1. *Minor Title:*

1. *Contact person*:

*College*:

*Department/School*:

*Telephone*: 239-

*Email*:

1. *Briefly describe the proposed revision(s)*.

1. *Effective date*: Fall 20

Changes are effective in the fall of the year. Exceptions are approved only in unusual circumstances with adequate justification.

1. *Briefly explain the rationale for the proposed revision to include its educational and occupational goals*.

Link the proposed revision to assessment and institutional effectiveness activities (feedback from students, market demands, program evaluation, resource allocation, etc.). Provide three years of data.

1. *New courses*:

No new courses are required.

New courses are needed. List prefix/number/title below. Complete a **Course Add Form** for each from the Curriculum Management System - <https://midas.fgcu.edu/cms/>

1. *Change to existing courses*:

No existing courses are being changed.

Existing courses are being changed. List prefix/number/title below. Complete a **Course Change Form** for each from the Curriculum Management System - <https://midas.fgcu.edu/cms/>

1. *Termination of existing courses*:

No existing courses are being deleted from the FGCU course inventory.

Courses are being terminated. List prefix/number/title below. Complete a **Course Terminate Form** for each course from the Curriculum Management System - <https://midas.fgcu.edu/cms/>

1. *Describe additional library resources needed to support this revision (i.e., journals, databases, e-books, archival materials). Please consult the corresponding subject librarian and submit email correspondence demonstrating that the librarian was notified/consulted and supports the faculty response regarding additional library resources*.

1. *Describe additional faculty resources needed to support this revision. Explain rationale for response, even if answer is None*.

1. *Describe additional technology, facility, laboratory, or other resources needed to support this revision. Explain rationale for response, even if answer is None*.

1. *What impact will the proposed revision have on other colleges, units, or programs?*

Please search current online catalog to determine if other colleges, units, or programs use courses that are part of this proposal and need to be notified of any changes.

1. *Does another department or unit provide related expertise or offer similar courses?*

No  Yes

***If yes****, list the department(s) below and submit email correspondence demonstrating the other department was notified/consulted and supports the proposed changes.*

Department/Unit:

1. *What impact will the proposed revision have on the progression or sequencing of courses in this Minor?* Please provide evidence, with an electronic MS Word version, in the form of a Minor curriculum map, a listing of required and restricted elective courses in the Minor and **their prerequisites** or other form appropriate for your Minor (consult with College Curriculum Team Chair for additional information).

1. *What impact will the proposed revision have on* ***current students****? Please explain and indicate if retroactive changes to Degree Audits for up to three years prior are being requested as part of this proposal.*

Explain how the impact will be addressed / what options will be given to the affected students.

1. *Catalog copy*:

Please see Instructions below.

**APPROVALS** *(required prior to submission)*

Department Chair/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Curriculum Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Instructions for Minor Revisions:***

* **Revision Proposal**: Complete this form when the proposed changes will impact the words, numbers, or symbols as presented in the current catalog copy (often referred to as “changing the footprint of the catalog”).
* **Catalog copy:** Submit an updated catalog copy with proposed revisions.
  + Use the current Academic Year Catalogwhich is available at <http://www.fgcu.edu/catalog/>.
  + Select Minors.
  + Select the Minor to be edited.
  + Click “Print Program Details”.
  + Copy and paste catalog copy into a Word document.
  + Turn on the Track Changes function (be sure that both additions and deletions appear).
  + Update the catalog year and make edits to reflect proposed curriculum changes.
  + Identify a new course in the catalog with the suggested title, suggested prefix and course level, plus XXX with the suggested number in parenthesis, e.g. ART 4XXX (4123).
  + Save the document as a Word file.
* **Materials Deadline – May 31st**: Once approved by the College Curriculum Team, the College Administrator will send Lucero Carvajal in Academic and Curriculum Support (ACS) the following documents for review by the University Undergraduate Curriculum Team (UUCT):
  + An electronic MS Word version of the **tracked** catalog via email.
  + An electronic or hard copy of this form with appropriate signatures via email or campus mail.
  + An electronic Word version of a degree curriculum map or other form appropriate for the Minor showing prerequisites and sequencing for all courses via email.
* **Stand-alone courses**: If changes are for courses only and there is no impact to the catalog copy, this revision form is not necessary. When these **“stand-alone” courses** have been approved by the College Curriculum Team and noted in CMS, the CMS College Administrator should send a list to Lucero Carvajal in ACS. The same May 31 deadline applies.
* **Curriculum Management System/Statewide Course Numbering System**: All changes to courses are completed via the Curriculum Management System (CMS) <https://midas.fgcu.edu/cms/>
  + In CMS, a new course is requested by entering the suggested title and suggested prefix/number with no XXX.
  + See instructions in CMS for selecting an appropriate suggested prefix/number.
  + To select a proposed prefix/course number Browse Courses on the Statewide Course Numbering System (SCNS): <https://flscns.fldoe.org>
  + When final approval for the course prefix/number is received from SCNS, the catalog copy will be updated.