***Cover sheet for Minor Program proposals,***

***which require consideration by Loyola governance***

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| **☐** | **Establishing a minor** | Defined as a sequential arrangement of five to seven courses within a program. The vast majority of minors require six courses. Proposals for minors requiring fewer than six or more than seven courses should include written justification. |

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| **☐** | **Substantive Change to an Existing Minor Program** | Defined as changes to a minor program where proposed curricular changes affect more than 33 percent of an existing program’s course work. |

Title of Minor:

Lead Proposers of the Minor:

Academic Division(s) (School/College) Proposing the Minor:

Department(s) Proposing the Minor:

Academic Catalogue Year for Implementation:

***Program Proposal Signature Page***

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| **A full written proposal should be developed prior to signature.** | |
| **College / School Formal Review** | **Consultation date** |
| 1. Departmental Review:  (Chair’s or Chairs’ signature[s])  Approved ☐ Not approved ☐ |  |
| 2. Sellinger Assembly and/or SOE Faculty Council Review (if necessary):  (Sellinger Assembly and/or SOE Faculty Council Chair’s signature) Supported ☐ Not supported ☐ |  |
| 3. Dean’s (or Deans’) Review:  (Dean’s (or Deans’) signature[s])  Approved ☐ Not approved ☐ |  |

| **Institutional Review** | **Date of consideration** |
| --- | --- |
| 4a. Undergraduate Curriculum Committee review:  (UCC Chair’s signature)  Approved ☐ Not approved ☐ |  |
| 4b. Council of Academic Directors review:  (Academic Affairs signature)  Supported ☐ Not supported ☐ |  |
| 5a. Academic Senate review:  (Academic Senate Chair’s signature)  Approved ☐ Not approved ☐ |  |
| 5b. Loyola Conference review (required where new resources are necessary):  (Loyola Conference Chair’s signature)  Approved ☐ Not approved ☐ |  |
| 6. Provost and Vice President for Academic Affairs’ review:  (Provost’s signature)  Approved ☐ Not approved ☐ |  |

*Please note: Review steps numbered with “a.” or “b.” are parallel processes that can occur at similar times with each other but might occur one before the other; otherwise the process and review of complete proposals is sequential, following the numerical order.*

***New Minor Program Proposal***

At Loyola, a minor program is defined as a sequential arrangement of five to seven courses. The vast majority of minors require six courses. Proposals for minors requiring fewer than six or more than seven courses should include written justification. Regardless, minors may not exceed 23 credits.

*Please provide a written response for each question below.*

1. Minor Program Title:
2. Provide a description of the program and how it relates to Loyola’s [mission](https://www.loyola.edu/about/mission/core-values).

*(The UCC asks proposers to describe how the mission of the University to inspire students to learn, lead, and serve in a diverse and changing world is enacted in the program. For instance, proposals might highlight ways in which the program addresses diversity, equity, and inclusion; social justice; and/or sustainability.)*

1. Curriculum Design
   1. Describe the overall purpose of the proposed minor and include the number of courses that are required.
   2. List and describe the proposed minor’s learning outcomes. Please address the breadth and/or depth of knowledge this minor can provide.
   3. Provide a list of required and elective courses with title, D-J-designation, if applicable, semester credit hours, and course descriptions as well as any additional program requirements. Include all prerequisites required for the courses. Specify which, if any, of these courses also fulfill a core requirement or a business foundations requirement, if applicable. Attach a draft advising sheet, including all prerequisites.
   4. Will the proposed minor have any impact on or replace existing major or minor programs?
   5. Can any of the courses within the program double count for another major or minor? Please specify which ones and provide a summary from consultation with other departments whose courses are included in the minor (especially in relation to course capacity (seats) for the addition of students in the minor, how often the home department offers the course, and the plan for the minor directors to have an ongoing dialogue with departments so that they know about course changes and additions).
   6. Are there any majors or minors that would not be able to pursue this minor? For example, “a math major cannot declare a statistics minor.” Or based on the pre-requisite courses, would it be more difficult for students in certain majors to take this minor?
   7. Target Audience: what students (special interests, majors, career interests, etc.) would this minor typically attract?
   8. Is a student able to enter late into the minor? How late? How much initial advising/advertising would need to be done for students in order to be able to complete the minor?
2. Describe who/how the minor will be overseen and administered.
3. Delivery mode: are any of the courses in the program regularly or semi-regularly offered as an online course? Are any courses regularly offered during the summer?
4. If in-person instruction will be delivered anywhere other than Evergreen, please provide the address. If students will be completing an internship, etc. and may be off campus, please specify.
5. Resources
6. For existing courses within this new minor, are there available seats in the current offerings? How many new courses or additional sections will need to be offered each year? At what point will additional sections need to be offered?
7. Have all department chairs within the proposed minor and its prerequisites been consulted?
8. Are there other resources that would be necessary to offer this minor (e.g., a special database, lab equipment or supplies, etc.)?
9. Evaluation and Commitment – Describe how the minor will be evaluated for student success and for operational effectiveness (*i.e., how will you monitor the program to know whether it should be sustained and that it meets student needs and academic goals of the University?*)
10. How does the proposed minor move forward Loyola’s commitment to equity, inclusion, and justice as Jesuit ideals, and how does it interact with the Baltimore community? (*For example, does the proposed minor allow students to consider Jesuit values? Does it allow students to make a positive impact on the Baltimore community?)*

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Advising Sheet for a Proposed Minor Program

At Loyola, a minor program is defined as a sequential arrangement of five to seven courses. The vast majority of minors require six courses. Proposals for minors requiring fewer than six or more than seven courses should include written justification. Regardless, minors may not exceed 23 credits.

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Proposed Minor Program Name Department

|  |  |
| --- | --- |
| ***MINOR Courses (Required and Pre-requisites)*** | |
| ***Requirements*** | ***Course Type***  (list as many codes as apply) |
| 1. Course # and Course Name, (# of credits) | (D, C, B, P, R, E) |
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| 1. Course # and Course Name, (# of credits) | (D, C, B, P, R, E) |
| ***Prerequisites (if applicable to any required or elective courses above)*** |  |
| 1. Course # and Course Name, (# of credits) | (D, C, B, P, R, E) |
| 1. Course # and Course Name, (# of credits) | (D, C, B, P, R, E) |
| ***Total credits:*** |  |

Please list here any additional program requirements, parameters, or recommendations for advising students.

**KEY:**

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| --- | --- | --- | --- | --- | --- |
| D: D-J designated course | C: fulfills Core Curriculum course | B: fulfills Business Foundation course | P: course has  pre-requisite(s) | R: Required minor course | E: Elective minor course |