****

**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. 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 Methods  Electives:  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 Methods  Electives:  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 and Curriculum Map** - Complete these tables as a summary of the learning outcomes from your assessment plan and an overview of where learning outcomes are addressed in the program. Use the examples below as models and refer to the explanations beneath each table. Additional resources are available from the [University Center for Assessment, Teaching and Technology](https://ucatt.arizona.edu/assessment/learning-outcomes-assessment/academic-program-learning-assessment).

**Learning Outcomes**

|  |
| --- |
| Learning Outcome #1: Explain sport and recreation leadership in historical, cultural, and applied contexts. |
| Concepts: Relevant leadership principles and approaches in various sport and recreation contexts |
| Competencies: Increased awareness of the necessary leadership skills in sport and recreation fields. |
| Learning Outcome #2: Apply professional best practices to effectively lead in sport and recreation contexts. |
| Concepts: Best practices related to leadership (managerial, fiscal, marketing, diversity, etc.) in sport and recreation agencies |
| Competencies: Leading with best practices in various sport and recreation contexts and roles |
| Learning Outcome #3: Develop and align professional goals with personal values rooted in compassion, equality, and health and wellness. |
| Concepts: The value and importance of compassion, equality, and wellness in sport and recreation contexts |
| Competencies: Prioritizing the humanity of everyone involved in the fields of sport and recreation |

*Explanation:* ***Concepts****are the topics that students will learn in the program.****Competencies****are the skills they will learn. A****learning outcome****is their ability to apply the skills to the topics, or to use the skills and the topics together, in an observable way. Learning outcomes need to reflect higher level learning: consider using verbs from the Application, Analysis, Synthesis, and Evaluation columns from this list when writing learning outcomes:* [*https://arizona.app.box.com/s/orx6coex8607hlmenrgl7dznhzjicpit*](https://arizona.app.box.com/s/orx6coex8607hlmenrgl7dznhzjicpit)*. We recommend 2-3 Learning Outcomes for a minor.*

**Curriculum Map**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | SRL 501 | SRL 502 | SRL 503 | SRL 504 | SRL 505 | SRL 506 |
| LO #1: Explain sport and recreation leadership in historical, cultural, and applied contexts. | I | R | R | R | M |  |
| LO #2: Apply professional best practices to effectively lead in sport and recreation contexts. | I | R |  | R | R | M |
| LO #3: Develop and align professional goals with personal values rooted in compassion, equality, and health and wellness. | I | R | R | M |  |  |

*Explanation: The curriculum map lists the required courses for the program and indicates where each LO will be introduced (I), reinforced (R), and mastered (M). This is important to show that you are including adequate teaching of the skills and concepts to support the LOs. Each row (LO) should have at least one I, R, and M in it. Usually (but not always) there is more than one R. Usually (but not always) there is only one I and one M. Generally, Is come first, followed by Rs, and Ms are last. Each column (class) should have at least one letter in it, but not every box needs to be filled in.*

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 |  |