**Coversheet - Proposal for New, Revised, or Discontinued Minor for Inclusion in Pathways**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| General Information | | | | | | |
| **Proposal Date:** |  | | **College:** | |  | |
| **Department:** | |  | | | | |
| **Name of Minor:** | |  | | | | |
| **Department Contact:** | |  | | | | |
| **Contact Phone:** |  | | | **Contact E-mail:** | |  |

*Minors* ***NOT*** *for Inclusion in Pathways– Complete “New and Revised Program” form found at:* [*https://registrar.vt.edu/faculty-toolbox.html*](https://registrar.vt.edu/faculty-toolbox.html)

|  |  |  |
| --- | --- | --- |
| Proposal Action - Check box/blank, as applicable | | |
| * **New – Minor for Inclusion in Pathways** | | |
| * **Revised – Minor Presently Included in Pathways**  (Revision > 20% Revision < 20% ) | | |
| * **Discontinued –** Minor **Included in Pathways** | | |
| Complete the following, as applicable | | |
| **A:** | Attach letter of support from Department Head or Designee presenting whether the offering or continued offering of the Pathways Minor will require or generate the need for additional departmental and/or University resources (e.g., faculty, library, space, and/or technical support). | |
| **B:** | Attach letters/emails of support from Departments and/or Colleges for any non-department courses listed to satisfy a new program requirement. | |
| **Effective Catalog:** | |  |
| **Check applicable box acknowledging that required documentation is included in proposal package:**   * **New —** Documentation to establish new program: Need for program, whom program will serve, resource needs, administration   **Note:** For a new degree, complete SCHEV documentation in parallel with University Governance review/approval process  **First Term and Year to Enroll: First Term and Year to Graduate:**   * **> 20% Revision —** Documentation summarizing revision changes, how changes will be communicated, and previously approved/stamped program requirements * **< 20% Revision —** Upload into JIRA to the Office of the University Registrar for administrative review/approval   **Note:** For a revised Degree (change in total program credit hours or degree core) – complete SCHEV documentation in parallel with University Governance process   * **Discontinued —** Documentation to justify program discontinuation, teach-out plan, and previously approved program requirements   **Note:** For discontinued degree – Complete SCHEV documentation in parallel with University Governance review/approval process  **Last First Term and Year to Enroll: Last Term and Year to Graduate:** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Approval Signatures | | |  |
| **Department Representative:** |  | **Date:** |  |
| **College Curriculum Committee Representative:** |  | **Date:** |  |
| **College Dean or Designee:** |  | **Date:** |  |

Office of the University Registrar ⚫ Student Services Building, Suite 250, Virginia Tech

800 Washington St., SW ⚫ Blacksburg, VA 24061 ⚫ (540) 231-6252 ⚫ registrar@vt.edu

Part I: Documentation to Establish New Minor, Revise Minor, or Discontinue Minor:

Reference the Undergraduate/Graduate Program Approval Guidelines found at the following link when completing this section of the proposal – <https://www.registrar.vt.edu/governance.html>.

*Respond here.*

Part II: PATHWAYS MINOR PROPOSAL DOCUMENTATION

1. Complete Pathways Minor Table (List all Pathways courses associated with this Minor)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dept Name | Course # | Course Title | Required or Elective? | Co or Prereqs? | Which core outcome(s)? | Which integrative outcome(s)? | Introductory, middle, or capstone? | Is this course approved? Attached? Coming forward? |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **Brief narrative describing the minor** (recommended <200 words) Narrative should answer:
2. What curricular need does the proposed minor fill?
3. How will this benefit students?
4. Who is the audience for this minor?

*Respond here.*

1. **Curriculum Map**: Pathways Minors have a beginning, middle, and end. Describe that alignment below.
2. Describe the introductory/foundational experience. How are students introduced to this minor?

*Respond here.*

1. Describe the mid-level experience. How does this build on the foundational experience?

*Respond here.*

1. Describe the capstone experience. What are students doing to tie it all together?

*Respond here.*

1. **Minor Checksheet**

*State, “*See next page*”*

*Insert checksheet here*

*Minor for Inclusion in Pathways Checksheet Foramt Example – reference Undergraduate/Graduate Program Approval Guidelines found at* [*https://www.registrar.vt.edu/governance.html*](https://www.registrar.vt.edu/governance.html)*.*