**General Guidelines for  
Proposals to Create a New Minor Program**

* **This form is used to create a new minor program.** A minor is a secondary area of study that is separate from the major and is defined by a set of course and/ or credit hour requirements within a specified discipline or with a clearly defined multi-disciplinary focus.
* **Proposals to create new minor programs are action items.**
* Note that while internally there is a separate form to create a new minor program, the CPE New Undergraduate Program form must be submitted if any undergraduate program is at least 24 hours. Thus, for a proposal to create a new minor requiring 24 or more hours, the UCC requires both the UCC and CPE forms.
* **If the proposed minor includes courses offered by another department/ unit, the head of that department/ unit must be consulted regarding staffing and other resources.**
* **The reference number for the new minor program will be assigned by the University Registrar after the program receives final approval.**
* **Item 1.3 should indicate any special information about the proposed minor (e.g., is inter-disciplinary, will be administered in college dean’s office, is intended for a particular population of students).**
* **The catalog description in item 1.4 should be written in complete sentences. Include the total number of hours required, distinguish among core, elective, and restricted elective courses, and indicate the suggested sequence of courses. Additional relevant information may be included.**
* **In Item 1.5** the CIP code program designation is determined by the faculty in consultation with the Associate Vice President for Planning and Development.
* **Item 2.1 should discuss the reasons for developing the proposed minor, including how the proposed minor might provide service to students in other programs, if known. For example, what societal trends or changes in the academic discipline suggest a need for this proposed minor? What is the proposed minor intended to do? How will completion of the proposed minor affect a student's education and potential employment? Has the proposed minor been developed in response to student demand? Employer or alumni demand?**
* **Item 2.2 should state the basis for the projected enrollment in the proposed minor as well as the projection itself.**
* **Item 2.3 should discuss the relationship of the proposed minor to other programs offered by the department involved. How will the proposed minor be related to other programs offered in that department? If the proposed minor is interdisciplinary, discuss the relationship between the proposed minor and minors offered in the participating departments. Note that it is not sufficient to state that there is not another minor like the proposed minor; instead, the relationship of the proposed minor to other programs in the department(s) should be described. What similarities are there, and how would the proposed minor, if approved, be different from existing programs in the department(s)?**
* **Item 2.4 should discuss the relationship of the proposed minor other university programs. Steps taken to insure that there is no significant overlap with other university programs should be described. What similarities are there, and how would the proposed minor, if approved, provide knowledge and skills not available in programs offered elsewhere in the university?**
* **Item 2.5 should describe similar minors offered at other in-state schools and benchmark schools. If the proposed minor appears to be unique, why does WKU need it when other institutions do not offer it? For example, is it on the "cutting edge" in the discipline? Will it give an advantage in recruiting students or in preparing students for employment or advanced study?**
* **Item 2.6 should explain how the proposed minor is consistent with the objectives of the university as reflected in the** [**mission and vision statements**](http://www.wku.edu/about.html) **and/or various strategic planning documents.**
* **Item 3 should describe the specific learning outcomes of the proposed minor. What set of skills and areas of knowledge will a student who completes this proposed minor have?** Outcomes should be phrased using action words for student learning outcomes.
* **Item 4 should describe the curriculum, including course prefix, number, title, and credit hours for each course in the proposed minor.**
* **Item 5 should discuss staffing and any other budgetary implications of the proposed minor. For example, will the proposed minor lead to increased enrollment in any of the courses that may be used to satisfy the requirements for the minor? If so, how will the increased enrollment be handled? Will any new faculty positions be requested?**

Proposal Date:

**College Name**

**Department Name**

**Proposal to Create a New Minor Program**

**(Action Item)**

Contact Person: Name, email, phone

**1. Identification of program:**

* 1. Program title:
  2. Required hours in minor program:
  3. Special information:
  4. Catalog description:
  5. Classification of Instructional Program Code (CIP):

**2. Rationale:**

* 1. Reason for developing the proposed minor program:
  2. Projected enrollment in the proposed minor program:
  3. Relationship of the proposed minor program to other programs now offered by the department:
  4. Relationship of the proposed minor program to other university programs:
  5. Similar minor programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
  6. Relationship of the proposed minor program to the university mission and objectives:

**3. Learning outcomes of the proposed minor:**

**4. Curriculum:**

**5. Budget implications:**

**6. Proposed term for implementation:**

**7. Dates of prior committee approvals:**

|  |  |
| --- | --- |
| Department/ Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College Curriculum Committee |  |
| Professional Education Council (if applicable) |  |
| Undergraduate Curriculum Committee |  |
| University Senate |  |
| Board of Regents |  |