

Section:	II.1.14	
Title:	Minors – Approval Process	
Effective Date:	July 7, 2015	
Approved By:	Board of Trustees	
Responsible Unit:	Academic Affairs ((609) 771-3080; academic@tcnj.edu,	
Related Documents:	<ul style="list-style-type: none"> • Types of Majors and Minors Defined 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	July 7, 2015	Revised
1.1	January, 2006	Edited
1.0	March, 2002	New policy; Initial Release

I. INTRODUCTION

This policy explains the process by which new academic minor programs are developed, reviewed and approved.

II. DEFINITIONS

Terms used in this policy that are defined or explained in the Types of Majors and Minors Defined Policy (the “Nomenclature Policy”) shall have the meanings ascribed in the Nomenclature Policy, unless this policy explicitly provides a contrary meaning.

III. POLICY

Phase I: Program Proposal Development

Proposals for new academic minor programs begin in an academic unit of the campus, i.e., from a department or program, with thoughtful consideration of the rationale, need, and demand for the minor, and whether it is consistent with the mission of the Department, School, and College. Such discussions must take place under the auspices of the departmental curriculum committee (if applicable) and departmental committee of the whole. In the case of interdisciplinary minors, the home department must consult with all academic departments involved in the minor as well.

The formal proposal for the minor must include a brief description of the minor that includes the rationale, need, and demand for it. The proposal must also include a detailed outline of the curriculum, course syllabi, and any needed resources from all academic and nonacademic units involved such as:

1. faculty and support of instruction;
2. library resources;
3. equipment, laboratory support, computer support;
4. facilities.

The formal proposal for the minor must undergo department-level review (again, by the departmental curriculum committee, if applicable, and committee of the whole) determining whether the proposed minor is consistent with the mission of the Department, School, and College. The program proposal along with the New Minor Approval or Change in Minor form must then be signed by the department Chairperson. In the case of interdisciplinary minors, all departments included in the minor program must review the proposal (by the departmental curriculum committee, if applicable, and committee of the whole). Documentation of approval (signature of departmental Chairpersons or confirmation email) must be appended to the program proposal. Minors that are not interdisciplinary but include a course(s) from a department(s) other than the department which is proposing the minor must be reviewed by the department(s) in which the specific course(s) is housed.

Phase II: Preliminary Review by Dean(s)

The appropriate Dean (or Deans in the case of interdisciplinary minors) must conduct a preliminary review of the proposal, considering whether the minor is consistent with the mission of the School(s) and College and can be adequately supported with resources.

Phase III: School Curriculum Committee and Governance

After the proposal has been approved by all departments contributing courses to it and given preliminary approval by the Dean(s), the proposal is submitted to the school curriculum committee of the home department, as well as to the committees of all schools included in the minor program in the case of an interdisciplinary minor. The role of the school curriculum committee(s) is to ensure that all procedures have been followed in the approval process and that the proposed minor is consistent with the mission of the School and College. If recommended by the school committee(s), the minor is resubmitted to the relevant Dean(s) for final approval. After the relevant Dean(s) have approved the proposed minor, the proposal is submitted to the College's Steering Committee to be forwarded to the Committee on Academic Programs (CAP) for its review and recommendation, according to the steps of the Governance Process. During its review, CAP should consider whether there are any units that might be affected by the proposal that have not been consulted (e.g.,

Liberal Learning).

Phase IV: Final Approval

On completion of the Governance Process, the Provost will grant final approval of the minor ensuring that it is consistent with the mission of the College and can be adequately supported with resources. Upon approval, the Academic Affairs Committee of the Board of Trustees is notified.