A minor is a coherent body of coursework within an academic discipline that is declared and identified as such by the faculty in that discipline at a specific institution; typically half the hours required for a major in that discipline. (See B4)

The following list is a set of guidelines for submitting a proposal for a minor. Please address as many of these items as possible. The proposal should be well organized, honest and anticipate questions. Proposals should be formatted exactly as laid out below.

For further information about the approval process, please see the Steps in the Process of Approving a Curricular Proposal on the UDM Shared Governance web site or by clicking http://www.udmercy.edu/governance/proposals/Approving_a_Curricular_Proposal_1_15_2015.pdf.

A. Summary
   A1. Provide a one page executive summary of the important aspects of the proposed minor that are detailed below.

B. Description of the Minor
   B1. Provide a narrative description of the program as it would appear in the University catalog.

   B2. List all courses in the curriculum: catalog number, title, description and units of credit, as they would appear in the catalog. Indicate which courses are new (+) and which are already being offered and in which program (*). Fully developed syllabi and an advising or tracking form should be included in an appendix.

   B3. Indicate the delivery format of all new courses (e.g. traditional day time classes, night classes, intensive weekends, etc.). Indicate whether online course delivery is intended immediately or in the future.

   B4. Describe how the proposed program demonstrates academic integrity and intellectual merit. The description requested here is not about plagiarism or other forms of cheating, since it is assumed the various colleges and academic units already have plagiarism and cheating policies. Rather, the proposal should describe how the minor reflects a coherent and integrated course of study, with clearly stated goals and objectives.

   The proposal should explain how the courses for the minor are different from just any 18 hours of electives in a discipline. Why have the specific courses in the proposal been chosen, as opposed to simply telling students to take 18 hours in a subject, with at least 9 of them at the upper division level? The imprimatur of "minor in _____" should suggest to employers and/or other academic institutions that the faculty in that discipline at UDM stand behind the choice of courses as a reflection of "specialization" in their discipline.

   For example, is there a course that integrates the other courses, as WGS 2000 does for the Women’s and Gender Studies minor? Are there courses that reflect basic foundational skills and knowledge in the discipline, as the lower division course requirements do for the Philosophy minor?
B5. Indicate unusual or unique characteristics of the proposed minor.

B6. Indicate how any changes to the curriculum of the minor will be made. Undergraduate Standards recommends including a sentence indicating that changes to the minor will be made using the same procedures as changes to the major, if there is a major. If there is no major, then alternative language describing the procedure for changing the curriculum will be made.

B7. Describe how the proposed minor affects related departments or fields of concentration.

C. Mission
   C1. Describe how the proposed minor fulfills the mission of the University and College or School.

D. Objectives, Outcomes and Assessment
   D1. Indicate the program objectives and learning outcomes.

   D2. Indicate how the learning outcomes and the objectives of the minor will be assessed.

E. Necessary Resources: If the minor does not require any new University resources (e.g., courses, faculty, administrators, staff, or facilities) then it can be judged according to its academic merit. If new resources are required, then an in-depth analysis of student demand and cost must be conducted. See items E1-E10 below.

   E1. Market and Need
      E1.a. Provide evidence of student demand (e.g. results of a market study, survey, focus groups, etc.). Include a conservative estimate of new student enrollment for a five year period and the estimated number of credit hours per year the student is likely to take.

      E1.b. Describe the competition for the program. Are there similar programs at other institutions in Michigan? If yes, list the institutions, briefly describe the similarities and differences to the proposed program and indicate the enrollment in the competing program.

      E1.c. Describe the market area of the minor (i.e., is it local, regional or national?).

      E1.d. Identify interest and potential partners in the minor who can help make it successful (e.g. students, alumni, local groups, industry leaders, etc.).

      E1.e. Describe how the minor will be unique and attract market share.

   E2. Students
      E2.a. Describe, with appropriate justification, a typical student of the minor program including whether the student will be full-time or part-time.

      E2.b. If the minor is intended to provide an option for existing students in the University, describe the enrollment impact on other programs.
E2.c. If the minor will attract new students to the University, describe who these students are and whether they have special needs or requirements not currently provided by the University.

E2.d. Describe how the minor might attract a diverse student body.

E2.e. If the proposed minor is an expansion of an existing program list the number of majors and degrees in the present program for the past five years.

E3. Faculty
E3.a. Provide a list of faculty who will be involved in the new minor.

E3.b. Indicate whether new full-time or part-time faculty are required to operate the program at its optimum through the first graduating class.

E3.c. Describe how the minor might attract a diverse faculty.

E3.d. Indicate what fields of specialization require new full-time or part-time faculty.

E4. Administration and Support
E4.a. Indicate how the minor will be administered.

E4.b. Indicate whether support personnel are required for the program including secretarial, information technology and lab support.

E4.c. Indicate whether academic support will be required from existing programs on campus such as UAS, Coop, Writing Lab, etc.

E5. Library Resources
E5.a. Indicate the University’s library resources available in direct support of the minor: reference and periodical holdings, software, audiovisuals and other instructional materials.

E5.b. If new library resources are needed, collaborate with the Dean of University Libraries and Instructional Technology to determine the cost.

E6. Facilities
E6.a. List the facilities which are currently available at the University for the minor. Include administrative office space, class room space, and the like.

E6.b. Indicate whether the Registrar has any concerns over allocation of class room space for the program.

E6.c. Indicate whether any facilities such as laboratories, classroom and office space have to be built, renovated or added to deliver the program and what the cost of same would be based upon a review and cost study by the University Facilities Management Department.
E7. External Support
E7.a. Describe any accreditation available in the field and recommend whether such accreditation should be sought.

E7.b. If the minor has been reviewed by an external consultant, professional organization, employers, etc., include a copy of their report in the appendix.

E7.c. Describe any external funding that has been received or can be expected to be received to support the program. Include the duration of any grants or any continuing commitments that have future budget implications.

E7.d. Describe whether any resources are to be reallocated from existing programs to support this new minor.

E8. Operating Revenue and Costs
E8.a. Provide, along with appropriate justification, a five year projection of revenue and expenses for the program.

E8.b. Revenue should include tuition and external support.

E8.c. Expenses should include scholarships, graduate assistantships or other tuition reduction costs.

E8.d. The spreadsheet of revenue and expenses should follow the format and categories for program budgets used throughout the University (see attached spreadsheet format). A narrative of assumptions should define the parameters of the projection.

E8.e. The difference between revenue and expense should be totaled at the bottom as the Net Margin for the indirect expenses of the University.

E8.f. The year one projection should include all start-up costs and capital expenditures necessary to begin the program.

E9. Approval Process
E9.a. Indicate any other University support that has been obtained. Include support letters from internal or external sources.

E9.b. You are invited to submit anything additional which will aid the decision process.

E10. Appendices
E10.a. Include in an appendix any material which would help support the program (e.g., a market study, course syllabi, cost studies, grants, etc. used to draw conclusions described above).
Appendix: Sample Advising/Tracking Form for an Academic Minor from the Dept. of Philosophy
**TRACKING FORM – DEPARTMENT OF PHILOSOPHY**

**REQUIREMENTS FOR A MINOR IN PHILOSOPHY – 18 CREDIT HOURS**

*Students must also officially declare this minor with the Office of the Registrar*

Student: _______________________________ Date: _______________________________

Entry Status: _______________________________ Student Number: ______________

College/Program: _____________________________ Major Advisor: ___________________

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PHL 1000: Intro to Philosophy</td>
<td>_________</td>
<td>_____</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ PHL 1500: Intro to Logic OR PHL 2500: Symbolic Logic</td>
<td>_________</td>
<td>_____</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ PHL 2010: Ethics</td>
<td>_________</td>
<td>_____</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Upper-Division (3000-4000 Level) Electives</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ _____________________________________________________________________</td>
<td>_________</td>
<td>_____</td>
</tr>
<tr>
<td>(3 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ _____________________________________________________________________</td>
<td>_________</td>
<td>_____</td>
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<td>(3 hours)</td>
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<td>☐ _____________________________________________________________________</td>
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<td>_____</td>
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<tr>
<td>(3 hours)</td>
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</tbody>
</table>

**Special Notes on Philosophy Minor Electives:**
- ETH 3580: Health Care Ethics may be used as an elective.
- POL 3800: Elements of Political Thought may be used as an elective.
- Minors are limited to one PHL 4950: Directed Study.

**Note on Residency Requirement:**
- A least 12 credits (or four courses) of the courses required for the minor must be taken at UDM unless the courses are taken as part of a consortium agreement.

*Students must also officially declare this minor with the Office of the Registrar*

Philosophy Minor Advisor: _______________

Expected Date of Graduation: _______________

Date Philosophy Minor Completed: _______________