Bernadette [vankeerbergen.1@osu.edu]
Sent: Wednesday, November 30, 2011 3:55 PM
To: Moulton,Stephanie; Hallihan,Kate; Adams,Chris
Subject: FW: ASC 589.02 "Nonprofit Studies Internship"
Hello,

Please see Stephanie Ford's and Mary Ellen's responses below. ASC will not be converting ASC 589.02. The semesters Nonprofit minor advising sheet will need to be adjusted to reflect that the course will no longer be offered. As Stephanie Ford says, "ASC majors will have the option of enrolling in the Glenn School's internship course or an Arts and Sciences internship course (e.g., ASC 3191) should they want to obtain credit for an internship they have obtained."

Many thanks,
Bernadette

Bernadette Vankeerbergen, Ph.D.
Program Manager, Curriculum and Assessment
Arts and Sciences
The Ohio State University
154D Denney Hall
164 W 17th Ave.
Columbus, OH 43210
Phone: 614-688-5679
Fax: 614-292-6303
<http://ascas.osu.edu>

From: Jenkins, Mary Ellen
Sent: Wednesday, November 30, 2011 3:43 PM
To: Ford, Stephanie; Vankeerbergen, Bernadette
Subject: RE: ASC 589.02 "Nonprofit Studies Internship"

Agreed. :)

From: Ford, Stephanie
Sent: Wednesday, November 30, 2011 3:00 PM
To: Vankeerbergen, Bernadette
Cc: Jenkins, Mary Ellen
Subject: RE: ASC 589.02 "Nonprofit Studies Internship"

Hi Bernadette,

I do not see a need for ASC 589.02 under semesters. ASC majors will have the option of enrolling in the Glenn School's internship course or an Arts and Sciences internship course (e.g., ASC 3191) should they want to obtain credit for an internship they have obtained.

Best,
Stephanie

From: Vankeerbergen, Bernadette
Sent: Wednesday, November 30, 2011 2:31 PM
To: Ford, Stephanie
Cc: Jenkins, Mary Ellen
Subject: FW: ASC 589.02 "Nonprofit Studies Internship"

Hi Stephanie,

Please see the exchange of e-mails below. Do you (or Mary Ellen?) feel there is a need for ASC 589.02 under semesters?

Thanks,
Bernadette

From: Mindy Wright [mailto:MWright@esue.ohio-state.edu]
Sent: Wednesday, November 30, 2011 2:09 PM
To: Moulton,Stephanie; Vankeerbergen, Bernadette; Mindy Wright
Cc: Adams,Chris; hallihan.3@osu.edu
Subject: Re: ASC 589.02 "Nonprofit Studies Internship"

Bernadette,

I'd say that you might also contact Stephanie Ford of ASC Career Services to see if ASC CS feels the need for this internship course to be converted. It was originally started as we began the interdisciplinary nonprofit studies minor and to respond to growing interest in ASC students for nonprofit internships—when internships within departments weren't applicable. At that time, I was a contact to serve as the instructor of record for that internship. I'm no longer in a position to serve in that way. Since the minor moved to being overseen by the Glenn School, that school's internship course may serve those students.

Mindy

From: "Moulton,Stephanie" <moulton.23@osu.edu>
Date: Wed, 30 Nov 2011 13:20:49 -0500
To: "Vankeerbergen, Bernadette" <vankeerbergen.1@osu.edu>, Mindy Wright <wright.7@osu.edu>
Cc: "Adams,Chris" <adams.615@osu.edu>, "Hallihan,Kate" <hallihan.3@osu.edu>
Subject: RE: ASC 589.02 "Nonprofit Studies Internship"

Hi Bernadette-

I am copying Chris Adams and Kate Hallihan on this message, here at the Glenn School, to see if they have any insight (even though this is an ASC course, we also offer the nonprofitinternship thru the Glenn School for this minor).

Stephanie

From: Vankeerbergen, Bernadette [mailto:vankeerbergen.1@osu.edu]
Sent: Wednesday, November 30, 2011 1:15 PM
To: wright.7@osu.edu; Moulton,Stephanie
Subject: ASC 589.02 "Nonprofit Studies Internship"

Dear Mindy and Stephanie,

I am helping Steve Fink identify "ASC" courses that should be converted for semesters and have not yet been converted. One such course is ASC 589.02 "Nonprofit Studies Internship." This course is listed on both the quarter and the semester Nonprofit Studies minor. However, nobody has put the course in the electronic conversion system (curriculum.osu.edu). Our office associate, Debbie Hanlin, has been helping faculty/course coordinators put ASC courses in the conversion system if they do not have access to the system. However, she would need to talk to the person responsible for this course. Who could she talk to about converting this course?

Many thanks for your help.

Best,
Bernadette

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College of Arts and Sciences

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artsandsciences.osu.edu

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 the JGS Nonprofit Studies Minor

The Arts and Sciences Committee on Curriculum and Instruction (CCI) has reviewed the Nonprofit Studies minor from the John Glenn School of Public Affairs. The CCI recommended changes to the minor, most of which were incorporated into the revised proposal. The specific comments that were left unaddressed are indicated below. The minor was approved unanimously by the CCI.

I am including the specific minutes from the CCI meeting addressing any outstanding issues for the Nonprofit Studies minor.

Nonprofit Studies Minor

- **Unclear where the prerequisite hours come from; could be clarified.**
- **Statement that 2194 can count toward upper division hours is not true. Must be removed from the advising sheet and from the ASC minor rules.**
- **Semester advising sheet uses quarter number, ASC 319.02, for the ASC internship.**

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

Status: PENDING

PROGRAM REQUEST
Nonprofit Studies

Last Updated: Brown, Trevor Laurence
06/10/2011

Fiscal Unit/Academic Org John Glenn Schl of Pblc Affrs - D0770
Administering College/Academic Group John Glenn School of Pub Aff
Co-administering College/Academic Group
Semester Conversion Designation 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)
Current Program/Plan Name Nonprofit Studies
Proposed Program/Plan Name Nonprofit Studies
Program/Plan Code Abbreviation NONPRFT-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	5	3.3	3	0.3
	Maximum	20	13.3	12	1.3
Required credit hours offered outside of the unit	Minimum	5	3.3	3	0.3
	Maximum	18	12.0	12	0.0
Required prerequisite credit hours not included above	Minimum	0	0.0	0	0.0
	Maximum	10	6.7	6	0.7

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**
- Upon successful completion of this minor, students are expected to:
 - Articulate the theories and practices that shape political, organizational, economic, and technological environments of nonprofit organizations.
 - Analyze nonprofit management dilemmas from a strategic perspective, grounded in an awareness of nonprofit laws, standards and best practices.
 - Apply their learning in professional nonprofit settings, utilizing appropriate written and oral communication skills.

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

Status: PENDING

PROGRAM REQUEST
Nonprofit Studies

Last Updated: Brown,Trevor Laurence
06/10/2011

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

- REVISED JGSPA Undergraduate Programs Cover Letter Attachment 1.doc: Letter from School
(Letter from Program-offering Unit. Owner: Hallihan,Kathleen Mary)
- REVISED Attachment 2 Nonprofit Minor Program Information.pdf: Att 2: Revised Nonprofit Program Information
(Program Proposal. Owner: Hallihan,Kathleen Mary)
- Summary of responses to revision requests from ASC DAP for Nonprofit Minor.docx: Responses to revision requests, summary of changes
(Other Supporting Documentation. Owner: Hallihan,Kathleen Mary)

Comments

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Hallihan,Kathleen Mary	04/07/2011 12:26 PM	Submitted for Approval
Approved	Hallihan,Kathleen Mary	04/07/2011 12:40 PM	Unit Approval
Approved	Brown,Trevor Laurence	04/07/2011 01:27 PM	SubCollege Approval
Revision Requested	Mumy,Gene Elwood	04/22/2011 03:00 PM	College Approval
Submitted	Hallihan,Kathleen Mary	06/10/2011 11:04 AM	Submitted for Approval
Approved	Hallihan,Kathleen Mary	06/10/2011 11:05 AM	Unit Approval
Approved	Brown,Trevor Laurence	06/10/2011 01:36 PM	SubCollege Approval
Approved	Brown,Trevor Laurence	06/10/2011 01:38 PM	College Approval
Pending Approval	Nolen,Dawn Jenkins,Mary Ellen Bigler Meyers,Catherine Anne Vankeerbergen,Bernadette Chantal Hanlin,Deborah Kay	06/10/2011 01:38 PM	ASCCAO Approval

March 9, 2011

Professor Larry Krissek
Chair, ASC Committee on Curriculum and Instruction
c/o ASC Office of Curriculum and Assessment
154 Denney Hall
164 W. 17th Avenue
Columbus, OH 43210

Dear Larry:

The John Glenn School of Public Affairs has completed its proposal for the semester version of its Bachelor of Arts in Public Affairs major and Nonprofit Studies minor. This letter describes the semester conversion review process within the Glenn School, the programs that resulted from that process, and the School's conversion implementation plans for each program. Because the Glenn School is both a program-offering unit and a School, Professor Ann Christy, Provost Faculty Fellow, Office of Academic Affairs, recommended that we submit one letter covering the OAA Template Information for both program-offering units and colleges.

PROCESS

Beginning in May of 2010 the Glenn School convened an Undergraduate Semester Conversion Task Force. The task force was composed of Glenn School faculty, a current undergraduate student, an alumnus of one of the Glenn School's undergraduate co-curricular programs, and administrative staff. The task force met over the course of the next three months to discuss and identify programmatic and course-level learning goals and objectives for each program. The task force then mapped the curriculum for the major to the program learning goals and objectives, considering each course's place and purpose within the curriculum. A wiki was also established and utilized to continue the discussion online.

At the end of the summer of 2010, the Task Force put forward a recommended semester conversion plan for each undergraduate program to the Glenn School's Curriculum Committee, which also consists of faculty, student and staff representatives. Throughout the fall of 2010, the Curriculum Committee met weekly to refine program and course-level goals and objectives, confirm degree requirements and program structures, and determine the details of the semester program conversion elements. The School's Director was provided weekly updates on the proposed semester programs. Throughout this period, the School also convened the full faculty and staff, plus student representatives, on three occasions to gather feedback on the School's proposed degree programs.

On December 9, 2010, the faculty voted unanimously to approve the proposed semester converted Bachelor of Arts in Public Affairs major and Nonprofit Studies minor.

PROGRAMS

The Glenn School has only recently initiated its two undergraduate curricular programs, commencing both the Bachelor of Arts degree program and the Nonprofit Studies Minor program in the fall of 2010. Because semester conversion was eminent at the time the two programs were developed and approved, the School constructed each program with semester conversion in mind. With minimal changes, we are putting forward each program as it was approved. We submit each as a neutral conversion.

Bachelor of Arts in Public Affairs

Quarters: The requirements for a B.A. degree in public affairs consist of nine core courses (45 quarter hours) at or above the 200 level and 25 credit hours (typically five courses) in a specialized interdisciplinary track or approved minor, totaling 70 quarter credit hours. Within the nine core courses, five of them (25 quarter hours) are foundational courses; two of these foundational courses are offered by units in Social and Behavioral Sciences (Econ 530: Government Finance and the American Economy and PolSci: 305 Introduction to Public Policy). Two of the core courses (10 quarter hours) are applied managerial and analytical courses. The degree program culminates in two integrating application courses – PUBAFRS 678 and 679 (10 quarter hours) – which may be taken in Columbus or in Washington D.C.

In addition to these major requirements, students must complete the general education curriculum (95 quarter hours) and the one-credit course, “Public Affairs Advising Survey,” (PUBAFRS 100). Students who have completed a similar course elsewhere in the University are not required to take PUBAFRS 100. Therefore, it is not a requirement to fulfill the major. Finally, there are 15 quarter hours of free electives students must complete for a grand total of 181 quarter hours for degree completion.

Semesters: The nine core courses and the specialized interdisciplinary track or approved minor remain the requirements for the major. Each of the five-credit hour quarter core courses are coming forward as neutral conversions to three-credit hour semester courses. The specialized interdisciplinary track or approved minor requirement will similarly undergo a neutral conversion from 25 quarter credit hours to 15 semester credit hours. The Glenn School will work with the corresponding units that offer the approved minors and courses that constitute the interdisciplinary tracks to confirm that the courses will continue to be offered in semester-variants.

Under semesters, students will adhere to the new GE as approved by Arts and Sciences and the Council on Academic Affairs and will complete a minimum of 58 semester hours. The Public Affairs Advising Survey will remain a one-credit semester hour course (PUBAFRS 1100) for incoming students who have not had a 1100 equivalent elsewhere. Given the percentage reduction in the General Education requirements under semesters, students will now have 15 semester hours of free electives to complete for a grand total of 121 semester hours

for degree completion. We are hopeful that this added space within the degree program will encourage students to explore outside coursework, deepen a specialization, add a minor to their degree, or participate in a Study Abroad program.

Minor in Nonprofit Studies

This minor originated as an Arts & Sciences and was approved in August, 2010. It was then assigned to the Glenn School at the request of Arts & Sciences as part of the restructuring of the management of Interdisciplinary Programs. It remains an approved minor for Arts & Sciences majors and as such, follows the Arts & Sciences minor guidelines as outlined for these majors on the advising plan sheet.

Quarters: The requirements for the minor in Nonprofit Studies include one required foundational course (5 quarter hours), one required management course (5 quarter hours) and one required experiential course (5 quarter hours) [15 quarter credit hours total]. For the required management course, students have a choice of either PUBAFRS 330 or ART EDU 481. For the required experiential course, students have several choices as outlined on the advising plan sheet. In addition, students must take at least 8 quarter credit hours of elective courses from either the other required courses or from a list of other elective courses that draws from across the University.

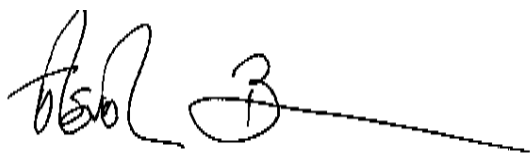
Semesters: The foundational, management, and experiential courses will remain the principal requirements for the minor and are coming forward as neutral conversions in both structure and courses (9 semester hours total). Under the semester version of the minor, students will be required to take at least 6 semester credit hours of elective courses from either the other required courses or from a list of other elective courses. The Glenn School and the Nonprofit advisory committee are and will continue to work with the corresponding units that offer the currently approved courses for the minor to confirm that the courses will continue to be offered in semester-variants. Courses no longer offered, or courses that are offered at the 1000-level, will be removed so as to remain in compliance with semester Arts & Sciences minor guidelines in order to keep this minor available to Arts & Science students. All advising guidelines will continue to conform to standard Arts & Sciences guidelines for students.

IMPLEMENTATION

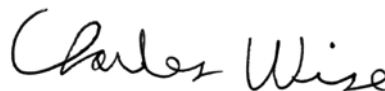
The School is committed to ensuring that the transition of our programs from the quarter system to semester system takes place without impeding students' progress in the program. Since we are not changing any of the program or course requirements for either program we will not have to offer transitional courses. In addition, given the newness and relative small size of each program, we are confident that we will be able to work with students in the transitional years to ensure continued smooth progress to the degree.

We look forward to moving our undergraduate programs to semesters and would be happy to provide any additional material to expedite the review process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trevor Brown', with a long horizontal line extending to the right.

Trevor Brown
Associate Director for
Academic Affairs and Research
brown.2296@osu.edu

A handwritten signature in black ink that reads 'Charles Wise'.

Charles Wise
Founding Director
wise.983@osu.edu

Attachment 2:

John Glenn School of Public Affairs Quarter to Semester Conversion Information

Nonprofit Studies Minor

Contents:

Required elements in this order:

1. Letter from the Program-offering Unit
 2. Program Rationale Statement
 3. List of Semester Courses
 4. Semester Advising Sheet (end of document)
 5. Quarter Advising Sheet (end of document) (*required for re-envisioned or converted programs only*)
 6. Transition Policy
-

1. Letter from Program-offering Unit: Please see Attachment 1: Program/School Letter

2. Program Rationale Statement:

The Nonprofit Studies Minor is a newly-approved minor (July 2010). As summarized in the Unit/School cover letter, this is a neutral conversion with no changes in the structure or requirements of the minor. All courses have been changed from 5 to 3 credits, therefore, the minimum required number of credits for the minor will change from 23 to 15. The reason the minor used to be 23 hours rather than 25 is that some of the Business courses were 4-credit quarter courses. These have been converted to 3-credit semester courses, therefore, the total number of courses a student would have taken to complete the minimum requirements was, and remains, five.

3. List of Semester Courses and categories of courses that constitute the requirements of the program:

The undergraduate minor in Nonprofit Studies requires completion of a minimum of 15 semester credit hours. Students are required to take 9 hours from the list of required courses divided into three areas, and 6 elective hours which may be taken from the remaining required course list or the elective list provided.

Category 1: Required Courses (9 hours minimum)

Students must take one course from each of the following three categories

1.a. Introduction

PUBAFRS/ASC	2150	Introduction to Nonprofit Organizations	3
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1.b. Management

PUBAFRS	3140	Introduction to Nonprofit Management	3
ART ED	3681	Managing Arts Organizations: Stability and Change	3

1.c. Experiential

ART ED	4786	Arts Policy & Administration Internship (new title)	3
ASC	3191.02	Nonprofit Internship	3
ENGLISH	4567S	Rhetoric and Community Service: A Writing Seminar	3

“*Students may also complete an internship in nonprofits from any hosting department with approval of the minor advisor or petition to substitute other courses as appropriate.”

The above statement reflects the current structure within the approved minor (see existing quarter advising sheet)

Category 2: Electives (can be used to reach total requirements for minor of 15 hours)

ACCTMIS	2000	Foundations of Accounting	3
ART ED	3680	Exploring the Creative Sector: Art in the 21 st Century	3
BUS FIN	3120	Introduction to Finance (new title)	3
BUS MHR	2500	Entrepreneurship	3
BUS MHR	3100	Foundations of Management and Human Resources	3
BUS MHR	3520	Leading High Performance Ventures	3
BUS MHR	3200	Managing Individuals in Organizations: Organizational Behavior and Human Resources	3
BUS M&L	3150	Market Management (new title)	3
COMM	2325	Introduction to Organizational Communication	3
COMM	4337	Public Communication Campaigns	3
COMM	4556	Information Technology and Organizational Communication	3
CON SCI HMP	4600	Special Events Planning and Management	3
ED P&L	2571	Leadership in Community Service	3
ENGLISH	3304	Business and Professional Writing	3

PUBAFRS	2110	Introduction to Public Affairs	3
PUBAFRS	2120	Public Service and Civic Engagement	3
PUBAFRS	2130	Leadership in the Public and Nonprofit Sectors	3
RUR SOC	4500	Leadership and Community Development	3
SWK	3201	Social and Economic Justice: Strategies for Social Work (new title)	3
WOM STD	4510	American Women’s Movements	3
WOM STD	4510H	American Women’s Movements	3

4. Semester Advising Sheet: please see attached at end of this document

5. Quarter Advising Sheet (*required for re-envisioned or converted programs only*): please see attached at end of this document

6. Transition Policy:

The requirements for the minor will remain unchanged due to the neutral conversion to semesters for the courses contained within this minor. In fact, because all the courses in this minor are now 3-credit hours, it will be easier for students to understand and attain the requirements to reach the 5-course minimum total.

Any students who have taken quarter courses that fit within this minor may apply them within their designated required or elective area within the structure of the minor. Courses that no longer appear in the minor may be able to count toward the completion of the minor with advisor approval.

The Ohio State University
John Glenn School of Public Affairs
Approved for College of Arts and Sciences

Semester Advising Plan for Nonprofit Studies Minor

John Glenn School of Public Affairs, 110 Page Hall, 1810 College Rd, Columbus, OH 43210; 614-292-8696

Please see your college advisor to declare the minor.

The Nonprofit Studies minor has three goals which provide an interdisciplinary set of knowledge and skills needed to work in the nonprofit sector. Upon the successful completion of this minor, students are expected to:

1. Articulate the theories and practices that shape political, organizational, economic, and technological environments of nonprofit organizations.
2. Analyze nonprofit management dilemmas from a strategic perspective, grounded in an awareness of nonprofit laws, standards and best practices.
3. Apply their learning in professional nonprofit settings, utilizing appropriate written and oral communication skills.

The undergraduate minor in Nonprofit Studies requires completion of a minimum of 15 semester credit hours. Students are required to take 9 hours from the list of required courses and 6 elective hours which may be taken from the remaining required courses or from the elective list provided. Unless otherwise noted, courses in the lists below are 3 semester credits.

At least six of the semester hours must be taken at the upper division level (3000 level or above, except for courses numbered 2194). No more than three semester credit hours of X193 (individual studies) coursework may be included. All coursework in the minor must be at the 2000 level and above.

Required Courses: Students must take one course from each of the three categories.

1. Foundational:

PUBAFRS/ASC 2150 Introduction to Nonprofit Organizations

2. Management:

PUBAFRS 3140 Introduction to Nonprofit Management

ART EDU 3681 Managing Arts Organizations: Stability and Change

3. Experiential:

ENGLISH 4567S Rhetoric and Community Service: A Writing Seminar (3 cr., repeatable once up to 6 total credits)

ASC 319.02 Nonprofit Internship

ART EDU 4786 Arts Policy & Administration Internship

*Students may also complete an internship in nonprofits from any hosting department with approval of the minor advisor or petition to substitute other courses as appropriate.

Elective Courses:

ACCTMIS 2000 Foundations of Accounting

ART EDU 3680 Exploring the Creative Sector: Art in the 21st Century

BUS FIN 3120 Foundation of Finance

BUS MHR 2500 Entrepreneurship

BUS MHR 3100 Foundations of Management and Human Resources*

BUS MHR 3520 Leading High Performance Ventures

BUS MHR 3200 Managing Individuals in Organizations: Organizational Behavior and Human Resources

BUS M&L 3150 Foundations of Marketing Management

COMM 2325 Intro to Organizational Communication

COMM 4337 Public Communication Campaigns

COMM 4556 Information Technology and Organizational Communication

CON SCI HMP 4600 Special Events Planning and Management*

EDU P&L 2571 Leadership in Community Service

ENGLISH 3304 Business and Professional Writing

PUB AFRS 2120 Public Service and Civic Engagement or PUBAFRS 2110 Introduction to Public Affairs

PUBAFRS 2130 Leadership in Public and Nonprofit Sectors or PUBAFRS 2110 Introduction to Public Affairs
RUR SOC 4500 Leadership and Community Development
SWK 3201 Social and Economic Justice: Strategies for Social Work*
WOM STDS 4510/4510H American Women's Movements

Special Topics Courses:

Students may petition to use courses that are relevant. They should check with advising as to the appropriateness of the courses before enrolling.

* Courses with asterisks may have significant pre-requisites. Please contact your minor advisor for guidance if you are interested in these courses.

ASC Minors—Rules Governing this minor for ASC students**

1. This minor must contain at least 15 hours, with at least six of the semester hours at the upper division level (3000 level or above, except for courses numbered 2194). No more than three semester credit hours of X193 (individual studies) coursework may be included. All coursework in the minor must be at the 2000 level and above.
2. Unless expressly allowed, a student may not take a major and a minor in the same subject.
3. Courses used on the minor may not be used on the major.
4. Overlap between the GE and a minor is permitted.
5. No more than 6 semester hours of transfer credit may be applied to any minor.
6. When students complete more than one minor, each minor must contain a minimum of 12 unique semester credit hours.
7. No grade below a C- will be permitted in courses constituting the minor; the minimum overall cumulative point-hour ratio of the minor shall be 2.00.
8. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.
9. Once a student's minor program form is on file in the college/school office, any changes must be approved by the college/school advisor.
10. Students need not file their minor programs until they file their graduation applications.

**These guidelines were adopted from the revised ASC Minor Guidelines copied on the following page.

ASC Minors--Rules

1. A minor consists of a minimum of 12 semester credit hours, with at least six of the semester hours at the upper division level (3000 level or above, Philosophy 2500, all courses taught by departments in mathematical and physical sciences at the 2000 level and above (except for courses numbered 2194), and foreign language courses taught in the language at the 2000 level. No more than three semester credit hours of X193 (individual studies) coursework may be included. All coursework in the minor must be at the 2000 level and above.
2. A minor must have an advising plan.
3. Unless expressly allowed, a student may not take a major and a minor in the same subject.
4. Courses used on the minor may not be used on the major.
5. Overlap between the GE and a minor is permissible unless specifically disallowed for an individual minor.
6. No more than 6 semester hours of transfer credit may be applied to any minor.
7. When students complete more than one minor, each minor must contain a minimum of 12 unique semester credit hours.
8. No grade below a C- will be permitted in courses constituting the minor; the minimum overall cumulative point-hour ratio of the minor shall be 2.00.
9. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.
10. Once a student's minor program form is on file in the college/school office, any changes must be approved by the faculty advisor and/or the college/school counselor.

ASC Minors—Suggested guidelines

1. When constructing the minor, academic units should carefully consider the effect of any hidden prerequisites to courses listed as acceptable to the minor. Those academic units that wish to provide faculty advising of minors should develop an advising protocol as part of the description of the minor.
2. Some minors need individual approval by a faculty member; others do not. Sheets describing the individual minor carry this information.
3. Students need not file their minor programs until they file their graduation applications.

(Colleges of the Arts and Sciences Curriculum and Assessment Office, MKD, 09/26/94. Rev. 01/30/97, 04/02/02; Revised CCI 12-3-10)

The Ohio State University
John Glenn School of Public Affairs
Approved for College of Arts and Sciences

Nonprofit Studies Minor (NONPRFT-MN)

For more information regarding this minor, please contact the John Glenn School of Public Affairs, 110 Page Hall, 1810 College Rd, Columbus, OH 43210; 614-292-8696

College of Arts and Sciences
<http://artsandsciences.osu.edu>
Please see your college advisor to declare the minor.

The Nonprofit Studies minor has three goals which provide an interdisciplinary set of knowledge and skills needed to work in the nonprofit sector:

1. Students will be able to articulate the theories and practices that shape political, organizational, economic, and technological environments of nonprofit organizations.
2. Students will be able to analyze nonprofit management dilemmas from a strategic perspective, grounded in an awareness of nonprofit laws, standards and best practices.
3. Students will be able to apply their learning in professional nonprofit settings, utilizing appropriate written and oral communication skills.

The undergraduate minor in Nonprofit Studies requires completion of a minimum of 23 credit hours. Students are required to take 15 hours from the list of required courses and 8 elective hours which may be taken from the remaining core courses or the elective list provided.

Required Courses:
Students must take one course from each of the three categories.

Introduction:
ASC/JGS (Public Affairs) 337: Introduction to Nonprofits

Management:
JGS 330: Introduction to Nonprofit Management
Art Education 481: Managing Arts Organizations

Experiential:
English 567: Rhetoric and community Service
ASC 589.02: Nonprofit Internship
Art Ed 589: Internship
*Students may also complete an internship in nonprofits from any hosting department with approval of the minor advisor or petition to substitute other courses as appropriate.

Elective Courses:
Accounting and Management Information Systems 310
Art Education 480, 595
Business Finance 420
Business Management and Human Resources 290, 400, 590, 701
Business Marketing and Logistics 450
Communication 325, 637, 656
Consumer Sciences: Hospitality Management 661
Educational Policy and Leadership 271
English 304
Public Affairs 240, 290
Rural Sociology 542
Social Work 230, 520, 521
Women's Studies 510

Special Topics Courses:

Students may petition to use courses that are relevant. They should check with advising as to the appropriateness of the courses.

Arts and Sciences minor program guidelines

The following guidelines govern this minor:

Required for graduation No

Credit hours required A minimum of 20

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted, unless specifically disallowed by an individual minor program.

Overlap with the major Not allowed and

- The minor must be in a different subject than the major.
- The same courses cannot count on the minor and on the major.

Overlap between minors Each minor completed must contain 20 unique hours.

100-level course: For every five credit hours of 100-level course work on the minor, the minimum total required for the minor is increased by five.

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.00 cumulative point-hour ratio required for the minor.
- Course work graded Pass/Non-Pass cannot count on the minor.

Approval required The minor program description sheet indicates if the minor course work must be approved by:

- The academic unit offering the minor, or
- A college/school counselor.

Filing the minor program form The minor program form must be filed at least by the time the graduation application is submitted to a college/school counselor.

Changing the minor Once the minor program is filed in the college office, any changes must be approved by:

- The academic unit offering the minor, or
- A college/school counselor (depending on the minor).

College of Arts and Sciences
Curriculum and Assessment Services
154 Denney Hall, 164 W. 17th Ave.
<http://artsandsciences.osu.edu>
JLM/BCV 6-3-10
CAA Approved 7-7-10 DH

Update 2/2/11 DH

JGSPA Summary of responses to revisions requested from ASC DAP minutes, and notes on changes to proposal for JGS Minor in Nonprofit Studies

(full minutes) <http://crmtview.asc.ohio-state.edu/currofc/docs/committee/950/SS%20DAP%20Agenda%204-20-2011.doc>

[Excerpt regarding Nonprofit Minor – responses in **bold**]

1. Nonprofit minor

- a. Program request form: does not list PA Econ course as a required inside the unit hours

Program request form has been revised to count cross-listed courses as hours within the minor's offering unit. Students may still take course through other cross-listed unit(s).

- b. Minor includes many Business courses, students may not be able to enroll in these courses

The Fisher School of Business has assured us that JGSPA students will continue to be able to enroll in all course options contained in the Nonprofit Minor in the near future. While some concerns regarding the availability for BUS MHR 691 /3530 (Value Creation) were raised with regard to the PUBAFRS Major, this course is not present in the Nonprofit Minor.

Please see attached communication from FCOB at end of this document as well as details concerning the possible changes to BUS MHR 701 (3200), which may occur 1-2 years after semester implementation. As stated by Jackie Elcik (FCOB) in the email, conversations with FCOB will continue with regard to any curricular changes and appropriate solutions will be determined to best serve students in terms course availability and time to the completion of this minor.

- c. Learning goals are not student centered

Learning goals and objectives have been restated in curriculum.osu.edu proposal form as well as on the proposed minor advising sheet.

- d. Electives include 1000 level courses, raises minimum number of hours in minor

The two 1000-level courses in the minor have been removed. The College of Social Work has been contacted regarding the new ASC minor guidelines, and asked if there were any higher-level courses they feel would satisfy the learning outcomes for the minor. If they suggest any courses, the minor development committee will vet their appropriateness and a revision to the minor will be requested at a later date.

- e. Only one required course at 3000 level or above. Possibly not meeting requirements for a minor. A statement should be added to the advising sheet to clarify.

The faculty who offer “Nonprofit Management” (PUBAFRS 330 currently) within the undergraduate major have reconsidered the rigor and content of this course in terms of its place within the curriculum of the Public Affairs major. Subsequently, the successor, PUBAFRS 2140 has been renumbered to the 3140. Other courses from departments included in this minor that were formerly numbered at higher levels are assumed to have re-calibrated their curriculum numbering accordingly and all units have indicated that these courses are neutral conversions with the same content and rigor. Departments are invited to include courses of higher level in the future if, after semester courses and programs are approved and implemented, units and the minor’s development committee feel such courses would be appropriate additions to this minor. Should this become the case, the minor will be resubmitted for a revision to include those courses.

In the revised version, 4 out of the 5 required choices are at the 3000 level or above.

All relevant policies for ASC minors are stated on the advising sheet including the 2000-level clarification.

- f. Each minor should contain 12 unique hours, not 9 as listed

The minor advising sheet has been changed to indicate that each minor should contain 12 unique hours.

Summary of Changes to the original proposal not included in the information above:

1. Formerly, there were two Art Education electives in this minor. One of these courses is no longer offered. The Glenn School will work with Art Education to find other relevant courses with minimal pre-requisites that may be included in the minor. Should this occur, a revision to the minor will be officially requested.
2. PUBAFRS 2110, Introduction to Public Affairs has been added as an alternative choice to either PUBAFRS 2120, or as an alternative choice to PUBAFRS 2130. This request is being made in order to add flexibility for students to course offering frequency and because PUBAFRS 2110 has a significant and relevant nonprofit component. As it is structured on the proposed semester advising plan sheet, this would not add an elective choice to the minor list in and of itself. Students may still only take, at most, one PUBAFRS elective because all three of these courses are 2000-level courses and students must take PUBAFRS/ASC 2150 as a required foundational course. Therefore, because students may only take up to 6 hours to count toward the completion of the minor requirements, there is no net gain in credit hours by adding PUBAFRS 2110 as an option, only added content and flexibility for students.

3. A note on pre-requisites: Upon investigation of the existing pre-requisites for this minor under quarters, we have discovered that some of the approved elective courses within the minor have multiple pre-requisites. It is nonetheless entirely feasible to complete the minor in a timely manner, but in an effort to increase flexibility for students, until the change to semesters, the Glenn School will inform and advise students accordingly to help them plan out a path for the minor depending on their major (for example, the pre-requisites to the Business courses included in the minor would not hinder time to completion for Business majors) and work with the units with courses in the minor to find approved substitutions if possible (Please see "Special Topics" explanation on the approved quarter advising sheet.)

Under semesters, however, many of the existing quarter-system pre-requisites have been eliminated, making the minor significantly more manageable for students. In addition, the Glenn School will work over the summer with the units that have courses in the minor to make any further adjustments that would increase the flexibility of the minor, and welcomes new suggestions from units in Arts and Sciences and across the university for appropriate additions. After soliciting these suggestions, the Nonprofit Advisory Committee will vet any changes and/or additions to the minor and a formal revision will be requested.