

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)