

New undergraduate minor proposals must include the following information:

Executive Summary

- Full name of the minor and academic unit proposing the minor
- Term of first instruction
- The need the minor will fulfill
- Full Catalog listing as it will show in catalog (for questions regarding catalog format, consult the Vice Provost for Undergraduate Education and Student Success), including the following:
 - Description of minor
 - Name and email of minor coordinator for students to contact with questions or for advising
 - Any academic requirements, such as GPA requirement, whether courses must be taken for letter grade, number of upper division credits required (minimum 12), or any other requirements
 - Any related minors or majors that may not be taken with this minor due to overlap of credits (which is in violation of the 12-unique credit rule for minors)
 - Overall number of credits required
 - Required courses
 - Elective courses

Courses

- Provide syllabi for all courses, and, for new courses that will need to be developed, provide course descriptions and draft syllabi
- If minor requires courses from other departments or is an interdisciplinary minor, please provide documentation of permissions from the offering program/department for any courses that are not offered by the program(s)/department(s) sponsoring the minor
- Proposed schedule of course offerings (Show that students will be able to complete the minor during a normal undergraduate course of study at Chapman, based on when courses are regularly offered)
- Approvals from other departments/programs for courses may be shared with this minor

Faculty

- List current faculty members who will teach in the proposed degree or major. Give rank, appointment status, highest degree earned, date and field of highest degree.
- In a separate digital file, provide all faculty Curriculum Vitae

Learning Outcomes, Curriculum Map, Assessment

- The learning outcomes of the minor (what will students know and be able to do? What values or dispositions will they develop?) and a [curriculum map](#) showing how these learning outcomes will be achieved. How will students' knowledge, skills, values and/or dispositions be assessed/measured?

Resources need

- Description of any additional resources needed (faculty, staff, equipment, library resources, budget, space)
- Should additional resources be required, provide documentation that such resources will be provided. Documentation must be signed by the source of the resources (usually the Dean or Provost)

Consultations

- Provide documentation that consultations with the Vice Provost for Undergraduate Education and Student Success, Director of Accreditation & Assessment and Vice President for Enrollment Management took place. Copies of emails are sufficient documentation.

When courses are included in a minor that are not from the sponsoring program(s)/department(s), documentation of permission to offer such courses must be obtained from the relevant program/department. Permissions may be contained in emails that filed in the new minor program filing sharing system folder, as described under “Courses” above.