

Curriculum - Change - Minor - v23.24

Program with Import Required

Catalog



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 Minor included on this change request form.

Type of Program*

- Program
- Shared Core

Always select "program"

Minor Name:*

Format is: Title (Minor)

Need help with Minor Name?

- Use format: Title (Minor)
- Example: Leadership Studies (Minor)

Term the Anticipated Change Goes Into Effect:*

This term may be changed administratively depending on the timeline for moving through the process. See Deadlines at <https://www.k-state.edu/curriculum/deadlines/catalogdeadlines/index.html> for assistance.

Minor Level*

Minor Type*

Choose Minor from the list

If a Post-Baccalaureate Minor Please Choose the Type

Is this an Interdisciplinary Minor?*

- Yes
- No

If Interdisciplinary minor, then list Department/College 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, please identify which dept/org ID has the higher percent breakdown. {i.e., 33% - 33% - 34%} Example: Urban Food Systems GR Certificate Org ID: 15050 at 25% Org ID: 10090 at 25% Org ID: 15010 at 25% Org ID: 10010 at 25%:

Minor or Post-Bacc Campus Option: ADD

- Manhattan Campus-Based
- Manhattan Online
- Olathe Campus-Based
- Olathe Online
- Salina Campus-Based
- Salina Online

Minor or Post-Bacc Campus Option: REMOVE

- Manhattan Campus-Based
- Manhattan Online
- Olathe Campus-Based
- Olathe Online
- Salina Campus-Based
- Salina Online

Explain campus offerings

Explain campus offerings. Example: Minor in Bakery Science offered Manhattan-Campus Based and Post-Bacc Minor in Bakery Science offered External and K-State Student options both Manhattan-Campus Based and both options are also offered Manhattan-Online

IF ANY ONLINE OPTION IS SELECTED ABOVE THE FOLLOWING IS REQUIRED:

Hint: If an online option is being added, then complete the [Online Curriculum Template](#) and attach the document to this proposal. If the percent of instructional content delivered by online/distance methods has changed, please include both the prior and current percentages.

Definition of Online Program: Certificate or degree program 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.

Online Program Percentage

For online programs, enter the percentage of required courses that are taken as distance education courses.

Curriculum (MINOR) Layout

Catalog Description*

Edit catalog description, as needed.

Total Hours Required*

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

Proposals for new courses must be submitted separately and should be in the curriculog system.

Update the minor

- Use the "Curriculum Plan" functionality below
- Make sure ALL credit hours add up to the appropriate total and are in alignment with the Undergraduate Academic Minors policy {[University Handbook, F160](#)}

Update Curriculum Plan

Step 1: **View Curriculum Courses** tab

- displays all courses currently available in the minor
- import courses to add courses to the minor
- delete courses to remove courses from the minor
- see [help](#) for more information

Step 2: **View Curriculum Schema** tab

- displays requirements
- click on a requirement area to expand the entry area
- update requirement names, as needed
- update total credits for requirements, as needed
- add or delete courses from requirements, as needed
- see [help](#) for more information

Step 3: **Curriculum Preview** button

- displays the catalog view of the program
- to make edits go back to **View Curriculum Schema**
- make sure ALL credit hours add up to the appropriate total

- once a proposal is launched, click the RED PENCIL ICON to view mark-up reflecting changes in the minor

Curriculum Plan*

If you are Attaching additional documentation please indicate below:*

- Additional support documentation
- If Interdisciplinary: MOU/Agreement
- KBOR Option Attached (see additional routing requirements)

Is a Transition Plan Required for this Change?

- Yes No

If YES above, please describe your Transition Plan

Indicate the number of students currently enrolled and admitted to the program/plan. Will students be moved to a new option (i.e., Freshman/Sophomore standing will be moved to _____ and Juniors/Seniors will be allowed to finish out in the current structure, etc...)

Rationale and Impact of the Change



What is changing? Choose all that apply.*

- **The addition or deletion of specific components of the minor.
- **Change to the name of the minor.
- **A change of 25% or more to the content of the minor, either in a single change or as the sum total of aggregate changes (Program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives, competencies or required clinical experiences.
- **Any addition or reduction of total credit hours to the minor.
- **Request to add or remove details/instructions connected to an application or other process that students must complete before acceptance

- ##The change is contingent on other pending changes already submitted in the curriculum process.
- ##Other

If you selected an item above with ##, then please specify.....

Rationale: What is Changing?*

Enter Additional information here to describe the options chosen above

Rationale: Why is it changing?*

WARNING: Summarize impact on other units

- Explain the effects this proposal will have on program requirements or enrollments
- Does the addition or removal of any courses affect enrollment in another college?
- Failure to contact impacted units and include responses can cause delays
- Include responses (or lack of response) in the box below or attach copies
- If Expedited, then include a statement that the proposal meets all requirements of an expedited change. This statement should be the first sentence or paragraph in the impact statement.

Impact Statement*

Be aware of the Catalog Deadlines for ensuring a program addition or change (Fall Catalog options) or New program Approvals (Spring catalog option) are finalized for

publishing in the University Catalogs: <https://www.k-state.edu/curriculog/deadlines/catalogdeadlines/index.html>

Additional Routing



Does your department have a Department Curriculum Committee?*

Yes No

WARNING: Determine KBOR approval routing for the following question(s):

1. **YES** = name change to a minor where a current KBOR-approved degree program does NOT exist
2. **NO** = name change for a minor where a current KBOR-approved degree program DOES exist
3. **NO** = all other changes

KBOR Approval Required?*

Yes No

IMPORTANT: select YES for all program/major name changes; and for names changes to minors where a current KBOR-approved degree program does not exist. select NO for all other changes (includes name changes for minors where a current KBOR-approved degree program exists)

Approval Type (Standard or Expedited)



IMPORTANT: Determine Approval Type

1. ALL Proposals follow the "Standard" approval processes by default,
2. Changes with minimal impact outside of the academic unit may follow a shortened procedure if they meet all criteria described below.
3. **Review the impact report** and statement to be sure you are answering and routing correctly.
4. Incorrect decisions **WILL DELAY** your proposal.
5. If you are not sure select "Standard".

6. Carefully read the criteria below.

Is the Proposal eligible for Expedited Review?

- **The proposal does not discontinue the minor
- **The required total number of credit hours is not changing
- **The proposal does not add or delete courses that impact the enrollment of courses outside the college
- **There is no addition of course(s) outside the college which were not previously required
- **The minor name is not changing
- **The proposal is not a substantial re-write of the minor

Click the box to checkmark each statement that is true. If ALL boxes are checked then this Proposal is eligible for Expedited Review.

**College of Arts & Sciences or the College of Health and Human Sciences Proposals:
Click "Yes" if the course enrollment in this minor affects another academic department in your college.**

YES NO

If Yes, this proposal will add in the College Faculty Notification workflow step as required by the College Curriculum Committee.

Approval Type:

Select "Standard" or "Expedited" process. Refer to the 6 Expedited Items above and If you are not sure, select the "Standard" process.

IMPORTANT: Click [Validate and Launch Proposal](#)

Questions?

If you have any questions on any part of this form please contact your [Curriculog Team Member](#)



Program Type

Degree Type

Status

Plan code

Sub-Plan(s)

Actual Effective Term

Acalog-Undergraduate

Acalog Graduate

DARS

Implementation Notes

Form Revised: 8-23-2023