

ESTABLISHMENT OF A MINOR

I. Purpose and Scope

These procedures describe the steps required to establish an undergraduate minor. All undergraduate minors shall be established according to these procedures.

II. Authority and Coordination

The Undergraduate Council has authority for final approval of a minor program, after approval by the faculty executive committee (FEC) of the initiating school or college.

III. Procedures for Establishment of a Minor

- A. The initiators consult the dean(s), department chair(s) and faculty who will be participating in teaching courses for the minor. The initiating department must vote, or in the case of an interdepartmental minor, each department offering the minor must vote on the proposed program.
- B. The initiators submit the proposal (in paper and electronic form) to the chair(s) of the college/school FEC(s) in which the minor will be offered, and forward a copy for comment to the FEC(s) of the colleges/schools whose students will be eligible to complete the minor and to the relevant academic dean(s). See the Appendix for the format of the proposal.
- C. If approved by the FEC(s) of the college(s) in which the minor will be offered, the FEC chair forwards a copy of the approved proposal with a cover memo stating the FEC's action and any comments to the chair of the Undergraduate Council for final approval and to the EVC as an information item. If the proposal is not approved by the FEC, the chair of the FEC informs the initiators of its decision and states reasons why it was not approved. The proposal may then be amended and resubmitted or withdrawn.
- D. The Undergraduate Council may consult with other affected FECs. If the proposal is not approved by the Undergraduate Council, the chair of the Undergraduate Council informs the initiators and their FEC(s) of its decision and states reasons why it was not approved. The proposal may then be amended and resubmitted through the initiators' FEC, or withdrawn.
- E. If approved by the Undergraduate Council, the Council chair so informs the initiating department(s), the FEC(s), the academic dean(s), the Senate Chair, the Registrar's Office, the Office of Budget and Planning, the EVC, and the Chancellor.
- F. Once the minor is established, any changes in the requirements to complete the minor must be approved by the FEC. Documentation of the FEC's approval of such changes is forwarded to the Undergraduate Council.

APPENDIX

PROPOSAL FORMAT FOR ESTABLISHMENT OF A MINOR PROGRAM

Initiators of a new undergraduate minor must include the following in their proposals:

1. The title of the proposed minor and effective implementation date.
2. The rationale for offering the minor.
3. The administrative unit(s) offering the minor and the vote of the departmental faculty.

4. The curriculum with specific and elective course requirements. Please include a list of the titles and descriptions of existing courses and proposed courses, as well as their prerequisites. If interdisciplinary, provide a checklist that will be used to determine whether a student has completed all the requirements for the minor. Please indicate how the set of required courses for the minor provides a systematic understanding of the field(s) of study.
5. Data from Institutional Research, Office of Budget and Planning, indicating frequency of offering and enrollment history for required courses.
6. A list of faculty who will be teaching the courses for the minor.
7. Evidence of present or anticipated student demand for the minor.
8. The rationale for any requirements that are over and above the minimum stated for minors in Regulation 140 in the Manual of the Santa Barbara Division.
9. If interdisciplinary, or if courses from other departments are required, letters of support and participation from both faculty and department chairs who will be offering the minor.
10. If interdisciplinary, the faculty and staff persons who would be responsible for the administration of the minor program.
11. If the minor requires resources (due to an anticipated increase in enrollment, for instance), describe what they are and include a budget for the first five years. Resources should be discussed in terms of faculty and staff FTE, information technology, equipment, library materials, and space.
12. Any comments received upon forwarding the proposal to other relevant FECs are to be forwarded to the FEC(s) of the college(s)/school(s) in which the minor will be offered. If the proposal is approved by the offering FEC(s), the comments of other relevant FECs will be included when the proposal is forwarded to the Undergraduate Council.

Approved: Undergraduate Council 6/10/04