

Guidelines for new major or minor proposals.

Proposals for new majors or minors should be sent to CAPP. Proposals to change existing majors or minors should be sent to MAO (MAO may forward them to CAPP if MAO deems the changes substantial). Proposals for new majors or minors should include the following:

- 1) a brief statement of the process used to generate the proposal with signatures of those members of the department, school, or program endorsing it,
- 2) the curricular justification for the major or minor,
- 3) the departmental (and program) staffing context (i.e., how the current faculty will be used to offer the new major or minor and how their teaching in the new major or minor will affect course offerings in their “home” department or program and whether or not new faculty will be needed),
- 4) consideration of the ramifications for the department, school or program should the major or minor not be approved,
- 5) a proposed catalog description of the major or minor including requirements and course descriptions,
- 6) an indication that the courses are or will be in place for a student to have a reasonable opportunity to complete the major.
- 7) a discussion of any budgetary impact the new major or minor may have. A discussion of this issue with the Vice President for Academic Affairs should precede submission of the proposal to CAPP.
- 8) for interdisciplinary majors or minors a plan for administrative organization and oversight of the major or minor should be included as well as letters of support from appropriate departments (see number 3 above).

You should make available to CAPP data of recent course offerings, course enrollments, numbers of majors, demand analyses, and results of self studies, external visiting committee reports, and department strategic plans. Departments should address this data if it is relevant to the arguments made in the proposal.