

DUQUESNE UNIVERSITY

Minor Proposals

Academic Program Proposal guideline 2.b note: *proposals for minors do not have to be put into Basecamp unless there are probable financial or market repercussions.*

If there are possible financial ramifications, contact the Associate Provost for Administration for more information. Should the APA substantiate financial repercussions, the following (extracted from the Academic Program Proposal guidelines) should be put into Basecamp.

Whether or not recorded in Basecamp, the basic process should be as follows.

Department(s) & School(s) propose a minor that includes:

1. Description: name the minor and how it would serve students, academic competencies, and, as appropriate, professional requirements.
2. Need/Objectives: How do the courses and possible non-course curricular requirements (portfolios; internships; etc.)-provide a focused exploration of a disciplinary, interdisciplinary, or professional subject? Provide learning outcomes.
 - a. If a major/degree program, get preliminary agreement from Dean and Provost to proceed with new program concept.
 - b. *If a minor or concentration*, get preliminary agreement from Dean and Associate Provost for Academic Affairs to proceed with concept. These proposals do not have to be put into Basecamp unless there are probable financial or market repercussions. *If there are then the following must be noted in Basecamp.*
3. Context/Competition: Are there other similar or connected minors? How would it connect or serve students in more than one major?
4. Prospective and eligible student population: Who and why?
5. Enrollment criteria:
 - a. Previous education and/or experience required.
 - b. Limits on kind or number of transferred credits.
6. Minor/concentration conferral requirements:
 - a. Minimum required total semester and in-residence credit hours.
 - b. Type of content/credit hours.
7. Resource Allocation (financial, material, & personnel budgeting):
 - a. Curriculum: List courses that will support the program. Are all courses within current curriculums and catalogs or do new ones need to be created?
 - b. Faculty: Are faculty currently available to cover such courses? Would new faculty be required? If so, how many and what kind?

- c. Program costs & marketing: Will it require extra faculty, funding, or space requirements? See Associate Provost for Administration for review and approval.
8. Advising.
9. How will the department/school implement, monitor, and assess the program?

Review/approval levels:

1. School Curriculum Committees or Councils & Dean
2. If interdepartmental, interschool: Interdisciplinary Curriculum Committee.
3. Associate Provost, Provost, & President

Communication: Associate Provost for Academic Affairs informs the University Registrar of approval.