**Proposal for a New Minor Program**

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| --- | --- |
| Proposed Minor Title |  |
|  |  |
| All Program Format(s) (standard, distance education[[1]](#footnote-1), evening, weekend and/or other) | Total Number of Credits |
| Standard |  |
| Department Chair or Program Director [First Name, Last Name, Title] | Telephone Number |
|  |  |
| Proposer [First Name, Last Name, Title] | Telephone Number |
|  |  |
| Email Address |  |
|  |  |

|  |  |
| --- | --- |
| **Approvals** |  |
| Dean Approval | Date |
| Office of the Provost Approval | Date |

Included in this document, please provide all information requested below.

**A. Mission**

*Summarize the proposed program’s educational and career objectives and its relationship to the mission of the institution.*

**B. Learning Outcomes & Assessment**

1. *Outline the programmatic goals and objectives for the program, including a list of the learning outcomes students should demonstrate upon completing the program.*

2. *What is the date of the initial periodic assessment of program and the length of the assessment cycle (years).*

**C. Curriculum Outline**

1. *Outline all curricular requirements for the proposed program, including prerequisite, core, specialization (track, concentration), capstone, and any other relevant component requirements. Indicate if any of the courses are new ones and, if so, how faculty time is reallocated to cover the course (for example by alternating offering with another course or dropping another course).*

2. *Please provide a syllabus for all courses (see recommended syllabus format below).*

**D. Enrollment**

*What is the projected enrollment when the program begins?*

*What is the projected enrollment after five years?*

*How were these projections determined*?

**E. Faculty**

*List the name of each faculty member who will teach required and/or elective courses in the minor.* ***Indicate the academic leadership of the program by placing an asterisk next to the name of the director or chair.***

**F. Advisement**

*Please indicate how students in the minor will be advised.*

**G. Resources**

*1. List any new, anticipated library resources needed to support this program.*

*2. List any additional financial expectations needed to support this program.*

**Syllabus Checklist**

* **Subject Code (Ex. LAW)**
* **Course Number**
* **Course Long Title (max 100 characters)**
* **Abbreviated Title (if long title is more than 30 characters)**
* **Faculty (author of syllabus), contact information**
* **# Credits:**
* **Course Description (description to be used in the university catalog)**
* **Learning Objectives:** What should students know or be able to do after taking this course?
* Which program student learning goals and objectives does this course address?
* **Prerequisites/Corequisites**
* **Materials (Texts) Needed for Class**
* **Assignments**
* **Method of Assessing Student Achievement:** List and describe the assessment methodologies that will be used to determine the extent to which students have achieved the Learning Outcomes listed.
* **Basis of Grade Determination**
* **Course Outline:** Weekly breakdown/modules
* **Bibliography/Readings**

**Include syllabi below:**

1. [↑](#footnote-ref-1)