

Template for Proposals for New Graduate Minors

1. Proposed minor title.
2. Authors of proposal, name of contact person, and contact information.
3. Proposed starting date.
4. Summary of minor (executive summary). Provide a brief description of the proposed graduate minor.
5. Rationale
 - a) Explain why this is an opportune moment for the creation of the proposed minor.
 - b) Describe the niche that the minor will fill. Provide a list of similar minors from peer institutions (some institutions use the term “certificate”) or explain the uniqueness of the proposed minor.
 - c) Explain how the minor fits within the department’s and the college’s strategic plans.
 - d) Explain how the minor fits within the University’s mission.
 - e) State how the minor will advance the University’s academic standing.
 - f) Explain how other University needs may be met through the initiation of this minor and how the minor may address deficiencies in current programs.
6. Student recruitment
 - a) Present data on student interest.
 - b) Identify the target audience and describe the likely academic background of potential students.
 - c) Describe how students will be recruited.
 - d) State how many students are expected to be earning the minor at any given time.
7. Program requirements
 - a) Overview: Provide an overview of the program’s requirements.
 - b) Coursework: Specify the number of credit hours of coursework required and the total number of credit hours required (the Graduate School recommends 9-15

- hours). Identify the required course sequence and outline expectations/milestones for students year by year (for example, when certain courses are taken, when coursework is completed, when candidacy examinations are taken). Identify and describe any new courses that will be taught. Describe how existing courses will be used.
- c) Examinations: Include the nature and timing of examinations for the program, if any.
 - d) Research projects: Describe any required papers or projects, such as work in the dissertation.
 - e) Teaching requirements: Describe the teaching responsibilities, if any, students are required or likely to have in the program. At what point in students' course of study will they normally teach?
 - f) Identify any other degree requirements.
 - g) Estimate the effect of earning the minor on a student's time to degree.
8. Placement: Provide an analysis of how earning the minor will affect placement opportunities for students.
9. Faculty. A critical mass of faculty at appropriate ranks is necessary for approval of all graduate minors, especially for interdisciplinary minors.
- a) List the names and credentials (including rank) of all faculty involved in teaching courses for the minor. Also identify their area(s) of interest and state what each will bring to the minor.
 - b) For interdisciplinary programs, demonstrate adequate representation of faculty from all departments involved and provide a letter of support from the chair of each department demonstrating the chair's understanding of the expectations of the program—particularly the expectation that faculty will be available to teach courses on a regular basis.
10. Governance: Describe the governance structure, including the nature of the director's position, the composition of the governing committee, and the committee's major tasks.
11. Library: Provide an assessment of the quality of the existing library resources for the minor. Indicate if additional library resources are necessary to provide a minimum quality minor. If additional resources are necessary, provide a plan, with dollar amounts, for acquiring these resources within a specified time frame. Include a letter from the director of University Libraries that contains a commitment to a certain dollar amount.

12. Physical facilities

- a) Show that adequate classroom, laboratory, storage and office space will be available to support the minor without creating a hardship on any existing program or hampering the minor once established.
- b) If laboratories will be required, describe what current arrangements exist for such facilities.
- c) If additional facilities are required for the program, identify them and their cost. Provide a letter from the director of the appropriate unit that contains a commitment to providing the new facilities.

13. Equipment

- a) Identify existing instructional equipment that will be available to support the needs of the minor and show how this equipment can be diverted for use without hindering existing programs.
- b) If new equipment is necessary, identify it and its cost. Provide a letter from the director of the appropriate unit that contains a commitment to providing that equipment.

14. Proposed budget

From the above, summarize the costs of the minor and identify resource commitments.

The proposed budget should include student support, staffing, academic support, maintenance and operation, library resources, equipment and facilities. There must be a specific budget figure for every resource requested.

Identify internal resource commitments (e.g., from one or more departments, from the deans, etc.) and provide letters of support containing express commitments and exact dollar amounts from each unit pledging support. If existing resources will be reallocated to support the new program, the letters should describe how existing programs will be affected by the proposed reallocation.

15. Describe the impact of the creation of the minor on undergraduate programs that may be present in the department(s) and on other graduate programs inside or outside of the department(s).

16. Program review. All new programs will be subject to a regular schedule of reviews. Provide a statement of assessment strategy.

17. Cover Page and Approval Routing Form

- a) Each proposal must contain a *cover page* [template follows] that includes

the necessary contact information.

- b) The proposal must also contain an *approval routing form* [template follows]. On it, the proposers and the Graduate School will collect names, signatures, and dates that indicate approval, in the proper sequence of the relevant department chair(s), College Council(s), and the Graduate School.