

Curriculum - New - Minor - v23.24

Program with Import Required

Catalog (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. If interdisciplinary, select the primary administrative owner.

Type of Program*

- Program
- Shared Core

Always select "program"

Name of Minor*

Replace "ZTemplate" with name of minor. Format is: Title (Minor)

Need help with Program Name?

- Use format: **Title (Minor)**

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

Projected Term*

Need help? See [Deadlines](#)

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 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.

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.

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

Required Documents for New Minor Proposals

Build the minor requirements

- Use the "Curriculum Plan" functionality below

- 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](#)}
- (Attachments outlining these requirements are not required)

Is this a new minor in an area of study where no KBOR approved degree program exists?

Yes No

Minors in an area of study where no KBOR approved degree program exists require additional documentation:

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

- [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

Minors designated as Post-Baccalaureate "External" option required additional documentation:

- 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

- Please provide a separate attachment

Assessment of Student Learning Plan:

- Find more information at:
- [Assessment plans for new programs](#)
- contact the Office of Assessment for assistance and feedback

Build Curriculum Plan

Step 1: View Curriculum Courses tab

- import courses needed to build the minor
- see [help](#) for more information

Step 2: View Curriculum Schema tab

- displays requirements template
- click on a requirement to expand the entry area
- replace "Title1" with appropriate requirement name
- replace "X" Credit hours with total credits for that requirement
- add courses to each requirement
- see [help](#) for more information

Step 3: Preview Curriculum button

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

Curriculum Plan*

Attachments Required for the Minor: New



Attachments?

- Optional: Assessment of Student Learning Plan (required only for Post-Bacc minors "External")
- Optional: KBOR Proposal Form (If no KBOR approved degree program exists)

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](#)

Registrar Use ONLY



Program Type

Degree Type

Status

Active Inactive Active-Hidden

Plan Code

Sub-Plan(s)

Actual Effective Term

Acalog-Undergraduate

Acalog-Graduate

DARS

Implementation Notes

Form Revised: 8-20-2023