

## **Procedures for New Major, Minor, and Programs**

*All Changes to Academic Curriculum should be submitted to EPC by the deadlines set forth by Academic Affairs. Deadlines are circulated to faculty at the beginning of each academic year.*

### Creation of New Majors, Minors and Programs

All new majors, minors, and programs **MUST** be approved by Faculty Assembly.

Departments seeking new Major, Minors or Programs need to complete the following steps:

1. Create a Proposal for the new Major, Minor or Program. Name the completed form using Google Docs and title the document according to this paradigm: (Major, Minor, or Program name) Proposal (Current Academic Year i.e. 2014-15) - E.g. Theatre Major Proposal 1415.
2. All proposals need to adhere to the following guidelines for Majors and Minors:
  - Majors should require at least 32 hours and no more than 44 hours.
  - Majors must require at least 20 credits at the upper level (300 and 400 level).
    - Students may not apply more than 64 hours (required courses plus electives) in any one discipline toward the 128 hour graduation requirement.
  - EPC will allow programs that demonstrate appropriate curricular concerns exceptions to the above rules on a case-by-case basis. In no case, however, may a major require more than 56 hours in one discipline nor more than 64 hours altogether, to include all required courses as well as ones outside the host department and ones that are prerequisites for required courses.
  - Minors should require at least 20 hours and no more than 28 hours.
  - Minors must require at least 12 hours at the 200 level or above and at least 8 of those must be at the 300 level or above.
3. Proposals must include the following:
  - Name of Major, Minor, or Program
  - Name of Faculty Member Submitting Proposal
  - Catalog language, including the main description for the major, minor, or program that precedes the course tables and current course descriptions.
  - Table of Courses required for the major, minor, or program. This table should be in the same format as the tables in the course catalog.
  - Listing of Course Descriptions for all courses. New Majors, Minors, or Programs can be considered in concert with course modifications and new course proposals.
  - Program Student Learning Outcomes (3-5)
  - Rationale which explains the need for the new Major, Minor, or Program, the impact of changes on students, a brief explanation as to the impact on instruction in existing programs, and any other information pertinent to the proposal. The rationale must also include explanation of how the proposed major, minor, or programs stands with regard to disciplinary norms and to Virginia Wesleyan University's educational

mission. (Questions of whether or not a new major constitutes a Substantive Change should be referred to the Associate VP of Academic Affairs and the Chief Assessment Administrator for Academic Programs.)

- Every major must define oral competency as appropriate for the major and be responsible for ensuring that all graduates meet those competencies.
4. All proposals need to have an Assessment Plan submitted to AEC before they can be sent to faculty assembly
  5. All proposals must be approved by the department or program faculty and then forwarded to the school Dean. The document needs to be sent to the Dean as an editable google doc. The Dean will submit proposal to the School for approval. In the case of an interdisciplinary program, the proposal is to be shared with all Deans and to be reviewed by all schools.
  6. Once the proposal has received School approval, the Dean will forward the course to EPC.
  7. EPC will review the proposal. It is highly recommended that the faculty member submitting the proposal attend the EPC meeting to answer questions and concerns regarding the proposal. If the Commission has questions or concerns about a proposal, the faculty member who originally submitted the form will be consulted in the hope that a mutually satisfying conclusion can be reached. If such a conclusion cannot be reached, the faculty member has the right to petition Faculty Assembly to consider the proposal without EPC approval.
  8. Once approved by EPC, the Commission chairs will forward the new major, minor, or program proposal to Faculty Assembly for approval. All new majors and minors must be approved by Faculty Assembly before they can be implemented.