PROPOSAL PROCESS E: NEW MINOR

Use the following guidelines to propose a new minor program. Only one minor may be proposed in a single proposal.

This proposal must include a completed **Library Resource Form** and clearly defined program goals that follow university-established guidelines for student learning goals and outcomes.

Minor Definition and Parameters

A Minor is a focused area of study associated with, or drawn from, a major or discipline, or may include courses from multiple programs in different departments or colleges. Minors do not need to have a direct relationship with existing or concurrently proposed new BS/BA degrees in name and shared curriculum. Minors constitute 18 to 29 credit hours of lower- and upper-level undergraduate coursework.

Students may not declare a minor that shares the name or draws on the same coursework required to fulfill their major degree requirements. New minor proposals need to make clear whether majors in the related undergraduate program may declare the minor.

When Minors share coursework with a Certificate of Undergraduate Study (CUGS), meaning, the CUGS coursework has four of the same courses required by the Minor, students can only receive certification for the Minor or the CUGS.

Approval Process

All Process E proposals require a College Curriculum Committee hearing, a Senate Curriculum Committee hearing, and are presented to the full University Senate for a formal vote. If approved, the proposals are forwarded to the Provost's office for administrative approval, and before final implementation must be announced to the Board of Trustees (BOT) Academic Affairs Subcommittee, to the full BOT, and (depending on the type of program) to the state.

Please note: The information above and the italicized text in the guidelines that follow are for explanatory purposes and should not be part of the final proposal.

Abstract (one-page): *Abstracts must include the following information:*

a. **Proposal Title:** *State the title of the new minor.*
b. **Sponsors:** *The person(s) initiating and the department sponsoring the proposal should be indicated. For interdisciplinary courses, joint sponsorship by all concerned departments is desirable. Primary sponsorship for the proposal and responsibility for administration of the course must be clearly indicated.*
c. **Classification of Instructional Program (CIP) Code:** CIP Selector
d. **General Merit of the Program:**
e. **Relationship to Pre-Existing Programs or Offerings:**
f. **Summary of Curriculum:** *List all courses, course credit hours, and total hours.*
g. **Implementation Time Frame:** *Date the program will first be offered.*
h. **Additional Resources Required (technology, staff, space):** *State NONE if no additional resources are needed. If additional sources are needed, provide information from section I.h. here.*

I. **DETAILS**

a. **Proposal Title:** *State the title of the new minor.*

b. **Sponsor(s):** *The first sponsor listed will be considered the lead sponsor and must be an active faculty member. For interdisciplinary programs, joint sponsorship by all concerned departments is desirable. For interdisciplinary programs across colleges, a secondary dean should sign the submission form.*

c. **Classification of Instructional Program (CIP) Code:** (CIP Selector).

d. **Program Scope/Size:** *This refers to the number of students initially expected to enroll in the program and its anticipated growth for five years.*

e. **Declaration Requirements:**

1. **Prerequisites:** *State any course prerequisites, GPA requirements, or completed credit hours required for students to declare the Minor. If there are no prerequisites, state NONE.*

2. **Restrictions:** _____ Available to any matriculated student.

_____ Not Available to students who have the following majors/minors: *List program names.*

f. **Completion Requirements:**

_____ Students must complete all required coursework in accordance with University requirements for good standing.

_____ Additional Requirements for completion. *Specify the requirements.*

g. **Implementation Date:** _____ Fall <u>(YYYY)</u>

_____ Spring <u>(YYYY)</u>

h. **Resource Requirements:**

1. **Equipment, Space, Technology, etc.:**

_____ Current resources are sufficient.
_____ Additional resources are needed. *Explain resource needs.*

2. **Staffing Resources:**

_____ Current resources are sufficient.
_____ Additional resources are needed. *Explain resource needs.*

3. **Library Resources:** *Attach a completed and signed Library Resource Form.*

_____ Current resources are sufficient.
_____ Additional resources are needed. *Explain resource needs.*

i. **Related Curriculum Proposals Being Simultaneously Submitted:** *List only those proposals directly related to this proposal (e.g., new course proposals or course change proposals for the minor). If none, state NONE.*

II. **GENERAL MERIT OF THE PROGRAM:** *Address the need for, and merits of, the minor being proposed, including pedagogical and professional benefits to students as well as how the minor relates to the goals of the degree program, the department, college, or other constituencies. Be specific.*

III. **PROGRAM DESCRIPTION**

a. **Program Goals:** *Outline the expected Program Goals, Student Learning Goals, and Student Learning Outcomes following university established guidelines. Proposals to be housed within existing programs should use the relevant assessment grids to inform their discussion.*

b. **Program Curriculum:**

1. **Program Structure:** *List program coursework with course hours and total hours. Identify new courses associated with the minor.*

2. **Sequence of Coursework:** *Order courses that would typically be taken by semester, noting any course prerequisites. This may be indicated in b.1.*

c. **Administration:** *State in what academic unit the minor will be housed and how the program will be administered.*

d. **Program Evaluation:** *Explain the procedures that will be used to assess the success of the Minor in meeting its goals and objectives.*

IV. RESULTS OF CONSULTATION

a. **Consultations Requested:** *List by name and department and date requested. Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included.*

b. **Consultation Received:** *List by name and department. Copies of emails are acceptable. Letters from all parties listed as consultants in this section must be included.*

c. **Consultations Not Received:** *List names and departments of anyone who did not respond to the consultation request.*

d. **Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*