**New Minor Addendum**

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| --- | --- | --- | --- |
| Date: |  | Effective Date: | AY |
| School/College: |  | | |
| Department/Program: |  | | |
| Name of Proposed Minor: |  | | |
| Submitted by: |  | | |

# Description of Proposed New Minor

Provide an outline/description of its curriculum and requirements in the space below.

**Rationale:**

Provide an explanation of and rationale for this minor, giving attention, for example, to your purpose for proposing it, factors that shaped the minor’s design, potential benefit, and its relationship to and fit with current goals and programs. Make clear in what ways, if any program review, assessment, strategic planning, and/or external credentialing shaped your proposal.

**Required Additional Information:**

Where applicable, provide the information requested in the points below. Delete items that do not apply.

* If proposal affects another program or unit (in either your school/college or the University), list the persons you consulted about your proposal and attach their responses.
* New minors should be cost-neutral. Are instructional resources (personnel, library, technology) adequate for this minor? Summarize any resource issues. List any persons you consulted and attach their responses.

**Required for a proposed free-standing minor (a minor with no corresponding Mercer major):**

* SLOs and assessment plan, reviewed and approved by OIE.  
  List the minor’s SLOs and assessment plan; attach OIE’s review and approval.
* Program coordinator.  
  Identify the faculty member who will serve as program coordinator. List his/her academic credentials; if there aren’t a close match to the proposed minor, provide additional information to justify the faculty member’s qualifications for coordinating the program.

**Catalog copy.**

Provide the catalog copy for this program, including any accompanying masthead and special requirements.