



# Request to offer a new minor

Include this form with all new minor proposals in the College of Arts and Sciences.

## 1 Background and Authorization

**Complete name of the proposed minor**

**Name of faculty sponsor for the minor**

**Name of academic unit sponsoring and submitting proposal**

**Academic specialties or fields represented**

**Proposed implementation term**

**NOTE:** The submission of this proposal constitutes a commitment by the proposing unit that, if the proposal is approved, affiliated and otherwise impacted units have been consulted and agree to support this minor, and all other resources needed to offer the program are projected to be available and sustained as of the proposed implementation term.

**Signature, sponsor in academic unit**

**Date**

**Signature, Department Chair of sponsoring academic unit(s)**

**Date**

**Signature, College Curriculum Committee Chair**

**Date**

**Signature, College Associate Dean**

**Date**

## 2 Program(s) Support

**Provide a brief narrative** of the planning process leading up to submission of this proposal.

**Include a chronology** in table format of the plan including faculty meetings and discussions with affiliated faculty, programs, department(s), and/or units planning the minor.

Date	Participants	Planning activity
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## 3 Program Description and Relationship to College, University, and System-Level Goals

**Offer a concise statement** that describes the projected benefit to the affiliated and impacted units, university, local community, and/or the state if the program is implemented. The projected benefits can be both quantitative and qualitative in nature but should distinguish between the two. Please also describe how the proposed minor is consistent with the Mission and goals of the sponsoring program(s), department(s), college, and university.

## 4 Demand and Need

**Describe the types of students** that would most likely be interested in this minor in terms of their major, career expectations, etc. Please discuss what steps will be taken to achieve a diverse student body in this program.

## 5 Resources

**Please explain** how existing courses, faculty, library, and other resources across affiliated units will be able to support this program. List each course required for the minor and explain (a) how many times it has been offered in the last 5-6 years, including terms and years and (b) whether any new courses will need to be added. (c) Also list existing and anticipated full-time (not visiting or part time) faculty who will participate in the proposed minor through Year 5.

## 6 Program Quality Indicators - Reviews and Accreditation

**Describe a process** for regular review of the minor, to assure its viability and improvement over time.