

**PROCEDURE for Proposing an Undergraduate Minor**  
*Committee on Academic Programs & Planning*

**1. Proposal**

The basic outline for creating a proposal for a new minor is below. (Please note: Proposals are to be a maximum of **10 pages** in length, including references (appendices optional) and should adhere to the writing style of the discipline(s) most relevant to the minor coursework. Proposals that exceed this length will be returned to the working group for editing without being reviewed.)

A. Cover Page including the following information:

- Title of the new minor
- CIP code
- Name, credentials, title, School and signature of the Proposal Coordinator
- Planning committee and name, credentials, title, School and signature of each member of the Planning Committee
- Date

A. Minor Objectives

Briefly summarize the nature and focus of the proposed minor. Indicate the objectives of the minor, and describe the knowledge and skills students will acquire. In addition, provide the conceptual framework for the minor with supporting peer-reviewed evidence.

B. Evaluation and Learning Outcomes Assessment Plan

Proposal should provide evidence that appropriate evaluation and learning outcomes assessment plans have been developed to measure the effectiveness of the minor. Criteria may include:

- a. Clearly articulated goals
- b. Examples of how the achievement of goals are assessed, including direct and indirect measures
- c. The sustainability of the assessment process
- d. A clear articulation of student learning outcomes (qualitative and quantitative)
- e. Evidence that a review process for the minor has been developed (qualitative and quantitative)

C. Justification of the Need for This Minor

- a. **National/Regional Trends** (as applicable) - Is there demand for such a minor? What national trends or documentation establishes a need or benefit in having such a minor?
- b. **Student Interest**: What is the students' interest in such a minor? Why would students wish to earn such a minor?
- c. **Target Groups**: What groups will the minor target? What student population might benefit from the establishing of this minor? What majors might benefit from coursework within this minor? What graduate programs might this impact?

D. Students

Estimate anticipated enrollments from the minor's inception until a steady state or optimum enrollment is reached.

E. Program Resources

Briefly describe the additional resources needed to implement and operate the minor during its first five years. Please comment on all of the following that apply: budget to support the minor, the number of faculty and their program affiliations, computer equipment, adequate facilities including library and laboratory equipment, technological infrastructure and computing, print and non-print material, adequate staff, and support personnel and administration.

F. Requirements for Achieving the Minor

Provide an outline of the curriculum, including a list of the proposed courses and credits per course. Indicate the total number of credits in the minor.

- a. All proposed minors must include a minimum of 8 credits taken at the 3000 or 4000 level and total a minimum of 20 credits overall.
- b. Note where students may select from a group of courses versus specifically designated courses.
- c. Please specify prerequisites that will be necessary for prescribed coursework. Consider the impact prerequisites will have on courses and scheduling.

**2. Committee on Academic Programs and Planning Review of Minor**

Upon receipt of the new minor proposal, the Academic Programs and Planning Committee will review the proposed minor. Upon approval by the committee, the proposed minor along with a recommendation of acceptance is sent to the Faculty Senate President.

**3. Faculty Senate Review of Minor**

The Faculty Senate, upon receipt of the recommendation for approval by the Committee on Academic Programs and Planning, will do a final review of the proposed minor.

**4. Academic Affairs Review of Minor**

With Faculty Senate approval, the minor will be sent to Academic Affairs for the final stage of the approval process.

(Adapted from the 2014-15 New Jersey Presidents' Council Academic Issues Committee (AIC Manual)  
<http://njpc.org/documents/2014-15-aic-manual/view>)