The University of Texas at El Paso

College of

Department of

Program

**Minor in**

TABLE OF CONTENTS

Administrative Information #

MINOR Information #

I. Need #

A. Job Market Need #

B. Student Demand #

C. Enrollment Projections #

II. Quality #

A. Degree Requirements #

B. Curriculum #

C. Faculty #

D. Students #

E. Library #

F. Facilities and Equipment #

G. Evaluation #

III. Costs and Funding #

**Request Form for a New Minor**

|  |
| --- |
| **Administrative Information**  1. Institution: |
| 2. Program Name – (*e.g., Minor in Women’s Studies*): |
| 3. Proposed CIP Code: |
| 4. Number of Required Semester Credit Hours (SCHs): |
| 5. Brief Program Description – Describe the minor and the educational objectives:  6. Administrative Unit – Identify where the minor would fit within the organizational structure of the university (*e.g., The Department of Electrical Engineering within the College of Engineering*): |
| 1. ProposedImplementation Date – Report the date that students would enter the minor (MM/DD/YY): |
| 8. Contact Person – Provide contact information for the person who can answer specific questions about the minor:  Name:  Title:    E-mail:  Phone: |

**Minor Information**

**I. Need**

A. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the minor. (*Include majors only and consider attrition and graduation*.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** | **1** | **2** | **3** | **4** | **5** |
| **Headcount** |  |  |  |  |  |
| **FTSE** |  |  |  |  |  |

**II. Quality**

A. Degree Requirements – Use this table to show the degree requirements of the minor. *(Modify the table as needed; if necessary, replicate the table for more than one option.)*

|  |  |  |
| --- | --- | --- |
| **Category** | **Semester Credit Hours** | **Clock Hours** |
| Required Courses |  |  |
| Prescribed Electives |  |  |
| Free Electives |  |  |
| TOTAL |  |  |

B. Curriculum – Use these tables to identify the required courses and prescribed electives of the minor. Note with an asterisk (\*) courses that would be added if the minor is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)*

**Required Courses**

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Course Title** | **SCH** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Prescribed Elective Courses**

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Course Title** | **SCH** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Free Elective Course Menu**

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Course Title** | **SCH** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

C. Faculty – Use these tables to provide information about faculty. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the program. *(Add and delete rows as needed.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Faculty and Faculty Rank** | **Highest Degree and**  **Awarding Institution** | **Courses Assigned**  **in Program** | **% Time**  **Assigned**  **To Program** |
| e.g.: Robertson, David  Asst. Professor | PhD. in Molecular Genetics  Univ. of Texas at Dallas | MG200, MG285  MG824 (Lab Only) | 50% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

D. Students – Describe general recruitment efforts and admission requirements. In accordance with the institution’s Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups for the minor.

E. Library – Explain whether additional library resources are needed for this minor, and if so what.

F. Facilities and Equipment – Explain whether additional faculty or equipment resources are needed for this minor, and if so what.

G. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

H. Evaluation – Describe the evaluation process that will be used to assess the quality and effectiveness of the new minor if this is a standalone minor where there is no related major.

**III. Costs and Funding**

Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Five-Year Costs** | | **Five-Year Funding** | |
| Personnel | $0 | Reallocated Funds | $0 |
| Facilities and Equipment | $0 | Anticipated New Formula Funding | $0 |
| Library, Supplies,  and Materials | $0 | Special Item Funding | $0 |
| Other2 | $0 | Other3 | $0 |
| **Total Costs** | **$0** | **Total Funding** | **$0** |

1. Report costs for new faculty hires, graduate assistants, and technical support personnel. For new faculty, prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).

2. Specify other costs here (e.g., administrative costs, travel).

3. Report other sources of funding here. In-hand grants, “likely” future grants, and designated tuition and fees can be included.