****

**New Academic Program – Minor (**[**Undergraduate**](https://catalog.arizona.edu/policy/undergraduate-minors) **or** [**Graduate**](https://catalog.arizona.edu/policy/graduate-minors)**)**

**CURRICULAR INFORMATION**

1. **MINOR DESCRIPTION:** Provide a marketing/promotional description for the proposed program (recommend working with your college marketing team). The description will be displayed on the advisement report(s), Degree Search, and should match departmental and college websites, handouts, promotional materials, etc.
2. **JUSTIFICATION/NEED FOR THE MINOR:** Describe the purpose and need for the proposed minor,providing market analysis data or other tangible evidence of the need/interest in the program. This might include results from surveys of current students, alumni, and/or employers or reference to student enrollments in similar programs in the state or region. Curricular Affairs can provide a job posting/demand report by skills obtained/outcomes of the proposed minor, upon request.
3. **MINOR REQUIREMENTS**: Complete the table below. All University of Arizona undergraduate minors require at least 18 units; graduate minors require at least 9 units. Note: information in this section must be consistent throughout the proposal documents and will be used to build the Academic Advisement Report (ADVIP) or Graduate Catalog Program Descriptions. Please include letters of support for any courses not offered by the proposing department (see Workflow Input form). Delete the EXAMPLE column before submitting/uploading**.**

**Undergraduate Minor: (if this table does not apply, please delete).**

|  |  |  |
| --- | --- | --- |
| Minimum total units required |  | EXAMPLE 18 |
| Minimum upper-division units required  |  | 9 |
| Total transfer units that may apply to minor |  | 9 |
| List any special requirements to declare/admission to this minor (completion of specific coursework, minimum GPA, interview, application, etc.) |  | -Meet with departmental interview committee -Complete all pre-requisite coursework |
| Minor requirements. List all required minor requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. |  | List all required coursework. For example:Core:Complete 2 courses (6 units):-(NEW) ACTU 123 (3) Introduction to Actuarial Sciences-(NEW) ACTU 345 (3) Advanced Actuarial MethodsElectives: Complete 12 units from the following. Limit of 3 units from house-numbered coursework may be used towards this requirement : |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description. |  | Yes. Complete 3 units of internship or practicum with a local firm |
| Additional requirements (provide description) |  | Complete and submit “Actuary Minor Reflection Paper” |
| Any [double-dipping restrictions](https://catalog.arizona.edu/policy/double-use-courses-double-dipping) (Yes/No)? If yes, provide description. |  | Yes, minor coursework may not double dip with another minor.  |

**Graduate Minor: (if this table does not apply, please delete).**

|  |  |  |
| --- | --- | --- |
| Minimum total units required |  | EXAMPLE 9 |
| Total transfer units that may apply to minor |  | 9 |
| List any special requirements to declare/admission to this minor (completion of specific coursework, minimum GPA, interview, application, etc.) |  | -Meet with departmental interview committee -Complete all pre-requisite coursework |
| Minor requirements. List all required minor requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. |  | List all required coursework. For example:Core:Complete 2 courses (6 units):-(NEW) ACTU 524 (3) Introduction to Actuarial Sciences-(NEW) ACTU 565 (3) Advanced Actuarial MethodsElectives: Complete 3 units from the following. Limit of 3 units from house-numbered coursework may be used towards this requirement : |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description. |  | Yes. Complete 3 units of internship or practicum with a local firm |
| Additional requirements (provide description) |  | Complete and submit “Actuary Minor Reflection Paper” |
| Any [double-dipping restrictions](https://catalog.arizona.edu/policy/double-use-courses-double-dipping) (Yes/No)? If yes, provide description. |  | Yes, minor coursework may not double dip with another minor.  |

1. **NEW COURSES NEEDED:**  If new courses are required for the proposed program, [UA Course Add forms](https://academicadmin.arizona.edu/courseapprovals) must be submitted before/simultaneously with this proposal. List all course additions in progress in the table below. Add rows as needed.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course prefix and number (include cross-listings) | Units | Title | Pre-requisites | Modes of delivery (online, in-person, hybrid) | Course Fee? (Y/N)[More info here](https://registrar.arizona.edu/faculty-staff-resources/courses-catalog/course-fees/course-fee-request-forms). | Course Form transaction number | Anticipated first term offered | Use in the program (required/elective) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Subject description for new prefix (if requested). Include your requested/preferred prefix, if any:

1. **Learning Outcomes** - Complete this table as a summary of the learning outcomes from your assessment plan, using these examples as a model. If you need assistance completing this table and/or the Curriculum Map, please see the resources at the [Office of Instruction and Assessment](https://assessresources.oia.arizona.edu/content/42) or contact them [here](https://oia.arizona.edu/contact).

**Program**: MS Clinical Research

|  |
| --- |
| **Learning Outcome #1:** Understand the design and conduct of clinical research within regulatory and ethical guidelines. |
| **Concepts:** Students will apply knowledge of the design and conduct of clinical research studies within regulatory and ethical guidelines. |
| **Competencies:** Students will demonstrate knowledge of the design and conduct of clinical research studies. |
| **Assessment Methods:** This outcome will be assessed in homework, exams, papers or other student projects. |
| **Measures:** Instructor grading of homework, exams, papers or other student projects.  |
| **Learning Outcome #2:**  Utilize biomedical informatic functions and analyses in a clinical setting. |
| **Concepts:** Students will effectively utilize biomedical informatics to analyze clinical research data. |
| **Competencies:** Students will demonstrate their knowledge of biomedical informatics analysis. |
| **Assessment Methods:** This outcome will be assessed in homework, exams, papers or thesis projects. |
| **Measures:** Instructor grading of homework, exams, and papers or thesis committee review and defense. |
| **Learning Outcome #3:** Demonstrate appropriate statistical analysis of clinical research data, and interpretation of results from clinical research projects. |
| **Concepts:** Students will apply knowledge of statistical analysis and interpretation of results from clinical research projects. |
| **Competencies:** Students will demonstrate their knowledge of statistical analysis and interpretation of clinical research data. |
| **Assessment Methods:** This outcome will be assessed in homework, exams, papers or thesis projects. |
| **Measures:** Instructor grading of homework, exams, and papers or thesis committee review and defense. |
| **Learning Outcome #4:**  Enable the application of developed knowledge derived from clinical research meetings and the medical literature. |
| **Concepts:** Students will effectively utilize knowledge derived from clinical research meetings and the medical literature. |
| **Competencies:** Students will demonstrate their ability to utilize clinical research information and the medical literature. |
| **Assessment Methods:** This outcome will be assessed in classroom interaction, homework or thesis projects. |
| **Measures:** Instructor grading of classroom interaction and homework or thesis committee review and defense. |
| **Learning Outcome #5:**  Advance the development of better treatments and outcomes for patients. |
| **Concepts:** Students will utilize their acquired knowledge and new research findings to provide better treatments and clinical outcomes. |
| **Competencies:** Students will demonstrate their ability to utilize new research findings to provide better treatments and clinical outcomes. |
| **Assessment Methods:** This outcome will be assessed in classroom interaction, homework or thesis projects. |
| **Measures:** Instructor grading of classroom interaction and homework or thesis committee review and defense. |

1. **REQUIRED SIGNATURES**

Program Director/Main Proposer (print name and title):

Program Director/Main Proposer signature:

Date:

Department Head (print name and title):

Department Head’s signature:

Date:



Associate/Assistant Dean (print name):

Associate/Assistant Dean’s signature:

Date:



Dean (print name):

Dean’s signature:

Date:



|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For use by Curricular Affairs:Undergraduate:

|  |  |
| --- | --- |
| Committee | Approval date |
| APS |  |
| Undergraduate Council |  |
| Undergraduate College Academic Administrators Council |  |
| Faculty Senate |  |

 |  |

Undergraduate:

|  |  |
| --- | --- |
| Committee | Approval date |
| APS |  |
| Undergraduate Council |  |
| Undergraduate College Academic Administrators Council |  |
| Faculty Senate |  |