**Proposal for NEW Minor**

Title of Proposed Minor:

Department:

Program Director (name, email):

Departmental Contact (name, email):

**Program of Study Details**

Instructions: All sections below must be completed prior to review by the College Curriculum Committee. You may expand sections as needed to add information, as well as attach additional materials.

If you have any questions, please contact Lark Farlee at lfarlee@ur.rochester.edu

1. **Brief Description of the Minor (one-two paragraphs)**
2. **Academic Division(s)**

Academic division of the proposed minor (Humanities, Social Sciences, Natural Sciences, Engineering, Variable):

If variable, please list all the divisions that the minor can satisfy:

For variable minors, please outline how this will be determined (e.g. number of courses required within division, etc.):

1. **Proposed Start Date**

Proposed start date for the program (semester, year):

New minors must start at the beginning of a fall or spring semester.

Note that new minors must have internal approvals from the College Curriculum Committee and the AS&E Faculty Council.

1. **Background and Rationale for Proposed Minor**

Please provide a comprehensive rationale for the program, including:

* Distinctiveness of minor within department based on current programs of study (majors, minors)
* Justification for program based on content, student demand, employment opportunities, or other factors (i.e. why invest time and resources in this program?)
* Benchmarking information on similar programs at other institutions
* Departmental resources to administer the program (e.g. courses, available faculty, staffing for advising, potential use of resources from other existing programs)
* Projected number of minors in first year and over five years

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| --- | --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
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1. **Program Learning Outcomes**

Please describe 2-3 desired program learning outcomes for the new minor. *Prior discussion*

*with the Director of Educational Effectiveness is strongly advised for this section.*

The department will also work with the Director of Educational Effectiveness to map these objectives to specific courses in order to collect assessment data.

1. **Program Outline**

Note that minor typically include 5-6 courses. Pre-requisite courses outside of this number of courses can be required but may reduce the desirability of the minor to students.

Total number of required courses:

Total number of pre-requisite courses:

Will students be able to complete pre-requisites as satisfactory/fail and have these courses count towards meeting minor requirements? (Y/N)

Part 1: Please outline the program structure for the proposed minor. This should include rules and requirements for pre-requisite courses, required courses/course sequences, any concentrations (also called tracks or focus areas), and any other relevant feature of the program.

Part 2: Please provide a full listing of courses within the minor in Appendix A (last page). This includes course pre-requisites and co-requisites, cross-listings, and other information.

1. **Requirements to Declare Minor**

Are there specific curricular requirements before a student can declare the minor? This might include completing pre-requisite courses or a certain number of required courses in the minor, GPA requirements, or other requirements. Please outline all requirements below.

1. **Other Relevant Information**

Please include any additional, pertinent information that you think might be useful to the committee.

1. **Department/Program Approvals**

If any courses in Sections 6 or 7 are from a different department or program, the corresponding department Chair(s) or Director(s) must sign below to indicate approval of the use of their courses. Please combine approval emails into a single pdf and submit with proposal.

Dept/Program Chair or Director Name Chair or Director Email Date of Email Confirmation

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Dept/Program Chair or Director Name Chair or Director Email Date of Email Confirmation

For Office Use Only:

Program of Study Code (Internal URS):

CIIP Code:

HEGIS Code:

**Appendix A: Course List**

* Course listings should include subject code and number, title, credits, and pre-requisite courses. (Examples are shaded on top of table.)
* Please list courses by the parent course. If a course is cross-listed, list the child courses in the cross-listed courses column.
* Please indicate in parenthesis (NEW) if the course will be newly created for the major. This information will be included in the proposal submitted to NYSED.
* Please indicate the typical frequency of offering (fall, spring, summer). If course is not taught yearly, please also indicate how often (e.g. every other year).

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| **Course Number** | **Course Title** | **Credits** | **Pre-Requisites/ Co-Requisites** | **Cross-listed courses** | **New Course (Y/N)** | **Frequency of Offering** |
| *Example:*  BIOL 110L | *Example:*  Principles of Biology I | *Example:*  4 | *Example:*  completion or concurrent enrollment in CHEM 131 | *Example:*  None | *Example:*  N | *Example:*  Fall |
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