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**UCSC – New Minor Proposal Procedure and Forms**

**Updated Fall 2024**

**Minor Proposal Procedure**

This procedure implements UM Policy 02:001 – Curriculum Development and Revision.

**Step 1. Request to Begin New Minor Proposal**

A. Submit a request to the Undergraduate Curriculum and Standards Committee (UCSC) ([ucsc@montevallo.edu](mailto:ucsc@montevallo.edu)) to begin new minor proposal using the form below.

The form requires:

1) brief description and rationale for new minor (200 words or less);

2) support from Chair(s) and Dean(s) (as indicated by signatures or attached documentation).

3) an application timeline taking into consideration the following:

i.) curriculum change deadlines (see UM’s Academic Calendar); be sure to consider time for any approvals from the Department(s), Chairs/Deans, College, UCSC, Executive Cabinet, Board of Trustees;

ii.) UCSC meeting schedule (UCSC requires any documentation to be received 2 weeks prior to meeting);

Include allocation of time for a) consultation with IRPA for assistance with the survey of student interest; b) consultation with Library faculty for the required analysis of Carmichael Library resources; and c) for advice from the CFO regarding expenses related to needed resources (as addressed in Section 5 “Costs and Financial Support of the Program” of the form).

iii.) allocation of time to meet with CFO to confirm accuracy of budget (following approval of proposal by UCSC);

iv.) Executive Cabinet (EC) and Board of Trustees (BOT) schedules and any relevant external body.

**(Note that consultation with the UCSC chair in formulating the timeline is necessary. Also note that the timeline will likely be two full academic semesters in length.)**

B. Once the Request to Begin a New Minor Proposal form is completed the UCSC chair will notify UCSC of submission of the completed form. UCSC will officially acknowledge receipt (via the Chair) and authorize the UCSC chair to verify the timeline and make any necessary alterations. Approval of the timeline by UCSC in no way indicates agreement upon any details of the proposed program.

**Step 2. New Minor Proposal**

A. Complete and submit threshold questions required for minors (see below) with support from Chair/Dean (as indicated by signatures) to UCSC at least 2 UCSC meeting cycles before the final curriculum change deadline for that academic year.

B. Submit proposal along with support from Chair(s) and Dean(s) (as indicated by signatures or attached documentation) according to agreed timeline (no less than 2 weeks prior to UCSC meeting and at least 2 UCSC meeting cycles before the application has to be approved by another body to provide time for revisions).

C. UCSC will vote yea, nay, or nay with an option to resubmit with requested changes. In cases of “nay with option to resubmit”, the UCSC response will be a collective deliberative response to the proposal.

-A representative will attend the UCSC meeting, during which the proposal is being considered, to answer questions and/or offer clarifications. Only UCSC members will be present for final deliberations and a vote. If any member of USCS has a conflict of interest with regard to the proposal, he/she will be recused.

**Step 3.** Once a proposal has been approved by UCSC, the faculty who developed the minor will meet with the CFO, as indicated above, and then work with the Provost/VPAA’s office to submit required documents to submit required documents to the EC and BOT.

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**UCSC – Request to Begin New Minor Proposal**

**Updated Fall 2024**

|  |  |
| --- | --- |
| Name of Program: | |
| College(s): | Department(s): |
| Date: | Faculty Submitting Proposal: |

1. Provide a brief description and rationale for new minor (200 words or less).

2. Provide an application timeline as indicated (see New Minor Proposal Procedure).

3. Provide support from applicable Chair(s) and Dean(s) as indicated by signatures (add signature lines as needed) or attached documentation.

Chair Name:

Signature:

Date:

Dean Name:

Signature:

Date:

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**UCSC – New Minor Proposal**

**Updated Fall 2024**

|  |  |
| --- | --- |
| Name of Program: | |
| College(s): | Department(s): |
| Date: | Faculty Submitting Proposal: |

 1.      **Objectives and content of the new program**

1. How does the minor support the mission and vision of UM? How does the minor support the strategic plan of UM?
2. **Mission Statement**

The overriding mission of the University of Montevallo, unique in Alabama higher education, is to provide to students from throughout the state an affordable, geographically accessible, “small college” public higher educational experience of high quality with a strong emphasis on undergraduate liberal studies and with professional programs supported by a broad base of arts and sciences, designed for their intellectual and personal growth in pursuit of meaningful employment and responsible, informed citizenship.

**Vision Statement**

UM offers undergraduate and graduate students a learner-centered 21st century education informed by our liberal arts identity.

Core Values

1. Respect and civility
2. Intellectual and personal growth
3. Civic engagement and advocacy
4. Global citizenship and sustainability
5. Explain how the minor will satisfy a clearly documented need (institutional and societal) in an effective and efficient manner.
6. What characteristics of the identified need require that it be met by minor rather than an existing program and/or minor?
7. How will this minor be related to other programs and/or minors at the University? How will the enrollment in other programs and or minors at the University be impacted by this minor?
8. How does the minor support the purpose, mission, and/or the unit goals of the department within which it will reside?
9. What are the expected student learning outcomes for this minor?
10. Attach a list, utilizing a checksheet format to list all courses in the program and specify which new courses that will be added to the curriculum for this program. Indicate number, title, prerequisites, credit hour value for each course, and total number of credit hours in the minor.
11. Provide a narrative describing faculty involvement in the planning and approval of the change (with documentation).

2.    **Program Admissions Requirements, Enrollment Projections and Completion Projections**

a. Describe briefly the criteria and screening process that will be used to select students for the minor, if any.

b. Describe the methodology for determining enrollment projections. This must include a survey of student interest. Attach a copy of the survey instrument with a summary of results. Other supporting evidence may also be provided.

c. Provide a realistic estimate of enrollment at the time of program implementation and over a five-year period based on the availability of students meeting the criteria stated above.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Full-time Enrollment |  |  |  |  |  |  |
| Part-time Enrollment |  |  |  |  |  |  |
| FTE Enrollment |  |  |  |  |  |  |

d. Indicate the projected number of program graduates for the first five years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|  |  |  |  |  |  |

4. **Resource Requirements**

1. Number of currently employed qualified faculty who will teach in the minor:

Primary Faculty--

Full-time:

Part-time:

Support Faculty--

Full-time:

Part-time:

1. Please attach a synopsis of the qualifications (degrees, experience, etc.) of each existing faculty member to this proposal. Do not attach entire curriculum vitae. This should be no more than one paragraph per faculty.
2. Number of additional qualified faculty who will be employed to teach in the program during the first five years:

Primary Faculty--

Full-time:

Part-time:

Support Faculty--

Full-time:

Part-time:

1. Describe the qualifications of new faculty to be hired.
2. Briefly describe available and additional support staff that will be provided for the minor.
3. Describe any special equipment that is necessary for this minor, indicating what is currently available and what would be added, including the cost of any additional equipment.
4. Describe facilities required for the minor, indicating what is currently available and any necessary renovations or additional facilities that would be added. Provide a cost estimate for any renovations or additions.
5. Contact the Library Director to be provided with a brief description of the current status of the library collections supporting the proposed minor. (Provide a minimum two weeks notice.)
6. Will any type of distance education technology be utilized in the delivery of the minor? If not, why? Address the quality, access and cost considerations of using distance technology in the minor.

5. **Costs and Financial Support of the Minor**

Provide a realistic estimate of the costs of the minor. This should only include the additional costs that will be incurred, not current costs. All sources and amounts of funds for program support should be indicated.

**Estimated New Funds Required to Support the Program**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Faculty\* |  |  |  |  |  |  |
| Library |  |  |  |  |  |  |
| Facilities |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Staff |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

\*Additional faculty salaries should be shown in all five years

**Sources and Amounts of Funds Available for Program Support**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| Internal Reallocation |  |  |  |  |  |  |
| Extramural |  |  |  |  |  |  |
| Tuition |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

1. **Program Review and Assessment**

Describe an assessment process for student learning outcomes and a follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to graduate or professional programs.

**7. Provide support from applicable Chair(s) and Dean(s) as indicated by signatures (add signature lines as needed) or attached documentation.**

Chair Name:

Signature:

Date:

Dean Name:

Signature:

Date: