

Procedures for Creating a New Minor - Faculty of Science (revised 7-May-2017)

A. General Description of Minors

Minor subjects permit students to engage in areas of limited specialization in addition to their major degree program(s). Minors require a minimum of 18 credit hours above the 1000-level. Students may declare more than one Minor, but no course can count toward more than one Minor (and no course can count toward a Major and a Minor). Advising for disciplinary and subspecialty Minors will normally be handled by departmental program advisors. Interdisciplinary Minors must have a designated hosting department and Coordinator/advisor. **New Minors must be approved by the Faculty of Science Curriculum Committee (FoS CC), the Dean of Science, and Senate and its committees.** Course requirements for Minors can be updated on an ongoing basis through requests to FoS CC.

B. Description of Minor Types

1. Disciplinary Minors

- are general Minors within departments or programs (e.g., Minor in Chemistry, Minor in Statistics)
- cannot be combined with a Major in the same program
- can be combined with other Minors

2. Subspecialty Minors

- are specialized Minors within departments or programs
- cannot be combined with a Major in the same program
- require a rationale explaining how the proposed subspecialty comprises a discrete Minor
- require the support of the Chair of department that will offer the Minor

3. Interdisciplinary Minors

- require courses to be taken in more than one department or program
- may require or permit courses to be taken in more than one faculty
- require a rationale for the Minor
- require a designated coordinator (responsible for advising students and monitoring curriculum)
- require support from the Chairs of all participating departments

C. Procedures for creating a new Minor

1. Complete a **Proposal for New Minor**
2. Obtain letter(s) of support from participating department chair(s); consult with contributing depts.
3. Submit proposal, associated documents, and letters of support to FoS CC (Host *Dept rep*)
4. Proposal considered by FoS CC ([vote](#))
5. After approval by FoS CC, proposal submitted to Faculty Council (Science)
6. After Faculty Council approval, proposal submitted to & approved by Senate committees
7. After Senate approval, *Dept initiator creates a new Minor in Navigator Suite*, submits to Dean's office
8. Dean's office approves and submits to RO

Dept rep: Departmental representative, member of the Faculty of Science Curriculum Committee

Dept initiator: Person(s) with authority to make departmental course/calendar changes using Navigator Suite

Participating department: Departments **participate** in a Minor by offering courses that are required for that Minor. Creation of a new Minor requires signatures and letters of support from the chairs of all participating departments/programs.

Contributing departments: Departments **contribute** by offering one or more elective courses, courses that are not required, but can be counted toward a Minor. Departments and/or course instructors will be consulted if one of their courses is proposed as an elective course for the new Minor.

Proposal for New Minor

Minor information

	Information
Title of new Minor	
Minor type (subspecialty, disciplinary, interdisciplinary)	
Hosting Department	
Participating departments	
Contributing departments	
Coordinator (& e-mail) - interdisciplinary only	
Minor requirements - courses, min grades, other	
Learning outcomes (interdisciplinary and subspecialty minors)	

Rationale

	Information
Rationale for new Minor -need, student demand, target student population -include comments on course capacity, frequency of offering	
Additional resource requirements	
Impact on other programs	

Calendar entry – Submit as separate document if using this pdf form

Calendar entry for new Minor attached

Letter(s) of support from chairs of participating departments attached

Consultations with contributing departments, and any other affected units attached

Approvals

	Name & Department	Signature	Date
Chair of host dept			
Chairs of participating depts			
FoS CC approval			