1. *Minor Title:*

1. *Contact person*:

*College*:

*Department/School*:

*Telephone*: 239-

*Email*:

1. *Briefly explain the rationale for the proposed Minor. How does it relate to existing programs and mission/goals of sponsoring unit?*

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 Minor to include its educational and occupational goals*.

Link the proposed Minor to assessment and institutional effectiveness activities (feedback from students, market demands, program evaluation, resource allocation, etc.).

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 proposed Minor (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 proposed Minor. Explain rationale for response, even if answer is None*.

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

1. *What impact does the proposed Minor 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. *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 New Minor Proposal:***

* **Proposal**: When the College Curriculum Team approves this form, the College Administrator will send the following to Lucero Carvajal in Academic and Curriculum Support (ACS).
* **Materials Deadline** - **May 31st:**  Submit the following to Lucero Carvajal, ACS, for possible implementation the following year:
	+ An electronic MS Word version of the catalog via email.
	+ A color hard copy of the New Minor Proposal with appropriate signatures via email or campus mail.
	+ An electronic MS Word version of the minor curriculum map via email showing progression of courses.
* **Catalog copy**: Submit a proposed catalog copy 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 as a Word document.
* **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/](https://flscns.fldoe.org/PbInstituteCourseSearch.aspx)
	+ When final approval for the course prefix/number is received from SCNS, the catalog copy will be updated.