CHANGE TO MINOR PROPOSAL CHECKLIST

This checklist contains all required questions for a Change to Minor proposal in Curriculog along with resources to assist proposal originators and reviewers.

	Proposal Question	Explanation	Resources
1.	Which department(s) should review this proposal?	Most of the time a single department will need to review a proposal, but some interdisciplinary programs or programs that heavily rely on courses outside of their department require multiple departments to review and acknowledge the proposed changes. This question adds departments/colleges to the routing of the proposal.	Please direct questions about this section to curriculog@kennesaw.edu
2.	If multiple departments are selected above, please indicate who owns this program:	Each program requires one "owner" that certifies the program of study and is listed in Banner as the department of ownership.	
3.	Department Contact, Contact Email	Please indicate who will be responsible for representing this proposal to the UPCC. This can be the originator or another faculty/administrator.	
4.	Is this a teacher education proposal originating from outside the Bagwell College of Education?	If a program is being proposed by an education program not residing in the Bagwell College of Education, it will need to be reviewed by the Bagwell Education Curriculum Committee (EPCC) and Education Dean for approval. This answer assists in creating the correct routing for the proposal.	
5.	Proposed Implementation term:	Implementation requires consideration of the curriculum cycle and process. In order to be implemented, a proposal must be completely approved all levels of the curriculum process and through the BOR, if necessary, before the catalog deadline.	The deadlines are on the Master Curriculum calendar located on homepage of the Curriculum, Instruction, and Assessment website.
6.	Indication of Changes (select all that apply)	Choices include: Minor Name Catalog Description Required Courses Elective Courses Credit Hour Total	If changes are proposed due to major shift in the curriculum or learning outcomes, consider if the minor should be reimagined as a New Minor.

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7.	Provide a brief summary of changes indicated above:	This narrative should correspond with the answer you gave in the first question regarding the proposed changes. In this area the originator should detail any changes to the program and explain why each change is being proposed. Be aware that the reviewers for these proposals will be from departments across campus, so his should be a narrative that can be understood by those outside of the content area.	
8.	Check to Confirm: I have attached the program Side-by-Side		A side by side is required for all program of study changes. You can find a template for the side by side on the CIA website or here.
9.	Minor Title:	This information will be imported from the current catalog. If you are making changes to the program title please type in the exact title as is will be published in the updated catalog.	
10.	Minor Description:	The program description will be imported from the current catalog. Any changes that are proposed must be typed in this box exactly as they will appear in the updated catalog.	
11.	Revised Curriculum	The curriculum will be imported from the current catalog. Any proposed changes must be made to this section as they will appear in the updated catalog.	For assistance in building your curriculum contact: curriculog@kennesaw.edu or calling (470) 578-6023. There is also a Prospective Curriculum Outline template for undergraduate programs on the Curriculum, Instruction, and Assessment website Templates for Curriculum
12.	Program Type: Program, Shared Core.	In almost all cases the Program Type will be "Program".	
13.	Do the proposed changes include the addition or removal of courses from other departments?	Indicate if other departments are impacted by the changes being proposed.	
14.	If yes, check to confirm: Documentation of discussions with these departments is attached.	Documentation of discussion with impacted departments is attached. Documentation can include: email communication, formal interdepartmental memo, documentation of in person meeting or phone conversation. The strongest evidence is emails from the impacted department chairs acknowledging the effects on their courses.	

Updated 7.1.2021

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15.	If the minor is changing the title when should the current minor curriculum be removed from the Major/Minor Declaration Portal? Please be aware students can continue to earn the minor if they have already declared it.	Choices include: N/A- Not changing title Same semester as implementation term One year after approved changes are implemented Other- please explain	Please contact curriculog@kennesaw.edu with any questions or concerns related to this question.
16.	If you are immediately removing the minor from the portal, how are you ensuring students who already declared the minor can complete it?	Choices include: Students should not have an issue completing the minor/coursework is not impacted Students will not be able to complete the minor Students will need to declare the revised minor	
17.	If applicable, check to confirm: I have attached the DMI sheet.	If students are advised to update their catalog year at any time, a DegreeWorks Modification Information (DMI) sheet is required.	Access to the DMI Template is found here: Link
18.	What is the rational for the Minor revision? You may include information about the target audience of the minor.	Program revisions are requested for a variety of reasons. Some justifications include assessment or enrollment data or external accreditor mandates. Other revisions are attempting to attract a different (or additional) demographic of students than those currently pursuing the program, or attempting to adjust their curriculum to align with career paths	
19.	Does this minor use General Education core courses (Areas A-E) as prerequisites for any required courses?		There are USG policies governing the use of core curriculum courses is available in the Board of Regents of the University System of Georgia Academic Affairs Handbook section 2.4. Core Curriculum.
20.	What courses, if any, should a student complete prior to declaring the minor based on prerequisites of courses in them minor?	Please list any courses that are not officially part of the certificate program of study, but are direct course prerequisites to courses in the required curriculum. This can include General Education Core Curriculum courses A-E.	
21.	**Questions 21- 26 are to answered by the**	Choices include: Academic advisors	

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	Department Chair Only- Which stakeholders will need to be informed of these changes once approved (select all that apply)?	Students Department Marketing Faculty Departments that use and/or advertise this minor in their programs of study Other-please explain	
22.	What is the administrative structure of this minor?	Choices include: Department Chair Program Coordinator Faculty Director Special Advisory Committee Other-please explain	
23.	What are the Student Learning Outcomes (SLOs) for this minor?		
24.	Which students is this minor targeting (select all that apply):	Choices include: All students at KSU Students from the same college this minor resides Students from colleges outside where this minor resides Student from a specific degree/program- please provide additional detail	
25.	How do the changes reflect the department goals and mission?		
26.	How doe the changes contribute to KSU's strategic plan and mission statement?		Link to KSU's strategic plan. Link to KSU's mission statement.
27.	**Questions 27-29 are to be answered by a member of the Curriculum Support Office. No action is required by the originator.**		