

New Minor Program Proposals for Curriculog

Executive Summary

- Full name of the minor and academic unit proposing the minor
- Term of first instruction
- The need the minor will fulfill
- Catalog listing (including the following):
 - Description of minor
 - Name and email of minor coordinator
 - Any academic requirements, such as GPA requirement, whether courses must be taken for letter grade, number of upper division credits required (minimum 12), or any other requirements
 - Any related minors or majors that may not be taken with this minor due to overlap of credits (violation of the 12 unique credit rule for minors)
 - Overall number of credits required
 - Required courses
 - Elective courses

Courses

- Provide syllabi for all courses, and for new courses that will need to be developed, provide course descriptions and draft syllabi
- If minor requires courses from other departments or is an interdisciplinary minor, please provide documentation of permissions from the offering program/department for any courses that are not offered by the program(s)/department(s) sponsoring the minor
- Proposed schedule of course offerings (Show that students will be able to complete the minor during a normal undergraduate course of study at Chapman, based on when courses are regularly offered)
- Approvals from other departments/programs for courses may be shared with this minor

Faculty

- List current faculty members who will teach in the proposed degree or major. Give rank, appointment status, highest degree earned, date and field of highest degree.
- In a separate digital file, provide all faculty Curriculum Vitae

Learning Outcomes, Curriculum Map, Assessment

Resources need

- Description of any additional resources needed (faculty, staff, equipment, library resources, budget, space)
- Should additional resources be required, provide documentation that such resources will be provided. Documentation must be signed by the source of the resources (usually the Dean or Provost)