**Proposal to Create a New Minor**

**[Insert formal program name]**

**Department of [insert]**

***Directions****: Complete and submit to School Dean. School Dean reviews, and if approved, emails to the Associate Provost and Assistant Director of Curriculum. Submission deadline is* ***December 20****.*

1. **Approvals**

Department approval:[insert date]

School Dean: [insert date]

2. **Rationale:** Include information on the following:

* Rationale/strategic purpose for creating a new minor
* Fit with Messiah’s strategic planning goals and mission.
* Fit with departmental mission, assessment results, program reviews, and department goals.
* List the student learning objectives of the minor. (By the completion of the minor, all students will be able to…)
* If interdisciplinary, which department will be the minor’s administrative home?
* **Justify the** **content (courses) and size of the major/concentration.** [Include information for each bullet]
  + Benchmarking/Best Practices
  + Student learning outcomes
  + Professional/Accreditation standards (if applicable)

3. **Advising Sheet /** **Program requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course prefix & number** | **Course name** | **Credit hours** | **Pre-requisite required for course?** |
|  |  |  | [No/Yes, insert course prefix & #] |
|  |  |  | [No/Yes, insert course prefix & #] |
|  |  |  | [No/Yes, insert course prefix & #] |
|  |  |  | [No/Yes, insert course prefix & #] |
|  |  |  | [No/Yes, insert course prefix & #] |
|  |  |  | [No/Yes, insert course prefix & #] |
| **Total credit hours:** [18 minimum – 28 maximum] Do not include prerequisite courses in this count. | | **Total** of pre-req, credits that are not contained within the minor requirements: [insert] | |
| **List any specific information or notes to include on the advising sheet.**  **[Examples:** Certain courses within this range may require additional prerequisites, which would increase the total credits required for the minor; This minor requires a study abroad.] | | | |
| **Effective date:** (First academic year the minor is available to students): | | | |

4. **Curricular Impact and Enrollment**

* **New courses necessitated by new minor**: [None or list. For new courses, also complete and submit Proposal for New Course.]
* **Courses deleted as a result of the new minor**: [None or list. If courses are deleted, include how current students will be accommodated and the plan to phase out the course].
* **Courses revised as a result new minor**: [None or list. For course revisions, also complete and submit Proposal to Revise Course].
* **Describe the ways in which this new minor impacts other departments/offices,** including the Agape Center, Internship Center, the Murray Library and Learning Commons, pre-professional programs, the Teacher Education Program, and other academic departments. [Describe or No impact anticipated.]
* List the majors you anticipate taking this minor, the number of free electives those majors have, and the number of credits that the minor has without overlapping the major. When a student completes a major and a minor, at least 12 credits must be unique to the minor. (Overlap rule).

|  |  |  |
| --- | --- | --- |
| **Name of major anticipated as taking this minor** | **# of free electives within this major** | **# of credits UNIQUE to the minor (not part of this major’s requirement)** |
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* Describe the evidence that exists to support interest in this minor.
* What existing minors may lose students as a result of this proposal new minor?

5. **FTE and departmental staffing impact.** Note: Any increase in cost/staff must be reviewed by the Provost before going to the curriculum committee.

* How many new faculty FTE is required to deliver this major? [Describe or No changes required.]
* How many new administrative FTE is required? [Describe or No changes required.]

6. **Impact on facilities and other offices**

* Describe how proposed minor impacts facilities, specific equipment, technology or classroom space. [Describe or No changes required.]

7. **Effective Date.** The new minor goes into effect in Fall [insert academic year].

8. **Assessment of Student Learning**. Develop in consultation with the Assessment of Student Learning Committee (contact Kate Simcox or Susan Donat for more details). Complete prior to submitting the proposal. The assessment grid template is on the next page.

**Assessment of Student Learning**.

| **CWEO** | **Program Learning Objectives** (by the conclusion of the minor, students will know/do/believe…) | **Depth** of student learning on the program objective as a result from EACH course? **(**Foundational, developing, competent) | **Courses** which support the program learning objective. | **Course-level** student learning objectives that support the program objective. | Potential measure to gauge student learning on this objective |
| --- | --- | --- | --- | --- | --- |
| Understanding foundational content, practices and philosophical and ethical assumptions of one’s specialized area of study. |  |  |  |  |  |
| Preparing to engage in scholarship in one’s specialized area of study and providing the opportunity for scholarship activities related to one’s disciplinary and/or professional pursuits. |  |  |  |  |  |
| Develop proficiency in one’s specialized area of study sufficient to pursue a career and/or continue education at the graduate level |  |  |  |  |  |
| Gaining an awareness of options for employment, voluntary service, and/or graduate education in one’s specialized area of study in the context of reflection on one’s sense of vocation. |  |  |  |  |  |
| Articulating how faith connects to one’s specialized area of study and to potential career options in that area of study. |  |  |  |  |  |