

Policies and Procedures for Undergraduate Minors

A. Introduction

Undergraduate minors may be created within the structure of undergraduate academic units. Students may be awarded undergraduate minors upon completion of a well-defined program of 24-30 semester hours of course work. The title of any undergraduate minor should contain the word minor.

B. Process of Approval for New Undergraduate Minors

Proposals for new undergraduate minors are created and submitted by constituent faculty for review by the University Curriculum Committee (UCC). Each proposal must include a signed endorsement by all of the department chairperson(s), dean(s) of the college or professional school(s), and the appropriate vice chancellor(s) contributing to the organization and administration of the minor. In the case of interdisciplinary minors, the administrator ultimately responsible must be identified.

The UCC considers the merit of all undergraduate minor proposals. After approval by the UCC, minor proposals must be forwarded for approval to the Educational Policies and Planning Committee (EPPC), the Faculty Senate, the Academic Council, and the chancellor. The Office of the Chancellor will make notification of approved minors to the UNC GA and the Southern Association of Colleges and Schools (SACS).

Note: New minors included in the development of new degree programs do not require separate minor approval.

C. New Undergraduate Distance Education Minors

The development and delivery of distance education minors are institutional responsibilities. In addition to proposals to unit and/or college curriculum committees, units planning to offer a sequence of courses for new minors via distance education should notify the Division of Continuing Studies for assistance in drafting the necessary forms for submission to the UNC GA. The Academic Program Development Collaborative Team reviews these notifications prior to UCC review of undergraduate minor proposals.

D. Criteria for Approval of Minors

Criteria for approval of new undergraduate minors include the following:

1. The proposed sequence of course work must meet a clear and appropriate educational objective(s) at the baccalaureate level.

2. The proposed minor must achieve its educational objective(s) in a well designed, cohesive, and timely manner.
3. A demonstrated need for the minor must exist.
4. An appropriate number of credit hours must comprise the minor. The number of undergraduate credits may not be less than 24 semester hours or more than 30 semester hours.

D. Minor Program Review

All undergraduate minors will be reviewed within the course of regular undergraduate program assessment and review.

E. Application Procedure for a New Minor

For consideration, all proposals will be reviewed by their unit curriculum committee and by the UCC. Proposals for new undergraduate minors must contain the following information:

1. A memorandum of request.
2. A complete proposal, which contains the following:
 - a. A statement of the need for the proposed minor and the basis for such a need supported by either externally or internally derived data. Explain the relationship of the minor with other programs offered at East Carolina University (ECU). If applicable, describe how the minor may affect other departments or units. Notification of affected units is required and should be attached to the proposal.
 - b. A statement of the educational objectives of the minor.
 - c. A statement of the proposed course sequence associated with the minor, including titles and course descriptions for both existing courses and any new courses that may be developed.
 - d. A statement of how the proposed course sequences associated with the minor will meet the stated educational objectives.
 - e. A statement explaining: 1. How the effectiveness of the minor will be evaluated and 2. A quality enhancement plan for future evaluation.
 - f. A statement of the admission standards for the minor and a statement of the academic retention standards for the successful completion of the minor.

- g. A statement explaining how the minor will be delivered (on-campus (face to face), distance course (face to face off campus), and/or online (50% or more of the instruction is offered online)).
 - h. The names of the faculty associated with or contributing to the minor, either by teaching one or more of the courses associated with the program or participating in the design of the course sequence. Adjunct faculty associated with the minor should also include up-to-date curriculum vitae.
 - i. The name and curriculum vita of the faculty member who will be designated as the director of the minor for purposes of communication with the university community.
 - j. A description of the proposed minor's impact on campus resources.
 - k. The Classification of Instructional Program (CIP) title and six-digit code (descriptions available at: www.ecu.edu/cs-acad/acadprograms/programdev.cfm).
3. Completed course proposal forms for any new or revised courses, if applicable.
 4. The catalog copy for the minor.
 5. A completed signature form.

G. Process for Revision or Discontinuation of an Existing Minor

Upon approval by the unit curriculum committee, requests to revise an existing minor should be submitted to the UCC. Submission packages include a memorandum of request explaining why and how the existing minor is to be revised, marked catalog copy, supporting documentation if minor revisions affect other units within the university, and a completed signature form.

If a unit faculty elect to offer an existing minor online, with no curricular changes, then the request to offer the minor online is not reviewed by the UCC.

Requests to discontinue an existing minor are reviewed by the UCC. For more information about the discontinuation process, access the Office of Academic Program Planning and Development Web site at www.ecu.edu/cs-acad/acadprograms/certificateconcentrationminor.cfm.

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