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



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| --- | --- | --- | --- | --- | --- | --- |
| General Information | | | | | | |
| **Proposal Date:** |  | | **15-Day Review End 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 Graduation Calendar Year:** | |  |
| **Check applicable box acknowledging that required documentation is included in proposal package:**   * **New —** Documentation to establish new program    + **Revised —** Documentation summarizing revision changes, how changes will be communicated, and previously approved/stamped Undergraduate checksheet  Note: * For a program revision determined to be < 20% revision – submitted through JIRA workflow to the Office of the University Registrar Governance Staff and Director of General Education for Administrative review and approval   + **Discontinued —** Documentation to justify program discontinuation, teach-out plan, and previously approved program requirement | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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

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? |
|  |  |  |  |  |  |  |  |  |
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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**

*Copy-and-paste checksheet here*