June 2, 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 Program Proposals from the Arts and Humanities Division

Arts and Sciences is pleased to submit the following programs from the Arts and Humanities Division to the Office of Academic Affairs for conversion from quarters to semesters. The programs have been approved by the faculty members and chair of the originating unit, and reviewed and approved by the divisional advisory panel, a subcommittee of the ASC Committee on Curriculum and Instruction (CCI), and the full CCI. The vote for approval of all programs at the full CCI was unanimous.

<table>
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<tr>
<th>Program Name</th>
<th>Academic Plan Code</th>
<th>Conversion Designation</th>
<th>CCI Approval</th>
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Arts and Sciences General Education (GE) Program: The GE program for untagged B.A. and B.S. degrees in Arts and Sciences was approved by the Council on Academic Affairs on May 26, 2010, after receiving approval from the Arts and Sciences Faculty Senate. All the programs presented here follow the approved GE program.

College of Arts and Sciences Transition Policy: The College of Arts and Sciences is committed to the principles outlined in the university’s Pledge to Undergraduate Students. Each unit has a plan on how best to assist its majors and minors through the transition. And the Arts and Sciences Academic Advising Services will advise students on how to transition their GE program. Dual advising is the existing process used in Arts and Sciences and will continue under semesters.
English Minor

Credit Hour Explanation

<table>
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<tr>
<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></td>
<td>Maximum</td>
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<td>0.0</td>
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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.

Program Specialization/Sub-Plan Name | Program Specialization/Sub-Plan Goals
English Minor (Existing) | •

Program Specialization/Sub-Plan Name | Program Specialization/Sub-Plan Goals
English Minor Honors (Existing) | •
Pre-Major

Does this Program have a Pre-Major? No

Attachments

• ASC Advising Sheet English Minor.pdf: ASC Advising Sheet
  (Quarter Advising Sheet(s). Owner: Lowry, Debra Susan)

• Chair's Cover Letter.pdf: Chair's Cover Letter
  (Letter from Program-offering Unit. Owner: Lowry, Debra Susan)

• English Minor Document Revised 5-18-11.docx: English Minor Programs Proposal
  (Program Proposal. Owner: Lowry, Debra Susan)

• CCI Subcmte Chair Letter - English Programs.doc: CCI Subcommittee Chair Letter
  (Other Supporting Documentation. Owner: Vankeerbergen, Bernadette Chantal)

• A and H CL.English.Minors.doc: A and H Cover Letter
  (Letter from the College to OAA. Owner: Williams, Valerie Lucille)

Comments

Workflow Information

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May 23, 2011

Professor Larry Krissek  
Chair, Arts and Sciences CCI  
Re: English BA, English Minor, and Minor in Creative Writing

Dear Professor Krissek:

The CCI’s Arts and Humanities 2 subcommittee met on 18, 2011, and reviewed the semester conversion plans for the BA in English, the minor in English, and the minor in Creative Writing submitted by the Department of English. The subcommittee voted unanimously to send all three programs on to the full CCI, although we also asked that all three programs be revised beforehand in order to clarify and correct minor concerns. I have looked over the revised submissions and it appears that all the important changes the subcommittee requested have been made. There remain two fairly trivial concerns relating to the BA proposal. The first is that the goals statements scattered throughout are in non-standard form ("Students" + active verb), but they are understandable. The second is that the EDU PAES 650 course mentioned in the pre-education specializations should have a semester number (but it quite likely isn’t available yet).

Sincerely,

Wm. Mitchell Masters  
A&H2 Subcommittee Chair  
Associate Professor of Biology
May 12, 2011

Lawrence Krissek, Professor of Earth Sciences
Faculty Chair, Committee on Curriculum and Instruction
College of Arts and Sciences

Dear Larry,

The Department of English has completed and submitted its proposals for the semester versions of its three minors: Minor in English, Minor in English Honors, Minor in Creative Writing. The Arts and Humanities Disciplinary Advisory Panel for Curriculum within the College of Arts and Sciences reviewed, provided feedback to the department, and unanimously approved the undergraduate minors during its meeting on May 11, 2011. We are now forwarding them for review at full CCI.

Most specifically, I have highlighted the important changes for the programs below:

**Minor in English:** The Minor in English was last revised and approved by CAA previous to 2006 as there are no electronic ASC or CAA records after 2006 that indicate approval. The minor is changing with minimal conversion. There were five courses required on the quarter version for a total of 25 credit hours, and there are five courses required on the semester version for a total of 15 credit hours. The choice from among the four core courses is the same: English 3304 (304), 3398 (398), 3405 (405), 3467 (467). The requirement of one Literature course remains the same as it was under quarters, and additional course work is selected from the same course list, with the requirement that 9 credit hours are at the 3000-level and above.

**Minor in English Honors:** The Minor in English Honors was last revised and approved by CAA previous to 2006 as there are no electronic ASC records after 2006 that indicate approval. The minor is changing with minimal conversion. There were five courses required on the quarter version for a total of 25 credit hours, and there are five courses required on the semester version for a total of 15 credit hours. The choice from among the five core courses is the same: English 3304 (304), 3398 (398), 3398H (398H), 3405 (405), 3467 (467). The requirement of one Literature course remains the same as it was under quarters, and additional course work is selected from the same course list, with the requirement that 6 credit hours are at the 4000-level and above and that 3 credit hours of honors coursework are at the 2000-level or above.

**Minor in Creative Writing:** The Minor in Creative Writing was last revised and approved by CAA on December 3, 2008. The minor is changing with minimal conversion. There were four courses required on the quarter version for a total of 20 credit hours, and there are four courses required on the semester version for a total of 12 credit hours. The choice from among the three introductory courses is the same: English 2265 (265), 2266 (266), and 2268 (268). The requirement of two advanced courses remains the same as it was under quarters, and additional course work is selected from the same course list. Students will continue to be advised to select introductory courses that complement the advanced choices to create a cohesive and focused
program (e.g., English 2265 Writing of Fiction I should be taken for either English 3465 Intermediate Creative Writing: Special Topics in Fiction or English 4565 Writing of Fiction II). The department will also retain its exemption to the rule that majors may not take a minor within his or her own department. In the case of the Creative Writing Minor, students who major in English may take the Creative Writing Minor under quarters, and we are asking for this exemption to continue under semesters.

We are sending these undergraduate minor programs forward for review and approval in the next stage of curricular review at the Arts and Sciences Committee on Curriculum and Instruction. The courses that are specific to all of the programs are listed under English. If you have any questions or concerns, please do not hesitate to call or email me at 292-5727 or williams.1415@osu.edu.

Thank you for your consideration of these proposals,

Valarie Williams, M.F.A., Ph.D., Professor of Dance
Associate Dean, College of Arts and Sciences, Arts and Humanities

CC: Richard Dutton, Professor and Chair, Department of English
Mark Shanda, Professor and Dean, College of Arts and Sciences, Arts and Humanities
Christopher Highley, Professor of English and Calendar Conversion Contact
Debra Lowry, Program Coordinator for Calendar Conversion
April 26, 2011

Professor Valarie Williams
Associate Dean for Curriculum
Division of Arts and Humanities
ASC Administration
114 University Hall
230 North Oval Mall

Dear Valarie:

The Department of English is pleased to submit the enclosed materials for semester conversion for the following program plans and sub-plans:

M.A. – Ph.D., English (Integrated)
M.F.A.
B.A., English
B.A., English Honors
B.A., English, Pre-Education
B.A., English, Pre-Education Honors
Creative Writing Minor
English Minor
English Minor Honors

Development of proposals for conversion of English programs from quarters to semesters has been an inclusive process capturing input and feedback from faculty, staff and students beginning in earnest in January of 2010. Detailed and rigorous review of all course materials by teaching and programs areas was undertaken first. Proposals for innovation in both the undergraduate major and M.A./Ph.D. programs were considered and subsequently approved at all levels of Department administration. The Undergraduate Studies, Graduate Studies and the Graduate Program and Policy committees were instrumental in coordinating development and review of program proposals and the English Department Council (EDC), the departmental governing body, has reviewed, debated, and approved proposals as they developed and in final form.

In preparation for semester conversion of undergraduate programs both the Director of Undergraduate Studies and Associate Director for Curriculum and Assessment participated in curriculum review workshops. The Undergraduate Studies Committee met to discuss initial
curriculum review models. At that time the committee formed a revision subcommittee which was charged with focusing on the current undergraduate curriculum and making recommendations for revision of that curriculum. Two models for revision were developed, each of which was put forward on a department wiki-page for faculty and student review. Feedback was taken into account as the subcommittee refined the models for two extensive departmental meetings. Following EDC approval of proposed changes for incorporation into the re-envisioned undergraduate major, a subcommittee was formed to address the implementation of changes, in particular the shape and purpose of the new English survey courses and a diversity requirement. Those models were also approved at a general meeting of the EDC in the spring of 2010. The undergraduate major is proposed for semester conversion as re-envisioned accordingly. The Department determined to convert its undergraduate minors, English, English Honors, and Creative Writing, as they are currently offered without revision.

Also in the spring of 2010 the Graduate Program and Policy committee (GPPC) submitted a proposal for a revised Ph.D. program, responding to two significant changes in the Department’s approach to graduate education: the shift to directly admitting students with the B.A. into the Ph.D. program and the (impending) shift to the semester calendar. The proposal replaces the current M.A. and the current Ph.D. with a single, integrated Ph.D. program. The spring 2010 proposal prompted discussions in the GPPC as a whole and a subcommittee was charged with looking at practices at benchmark institutions and developing some possible models for the new program. The subcommittee brought three models to the larger committee, and, after further discussion, settled on two. These models were then posted on a blog where general departmental discussion took place. Models were also discussed at two town meetings. The discussions were lively and helpful, and the resulting model incorporated suggestions and recommendations broadly from colleagues. The agreed-upon model and associated proposal was further contemplated at the annual Graduate Studies Retreat at the end of March 2011 and subsequently approved at a meeting of the EDC. The Department determined to convert its graduate program in Fine Arts, the M.F.A. incorporating little change, requiring one less Graduate Workshop and the addition of three thesis credits to provide M.F.A. students sufficient time to devote to the thesis.

Much thought and careful consideration have been given by faculty, staff and students to the structure and integrity of our programs throughout the process of developing semester conversion proposals to meet the needs of our constituents. We have been attentive to the development of advising models and materials, to ensure the smoothest possible transition from quarters to semesters for our students, and we believe we have met appropriate standards for rigor and transparency of review of all English programs for implementation under semesters consistent with our commitment to excellence and service.

I endorse all English Department program proposals and request conversion from quarters to semesters accordingly.

Sincerely,

Richard Dutton
Humanities Distinguished Professor and Chair
Department of English
English Minors: Rationale

- Minor in English
- Minor in English Honors
- Minor in Creative Writing

The Department of English offers two undergraduate minors, one in Creative Writing (which is open to its English majors) and one in English, as well as the option of graduation with Honors in Arts and Sciences with a Minor in English. No changes have been made to the minors offered in English other than unit conversion and numbering designations. At this time we have chosen to retain the current structure of our minors.
The English Minor Semester Advising Sheet:

Although minor programs are not required for graduation, students are encouraged to pursue them. Minors are especially useful to pre-professional students to indicate a breadth of interest that goes beyond narrow specialization. Students who take a number of courses in a specific area might want to consider completing a minor program.

The minor in English consists of 15 hours at the 2000-level or above, which must include the following:

- One of the following upper-division writing courses: English 3304, 3398, 3405, or 3467. Since English 3398 is required of all English majors, English minors who wish to enroll in 3398 must seek permission of the instructor or the Director or Associate Director of Undergraduate Studies, who will sign the student into the course as space allows.
- At least one literature course.
- At least 9 hours of coursework at the 3000-level or above.

Up to 12 hours (four courses) in the minor can count as GEs.

2. Literature GE in Arts and Humanities: choose one course among the following, which will also satisfy the literature requirement in the minor: English 2201, 2220, 2260, 2261, 2262, 2275, 2280, 2281, 2290, 3361, 3372
3. Cultures and Ideas GE: choose English 2264, 2270, 2271, 2277, 2282, 3364, 3378
4. Visual/Performing Arts GE: choose English 2263 or 2269.
5. Global Studies GE: choose English 4597.01 or 4597.02.

Additional Guidelines: No more than 6 hours of transfer credit may be applied to the minor. Although a grade of C- will be permitted in courses comprising the minor, the minimum overall grade point average of the minor is 2.0. Courses taken on a Pass/Non-Pass basis may not be applied to the minor. The Associate Director of Undergraduate Studies will approve and sign the minor program form before the student submits it to his or her College Office before graduation.

Transition Policy: The Department of English will ensure in transition that students carry no undue burden owing to semester conversion. The minor is structured by course and course components so that requirements can be considered fulfilled in transition, credit hours notwithstanding. There have been few course changes made to the curriculum and no new additional required courses that might add cumulatively to a program to impede student progress. Specifically, English 202 and 291 have been eliminated from the semester curriculum. Both courses and counterpart honors versions will be applied to student programs to satisfy requirements in transition as necessary to ensure progress to degree. Content for 202 and 291 have been integrated into 2201 and 2290. Professional and faculty advisors will work with students to apply course work completed prior to conversion in the most appropriate fashion to ensure academic integrity and guarantee that planned progress within a given program leads to timely completion and graduation.
The English Minor Quarter Advising Sheet:

Although minor programs are not required for graduation, students are encouraged to pursue them. Minors are especially useful to pre-professional students to indicate a breadth of interest that goes beyond narrow specialization. Students who take a number of courses in a specific area might want to consider completing a minor program.

The minor in English consists of 25 hours at the 200-level or above, which must include the following:

- One of the following upper-division writing courses: English 304, 398, 405, or 467. Since English 398 is required of all English majors, English minors who wish to enroll in 398 must seek permission of the instructor or the Director or Associate Director of Undergraduate Studies, who will sign the student into the course as space allows.
- At least one literature course.
- At least 15 hours of coursework at the 300-level or above.

Up to 20 hours (four courses) in the minor can count as GECs.

7. Literature GEC in Arts and Humanities: choose one course among the following, which will also satisfy the literature requirement in the minor: English 201, 202, 220, 260, 2261, 262, 275, 280, 281, 290, 291, 361, 372
10. Contemporary World GEC: choose English 597.01 or 597.02.

Additional Guidelines: No more than 10 hours of transfer credit may be applied to the minor. Although a grade of C- will be permitted in courses comprising the minor, the minimum overall grade point average of the minor is 2.0. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.

The Associate Director of Undergraduate Studies will approve and sign the minor program form before the student submits it to his or her College Office before graduation.

Requirements for graduation with a Minor in English Honors:

The Honors minor consists of a minimum of 15 hours in English beyond 1110 and must include one of the following upper-division writing courses: 3304, 3398, 3405, and 3467. English 2367, the second GE writing requirement, may be counted as one of the minor courses. Coursework must include at least one literature course. Coursework must also include six hours at the 4000-level or above and 3 hours of honors courses at the 2000-level or above.
The English Minor Honors Semester Advising Sheet:

Although minor programs are not required for graduation, students are encouraged to pursue them. Minors are especially useful to pre-professional students to indicate a breadth of interest that goes beyond narrow specialization. Students who take a number of courses in a specific area might want to consider completing a minor program.

The minor in English Honors consists of 15 hours in English beyond 1110 and must include:

- One of the following upper-division writing courses: English 3304, 3398, 3398H, 3405, or 3467. Since English 3398 is required of all English majors, English minors who wish to enroll in 3398 or 3398H must seek permission of the instructor or the Director or Associate Director of Undergraduate Studies, who will sign the student into the course as space allows.
- At least one literature course.
- At least 6 hours of coursework at the 4000-level or above.
- At least 3 hours of honors courses at the 2000-level or above.

Up to 12 hours (four courses) in the minor can count as GEs.

12. Literature GE in Arts and Humanities: choose one course among the following, which will also satisfy the literature requirement in the minor: English 2201, 2201H, 2220, 2220H, 2260, 2260H, 2261, 2261H, 2262, 2262H, 2275, 2280, 2281, 2290, 2290H, 3361, 3372
13. Cultures and Ideas GE: choose English 2264, 2270, 2271, 2277, 2282, 3364, 3378
15. Global Studies GE: choose English 4597.01 or 4597.02.

Additional Guidelines: No more than 6 hours of transfer credit may be applied to the minor. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.

The Associate Director of Undergraduate Studies will approve and sign the honors minor program form before the student submits it to his or her College Office before graduation.

Transition Policy: The Department of English will ensure in transition that students carry no undue burden owing to semester conversion. The English minor honors is structured by course and course components so that requirements can be considered fulfilled in transition, credit hours notwithstanding. There have been few course changes made to the curriculum and no new additional required courses that might add cumulatively to a program to impede student progress. Because honors students are required to take more upper-division courses than non-honors counterparts, the elimination of English 202 and 291 and integration of content into 2201 and 2290, will have no impact on progress toward degree for students pursuing the English minor
honors. Professional and faculty advisors will work with students to apply course work completed prior to conversion in the most appropriate fashion to ensure academic integrity and guarantee that planned progress within a given program leads to timely completion and graduation.

The English Minor Honors Quarter Advising Sheet:

Although minor programs are not required for graduation, students are encouraged to pursue them. Minors are especially useful to pre-professional students to indicate a breadth of interest that goes beyond narrow specialization. Students who take a number of courses in a specific area might want to consider completing a minor program.

The minor in English Honors consists of 25 hours in English beyond 110 and must include:

- One of the following upper-division writing courses: English 304, 398, 398H, 405, or 467. Since English 398 is required of all English majors, English minors who wish to enroll in 398 or 398H must seek permission of the instructor or the Director or Associate Director of Undergraduate Studies, who will sign the student into the course as space allows.
- At least one literature course.
- At least 10 hours of coursework at the 400-level or above.
- At least 5 hours of honors courses at the 200-level or above.

Up to 20 hours (four courses) in the minor can count as GECs.

17. Literature GEC in Arts and Humanities: choose one course among the following, which will also satisfy the literature requirement in the minor: English 201, 201H, 202, 202H, 220, 220H, 260, 260H, 261, 261H, 262, 262H, 275, 280, 281, 290, 290H, 291, 291H, 361, 3372
20. Contemporary World GEC: choose English 597.01 or 597.02.

Additional Guidelines: No more than 10 hours of transfer credit may be applied to the minor. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.

The Associate Director of Undergraduate Studies will approve and sign the honors minor program form before the student submits it to his or her College Office before graduation.
List of Semester Courses – English Minor Programs

All courses applicable to the English minor and English minor honors are 3 credit-hour courses unless otherwise noted.

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<td>Selected Works of British Literature: Origins to Present</td>
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<td>English 2261.</td>
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<td>Writing of Poetry I</td>
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<td>English 2268.</td>
<td>Writing of Creative Nonfiction I</td>
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<td>Digital Media Composing</td>
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<td>English 2271.</td>
<td>Introduction to English Language Study</td>
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<td>English 2275.</td>
<td>Thematic Approaches to Literature</td>
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<td>Arts of Persuasion</td>
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<td>Introduction to Disability Studies</td>
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<td>English 5797.</td>
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The Ohio State University
College of Arts and Sciences

English Minor (ENGLISH-MN)

Department of English
421 Denney Hall, 164 West 17th Avenue
Columbus, OH 43210-1370
614-292-6065
http://english.osu.edu/

While minor programs are not required for graduation, students are encouraged to complete them. They are especially useful to pre-professional students to indicate a breadth of interest that goes beyond narrow specialization.

The English minor requires 25 credit hours of English course work at the 200 level or above, which must include the following:

- one of the following upper-division writing courses: English 304, 398*, 405, 467;
- at least one literature course; and
- at least 15 credit hours of course work at the 300 level or above.

English 367 may be counted toward completion of the minor. Any use of 693 will be in addition to the required 25 hours.

*Since 398 is required of all English majors, English minors who wish to enroll in 398 must seek permission of the instructor or the associate director of undergraduate studies, who will sign you into the course as space allows.

In order to ensure the coherence of individual minor programs, your minor program course work must be discussed with the department’s undergraduate advisor, who will approve your Minor Program Form, and will approve any subsequent changes you want to make.

After the Department of English advisor has approved your Minor Program Form, you should file the form with your college or school counselor. For further information about the minor program, contact the department.

English minor program guidelines

The following guidelines govern this minor.

Required for graduation  No

Credit hours required  A minimum of 25

Transfer credit hours allowed  A maximum of 10

Overlap with the GEC  Permitted

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

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 or 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