

## **Graduate Minor Program Initiation Process**

A graduate minor requires a minimum of 12 hours of 5000-level courses and an affiliated research/scholarship experience that may be satisfied by the major research project or through an independent study.

### **Program Proposal**

- I. Description of Program
  - A. Title
  - B. Purpose and nature of the program
  - C. Requirements
  - D. Current courses and existing programs
  - E. Courses which must be added
  - F. Accreditation issues if appropriate.
- II. Resources
  - A. Faculty
    - 1. Current faculty
    - 2. Additional faculty required
    - 3. Present FTE faculty and FTE students
    - 4. Proposed FTE faculty and FTE students for the next five years
  - B. Library
  - C. Physical facilities and equipment
  - D. Other support
- III. Need and Demand
- IV. Additional Information
- V. Assessment Plan
  - A. Timeline
  - B. Projected outcomes
  - C. "Sunset" metrics
- VI. Financing
  - A. Generation of extramural funds
  - B. Additional costs for the next five years

### **Review Process**

1. Affiliated faculty development of prospectus according to guidelines.
2. Approval and commitment by affiliated departments and college Dean(s).
3. Graduate Council review and approval.
4. Submission to Academic Planning Committee and college course and curriculum committee(s).
5. Approval by Graduate School Dean.
6. Approval by Academic Affairs, President, Trustees.