

**COLLEGE OF ARTS AND SCIENCES
FORMAT FOR PROPOSAL
FOR A NEW MINOR**

Department or Program: _____

Proposed Minor: _____

Projected Date of Implementation: _____

Please append responses to the following questions:

1. What are the chief features and primary objectives of the proposed minor? Describe any innovative features.
2. Why is the minor needed?
3. Please list the major student outcomes (or set of performance-based standards) for the proposed minor.
4. Explain how these student learning outcomes will be assessed (student portfolios, graduate follow-up, employer survey, standardized test, etc.) and describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the minor.
5. What courses will constitute the minor? Describe each briefly, and please note any prerequisites required by courses constituting the minor. Why were these courses selected? How do they form a coherent and unique plan of study representing depth as well as breadth of learning?
6. Are there any particular staffing or teaching problems typically associated with these courses? If so, how might they be addressed?
7. Describe the student population to be served. What are the admissions requirements for students who want to select this minor?
8. How does the minor complement the departmental, College, or campus mission? Does the new minor replicate what is already being offered elsewhere on campus?
9. What cooperative relationships, if any, will the new minor establish with other departments or programs? Please describe any such contact that has already been established. We encourage you to submit letters of support from other departments and schools whose offerings might overlap with or be enhanced by the proposed minor.
10. List the resources required to implement the proposed program. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.).

Contact Person—Print or Type Name

Date

Director of Undergraduate Studies—Signature

Chair's Name—Signature

Print or Type Name

Print or Type Name