

Sponsor:
Senate Committee on Educational Policy

Brief Description

The purpose of this proposal is to revise the existing guidelines by which units that seek to sponsor an undergraduate minor can receive Senate approval of the minor. Successful completion of the requirements for a Senate-approved undergraduate minor will be acknowledged on the student's official University transcript.

Background

The guidelines currently being used by campus units seeking approval of an undergraduate minor were established in EP.97.18 approved by the Senate on April 27, 1998. Parts of those guidelines and the associated Standard Minor Approval Form are no longer relevant. This revision is intended to bring the guidelines up to date and clarify ambiguities in the original document. It is not intended to be a revision in the policies for establishing undergraduate minors.

Proposal

1. All undergraduate minors must receive Senate approval in order to be officially recognized by the campus and listed on the transcript.
2. Any unit, with the approval of its college, may initiate a proposal for an undergraduate minor. A formal proposal listing the requirements of the minor must be submitted to the Senate for approval. The proposal should comply with the guidelines below and follow the format of the "Proposal to the Senate Committee on Educational Policy to Establish or Modify an Undergraduate Minor" (attached). Sponsoring units have the right to restrict enrollment in the minor, if educationally necessary. Departments are not required to give priority to minors for course registration but may establish procedures for registration in the departmental courses.
3. The Senate Educational Policy Committee will review all proposals. Those that are approved will be forwarded to the Senate for review.
4. A campus-level coding system in the official student database should reflect student enrollment in minors. The student data system should display major and minor designations and the University academic transcript should reflect completion of all Senate-approved undergraduate minors earned by the student. When a student indicates an intention to graduate with a minor, the college of the student will confirm whether the minor has been completed, based on the course work designated by the college of the sponsoring department/unit.

5. Students must apply to the sponsoring unit for admission to the minor. It is up to the sponsoring unit, and that unit's college, to determine the appropriate enrollment and criteria for admission to the minor, and to certify successful completion of the minor. The sponsoring unit must identify an advisor for each minor.

Guidelines

A unit intending to propose a minor should prepare requirements in accord with these guidelines, obtain appropriate approvals, and forward the "Proposal to the Senate Committee on Educational Policy to Establish or Modify an Undergraduate Minor" (copy attached), through the Provost's Office, to the Senate Educational Policy Committee for review and approval. Additional support should be provided for proposed minors that are out of the ordinary. Examples would be those (a) from more than one unit; (b) from units that are not academic departments; (c) established to meet external requirements such as teacher certification; (d) that require interdisciplinary course work that focuses on a single theme, e.g., women's studies, American Indian Studies, etc.; or (e) which do not meet specific guidelines such as the minimum or maximum hours.

1. A minor should constitute a coherent program of study requiring some depth in the subject, but not as extensive a program as the major. Most minors will be either (a) comprehensive study in a single discipline, or (b) interdisciplinary study focusing on a single theme.

2. In general, the minor should consist of at least 16 and no more than 21 hours of course work in the sponsoring unit. Except for clearly remedial offerings, prerequisite courses within the sponsoring unit count toward this total; prerequisite courses outside the sponsoring unit ordinarily do not count toward this total.

3. At least 6 hours of the minor must be advanced (300 or 400) level courses.

4. The unit sponsoring the minor, and that unit's college, may set educationally necessary prerequisites for eligibility for the minor within the constraints of item 2 above.

Attachment:

Proposal to the Senate Committee on Educational Policy to Establish or Modify an Undergraduate Minor

PROPOSAL TO THE SENATE COMMITTEE ON EDUCATIONAL POLICY TO ESTABLISH OR MODIFY AN UNDERGRADUATE MINOR

Title of the proposed minor: Please include the full title of the proposal, including the college(s) involved.

Sponsoring unit(s): Please include the name of the unit and the name of the college(s) involved. Also please include the name, phone number and e-mail of a faculty member knowledgeable about the proposal.

Brief description of the program of study: Please explain how the proposed minor meets each of the following criteria:

- The minor program of study should require some depth in the subject, but not as extensive as the major.
- Ordinarily, the minor should be 1) a comprehensive study in a single discipline, or 2) an interdisciplinary study focusing on a single theme. If this minor is an exception, please explain and justify.

Justification:

Budgetary and Staff Implications:

- a. Additional staff and dollars needed
- b. Internal reallocations (e.g. change in class size, teaching loads, student-faculty ratio, etc.)
- c. Effect on course enrollment in other departments and explanations of discussions with representatives of those departments
- d. Impact on library, computer use, laboratory use, equipment, etc.

Requirements: list the hours and course requirements for the proposed minor. The minor should consist of at least 16 and no more than 21 hours of course work. At least six hours of the minor must be advanced (300 or 400) level courses. If the proposed minor fails to meet these criteria, please provide a reason.

Prerequisites for the minor: describe the prerequisites (if any) for the proposed minor. Except for clearly remedial offerings, prerequisite courses within the sponsoring unit count toward the total hours of coursework; prerequisite courses outside the sponsoring unit ordinarily do not.

Expected enrollment in the minor: provide an estimate of the total number of students expected in the minor once it achieves its full enrollment.

Admission to the minor: describe how the department will monitor the admission process for the minor. If the department intends to limit enrollment in the minor, tell how this will be done.

Minor advisor: describe how students enrolled in the minor will be advised.

Certification of successful completion: describe the system that has been set up within the department and college of the sponsoring department/unit for certifying successful completion of the minor.

CLEARANCES:

Head/chair of the sponsoring department or unit:

Dean of the college of the sponsoring department or unit:

Council of Teacher Education:
(for minors that affect teacher certification)

Chair, Senate Educational Policy Committee:

Proposed Effective Date:

Statement for the Programs of Study Catalog: provide a brief description of the minor that includes a list of the specific courses and hours required.