**PROCESS AND REQUIREMENTS FOR APPROVAL OF ADDITION OR ELIMINATION OF A MINOR:**

* The department head/program director proposing the addition or elimination of a minor will submit the proposal to the responsible Dean(s).  Proposals shall include:
  1. **Contact information** for primary **faculty developers** and the head of the college’s **curriculum committee**.
  2. **Course requirements** with descriptions and **learning outcomes** of the minor.
  3. A description of **why** each change is sought.  Typically, such rationale should address state need, student demand, employer demand, efficient allocation of resources, and quality.  Specific data is helpful when available, but the rationale need not be lengthy.
  4. If there are multiple minors embedded in the proposal, **disaggregate** data and rationales by each proposed minor.
  5. If the proposal is to eliminate a minor, include a **transition plan** for students currently enrolled in any minor proposed for elimination, along with how many students pursued that minor over the last three years.
  6. A statement that no new resources are required **or a description of any anticipated new resources.**
* The Dean will transmit the proposal for appropriate college review and approval by the college’s curriculum committee.
* If approved by the college’s curriculum committee, the Dean will submit the proposal to Academic Affairs.  By submission of the proposal to Academic Affairs, the Dean indicates approval of the minor.
* Academic Affairs shall transmit the proposal to the Academic Planning Committee, the Graduate Council, or both for review on behalf of Faculty Senate. Faculty Senate’s review is substantive.  Faculty Senate may iterate with the proposing unit’s faculty contacts and ask for further information or for revision and resubmittal of the proposal.  They will accept up to three revisions before deferring their decision to the next academic year.
* Upon the recommendation of the Faculty Senate, the proposal will be presented for consideration to the Deans and Directors Council, which shall also have the Faculty Senate’s recommendation when they consider the proposal.
* If Faculty Senate does not approve the proposal but Deans and Directors Council does approve, the appropriate AVP in Academic Affairs (Undergraduate or Graduate Education) will facilitate a dialogue between the unit, the appropriate Faculty Senate Committee, and other relevant stakeholders.
* Upon final approval, the Office of Academic Affairs will notify the proposing department that implementation should proceed.  The college dean and Offices of Admissions and Registrar will be notified by the department, copied to Academic Affairs.

**KEY GUIDANCE WHEN PROPOSING A NEW MINOR:**

**Minimum Requirements New Minor:**

* The curricular requirements and learning goals for a minor will be determined and specified by the appointed faculty/academic professionals of a degree granting curriculum, OR, by recognized interdisciplinary programs.
* Requirements may include any combination of formal coursework, experiential learning, and portfolio evaluation at the upper and lower division level.  Individual college and school requirements for minors may be established. A minor program will normally specify the equivalent of a minimum of 12 credit hours.
* The offering of a baccalaureate degree is not prerequisite for a minor.
* Addition or elimination of a minor may require that the unit presents the proposal to the full Faculty Senate.

**Institutional Resource Allocation Guidelines for new minors:**

* Provision of a minor does not, in itself, constitute justification for the allocation of instructional resources.
* Institutional Academic Program Reviews should include an evaluation of the effectiveness of minors.