

## *University of Detroit Mercy*

### **Guidelines for New Minors Approved September 7, 2006**

The following list is a set of guidelines for submitting a proposal for a minor to the Undergraduate Standards Committee. Please address as many of these items as possible. The proposal should be well organized, honest and anticipate questions.

- A. Summary
  - 1. Provide a one page executive summary of the important aspects of the proposed minor that are detailed below.
- B. Description of the Minor
  - 1. Provide a narrative description of the program as it would appear in the University catalog.
  - 2. List all courses in the curriculum: catalog number, title, description and units of credit, as they would appear in the catalog. Indicate which courses are new (+) and which are already being offered and in which program (\*). Fully developed syllabi should be included in an appendix.
  - 3. Indicate the delivery format of all new courses (e.g. traditional day time classes, night classes, intensive weekends, etc.). Indicate whether on-line course delivery is intended immediately or in the future.
  - 4. Describe how the proposed program demonstrates academic integrity and intellectual merit.
  - 5. Indicate unusual or unique characteristics of the proposed minor.
  - 6. Describe how the proposed minor affects related departments or fields of concentration.
- C. Mission
  - 1. Describe how the proposed minor fulfills the mission of the University and College or School.
- D. Objectives, Outcomes and Assessment
  - 1. Indicate the program objectives and learning outcomes.
  - 2. Indicate how the learning outcomes and the objectives of the minor will be assessed.
- E. If the minor does not require any new University resources (e.g., courses, faculty, administrators, staff, or facilities) then it can be judged according to its academic merit. If new resources are required then an in-depth analysis of student demand and cost must be conducted. See items 1-10 below.
  - 1. Market and Need
    - a) Provide evidence of student demand (e.g. results of a market study, survey, focus groups, etc.). Include a conservative estimate of new student enrollment for a five year period and the estimated number of credit hours per year the student is likely to take.
    - b) Describe the competition for the program. Are there similar programs at other institutions in Michigan? If yes, list the institutions,

- briefly describe the similarities and differences to the proposed program and indicate the enrollment in the competing program.
- c) Describe the market area of the minor (i.e., is it local, regional or national?).
  - d) Identify interest and potential partners in the minor who can help make it successful (e.g. students, alumni, local groups, industry leaders, etc.).
  - e) Describe how the minor will be unique and attract market share.
2. Students
    - a) Describe, with appropriate justification, a typical student of the minor program including whether the student will be full-time or part-time.
    - b) If the minor is intended to provide an option for existing students in the University describe the enrollment impact on other programs.
    - c) If the minor will attract new students to the University describe who these students are and whether they have special needs or requirements not currently provided by the University.
    - d) Describe how the minor might attract a diverse student body.
    - e) If the proposed minor is an expansion of an existing program, list the number of majors and degrees in the present program for the past five years.
  3. Faculty
    - a) Provide a list of faculty who will be involved in the new minor.
    - b) Indicate whether new full-time or part-time faculty are required to operate the program at its optimum through the first graduating class.
    - c) Describe how the minor might attract a diverse faculty.
    - d) Indicate what fields of specialization require new full-time or part-time faculty.
  4. Administration and Support
    - a) Indicate how the minor will be administered.
    - b) Indicate whether support personnel are required for the program including secretarial, information technology and lab support.
    - c) Indicate whether academic support will be required from existing programs on campus such as UAS, Co-op, Writing Lab, etc.
  5. Library Resources
    - a) Indicate the University's library resources available in direct support of the minor: reference and periodical holdings, software, audiovisuals and other instructional materials.
    - b) If new library resources are needed, collaborate with the Dean of the Library to determine the cost.
  6. Facilities
    - a) List the facilities which are currently available at the University for the minor. Include administrative office space, class room space, and the like.
    - b) Indicate whether the Registrar has any concerns over allocation of class room space for the program.

- c) Indicate whether any facilities such as laboratories, classroom and office space have to be built, renovated or added to deliver the program and what the cost of same would be based upon a review and cost study by the University Facilities Management Department.
- 7. External Support
  - a) Describe any accreditation available in the field and recommend whether such accreditation should be sought.
  - b) If the minor has been reviewed by an external consultant, professional organization, employers, etc., include a copy of their report in the appendix.
  - c) Describe any external funding that has been received or can be expected to be received to support the program. Include the duration of any grants or any continuing commitments that have future budget implications.
  - d) Describe whether any resources are to be reallocated from existing programs to support this new minor.
- 8. Operating Revenue and Costs
  - a) Provide, along with appropriate justification, a five year projection of revenue and expenses for the program.
  - b) Revenue should include tuition and external support.
  - c) Expenses should include scholarships, graduate assistantships or other tuition reduction costs.
  - d) The spread sheet of revenue and expenses should follow the format and categories for program budgets used throughout the University (see attached spreadsheet format). A narrative of assumptions should define the parameters of the projection.
  - e) The difference between revenue and expense should be totaled at the bottom as the Net Margin for the indirect expenses of the University.
  - f) The year one projection should include all start up costs and capital expenditures necessary to begin the program.
- 9. Approval Process
  - a) Indicate any other University support that has been obtained. Include support letters from internal or external sources.
  - b) You are invited to submit anything additional which will aid the decision process
- 10. Appendices
  - a) Include in an appendix any material which would help support the program (e.g., a market study, course syllabi, cost studies, grants, etc. used to draw conclusions described above).