

## **Minor Programs Development Process**

The Office of the Provost has encouraged units throughout the university to give more thought in the development of minor programs. In response, we're highlighting the process we, in the College of Business, should follow as we develop minor programs. This document describes the general steps in this process. First, though, we offer a little background for context:

It's the Provost Office's view that minors should be opportunities for students to supplement their major coursework with additional skills and interests that give them a fairly unique education. This education should prepare them to be competitive when they graduate, and it should allow them to explore areas they are interested in without having to commit to another major.

The Provost Office is also encouraging the units to apply more thoughtful development of minors that integrate courses from programs and units across campus. The underlying premise is that such an *interdisciplinary* program could attract students with different majors. It is not a requirement that new minors be built in collaboration with other units, but strongly encouraged. Therefore, if an area within the College of Business decides to propose a new minor without collaboration with other units, a strong justification will need to be provided.

The process for developing minor programs will follow four broad steps: proposal development; Undergraduate Policy Council (UPC) review; College of Business faculty review; and Undergraduate Council review.

### **Proposal Development**

For our purposes, we'll consider three situations: an Area within the College of Business initiates the development of a minor program; the director of minor programs initiates the development of a minor program; or a program or unit external to the College of Business initiates a minor program and seeks the College of Business's involvement in the development of that minor.

#### **Area-Initiated Minor Programs**

Once an Area decides to create a new minor program, it should notify the director of minor programs of its intent. As part of this notification, the Area should highlight its rationale for the minor, identify the target demographic, and suggest programs and units outside the College of Business that might be interested in helping develop the minor.

The Area, after consulting the director of minor programs, will determine whether an ad hoc committee should be developed to help facilitate coordination within the College of Business, and with relevant programs and units outside the College of Business.

The creation of a committee may not be necessary, but thorough coordination with interested (and potentially-interested) parties is required. The Area, in consultation with the director of minor programs, should determine how best to coordinate with relevant programs and units outside the College of Business. At a minimum, the Area (with the assistance of the director of minor programs) should not only inform relevant external programs and units of its intent to create a minor program, but also give those external parties an opportunity to participate in the development of the minor. The Area (with the assistance of the director of minor programs) should document whom it contacted and the ultimate response from each relevant external program and/or unit.

The proposed minor program must comprise a minimum of 15 credit hours of curriculum. To support the Provost Office's encouragement, this curriculum should integrate courses from programs and units across campus.

The integration could be accomplished through a fully integrated single track of courses, or it could be accomplished through two or more tracks. If an Area chooses to propose a minor program that does not integrate courses from outside programs or units, it must prepare a written justification explaining why.

In coordination with the director of minor programs, the Area will submit its proposal to the UPC for review. The proposal should comprise, at a minimum, a justification for the minor, the minor's core and elective courses with associated course summaries and prerequisites, and identification of interdisciplinary courses, and syllabi for proposed new courses. If no interdisciplinary courses are offered, the Area should provide the rationale for not doing so. A knowledgeable representative from the Area, which may be the Area's UPC representative, and the director of minor programs should attend the UPC meeting to explain the proposal and answer questions that UPC members may have about it.

#### Director-Initiated Minor Programs

The director of minor programs may initiate the development of a minor. Generally, this would occur after preliminary discussions with Area Chairs to gauge interest in and concerns about the potential minor. The director will document in writing the following: the proposed rationale for the minor, target demographic, and the suggested programs and units external to the College of Business that might be interested in helping develop the minor. The director may also create an ad hoc committee to facilitate coordination within the Business College, and with relevant programs and units outside the College of Business.

The director will then inform relevant external programs and units of the College of Business's intent to create a minor program. The director will also give those external parties an opportunity to participate in the development of the minor. The director will document who it contacted and the ultimate response from each relevant external program and unit.

The proposed minor program must comprise a minimum of 15 credit hours of curriculum. To support the Provost Office's encouragement, this curriculum should integrate courses from programs and units across campus.

The integration could be accomplished through a fully integrated single track of courses, or it could be accomplished through two or more tracks. If the director or ad hoc committee chooses to propose a minor program that does not integrate courses from outside programs or units, it must prepare a written justification explaining why.

The director of minor programs will submit the proposal to the UPC for review, and should copy the relevant Area Chair(s)/Program Director(s) for all included courses. The proposal should comprise, at a minimum, a justification for the minor, the minor's core and elective courses with associated course summaries and prerequisites, identification of interdisciplinary courses, and syllabi for proposed new courses. If no interdisciplinary courses are offered, a rationale should be provided.

## Externally-Initiated Minor Programs

In the event that an external program or unit seeks input from the College of Business on a proposed minor program the external party is developing, the director of minor programs will take the lead in coordinating a College of Business response. The Dean or Associate Dean of Undergraduate Programs may bind the College of Business to an external minor through an electronic program approval form, but will do so after consultation with the relevant Areas within the College.

### UPC Review

As part of its review of a proposal for a new minor program, the UPC is encouraged to assess whether the proposed minor incorporates sufficient interdisciplinary content to ensure compliance with the Provost Office's guidance about minor programs. Not all minors must be interdisciplinary, especially if the market dictates otherwise, but it is something that should be investigated. If approved by the UPC, a proposed minor will be sent to the Faculty for review during a scheduled Faculty meeting.

### Faculty Review

The faculty will consider and vote on all proposals concerning minor programs. The consideration and vote will occur during College of Business faculty meetings. For Area-initiated proposals for new minor programs, the relevant Area chair shall ensure that faculty members knowledgeable about the proposal attend the faculty meeting (or meetings) during which the proposals are scheduled for consideration. Those knowledgeable faculty members will respond to faculty questions, as necessary. The director of minor programs will also attend the faculty meeting to assist in responding to questions and comments.

The director of minor programs will also attend those faculty meetings addressing director-initiated proposals for minor programs. The director should be prepared to respond to faculty questions and comments, as necessary.

If the College of Business faculty approves the proposal for a new minor, the proposal will be forwarded to the Undergraduate Council for final review.

### Undergraduate Council Review

The Undergraduate Council will review the College of Business-approved proposal for a new minor program at one of its regularly scheduled meetings. The director of minor programs will ensure that the College of Business representatives on the Council are adequately prepared to respond to questions and concerns that might be raised by Council members during the Council meeting.