

New Major/Minor Proposal Form

|  |  |
| --- | --- |
| Establish New | |
| Major: | Minor: |
| Major/Minor Full Name: | |
| Major/Minor Transcript Name (30 characters maximum):  **Submission Process:**  1. Save with document name in this format: MajorName (space) Proposal (space) year-mo-day (ex: BiologyMajor Proposal 2021-07-05)  2. Save a copy for your records.  3. Send completed form as an email to [registrar@northland.edu](mailto:registrar@northland.edu). | | |
| Department: | | |

|  |
| --- |
| **Please explain how the proposed major/minor would integrate with Northland’s mission and overall curriculum; meet departmental goals; serve student and community needs; and compliment, but not duplicate, other programs.** |
|  |

|  |
| --- |
| **List the expected enrollment and number of graduates in the proposed major/minor for the next four years and explain how this figure was developed.** |
| Expected Expected  Enrollment Graduates  Year 1  Year 2  Year 3  Year 4 |
| Method for arriving at above numbers: |
| What is the total number of major requirements/credits? |

|  |
| --- |
| **Please list courses (including number of credits for each course) below so the major/minor appears as it should in the catalog. Indicate new courses with an asterisk (\*).** |
| *Please remember that any new course(s) in a program must be submitted individually using a New Course Proposal. Please submit any necessary New Course Proposals along with this New Major/Minor Proposal. Please note that removing a course from a major/minor does not remove the course from the curriculum. If a course is to be removed from the curriculum permanently, a Course Modification Proposal must be submitted.* |

|  |
| --- |
| **Per the Major and Minor Proposal Guidelines, are approximately 70% of the required courses in the proposed major or minor offered every year (i.e., 10 for 14-course majors, 7 for 10-course minors)? If no, please offer an explanation.** |
|  |

|  |
| --- |
| **Would the proposed major/minor require special admissions criteria or limitations on enrollment? If so, please explain.** |
|  |

|  |
| --- |
| **Per the Major and Minor Proposal Guidelines, are the required course credits in a major delivered by at least three faculty, with each faculty not delivering more than 40% of the credits required in a major; and are the required course credits in a minor delivered by at least two faculty, with each faculty not delivering more than 50% of the credits required in a minor? If no, please offer an explanation.** |
|  |

|  |
| --- |
| **How many faculty members will deliver/are necessary to offer the proposed major/minor (full-time and adjunct)?** |
| Full-time:      Adjunct: |
| Would the proposed major/minor be offered within the loads of current faculty? |
| If additional faculty are required, please list the highest-ranking position and degree qualifications of faculty members who would need to be hired during the next four years if this program is implemented.  Highest Ranking Position Degree Qualifications  Year 1              Year 2  Year 3  Year 4 |

|  |
| --- |
| **Depending on the level of research expected/required of your students for the proposed major/minor, please indicate the adequacy of the following types of library resources that support the program.** |
| Book/monograph collection  adequate  inadequate  Journal collection (print or electronic)  adequate  inadequate  Indexing/abstracting services (print or electronic)  adequate  inadequate |
| If you checked *inadequate* for any of the above resources, please describe what additional resources would bring the library’s collections up to an *adequate* level to meet the program needs and provide an estimate of the cost of purchasing these resources. |

|  |
| --- |
| **Please explain any other costs or development needs associated with the proposed major/minor:** |
|  |

|  |
| --- |
| **Would this major/minor require special accreditation? If so, please explain:** |
|  |

|  |
| --- |
| **What are the proposed major/minor outcomes?** |
|  |

|  |
| --- |
| **What specific measurable criteria would be used to evaluate the success or failure of this major/minor, and when would these be applied?** |
|  |

|  |
| --- |
| **Please provide the text copy for the website that appears at the beginning of a program listing to describe the major/minor:** |
|  |

|  |
| --- |
| **Academic Program Coordinator(s) proposing the major/minor:** |
| Name(s):       Date: |
| Has the proposal been reviewed and approved by the appropriate Department Chair(s)?  Yes, reviewed by:        No  Date |

|  |
| --- |
| Approval Process |
| 1) Reviewed by Assistant Registrar        Yes Date: **2)** **Reviewed by Registrar**       Yes Date**:**  **3) Reviewed by Academic Affairs**       Yes Date**:**  **4) Approved by Academic Council**  Yes  No Date**:** |