



GOODWIN COLLEGE PROCEDURE

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| TITLE: | Creation and Approval of Academic Minors |
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INTRODUCTION STATEMENT:

Goodwin College understands the importance of offering academic minors that will augment the student's educational experience. The following lays out the steps for the creation and approval of academic minors at Goodwin.

AREAS OF RESPONSIBILITY:

Faculty – suggest minors as well as provide feedback in course selection and/or course creation for a minor's curriculum

Program Director or Department Chair – suggest minors as well as approve requests from faculty to pursue creating a minor

PROCEDURE DETAILS:

Proposing new minors

Anyone at the College may propose that a particular minor be created. The suggestion need not come from an individual within the department in which the minor will ultimately be housed.

Curriculum

Faculty that are content area specialists are charged with designing the curriculum of any new minor. Faculty may design the curriculum using courses already in the Goodwin catalog or with the creation of new courses (if new courses are being created then faculty must also follow the procedure for new courses)

Approval

Program Director and/or Department Chair must determine if the minor fits within the scope of/adds to their department offerings and give/deny approval. Once the minor is fully developed (including any required new courses) it goes to the Academic Affairs Committee. Academic Affairs Committee reviews the minor to see that it fits within and does not replicate current College offerings and meets the requirements established by the policy on minors.

Communication

The Program Director and/or Department Chair is tasked with ensuring that the approved minor is put into the College catalog and that a plan of study is created for the minor.

DEFINITIONS:

Minors – see policy statement for minor requirements.

HISTORY:

Created March 2011, Reviewed 7/26/2012, 2013, 2014, 2015, February 2016

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| RESPONSIBLE OFFICE: | Registrar |
| REVIEW DATE: | Annually |

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.