**College of Arts and Sciences**

Proposal for a New Undergraduate Minor

Undergraduate minors are completed in conjunction with a baccalaureate degree. Minors are open to all undergraduate students in the College and, generally speaking, all IUB schools allow for transcription of College minors.

Please review the information (including the minimum standards for minors) and instructions for submitting proposals available at <http://go.iu.edu/1gDB>.

# 1. Basic Information

|  |  |
| --- | --- |
| Department/Program: | [Type Name of Department/Program] |
| Title of proposed minor: | [Type Title of Proposed Minor] |
| Projected Implementation: | May [TYPE YEAR] |

# 2. General description of the minor

* + What will students learn in the minor? What types of problems or issues will be explored? What skills will be developed?
  + What are the key or unique features of the minor?

# 3. Rationale

* Why is the minor needed?
* Describe the student population to be served by this minor.
* How does it align with College, campus, and university strategic plans?

# 4. Learning outcomes

* What are the learning outcomes for the minor?
* How will they be assessed?

# 5. Requirements, innovative features, and challenges

* + Describe the curriculum generally along with a brief explanation as to how courses were chosen to be part of the minor
  + Describe any innovative features of the minor.
  + Describe any particular staffing or teaching problems associated with the minor or the courses that constitute it.
  + *Required Appendix 1:* List the requirements for the minor in manner consistent with how they would be listed in the College *Bulletin*. (Be sure that the requirements meet the College’s minimum standards for minors.)
  + *Required Appendix 2:* List all of the courses along with their *Bulletin* descriptions that may be used to satisfy the requirements for the minor. Note any prerequisites required for each course.

# 6. Relationships, overlap, and opportunities

* + Describe how the minor overlaps with existing degrees, majors, minors, or certificates offered in the College or elsewhere at IUB.
  + Describe the extent to which any cooperative relationships, if any, will need to be established with other departments, programs, or schools. Please describe any such contact that you have established.
  + *Required Appendix 3:* Include Letters of support from any school, department, or program that has the potential to be reasonably impacted by the creation of the minor. These letters must be submitted with the proposal. **IMPORTANT: the College will coordinate soliciting letters, as necessary, from the professional schools (Kelley, SPH, SPEA, Music, etc.); do NOT ask for these letters yourself.**

# Appendix 1 – Minor Requirements

**Purpose**

[1 paragraph about the purpose of the minor, with students being the primary audience.]

**Requirements**

Students must complete at least \_\_ credit hours in the minor, including the College’s minimum Requirements for Minors and the following:

1. [list requirements]

# Appendix 2 – Course Descriptions

# Appendix 3 – Letters of Support