New Undergraduate Minor Proposal

Academic Unit:

Program/Department:

Originator/Person Responsible for Program Proposal:

Name of Minor:

Submit this form for a new minor to the Vice Provost for Undergraduate Education and Student Success (VPUGED@chapman.edu), who will forward the the proposed new minor documentation to the Chair of the Undergraduate Academic Council for review. The submission deadline to file a completed new minor proposal with its documentation is November 15. The originator is responsible for gathering all information and signatures.

Consultation should occur with the following, prior to submission of the proposal, as appropriate:
- Vice Provost for Undergraduate Education and Student Successto ensure that academic policies are being followed in degree design
- Director of Accreditation and Assessment regarding accreditation and assessment requirements
- Vice President for Enrollment Management

Documentation is required to show that consultations took place. Copies of emails are sufficient.

The Undergraduate Academic Council presents their recommendation for the new minor to the Senate Executive Board, which then determines the need for the Faculty Senate to review and recommend for approval.

All new minors require final approval by the Provost.

When courses are included in a minor that are not from the sponsoring program(s)/department(s), permission to offer such courses must be obtained from the relevant program/department. Such approvals may be contained in emails that are then filed in the SharePoint folder for the proposed new minor, or other designated file sharing system folder.

Please refer to the instructions for new minor proposals in the 2024-2025 Curriculum Handbook.

New Undergraduate Minor Proposal - Executive Summary

Information on new minors that is required as described below is to be submitted to a SharePoint file setup by the Office of Undergraduate Education and Student Success. Request the SharePoint file sharing system for the information regarding the minor to be set up by emailing VPUGED@chapman.edu. When preparing information for the minor, please submit all information below into the shared files set up for that minor application. Links to the information will be made available to all reviewers.

Academic requirements for a minor are contained in the Undergraduate Academic Catalog in the Undergraduate Degree Requirements section, which should be consulted in designing a new minor.

Executive Summary
- Full name of the minor and academic unit proposing the minor
- Term of first instruction
- The need the minor will fulfill
- Catalog listing- provide listing as it will show in catalog, 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 (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, Associate Vice Provost for Assessment and Student Success 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), permission to offer such courses must be obtained from the relevant program/department.

Such approvals may be contained in emails that filed in the new Minor DropBox or other designated filing sharing system folder, as described under "Courses" above.

Recommendations for approval are required by the following:
- Representative of program/department faculty
- Academic unit curriculum committee
- Dean

Any party listed above may submit a memorandum in support or nonsupport of the minor.

Interdisciplinary minors follow the same procedures given above. In addition, an interdisciplinary proposal must receive recommendations for approval from:
- Program/department faculty of programs/departments sponsoring the minor,
- Curriculum committee(s) of academic units sponsoring the minor
- Dean(s) of academic units sponsoring the minor

Add additional forms for signatures as needed.

The submission deadline for new minors is November 15, in order to provide the Undergraduate Academic Council sufficient time to review the submission.

The Undergraduate Academic Council presents new minors recommended for approval to the Senate Executive Board, which then determines if there is a need for the proposed minor to be sent to Faculty Senate for review and recommendation on approval. This is rarely required.

The final decision on approval is given by the Provost.

Recommendation Checklist and Required Signatures

Program/Department Faculty Representative	Recommended ☐ Not Recommended ☐ _____ Print Name _____ Signature Date Memorandum provided: Yes____ No____
College/School Curriculum Committee	Recommended ☐ Not Recommended ☐ _____ Print Name _____ Signature Date Memorandum provided: Yes____ No____
Colleg/School Dean	Recommended ☐ Not Recommended ☐ _____ Print Name _____ Signature Date Memorandum provided: Yes____ No____
*Undergraduate Academic Council (_The UAC will present the proposal to the SEB for review and determination of Faculty Senate recommendations._)	Recommended ☐ Not Recommended ☐ _____ Print Name _____ Signature Date Memorandum provided: Yes____ No____
Senate Executive Board Chair	Recommended ☐ Not Recommended ☐ _____ Print Name _____ Signature Date Memorandum provided: Yes____ No____
Provost	Approved ☐ Not Approved ☐ _____ Print Name _____ Signature Date

**Please use the Shared Courses Signature Form if additional signatures are required for interdisciplinary programs and/or other shared courses within the proposed new minor.