

6. 2023-2024 New Minor Proposal Form: 2025-2026 Catalog Program

General Catalog Information



Select *Program* below

Type of Program*

- Program
- Shared Core

****Instructions: read before beginning****

Note: For more detailed instructions, go to [Resources](#).

1. Before beginning, do an [Advanced Search](#) for this program in current [CI University Catalog](#). Doing so should yield useful information, such as required courses and areas which will be needed to complete curriculum schema portion of this form. For step-by-step instruction, go to [Resources](#).
2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.
3. Save all Changes. Validate and launch proposal by clicking on  icon in top left corner. Curriculog will state: **This proposal has moved on. This proposal moved on in the workflow.** This statement means that the proposal is now visible to all Curriculog users. You, as the proposer, still need to **MAKE your DECISION** in order to send this proposal to Program Chair (next step in process).
4. **MAKE your DECISION**, approve/reject/hold/suspend/custom route the proposal by clicking on the Decision icon  Decisions in the Toolbox on the right side of the form. Once approved, proposal will move to next step in process.

5. After the proposal is approved according to EO1071 the Chancellor's Office must be notified. Andrea Skinner may contact proposer for more information and/or documentation.

Every effort will be made to include your proposal in the earliest possible catalog, and inclusion is based on the timeliness of the approval process and is not guaranteed.

Refer to latest Senate Policy on Minor Requirements:

[Senate Policy](#) 15-07 requires minors must have minimum of 15 units, nine of which must be upper division.

Local Curriculum Committee*

Choose Local Curriculum Committee your program has chosen to participate in and that will review this course modification/inactivation

Program Owner*

The program this Minor will be under. The program this Minor will be housed.

Add the Minor Title in the catalog format following the examples below.

If this Minor is to be listed under a major in the catalog, include the major title in the Minor Title. The title must include the total number of units for the minor.

Example: Applied Physics, Minor in Astronomy - 27-39 units

If this Minor is **NOT** to be listed under a major in the catalog, **DO NOT** include the major title in the Minor Title. The title must include the total number of units for the minor.

Example: Freedom and Justice Studies Minor - 18 units

If the Minor Title does not include the major title, the minor will appear as a stand alone minor in the catalog.

Minor Title:*

Status*

Active-Visible

Program Level*

Program Type:*

Degree Type

Contact Name(s) and Email(s)

Add the names and contact information for the parties involved in this proposal

Delivery mode for this minor:*

- Fully Face-to-Face
- Hybrid
- Fully Online

Choose the delivery mode of this program

Where will this Minor be housed?*

- State Support
- Self Support = Extended Education

Is this minor being supported/housed by the State or Extended Education? Is it being funded by the State or is it self-supported?

Minor Description

This field is **ONLY** to be used when the proposed new minor is in a discipline where no major exists. Using catalog format, provide Minor description, learning outcomes, possible careers, and associated faculty names, titles and contact information.

For measurable outcomes that reflect elements of Bloom's Taxonomy, refer to Curriculum Committee's "Learning Outcomes" document found at: <http://senate.csuci.edu/comm/curriculum/resources.htm>. Committee recommends approximately five to seven outcomes. Upon completion of minor, students will be able to:

Provide a catalog description of the Minor.*

Justification

How does the Minor support the University's Mission and Strategic Goals?*

For new degree programs that are not already offered in the CSU, provide a compelling rationale explaining how the proposed subject areas constitutes a coherent, integrated degree program that has potential value to students and that meets CSU requirements for an academic program at the undergraduate or graduate level

A brief summary of the purpose and characteristics of the proposed minor program:*

Curriculum

Follow these steps to create the New Minor Curriculum Schema under Prospective Curriculum:

First, ALL needed courses must be added (new courses) and/or imported (existing courses) under the View Curriculum Courses tab = **Step 1.** below. Second, the New Minor Curriculum schema will be created by adding cores (e.g.: Requirements, Required Core, Electives, Pre-requisites, etc.) and populating with added or imported courses under the View Curriculum Schema tab = **Step 2.** below.

Step 1. Adding and /or Importing Courses

Click on "View Curriculum Schema" tab. There are two options to add courses to the New Minor: "Add Course" and "Import Course." For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new courses that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title. All new courses must have a New Course Proposal Form submitted in addition to this form.

Step 2. Creating Curriculum Schema

To create the New Minor Curriculum Schema, Cores will need to be created and the courses above will need to be added. Click on "View Curriculum Schema" tab. Click on "Add Core" or "Import Core". Click on "New Core", complete the "Title" field for your core (e.g.: Electives), and the "Description" field if applicable. Click on "Add Courses". When you click on "Add Courses" it will bring up the list of courses available from **Step 1.** Select the courses you wish to add and click "Add Course". For removing courses click on the **X** and proceed.

Step 3. Preview Program as it will show in University Catalog

To see what the program will look like when exported to the University Catalog click on the Preview Curriculum icon

Identify all required lower- and upper-division courses, including required electives, and any pre- or co-requisites. Identify courses currently available in catalog, and separately identify newly developed courses.

Prospective Curriculum:*

Total number of units in the Minor.*

Including pre- and co-requisites.

Student (program) learning outcomes:*

List the program learning objectives.

Program Summary of Units*

Academic Structure and Enrollment

Identify program area and person(s) responsible for program management and oversight.*

Anticipated student demand

Provide projections (number of students in Minor) for the fields Initial At Initiation, After 3 Years, After 5 Years below and identify the evidence you have used to make these projections (e.g., US Bureau of Labor Statistics).

Initial Year*

At Initiation

After 3 years*

After 3 years

After 5 years*

After 5 years

Provide projections (number of graduates in Minor cumulative) in the fields At Initiation, After 3 Years, After 5 Years below and identify the evidence you have used to make these projections (e.g., US Bureau of Labor Statistics).

Initial Year*

At initiation

After 3 years*

After 3 years

After 5 years*

After 5 years

Workforce demands and employment opportunities for graduates: Describe the demands and opportunities, as well as the evidence you have used to make these claims.*

Faculty and Staff Resources

Existing faculty and staff qualified to teach in and support minor, including percent of their work assignment contributing to minor.*

Additional faculty and staff needed to teach in and support minor, and areas of expertise needed.*

Minor Advisor:

Facilities, Equipment, Information and Financial Resources

Existing facilities, equipment and information resources available to support Minor.*

Additional facilities, equipment and information resources needed to support Minor.*

External funding in-progress or anticipated.*

An assessment of the required resources and the campus commitment to allocating those resources: Provide a narrative description of recourses that will be needed at initiation, after three years, and after five years. Note: Approval of this proposal by campus entities represents the campus commitment to allocating these resources.*

Desired Year of Implementation:*

Notes or/and other societal needs:

Student (Program) Learning Outcomes

No Student (Program) Learning Outcomes

Add minor learning outcomes

Prior to implementation of any Minor the campus shall obtain a Chancellor's Office confirmation of compliance with CSU policy and applicable law.

Campus notifications shall be submitted to the Department of Academic Programs, Innovations and Faculty Development (at degrees@calstate.edu).

Andrea Skinner may contact proposer for more information and/or documentation.