**NEW MINOR PROPOSAL**

All minors must be in compliance with [Senate Policy 16-4](http://www.sjsu.edu/senate/docs/S16-4.pdf):

An undergraduate minor is a formal aggregate of courses in a designated subject area distinct from and outside the student's degree major,**consisting of 12 or more semester units (no more than 24 units)**. The policy outlines that **at least 6 of these units** should be upper division.

Be aware that Minors differ from degree programs in some administrative details. These include:

* Under normal circumstances, sustaining a Minor cannot, in and of itself, be a criteria for hiring new faculty;
* There is no guarantee that a Minor be ‘taught out’ if it is discontinued.

Because of these issues we ask that you encourage your students to declare the minor as soon as possible in their program.

Once proposal is complete, upload proposal via the New Program Proposal in [Curriculog](https://sjsu.curriculog.com/).

The following elements are required in your proposal:

1. **Full** and **exact title** of the proposed **minor**.
2. **First Fall term** to be offered (Note: new minors start in Fall semesters).
3. **Contact/Coordinator** for proposed Minor:
4. Name of the **college/department(s)** submitting the request.
5. Description for **catalog** (not be exceed one paragraph).
6. **Department(s) outside the home department** offering courses in the proposed minor
7. **Letters/emails of support** from departments outside the home department with courses in the proposed minor:
8. **Purpose** of the proposed minor. Need for and justification of the proposed minor. Please include evidence of student interest or industry need. This could include:
	* Survey of student interest; and/or
	* Changes in the discipline; and/or
	* Industry demand
9. **Benefits to University** [e.g., continues SJSU engagement with an important issue or field, particularly for our region; or addresses a problem of the larger nation or world community; or furthers a goal in the university’s mission or current Vision Statement.]
10. **List of the courses, by catalog number, title, and units of credit,** as well as total units to be required in the proposed minor. List total number of prerequisite units. Also include support letters from departments whose courses you might be using. If you plan on offering a range of electives, please provide a description of how these electives provide curricular coherence:
11. **New permanent courses** that are offered in the minor. (Please be aware that experimental courses may not be included in any minor.)
12. Please address **faculty resources**. Are there currently enough faculty to offer the proposed coursework on a regular (at least once a year) basis?
13. Additional **instructional resources** (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the proposed minor. List all resources needed for the first five years beyond those currently projected, including specific resource, cost, and source of funding.
14. Define **Program Learning Outcomes** and **Map** courses to PLOs: [Curriculum Map Template](https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Documents/CurriculumMapMatrixTemplate.docx).