Curriculum - New - Minor - v22.23

Program

General Catalog Information (NEW Minor)

Contact person*

Please type in the name, email, and phone of the primary point of contact for questions related to this proposal.

Department*

This is the Departmental Owner of the new Minor program being requested.

Type of Program*

☐ Program
☐ Shared Core

Always select "program"

Name of Minor*

Format is: Title (Degree abbreviation)

Need help with Program Name?

- Use format: Title (Minor)

Examples: Geology (Minor) | Leadership Studies (Minor)

Projected Term*
Minor Level*

Minors may only be created and offered at the Undergraduate Level.

Minor Type*

Post-baccalaureate Minor Type: Choose Option from menu

Transcript Name for Minor*

List this exactly how the Name of the Minor should be reflected on the Official Transcript. Post-baccalaureate Minors will have a sub-plan description added that indicates this is a Post-baccalaureate Minor.

Is this an Interdisciplinary Minor?

☐ Yes  ☐ No

If Interdisciplinary minor, then list College/Department Collaborators

Please list the College/Academic Departments involved in this Interdisciplinary Program and the % each department is responsible for supporting (must add up to 100%). If not an even split, identify which dept/or ID has the higher percentage breakdown. (i.e., 33%-33%-34%) Example: Environmental Science {B.S.} College of Arts and Sciences: 75% Agronomy: 25%

CIP Code*

Select the Classification of Instructional (CIP) code.
Need help selecting CIP?

- See the full list at [CIP Codes](#)
- To find CIP codes currently in use at K-State see the following lists:
  - [Minors](#)
- Questions? contact Institutional Research at [reportinganalytics@k-state.edu](mailto:reportinganalytics@k-state.edu)

### Additional Catalog Items: Minor (NEW)

**Campus Option(s):**
- [ ] Manhattan Campus-Based (MANHAT)
- [ ] Manhattan Online (ONLINE)
- [ ] Olathe Campus-Based (OLATHE)
- [ ] Olathe Online (ONLOLT)
- [ ] Salina Campus-Based (SALINA)
- [ ] Salina Online (ONLSAL)

Select all that apply.

**Explain campus offerings**

Explain campus offerings above.

**Online Program Percentage**

If you selected any of the Online Campus Options above, this proposal includes an Online Program. You are required (under HLC) to enter the percentage of required courses that are taken as distance education.

**Hint:** If an online campus option is selected, complete the [Online Curriculum Template](#) and attach the document to this proposal.

**Definition of Online Program:** Certificate or degree programs in which 67% or more of the required courses are taken as distance-education courses.
**Definition of Distance-Education course:** Courses in which at least 75% of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

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**Catalog Description & Impacts: Minor (NEW)**

**Catalog Description**

Enter catalog description of the Minor.

**Admission Requirements**

If the program will have non-curricular program requirements please detail them in this field. This would include such things as overall GPA requirements, completion of a pre-major program, audition information, etc.

**Graduation Requirements**

This field would include such things as overall, departmental, or program GPA requirements, specific test requirements, grade requirements for all program courses, or additional steps that must be taken before the program is fully completed.

**Special Requirements**

This field would be any additional non-curricular requirement set as part of a program. This could include mandated attendance at events, membership in specific student groups, or any other condition that is attached to a program for ongoing participation. (i.e. education practicum, study abroad, internships)

**Rationale**

-- enter rationale here--

**Impact Statement**


(i.e. if this impacts another unit) – Statement should include the date when the head of a unit was contacted, and the response or lack of

**WARNING: Summarize impact on other units**

- Explain the effects this new minor may have on existing programs or enrollments
- For courses listed in the program, contact all affected units to ensure they are aware and review the proposal
- Failure to contact all impacted units and include responses will result in delays
- Include responses (or lack of response) in the Impact box above or attach copies of responses to this proposal.

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**Minor Curriculum Proposal Layout (NEW)**

**Total Hours Required**

Enter total hours required for the Minor; this can include a range of hours if appropriate.

**If new courses are proposed to support this curriculum, then list them here:**

Proposals for new courses must be submitted separately

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**Required Documents for New Minor Proposals**

Please attach a clean document showing all the courses and requirements that make up the Minor curricula.

Refer to the Business Process Guides/Resources for Assistance:

- BPG - Undergraduate Program Templates (pdf)

Make sure that **ALL** credit hours add up to the appropriate total and are in alignment with the Undergraduate Academic Minors policy (University Handbook, F160)
Is this a new minor in an area of study where no KBOR approved degree program exists?

☐ Yes  ☐ No

Attachments for the Minor Proposal (NEW)

Attachments required for new minors:

**Minor Proposal:**

- Program Requirements
- Minors designated as a Post-Baccalaureate "External" option must include:
  - Rationale, Proposed Delivery Mechanism, Need for Additional Resources, Projected Enrollment/Evidence of Need, Admission Requirements, and Program Assessment

Kansas Board of Regents New Program Proposal Checklist

Please see guidelines in the Kansas Board of Regents (KBOR) policy manual regarding the format of new degree program proposals that require KBOR approval (including new majors and minors not within an existing degree program, etc.)

- Policies and procedures for new program approval
- New Program Proposal form

Is this a Post-Baccalaureate Minor with an External Offering?*

☐ Yes  ☐ No

*A Post-Baccalaureate External Minor is available to individuals with baccalaureate or advanced degrees awarded from accredited colleges and universities other than K-State

Attachments Required for the Minor: New
Attachments?

- Minor Curriculum Proposal
- Optional: Assessment of Student Learning Plan (required only for Post-Bacc minors "External")
- KBOR Proposal Form (If Yes to KBOR Question in Prior Sections)

Additional Routing: Minor (NEW)

Does your department have a Department Curriculum Committee?*

- Yes  
- No

Select "Yes" if your department has proposals reviewed by both a Department Faculty Course & Curriculum Committee and Department Faculty. Click "No" if your department does not have a Department Faculty Course & Curriculum Committee and proposals are reviewed by Department Faculty only.

WARNING: To determine KBOR approval for following question:

- YES = minors where a current KBOR-approved degree program does NOT exist
- NO = minors where a current KBOR-approved degree program DOES exist

KBOR Approval Required?*

- Yes  
- No

Launch the Proposal: Minor (NEW)

IMPORTANT: Click the Launch and Validate Proposal icon

Questions?

If you have any questions on any part of this form please contact your Curriculog Team Member
<table>
<thead>
<tr>
<th>Program Type</th>
<th>Degree Type</th>
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**Status**

- Active
- Inactive

**Plan Code**

**Sub-Plan(s)**

**Actual Effective Term**

**Acalog-Undergraduate**

**Acalog-Graduate**

**DARS**

**Implementation Notes**
Form Revised: 8-22-2022

NOT IN USE: Prospective Curriculum*