New/Revised Major/Minor Proposal Form

The completed form should be sent as an email attachment to [major-minor@gustavus.edu](mailto:major-minor@gustavus.edu). Please save a copy for yourself.

**Date:** [Insert Date]

# I. General Information (complete one of the following lines)

A. This proposal is for changes to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ major.

B. This proposal is for changes to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ minor.

C. This proposal is for a new major in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

D. This proposal is for a new minor in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

E. If this is a proposal for a new major/minor: Will it be

🞏 Interdisciplinary or

🞏 In an existing department/program?

(Identify which department/program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

# II. Catalog Copy

## A. If this proposal is for changes to an existing major/minor, please enter an edited version of the current catalog copy for the major/minor with proposed changes/ additions highlighted in bold and/or text to be deleted in strikethrough.

[Insert catalog copy]

## B. If this proposal is for a new major/minor, please enter catalog copy as you wish it to appear. This should include all information that should appear in the catalog *except course descriptions*.

[Insert catalog copy]

# III. Writing Requirement

All majors must have a WRITL or WRITD requirement. Majors can meet this requirement by designating one required course as WRITL or WRITD or by having a set of elective courses, all of which carry the WRITL or WRITD, from which students can choose. Please identify which course or courses fulfill this requirement in your major.

# IV. Rationale

## The committee seeks information such as external trends in your discipline, new pedagogies, assessment data from external and internal sources, evidence of student interest, opportunities for employment and/or graduate school for students completing the program, changes needed to incorporate expertise of new hires or directions of research, strategic planning, and other discipline-specific needs. If the proposal includes an increase in the number of courses required to complete an existing major or minor, there should be a rationale for why that increase is needed.

[Insert rationale]

# V. Changes to Existing Majors/Minors: Impact on Other College Programs

## A. Please address any impacts the proposed change will have on your program's or department’s ability to contribute to interdisciplinary programs and the First Term Seminar and Challenge Seminar programs.

[Insert text]

## B. Please address any impacts the proposed change will have on *other* departments or programs which rely on this department/program as part of their curriculum.

[Insert text]

# VI. New Majors/Minors: Student Learning Outcomes and Assessment

## A. What Institutional Student Learning Outcomes does the new major/minor seek to address?

[Insert text]

## B. Has the Assessment Director reviewed the assessment plan for the new major/minor?

🞏 Yes 🞏 No

# VII. New Majors/Minors: Impact on Other College Programs

## A. Please address any impacts the proposed major/minor will have on participating departments’ and faculty’s ability to contribute to interdisciplinary programs and to FTS and Challenge Seminars.

[Insert text]

## B. Please address any impacts the proposed major/minor will have on other departments or programs that rely on other courses offered by faculty teaching in the new major/minor.

[Insert text]

# VIII. Transition Plan

## Please address any transition issues that may be faced by faculty and/or students in moving to the new or revised major/minor as the department/program simultaneously supports the old and new majors/minors.

[Insert text]

# IX. Courses for Major/Minor Change

## Please provide a plan for any new courses that will be required by the major/minor. (New courses must be submitted to the Curriculum Committee along with or prior to submitting this proposal.)

[Insert text]

# X. Resources

## A. Please address how the revised/new major/minor will be staffed. In particular, note if any new staff are required, if changes to staffing (including those in other departments/programs) may affect the ability to offer required courses on a regular basis, and/or how existing staff are being reallocated.

[Insert text]

## B. Please indicate what additional equipment, facilities and/or library resources are necessary for this major/minor.

[Insert text]

Submit a copy of this form to the Provost’s Office and to the Chair of the Curriculum Committee by using the email alias [major-minor@gustavus.edu](mailto:major-minor@gustavus.edu).

Updated: 13 December 2023