

NEW MINOR

An academic minor is a secondary area of study that is separate from the major and is typically defined by a set of courses and/or credit hour requirements within a specified discipline. In other words, a minor is a structured group of courses that leads to considerable knowledge and understanding of a subject, although with less depth than a major. Minors are typically between 18 and 32 credit hours in length, depending on the college and disciplinary area.

Once approved at the college level, your college will send the proposal for a new minor to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then it is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

1. GENERAL INFORMATION			
1a	Home college:		
1b	Home educational unit (department or school):		
1c	Proposed minor name:		
1d	CIP Code:		
1e	Is there an accrediting agency related to this minor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," name:		
1f	Requested effective date:	<input type="checkbox"/> Fall semester following approval.	OR <input type="checkbox"/> Specific Date ¹ : Fall 20
1g	Contact person name:	Email:	Phone:
2. OVERVIEW			
2a	Provide a brief description of the proposed new minor. (300 word limit)		
2b	Will this minor be associated with an existing degree program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If "Yes," describe how the new minor will complement the existing degree program. (150 word limit)		
2d	Explain the need for the new minor (e.g. market demand and cross-disciplinary considerations). (300 word limit)		

¹ Minors are effective for the fall semester following approval. No minor will be made effective unless all approvals, up through and including University Senate approval, are received.

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2f	Describe the demographics of the intended audience. (150 word limit)			
3a	Describe how the proposed minor will be administered, including admissions, student advising, retention, etc. (150 word limit)			
3b	The faculty of record is the faculty body responsible for ALL aspects of the program, including courses, credit hours, rigor, changes to the program, etc. Please identify the program's <i>faculty of record</i> by choosing ONE of the four scenarios below. For more information on each faculty of record scenario, visit http://www.uky.edu/Faculty/Senate/files/Forms/UNDG_DegPgm/facultyofrecord1.html .			
	<input type="checkbox"/> Scenario 1	OR	<input type="checkbox"/> Scenario 2	OR <input type="checkbox"/> Scenario 3 OR <input type="checkbox"/> Scenario 4
	If Scenarios 2, 3, or 4 are chosen, please provide describe/list/name the members of the faculty of record and describe the voting rights of members of the faculty of record. Include the process and standards for identifying the program director, as well as adding and deleting members of the faculty of record. (150 word limit)			
2h	Initially, will any portion of the minor be offered via DL?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	If "Yes," please indicate below the percentage of the minor that will be offered via DL.			
	1% - 24% <input type="checkbox"/>	25% - 49% <input type="checkbox"/>	50% - 74% <input type="checkbox"/>	75 - 99% <input type="checkbox"/> 100% <input type="checkbox"/>
	If "Yes," describe the DL course(s) in detail, including the number of required DL courses. (200 word limit)			
3. RESOURCES				
3d	Will the minor utilize courses from other academic units?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	If "Yes," two pieces of supporting documentation are required.			
	<input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director ² from which individual courses will be used. The letter must include demonstration of true collaboration between multiple units ³ and impact on the course's use on the home educational unit.			
	<input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.			
3e	What are the (non-course) financial implications for the proposed minor, including any projected budget needs? (300 word limit)			
3f	Will the proposed minor utilize resources (e.g. departmentally controlled equipment or lab space) from additional units/programs?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	If "Yes," identify the other resources that will be shared. (150 word limit)			

² A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

³ Show evidence of detailed collaborative consultation with such units early in the process.

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	<p>If “Yes,” two pieces of supporting documentation are required.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director⁴ of the unit whose “other resources” will be used.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.</p>
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4. ADMISSIONS CRITERIA AND CURRICULUM STRUCTURE

4a	Are there any admissions requirements for the proposed minor? (150 word limit)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If “Yes,” describe below.		

4b	Are there any prerequisites for the minor? (If “Yes,” indicate and answer using the area below. If “No,” indicate and proceed to 4d.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Prefix & Number	Course Title	Credit Hrs	Course Status ⁵
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....

4c	Provide the Bulletin language for prerequisites. (150 word limit)

4d	List the required courses below.
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Prefix & Number	Course Title	Credit Hrs	Course Status ⁶
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....

4e	Provide the Bulletin language for required courses.
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⁴ A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

⁵ Use the drop-down list to indicate if the course is a new course (“new”), an existing course that will change (“change”), or if the course is an existing course that will not change (“no change”).

⁶ Indicate if the course is new (“new”), exists but will change (“change”), or exists but will not change (“no change”).

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4f	Are there any electives for the minor? (If “Yes,” indicate and answer using the area below. If “No,” indicate and proceed to 4h.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Prefix & Number	Course Title	Credit Hrs	Course Status ⁷
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....
4g	Provide the Bulletin language for electives.		
4h	What is the total number of credit hours required for the minor? (e.g. 18 or 20)		
	If an explanation about the total credit hours is necessary, use the space below. <i>(150 word limit)</i>		
4c	Are there any other requirements for the minor? If “Yes,” note below. <i>(150 word limit)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. APPROVALS/REVIEWS			
Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).			
	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
5a	(Within College)		
			/ /
			/ /
			/ /
			/ /
5b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /

⁷ Indicate if the course is new (“new”), exists but will change (“change”), or exists but will not change (“no change”).

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5c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council		