

## Steps for Approval of New Minors

Faculty member has an idea for a new minor. Discusses idea with AUH and Dean.

Written permission from the Dean and AUH to discuss with AVPC

Contact the AVPC (Paula Maxwell) to discuss the idea and the approval steps required for the program desired. AVPC will review the proposal forms needed for the Provost Curriculum Conference (PCC) with the proposers. Forms are found at: [https://www.jmu.edu/faculty/faculty-affairs/curriculum/process/preview\\_forms.shtml](https://www.jmu.edu/faculty/faculty-affairs/curriculum/process/preview_forms.shtml). This is a critical step to prepare for funding.

Faculty member completes PCC review forms and budget sheet (in communication with AUH and Dean).

- If the proposal uses courses from other units, discuss with respective AUH(s) before completing the forms.

Send draft of the PCC proposal and budget sheet to AVPC for review.

- Edits, additions and/or clarifications to the proposal may be requested by the AVPC to ensure the proposal is ready for PCC review.
- The AUH of the proposing unit should have discussed the program and budget with the Dean; Dean discussed budget with Associate VP for Academic Resources or their designee.

Once the proposal is determined to be ready, AVPC schedules the proposal for PCC review.

- PCC reviews typically occur once per month.
- The Dean of the college housing the program and the AUH and/or the Program Director attend the PCC meeting.
- The Dean and AUH present the proposal. Please ensure the Dean and AUH are fully aware of all program details.
- PCC will give one of three decisions: 1) Green light to proceed to the C&I process; 2) request for additional information before making a decision; 3) denial of further progress of the proposal.

Once given the green light by PCC to proceed, enter the proposal(s) in Modern Campus – Curriculum to begin the C&I process. The C&I process should not be started until PCC gives the “go ahead.”

Once the proposal has cleared C&I approvals, the new minor is reported to the Committee on Academic Programs (CAP). No approval is required by CAP for minors. The new minor can begin being offered the following fall. Minors do not require BOV or SCHEV approval.