Minor Creation Policy Ad Hoc Committee Report

Introduction

The purpose for the Experimental Course (EC) process is to allow for development of modern degrees via new course content but also to help determine marketability and viability/cost effectiveness of the new courses. New or substantially different degree programs are subject to degree viability justification and approval by state agencies. New course creation can skip the EC process by making the course to be required within a degree program. Minor and certificate programs are useful marketing tools that exemplify uniqueness and value of the S&T campus to attract students but are elective and supportive to a program of study, not degree programs in their own right.
Course viability is subject to the Chancellor Policy Memo II-30, as well as the respective policies of each college. While enrollments of courses being developed within the EC process are more lenient than permanently numbered courses, it is expected that new courses with permanent numbers will meet viability policies. Minors are commonly created for the purposes specified above as an extension of a degree program, having required courses in common, which has no additional program cost since the courses are populated as required parts of the degree program. As such, minors created from degree programs are encouraged. Departments can choose to skip the EC process and create a new permanent course, e.g., when creating a minor, emphasis, or certificate, in addition to courses that are also to be required within a degree program.

Minor with Permanent Course Creation

The goal is to underscore the excellence available in academic learning on campus but to not maintain those that do not attract students. Each degree program is allowed one minor program that requires no student population justification per year, having been ostensibly created from required courses of their degree program, but departments may create as many other minors as are reasonably populated. All current minor programs are included in any counting of minors that are not justified by population.

Minors can be used as a reason to create new classes that bypass the EC process provided there is a compelling reason for their creation. The campus curriculum committee (CCC) will recommend to the Senate those that are deemed compelling. All proposed permanent courses, those proposing non-experimental catalog numbers, must be required in the minor. No more than 6 credit hours of new permanent courses per year that bypass the EC process are allowed; any additional course credit hours bypassing the EC process must be well-justified.

Course Purging Policy

To avoid simply a bypassing of the EC process, minors and their respective courses shall be evaluated for number of students completing said minor and courses at a period of 5 years and assessed against the appropriate campus policy(ies). Minors and their courses required within the minor not meeting those policies are to be deactivated along with the new courses that were created outside the EC process when the minor was created unless the course has been taught successfully within the last 5 years.

Courses not taught are routinely purged from the catalog about every 10 years. At the 10 year review, any required courses for a degree program, minor, or certificate but having not been taught successfully during the last 10 years will be assessed by the campus curriculum committee for deactivation, along with the degree program, minor, or certificate requiring that course.