**Curriculum Change Proposal:**

**New Minor**

This document should be used as a planning tool and a reference for Curriculum Change Proposal (CCP) submission.

Basic Information

* Name and contact information for your CSU’s “point of contact,” the individual responsible for answering any questions about the proposal
* Proposed catalog year cycle for implementing the new minor
* Name of the new minor
* The field of study attached to the minor
* The College/School and, if applicable, the Department sponsoring the minor
* Names of individuals who supplied departmental and dean approval, along with approval dates
* Name of college curriculum committee and date this committee granted approval
* Confirmation of submission of [New Minor Questionnaire (via DocuSign)](https://utexas.instructure.com/courses/1323491/modules/items/11813486)

Catalog Language and Proposal Rationale

* The title, along with any subsections, of the catalog to be changed.
  + For reference, see [Undergraduate Catalog here](http://catalog.utexas.edu/undergraduate/) and see [Law Catalog here](http://catalog.utexas.edu/law/)
* You will also be asked to supply **a separate Word .doc** containing the catalog language, ~~striking through~~ and replacing only the specific language to be changed. Underline added words. Please do not use track changes, and do not include hyperlinks in your answer.
* Field of Study, Course Number, Topic Number, and Suggested Title for all new courses being created for the minor
* The general objective for the new degree program (e.g. why is this degree minor necessary/desirable?)

Logistics

* Percent of the program that will be online
* Percent of the program that will be STEM eligible
* Percent of the program that will be distance education (not taught on campus or online)
  + If any percent of program is distance education, the location where it will be taught
* Whether the minor’s calendar will start and end within the University’s academic calendar
  + The program’s calendar
* Number of students expected to receive the minor each semester
* Maximum number of students who can be in the minor program at any given time
* Admissions requirements
* Number of hours required for completion (transcript-recognized undergraduate academic minors require a minimum of 15 hours of course work but no more than 18 hours)
* Name, title, College, Department, highest degree and awarding institution for all members on the Minor Faculty Committee (the Faculty Committee for a minor must have a minimum of 5 members and at least 2/3 of the committee must be tenured or tenure-track. In cases where minors are offered in the same field of study as a major, the faculty of the unit offering the major will de facto constitute the faculty committee for the minor, and the department chair (or designate) will be designated as the committee chair for the minor)
* Minor Faculty Committee Chair
* You will be given the (optional) opportunity to suggest a CIP code for the new minor. Use [the federal CIP code selector site](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55) to review codes. If you do decide to suggest a CIP code, you will be asked to provide a brief rationale for your choice.

Out-of-Program Impact

*If your proposed minor will have a discernable effect on other academic units (e.g. budget, student enrollment), you are required to obtain approval from those units. Approval can only be granted by a Dean, an Associate/Assistant Dean, or a Chair/Director.*

You will need to know if the minor:

* Is similar to any existing credentials offered within or outside the college or school
* Involves courses in other colleges/schools
* Involves courses in your college that are frequently taken by students in other colleges
* Might cause a net increase or a net decrease in the number of students from your college taking courses in other colleges
* Might cause a net increase or a net decrease in the number of students from outside your college taking courses in your college
* Involves changes to the core curriculum or other basic education requirements

If it is clear that the minor will affect specific outside programs, the form requires you to provide the approval information for any affected units including:

* Title of approver (must be a Dean, Associate/Assistant Dean, or a Chair/Director)
* Name of approver
* Date of approval
* Approving unit’s official response