New Minors

Using the Format 3B Form

This is a relatively new form to accommodate creation of new minors without having to use the Format 3 form for new degree programs. Minors are required for some baccalaureate degree programs and optional in others; however, they are not meant to function as “options” or “concentrations” within a particular baccalaureate program. Theoretically, students majoring in one program should be able to fulfill the requirements for a minor in another program.

Minors require a minimum of 15 credits and these should not be already counted toward baccalaureate core requirements.

Submit New Minor Format 3B to:

Faculty Senate Office:
312B Signers' Hall
Box 7500
Email an electronic copy (with scanned signatures) to jbhavie@alaska.edu

WHAT IS THE APPROVAL PROCESS FOR A NEW MINOR?
Following approval at the Faculty Senate Curriculum Review and Curricular Affairs Committees, the program request is submitted to the Administrative Committee for inclusion in the Faculty Senate’s agenda. After Faculty Senate approval, the new minor is signed off by the UAF Chancellor. It does not need to go to the Board of Regents or the Northwest Commission on Colleges and Universities for approval.

All courses required for the minor should exist already. If new courses are associated with the minor, Format 1 new course forms must be submitted prior to or simultaneously with the Format 3B form. Be aware that course approval may hold up the final approval of the minor program.

To be included in the printed UAF Catalog, final approval needs to occur by the first day of business in March in order to meet catalog production deadlines.

WHERE DO I GET THIS FORM?
Curriculum forms may be downloaded from the links on the UAF Governance web site at:

http://www.uaf.edu/uafgov/faculty-senate/curriculum/

Click on the link to the Course and Degree Procedures Manual for a list of linked forms.
**REQUEST FOR A NEW MINOR**

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<th>SUBMITTED BY:</th>
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<tr>
<td>Department</td>
<td>College/School</td>
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<td>Prepared by</td>
<td>Phone</td>
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<td>Email Contact</td>
<td>Faculty Contact</td>
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**PROGRAM IDENTIFICATION:**

**TITLE OF MINOR:**

"*Number of credits required for completion (minimum is 15):*

"Unless otherwise specified by the appropriate academic unit, a course may be used more than once toward fulfilling degree, certificate, major and minor requirements. Credit hours for these courses count only once toward total credits required for the degree or certificate. Certifying that [the student has] met all major and minor requirements is the responsibility of [the student’s] department faculty, who notify the Registrar’s Office.” From the General University Requirements section of “How to Earn a Bachelor’s Degree” in the UAF Catalog.

Do all the required courses currently exist?

If not, list the corresponding New Course paperwork associated with this request:

**A. DESCRIPTION OF THE PROPOSED MINOR.** Include reasons justifying its creation; objectives of the minor and relationship of the required courses to those objectives.

**B. PROPOSED MINOR REQUIREMENTS AS THEY WILL APPEAR IN THE CATALOG:**

See samples provided on page 3 of this form.

**C. ESTIMATED IMPACT**

What impact, if any, will this have on budget, facilities/space, faculty, etc.
### D. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

### F. PERSONNEL DIRECTLY INVOLVED WITH THE MINOR:

List faculty currently teaching the required and elective (if any) courses, with a brief statement of duties and qualifications.

### G. RELATIONSHIP OF THE PROPOSED MINOR’S OBJECTIVES TO THE “PURPOSES OF THE UNIVERSITY”.

Include additional justifying information to support creation of the minor such as projected and present enrollments; need or public demand for the minor; support of other programs by the minor’s creation, etc.

### APPROVALS:

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature, Chair, College/School Curriculum Council for:</td>
<td>Date</td>
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<tr>
<td>Signature, Dean, College/School of:</td>
<td>Date</td>
</tr>
</tbody>
</table>

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

| Signature, Chair, UAF Faculty Senate Curriculum Review Committee | Date |

Final approval will be at the level of the Chancellor or Chancellor’s Designee, following vote of approval by the Faculty Senate.
SAMPLE MINORS FOR REFERENCE FROM THE UAF CATALOG – 2009-2010:
Taken from page 145 of the 2012-13 Catalog, Art Degree Program:

Minor

1. Complete the following:*
   ART F105—Beginning Drawing—3 credits
   ART F262—History of World Art—3 credits
   ART F365—Native Art of Alaska—3 credits
2. Complete one of the following:*
   ART F161—Two-Dimensional Design—3 credits
   ART F162—Color and Design—3 credits
   ART F163—Three-Dimensional Design—3 credits
3. Complete one of the following:*
   ART F201—Beginning Ceramics—3 credits
   ART F211—Beginning Sculpture—3 credits
   ART F268—Beginning Native Art Studio—3 credits
4. Complete one of the following:*
   ART F207—Beginning Printmaking—3 credits
   ART F209—Beginning Metalsmithing and Jewelry—3 credits
   ART F213—Beginning Painting (Acrylic or Oil)—3 credits
   ART F371O—Digital Photography and Pixel Painting—3 credits
5. Minimum credits required—18 credits

* Student must earn a C grade or better in each course.

Note: A minor in art for the B.A. or B.S. degree is available only to non-art majors.

Taken from Page 153 of the 2012-13 Catalog, Communication Degree Program:

Minor

1. Complete the following:
   COMM F180—Introduction to Human Communication—3 credits
   COMM F330—Intercultural Communication (3)
   or COMM F351—Gender and Communication—3 credits
2. Complete communication electives at the F300-level or above—9 credits
3. Minimum credits required—15 credits

Note: Courses designated as social science or humanities that are taken for the minor may also be used to fulfill social science and/or humanities distribution requirements for the B.A. degree.

These samples are for your reference and may be deleted from your submitted paperwork.