New Minor Proposal Process

1. Department/faculty members submit proposal to the VPAA following specified format.
2. Proposal reviewed by Provost and VPAA
   a. Evaluate campus priority for proposal (Provost)
   b. Evaluate fit with campus strategic plan (Provost)
   c. Evaluate fit with department strategic plan (VPAA)
   d. Evaluate financial estimates (VPAA)
3. Go/No Go decision (Provost)
   a. If “No Go” – return to department with rationale for rejection
   b. If “Go” –
4. Department makes corrections and forward to Registrar for log-in. Registrar forwards proposal to Provost for final review.
5. Provost forwards proposal to:
   a. Budgetary Affairs Committee to review program financial aspects and provide assessment of “worthiness of investment” in the program.
   b. Discipline-Specific and Campus Curriculum Committees review academic aspects.
      i. If negative vote by either of the Curriculum Committees, committee provides input to department. Department determines whether concerns are addressable and submits revised proposal beginning with step (1)
      ii. If positive vote by Curriculum Committees —
6. Campus Curriculum Committee forwards minor proposal to Faculty Senate for vote.
   a. If negative vote by Senate, department determines whether concerns are addressable and submits revised proposal beginning with step (1)
   b. If positive vote by Faculty Senate –
7. Provost forwards copy of proposal to Chancellor.
8. If approved by Chancellor, minor is implemented on campus. Timing is subject to resource availability and other priorities.
9. Assessment of minor:
   a. 1-year assessment: start-up costs and enrollment
   b. 3-year assessment: program financials, enrollment and enrollment progress
   c. 5-year assessment: decision on continuation or elimination (“sunset”) of minor.
      Review of strategic aspects; academic and fiscal viability?
10. If minor assessment is positive, minor is assessed in future years during periodic (5-year or 6-year) program reviews.
Office Responsibilities

1. Provost responsibility:
   a. Review of fit of minor proposal with campus strategic plan
   b. Go/No Go decision

2. VPAA responsibility:
   a. Review of fit of minor proposal with department strategic plan
   b. Evaluation of financial aspects
   c. Tracking of minor proposals
   d. Work with departments/proposal authors on proposal refinement (review and preparation for submission to committees and Provost)