

# PROPOSING A NEW MINOR

For Provost's Office Use  
Effective Term: FALL \_\_\_\_\_

PROPOSER'S NAME (print): \_\_\_\_\_ Signature: \_\_\_\_\_

SCHOOL/COLLEGE:  Business  Fine & Performing Arts  Science & Engineering  
 Education  Liberal Arts & Sciences  Interdisciplinary

DEPARTMENT/PROGRAM: \_\_\_\_\_

## **TO PROPOSE A NEW MINOR: Respond below or attach a narrative that addresses the following items.**

- **DESCRIBE** the proposed new minor. **EXPLAIN** why the program is needed and how students will benefit from it.
- How does the new minor relate to the **overall curricular goals and learning outcomes of the proposing department(s)/ program(s)?**
- **LIST** the minor's **Student Learning Outcomes.**
- **RESOURCES:** Provide assurance that sufficient resources (faculty, budgetary, facility) are available to support the new minor.
- **Describe plans for evaluating the success of the new minor.** (SEIs alone do not constitute an assessment plan.)
- **CATALOG DESCRIPTION:** You may wish to include a narrative description of the new minor to accompany the plan of study in the *Undergraduate Catalog* (<http://www.newpaltz.edu/ugc/programs.html>). If so, please provide one.
- **PLAN OF STUDY:** Please **provide the proposed new minor plan.**
- If the new minor includes any **new or revised courses**, please append them to this proposal, or submit them for review separately. All course additions or changes must be approved before the program proposal can be considered.

### **Course Recording:**

Records & Registration – Banner (signature): \_\_\_\_\_ Date entered: \_\_\_\_\_

Records & Registration – Degree Works (signature): \_\_\_\_\_ Date entered: \_\_\_\_\_