

MTSU Form M: Proposal for Establishment of a new Minor

I. GENERAL INFORMATION

Please provide a brief summary and rationale for the proposed new minor.

A. Major Field(s) Affected

Use CIP Codes and Titles as they appear on the official Academic Inventory.

CIP	_____	Code Title	_____
CIP	_____	Code Title	_____
CIP	_____	Code Title	_____
CIP	_____	Code Title	_____

Letters/statements of support from each department participating in an interdisciplinary minor must accompany this proposal.

II. PRIMARY EDUCATIONAL OBJECTIVE(S)

State the primary educational purpose or objective(s) the department(s) hope to accomplish through the implementation of the new minor. The primary educational purpose or objective should be directly responsive to the findings of the Needs Assessment summarized below in Section IV.

For interdisciplinary minors: Clearly articulate a/the unifying theme. Interdisciplinary minors should be more than a collection of courses offered by a number of different departments.

III. CURRICULUM

A. Curricular Requirements

1. Summary of Requirements for the Minor

<u>Component</u>	<u>Required Hours</u>
a. Required Courses	_____
b. Guided Electives	_____
c. General Electives	_____
d. Other (specify)	_____
e. Total Hours	_____

2. Description of Curriculum

(a) Required Courses

Cite the Discipline Rubric, Number, Title, and Credit Hours and any prerequisites, restrictions, or otherwise of each course required of all students pursuing proposed minor.

Course #	Discipline	Course Title	Credits
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(b) Guided Electives

If there is a discrete list of Guided Electives, cite the Discipline Rubric, Number, Title and Credit Hours and any prerequisites, restrictions, or otherwise of each course in the group.

Course #	Discipline	Course Title	Credits
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(c) General Electives

Cite any descriptions, directions, or restrictions that may pertain.

(d) Other (Specify)

Cite any descriptions, directions, or restrictions that may pertain.

IV. EVIDENCE OF NEED/STUDENT INTEREST

The nature of the proposed action will determine the breadth and depth of the University's response to this section. This section should include information on how the new minor will advance MTSU's Academic Master Plan.

A. Present the results of recent studies, surveys, and other need/interest assessments that support the decision to initiate the proposed action. Organize this evidence as follows:

1. Educational Need and Student Interest
2. Employee Need (local, state, nation)
3. Social Need (local, state, nation)

B. Projected Enrollment and Productivity

1. Tabulate projected headcount and full-time equivalent (FTE) enrollments and projected number of Completers for the first program cycle plus one year.

Total	Total	Total
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2. Describe the bases upon which the above enrollment and completion projections were made.

V. PERSONNEL NEED

A. Faculty Needed

1. Existing Full-Time Faculty
2. Curricula Vitae
3. New Full-Time Faculty
4. New Part-Time Faculty

- B. **Administrative, Clerical, and Support Staff**
 List by title any new administrative, clerical, and support positions created for the proposed program, the percent of time required for each, the year in which the appointment is projected, and the estimated new costs.

<u>Year</u>	<u>Title</u>	<u>FTE</u>	<u>New Cost</u>
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VI. ESTIMATES OF NEW COSTS THAT THE PROPOSED ACTION WILL GENERATE DURING THE FIRST PROGRAM CYCLE

- A. Estimate all NEW COSTS that will be generated by the approval and implementation of the proposed action. Include all new costs projected in Sections V and VI above.

<u>Budget Category</u>	<u>Year</u>				
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Administration					
Faculty					
Clerical					
Support					
Sub-Total					
Personnel					
Supplies					
Travel					
Library					
Equipment					
Other (Specify)					
Sub-Total					
Operation					

Total New Costs

- B. **Revenue Sources**

If the above NEW COSTS will be met, in whole or in part, by other than internal reallocation of State appropriated funds, identify the source(s) and show the amount from each source. Include only secured funds.

VII. PERIODIC EVALUATION OF THE OPERATION OF THE PROPOSED MINOR.

- A. Indicators of effectiveness.
- B. Timetable for reviews.
- C. Basis for discontinuing the program offering.