New Minor or Endorsement Proposal

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

		Proposal Questions:	Explanation:	Resources:
1.	☐	Name of Proposed Minor or Endorsement:	Enter the name of the minor or endorsement. This is how the minor or endorsement will appear in the catalog.	The complete list of minor requirements can be found in the catalog. An endorsement is for education students assessed by the Georgia Professional Standards Commission. Here is an overview of requirements.
2.	☐	CIP Code:	The minor or endorsement CIP code will be entered by the Curriculum Support Office.	
3.	☐	Catalog Description:	This should include a complete description of the minor or endorsement. What is entered in this box will appear in the catalog. This description must be consistent in in all accompanying documentation. Please read carefully for grammar or any errors.	
4.	☐	Prospective Curriculum:	This is a space in Curriculog to build curriculum as it will appear in the catalog.	For assistance in building your curriculum contact a Curriculog System Administrator by emailing: curriculog@kennesaw.edu or calling (470) 578-6023. There is a Prospective Curriculum template on the Curriculum, Instruction, and Assessment website Templates for Curriculum Use page.
5.	☐	Newly Developed Courses:	A new course proposal must be also submitted for each new course in this program.	
6.	☐	Number of Credit Hours for Completion:	A minor program is a prescribed area of academic study consisting of 15-18 semester hours. At Kennesaw State University, at least nine of the required hours must be at the upper-division level, i.e. courses numbered 3000 or above.	Minor requirements can be found in the catalog. This is an overview of requirements for endorsements.
7.	☐	Type of Proposed Delivery:	The choices are: -Marietta or Kennesaw Campus: Face-to-Face	

		Proposal Questions:	Explanation:	Resources:
			-Off-Campus Instructional Site: Face-to-Face -Fully at a distance: online -Hybrid	
8.	☐	Off-Campus Instructional Site: (If Applicable)	Current off-campus instructional sites: Cobb Galleria Sandy Springs	
9.	☐	Implementation Term/Year:	Implementation requires consideration of the curriculum cycle and process. In order to be implemented, proposals must be approved through 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.
10.	☐	Learning Outcomes: List or attach important learning outcomes, goals or objectives of the program. (i.e., what you expect students to know and be able to do upon completion of the program).	The learning outcomes should be measurable.	For assistance with outcomes contact the assessment office at assessment@kennesaw.edu or visit the assessment website.
11.	☐	What is the rationale for the program?	Consider student needs and any data collected to support this new minor or endorsement. Supporting evidence can include the scope of the program or department, and/or employment opportunities.	Potential resources include the U.S. Bureau of Labor Statistics by occupation, the Georgia data on occupational labor, and the Georgia Occupational outlook data.
12.	☐	How does this program contribute to KSU's strategic plan and mission statement?	Provide as much evidence of how these engage with KSU's strategic plan and mission statement. Provide detail with how the program develops or adds to this mission statement.	Consult the KSU 2018-2023 Strategic Plan and mission statement/ vision of KSU.
13.	☐	Explain how this program reflects alignment with department goals and mission, including alignment with the R2 road map.	Provide as much evidence of how these changes align with the program goals. Examples of support may include responding to Improve KSU data and goals, discipline advisory board recommendations, professional organization shifts, and/or feedback from alumni or employers. Be aware that the reviewers for these proposals will be from departments across campus. The more specific the evidence the easier it will be for reviewers to understand and contextualize program changes.	The KSU roadmap discusses undergraduate and graduate programs on pages 3-5.

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14.	☐	Explain the Administration of the Program, including operating budget and redistribution of resources. Include management of curriculum and enrollment in the minor/endorsement.	Explain who will be responsible for leading this program. It may be a chair, program coordinator, director, a special advisory committee, etc. Include how budget and resources will be reallocated to accommodate this new minor or endorsement.	
15.	☐	Describe the students you expect to target and attract. Provide any predictive enrollment data.	Be as specific as possible in considering the students for this program. Provide any predictive enrollment data available to support your narrative. You may wish to discuss career paths for graduates with this certificate. Include any data on opportunities in the regional or national market.	Potential resources include the U.S. Bureau of Labor Statistics by occupation, the Georgia data on occupational labor, and the Georgia Occupational outlook data.
16.	☐	Department of Ownership:	This department that was responsible for offering the course. This answer will also route the proposal to the correct department and college curriculum committees. Selecting undergraduate or graduate department is important to route to the correct committee.	
17.	☐	Departmental Contact:	This should be the faculty originator who entered the proposal into Curriculog. This contact will receive emails and updates about the proposal and attend curriculum meetings as a representative or ensure a substitute attend. There can be more than one person listed.	
18.	☐	Level of Program:	Identify if the endorsement is at the graduate or undergraduate level. Minors can only be created for undergraduate students.	
19.	☐	Is this a teacher education proposal originating from outside the Bagwell College of Education?	If a course is being proposed by an education program not residing in the Bagwell College of Education, it must be reviewed by the Education Preparation Curriculum Committee (EPCC) and Education Dean for approval. This answer assists in creating the correct routing for the proposal.	