

NEW MINOR PROPOSAL CHECKLIST

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

	Proposal Questions	Explanation	Resources
1.	Which department(s) should view 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.	Proposed Minor Title	Title that will appear in the catalog and on the Minor at the time of completion.	
7.	Minor Description	Please type in this box the exact information as you would like to see it published in the updated catalog.	
8.	Proposed Curriculum		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
9.	Program Type: Program, Shared Core.	In almost all cases the Program Type will be "Program".	
10.	Does the proposed minor include courses from outside the department of ownership?	Indicate if other departments are impacted by the changes being proposed.	
11.	Does this minor use any General Education core courses (Areas A-E) as prerequisites for required minor 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.
12.	What value does this minor add to an undergraduate education?	Please explain why this minor should be included at KSU for undergraduate students. You may choose to include employment data, market research, or other information to support the value of this program at KSU.	
13.	Which students is this Minor targeting (select all that apply)?	Choices include: All students at KSU Students in the same college where this minor resides Student from college outside where this minor resides Students from a specific degree program- please indicate the program(s)	
14.	What courses, if any, should a student complete prior to declaring the minor based on prerequisites of courses in the 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 Area F courses.	
15.	Type of Modality (select all that apply): Face-to-Face, Online		
16.	Place of Modality	Choices Include: Marietta and/or Kennesaw Campus City Springs Complex Galleria Complex Online	
17.	Questions 17-22 are to be answered by the Department Chair Only	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	

	If question 10 was answered 'yes' check to confirm: Documentation of discussions with other department(s) has been attached.	the impacted department chairs acknowledging the effects on their program(s)	
18.	What is the administrative structure of this certificate?	Choices include: Department Chair Program Coordinator Faculty Director Special Advisory Committee Other-please explain	
19.	How does this minor reflect the department goals and mission?		
20.	How does this minor contribute to KSU's strategic plan and mission statement?		Link to KSU's strategic plan. Link to KSU's mission statement.
21.	What the Student Learning Outcomes (SLOs) for this minor?		
22.	How will departmental resources be redirected to accommodate and sustain this new minor?	Please explain how departmental resources will be used to create and maintain this certificate. If additional funding is required to staff or this maintain this minor please explain.	
23.	Questions 25-25 are to be answered by the Curriculum Support Team. No action is required by the originator.		