December 5, 2018
Vice Provost W. Randy Smith
Council on Academic Affairs
Office of Academic Affairs

Dear Dr. Randy Smith,

Please find enclosed a proposal to revise and rename the undergraduate Nonprofit Studies minor offered by the John Glenn College of Public Affairs. The proposed new name of the minor is “Nonprofit Management,” which we feel more accurately reflects its content. We also believe that the proposed curricular modifications will better enhance students’ knowledge and skills related to nonprofit management topics. Finally, we are proposing some changes aimed at increasing accessibility of the minor and removing barriers to completion.

This minor provides students across campus with an opportunity to take focused coursework in the area of nonprofit management; and the proposed changes will allow them to delve into areas such as fundraising, philanthropy, leadership in the nonprofit sector, and marketing for nonprofit organizations. The proposed changes have been developed in collaboration with other departments on campus, and we expect that the minor will continue to complement existing majors at Ohio State. Currently, over 75 students are enrolled in the minor and we expect that number to increase partly as a result of these changes.

The Nonprofit Management minor will serve an important function for Ohio State students, as it provides in-depth exploration of some of the key issues facing nonprofit management today. The program adheres to university standards for minors, while giving students ample flexibility to take courses from a number of different academic units and/or pursue an internship with a nonprofit organization. In closing, we thank the committee for their investment of time to review this request and welcome any feedback.

Sincerely,

Trevor L. Brown, Dean
I. Rationale for the change
We wish to update the current Nonprofit Studies Minor to better reflect current course offerings, the emphasis on management of nonprofit organizations, and ultimately enhance students’ relevant knowledge and experience gained through the minor.

II. Present curriculum and proposed curriculum

<table>
<thead>
<tr>
<th>CURRENT Minor</th>
<th>PROPOSED Minor</th>
<th>CHANGE RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Nonprofit Studies Minor</td>
<td>Nonprofit Management Minor</td>
</tr>
<tr>
<td>Required/ Foundational Courses</td>
<td>PUBAFRS 2150: Introduction to Nonprofit Organizations (3)</td>
<td>PUBAFRS 2150: Introduction to Nonprofit Organizations (3); PUBAFRS 3140: Nonprofit Management and Governance (3)</td>
</tr>
<tr>
<td>Management Class: Choose one</td>
<td>PUBAFRS 3140: Nonprofit Management and Governance (3); Art Education 3681: Managing Arts Organizations (3)</td>
<td>N/A</td>
</tr>
<tr>
<td>Core Courses Choose two from list</td>
<td>N/A</td>
<td>PUBAFRS 2120 Public Service and Civic Engagement (3)*</td>
</tr>
</tbody>
</table>
| Experiential Requirement: Choose One | PUBAFRS 4191.01/.02: Public Affairs Internship | N/A | We added the internship option to this set given that our nonprofit internship placements involve development of nonprofit management skills and knowledge. We have a fundraising course that we have been offering at the 5000 level for both graduate and undergraduate students. Our new 3000 level course will serve only undergraduates who tend to have less experience and knowledge than our graduate students prior to taking the course. We can better tune the course to undergraduate student needs by offering a 3000 level one.

*Students may only take ONE of PUBAFRS 2120 OR PUB 2130

** Students may also count internship credit from another department with advisor approval

| Experiential Requirement: Choose One | English 4567S: Rhetoric and Community Service | N/A | The experiential opportunity is no longer required. An internship may be taken as a core course as outlined above. We felt that the experiential requirement discriminated against students who could not do an internship. We wanted to make the minor more accessible. We have incorporated experiential exercises into PUBAFRS courses connected to the minor and thus provide opportunities for real-life experience with nonprofits w/o requiring a semester-long internship.

| Elective Courses | Minimum of 6 hours | Minimum of 3 credits | We have carefully curated the elective list to reflect what is regularly available to students and relevant to a nonprofit management minor. We offer flexibility for students to propose a course that is not listed that meets the purpose of the minor. The listing includes only courses worth 3 credit hours. We list more courses than we did previously to demonstrate the breadth of possible electives. The list includes courses without

| Elective Courses | Accounting and Management Information Systems 2000; Art Education 3681, 4715; Business Finance 3120; Business Management and Human Resources 2500, 3100, 3200, 3520; | Any “Core Courses” listed above not already taken | A course approved by a Glenn College PUBAFRS 3110 Education Policy in a Changing World; PUBAFRS 4510 Law and Public Affairs; PUBAFRS 5591 Lobbying and Government Relations; ACCTMIS 2000 (or 2200) Foundations |
Business Marketing and Logistics 3150; Communication 3325, 4337, 4556; Consumer Sciences: Hospitality Management 4600; Educational Studies: Higher Education and Student Affairs 2571; English 3304; PUBAFRS Affairs 2120, 2130, 3110, 3500, 4510, 5590, 5592, 5750/5750H; Rural Sociology 4500; Social Work 3201: Women's, Gender, and Sexuality Studies 4510, 4510H

of Accounting; African American and African Studies 3083 Civil Rights and Black Power Movements; Art Education Managing non-profit arts organizations: Balancing continuity and change Century; Business Administration 3100 (or 3200) Foundations of Management and Human Resources; Business Administration 5530 Topics in Social Entrepreneurship; Communication 2367 Persuasive Communication; Communication 3333 Crisis Communication; Community Leadership 3530 Foundations of Personal and Professional Leadership; Community Leadership 3535 Toward Cultural Proficiency Education; Community Leadership 5335 Volunteer and Human Resources Management; Consumer Science: Hospitality Management 4600 Special Events Planning and Management; Education Studies 2571S Leadership and Community Service; English 2367.07S Literacy Narratives of Black Columbus; English 3304 Business and Professional Writing; English 4567S Rhetoric and Community Service; Environment and Natural Resources 3530 Women, Environment and Development; Geography 3597 Environmental Citizenship; History 2752 Social Reform Movements in US History; International Studies 2580 Feast or Famine: The Global Business of Food; International Studies extensive prerequisites. This change improves students’ ability to complete the minor and use it to complement their majors. We believe this will help position them for their careers.
<table>
<thead>
<tr>
<th>Philosophy 2342 Environmental Ethics; Philosophy 2367 Contemporary Social and Moral Problems in the US; Political Science 4123 Political Crisis and Reform; Psychology 2311 Psychology of Motivation; Social Work 2110 Prevention &amp; Youth Development through Sport, Recreation, and Play; Sociology 2367.02 Urban Social Problems; Sociology 3306 Sociology of Poverty; Sociology 3380 Racial and Ethnic Relations in America; Sociology 3460 Environmental Justice; Women, Gender, and Sexuality Studies 2305 Gender and Sexuality in Global Perspective</th>
</tr>
</thead>
</table>

**III. Revised bulletin entry**

See attached

**IV. Course requests (if applicable)**

The new minor includes a new 3000 level course as a core course option, Public Affairs 3150: Fundraising and Philanthropy for Nonprofits. This class was approved in spring of 2019 and we look forward to offering in the 2018-2019 academic year.

**V. Transition Policy**

We proposed implementing these curricular changes in Summer 2019. The transition policy would be as follows:

- Students declaring the minor in Summer 2019 or later would be held to the standards of the new policy minor requirements.
Current students in the minor would be converted over to the new requirements, but course substitutions for requirements would be made on a case-by-case basis to ensure that no student's time to completion of the minor is negatively impacted by the changes.

VI. Learning Goals and Assessment
Upon successful completion of the minor, students will

1) ... have an increased understanding of the inner workings of nonprofit organizations
2) ...have attained an appreciation for multiple perspectives in public affairs
3) ...have learned skills associated with nonprofit management

The Glenn College has constituted a sub-committee of three faculty members and one staff member to conduct periodic review and of the minor, providing recommendations for additional alterations as needed. This sub-committee will report findings back to the Glenn College Undergraduate Curriculum Committee. Assessment of the minor will follow the guidelines outlined in the assessment plan for our existing Bachelor of Arts and Bachelor of Science degrees.
Nonprofit Management Minor (NONPROFT-MN)

For more information regarding this minor, please contact the John Glenn College of Public Affairs, 110 Page Hall, 1810 College Rd, Columbus, OH 43210; 614-292-8696 www.glenn.osu.edu. Please see your college advisor to declare the minor.

The Nonprofit Management 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 Management requires completion of a minimum of 15 credit hours. Students are required to take the 6 hours listed as foundational courses, their choice of 6 hours from the list of core courses, and at least one course, which may be taken from the elective list, provided.

Foundational Courses: Required

**PUBAFRS 2150: Introduction to Nonprofit Organizations (3)**
**PUBAFRS 3140: Nonprofit Management and Governance (3)**

Core Courses: Choose 2 from the following list

**Students may only take one 2000-level core course**

**PUBAFRS 2120 Public Service and Civic Engagement (3)**
**OR:**
**PUBAFRS 2130 Leadership in the Public and Nonprofit Sectors (3)**
**PUBAFRS 3150 Fundraising and Philanthropy for Nonprofits (3)**
**PUBAFRS 5592 Marketing for Public and Nonprofit Organizations (3)**
**PUBAFRS 4191.01/.02 Public Affairs Internship (3)**

Elective Courses: Choose 1 from the following list

**PUBAFRS 3110 Education Policy in a Changing World (3)**
**PUBAFRS 4510 Law and PUBAFRS (3)**
**PUBAFRS 5591 Lobbying and Government Relations (3)**
**ACCTMIS 2000 (or 2200) Foundations of Accounting (3)**
**AFAMAST 2367.05 Literacy Narratives of Black Columbus (3)**
**AFAMAST 3083 Civil Rights and Black Power Movements (3)**
**ARTEDUC 3681 Managing Non-Profit Arts Organizations: Balancing Continuity and Change (3)**
**BUSMHR 3100 (or 3200) Foundations of Management and Human Resources (3)**
**BUSMHR 5530 Topics in Social Entrepreneurship (3)**
**COMM 2367 Persuasive Communication (3)**
**COMM 3333 Crisis Communication (3)**
**COMLDR 3530 Foundations of Personal & Professional Leadership (3)**
**COMLDR 3535 Toward Cultural Proficiency Education (3)**
**COMLDR 5335 Volunteer and Human Resources Management (3)**
**CSHSPMG 4800 Special Events Planning and Management (3)**
**ESHESA 2571S Leadership and Community Service (3)**
**ENGLISH 2367.07S Literacy Narratives of Black Columbus (3)**
**ENGLISH 3304 Business and Professional Writing (3)**
**ENGLISH 3597.03 Environmental Citizenship (3)**
**ENGLISH 4567S Rhetoric and Community Service (3)**
**ENR 3530 Women, Environment and Development (3)**
**GEOG 3597.03 Environmental Citizenship (3)**
**HISTORY 2752 Social Reform Movements in US History (3)**
**HIST 3083 Civil Rights and Black Power Movements (3)**
**INTSTDS 2580 Feast or Famine: The Global Business of Food (3)**
**INTSTDS 3450 Human Rights: An Introduction (3)**
**PHILOS 2342 Environmental Ethics (3)**
**PHILOS 2367 Contemporary Social and Moral Problems in the US (3)**
**POLITSC 4123 Political Crisis and Reform (3)**
**PSYCH 2311 Psychology of Motivation (3)**
**SOCWORK 2110 Prevention & Youth Development through Sport, Recreation, and Play (3)**
**SOCIOL 2367.02 Urban Social Problems (3)**
**SOCIOL 3306 Sociology of Poverty (3)**
**SOCIOL 3380 Racial and Ethnic Relations in America (3)**
**SOCIOL 3460 Environmental Justice (3)**
**WGSST 2305 Gender and Sexuality in Global Perspective (3)**
**WGSST 3530 Women, Environment and Development (3)**
*Students may also count internship credit from another department with advisor approval

Special Topics Courses:

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

Nonprofit Management minor program guidelines

The following guidelines govern this minor:

**Required for graduation:** No

**Credit hours required:** A minimum of 15

**Transfer and EM credit hours allowed:** A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination

**Overlap with the GE:** Permitted, up to 6 hours.

**Overlap with the major**
- The minor must be in a different subject than the major.
- Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e. minors that require more than 12 credit hours may overlap those hours beyond 12 with the major or with another minor.

**Overlap between minors** Each minor completed must contain 12 unique hours.

**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.
- No more than 3 credit hours of courses graded Satisfactory/Unsatisfactory may count toward the minor

**Approval required** The minor coursework must be approved by the academic unit offering the minor.

**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 a college/school counselor.

College of Arts and Sciences
Curriculum and Assessment Services
164 Denney Hall, 164 W 17th Ave.
artsandsciences.osu.edu

Received x/xx/xx
Updated x/xx/xx
Hi, Chris,

On behalf of the Natural and Mathematical Sciences and the Social and Behavioral Sciences Divisions of ASC, I am pleased to tell you that I concur with the proposed changes to the JGC Nonprofit minor program.

Deborah

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From: Adams, Christopher
Sent: Monday, October 22, 2018 9:53 AM
To: Vankeerbergen, Bernadette <vankeerbergen.1@osu.edu>
Cc: Hallihan, Kathleen <hallihan.3@osu.edu>; Haddad, Deborah <haddad.2@osu.edu>; Heysel, Garett <heysel.1@osu.edu>; Fink, Steven <fink.5@osu.edu>
Subject: RE: Changes proposed to JGC Nonprofit minor

Hi Bernadette,

We have made the changes you suggested below and secured concurrence from Art Education as well as Fisher. Please let me know your thoughts on next steps. We’re happy to reach out to whichever ASC departments we need to for concurrence.

Thanks,
Chris

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Chris Adams, MPA
Director of Student Services and Programs
John Glenn College of Public Affairs
110C Page Hall
614-292-2512 (Office) / 614-292-2546 (Fax)
adams.615@osu.edu glenn.osu.edu
The Ohio State University
College of the Arts and Sciences Concurrence Form

The purpose of this form is to provide a simple system of obtaining departmental reactions to course requests. *An e-mail may be substituted for this form.*

An academic unit initiating a request should complete Section A of this form and send a copy of the form, course request, and syllabus to each of the academic units that might have related interests in the course. Units should be allowed two weeks to respond to requests for concurrence.

Academic units receiving this form should respond to Section B and return the form to the initiating unit. Overlap of course content and other problems should be resolved by the academic units before this form and all other accompanying documentation may be forwarded to the Office of Academic Affairs.

### A. Proposal to review

<table>
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<th>Initiating Academic Unit</th>
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### B. Response from the Academic Unit reviewing

Response: include a reaction to the proposal, including a statement of support or non-support (continued on the back of this form or a separate sheet, if necessary).

**See attached documents.**

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**Signatures**

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<tr>
<th>Name</th>
<th>Position</th>
<th>Unit</th>
<th>Date</th>
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<tbody>
<tr>
<td>Alan B. Farmer</td>
<td></td>
<td></td>
<td>11/1/2018</td>
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**Revised** 5/27/14
Hi All,

I meet with our UG committee this morning to discuss the proposed changes to the non-profit minor. I’ve attached our 3681 syllabus, as the course is now listed as ARTEDU 3681 Managing Non-profit Arts Organizations: Balancing Continuity & Change, and I’ve attached our new advising sheet. As discussed in the meeting, we are developing a new social media, branding and marketing course that develops digital skills (digital media, creating marketing materials, and other visual production skills), a course about managing volunteers and docents, and a non-profit arts-focused fundraising course.

The committee did not feel that removing 3681 as one of the required selections was an major issue.

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Shari L. Savage, PhD
Associate Professor | Assistant Department Chair
Undergraduate Education, Teaching & Assessment Chair
Department of Arts Administration, Education & Policy
231D Sullivant Hall | 1813 High Street
Columbus, OH 43210-1234
savage.12@osu.edu
Adams, Christopher

From: Bendoly, Elliot
Sent: Tuesday, August 28, 2018 6:00 PM
To: Adams, Christopher
Subject: Re: Nonprofit Minor

Looks great to me Chris. Happy that concur.

E

Distinguished Prof. of Management Sciences
Associate Dean, Undergrad Students/Programs
Fisher College of Business, The Ohio State U.

Sent from my iPhone

On Aug 28, 2018, at 5:39 PM, Adams, Christopher <adams.615@osu.edu> wrote:

Hi Elliott,

I hope all is way. Great job putting together the Business Career Guide, I think it will be very helpful to a great many students.

In other news, the Glenn College is in the process of revising our nonprofit minor and we would like to submit it to the College of Business for Concurrence. The proposal is attached. Please look it over and let me know if you have any questions and/or concur. The changes are relatively minor but we think they will allow students to gain a greater appreciation for nonprofit management.

Thanks so much.

Best,

Chris

<image001.png>
Chris Adams, MPA
Director of Student Services and Programs
John Glenn College of Public Affairs
110C Page Hall
614-247-2512 (Office) / 614-292-2546 (Fax)
adams.615@osu.edu glenn.osu.edu

<PROPOSAL TO CHANGE JGC MINOR.final (1).pdf>
<Bulleted Undergrad Nonprofit Minor Sheet- FINAL WB edits.pdf>
Fiscal Unit/Academic Org: John Glenn College of Pub Aff - D4240
Administering College/Academic Group: John Glenn College of Pub Aff
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: Nonprofit Studies Minor
Proposed Program/Plan Name: Nonprofit Management Minor - NONPRFT-MN
Program/Plan Code Abbreviation: NONPRFT-MN
Current Degree Title: 

Credit Hour Explanation

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<th>Program credit hour requirements</th>
<th>A) Number of credit hours in current program (Quarter credit hours)</th>
<th>B) Calculated result for 2/3rds of current (Semester credit hours)</th>
<th>C) Number of credit hours required for proposed program (Semester credit hours)</th>
<th>D) Change in credit hours</th>
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<td>Maximum</td>
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Program Learning Goals

Upon successful completion of the minor, students will:
• Have an increased understanding of the inner workings of nonprofit organizations
• Have attained an appreciation for multiple perspectives in public affairs
• Have learned skills associated with nonprofit management

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

- PROPOSAL TO CHANGE JGC MINOR.final (1).pdf: Proposal
  (Program Proposal. Owner: Adams, Christopher John)
- Bulleted Undergrad Nonprofit Minor Sheet- FINAL.pdf: Minor Program Sheet
  (List of Semester Courses. Owner: Adams, Christopher John)
- Concurrence documents.pdf: Concurrence
  (Support/Concurrence Letters. Owner: Adams, Christopher John)
- Dean Letter NPM (1).pdf: Letter from College
  (Letter from the College to OAA. Owner: Adams, Christopher John)

Comments

Workflow Information

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