

MINORS- A TEMPLATE FOR PROPOSALS

Approved by the Academic Standards Committee of Senate

November 7, 2010

Office of the Vice Provost Academic

Minors- A Template for Proposals

Proposals for minors must be consistent with Senate Policy 148. Policy 148 can be found at <http://www.ryerson.ca/senate/policies/pol148.pdf>.

Proposals for minors need not be voluminous. The following is a list of topics that should be addressed. This should be done as concisely as possible.

1. Cover page including names/contact information for the proposing group
2. Table of contents- pages in the proposal document should be numbered
3. An executive summary (One page maximum)
4. A brief background statement about the program proposing the minor (One page maximum)
5. Rationale for the minor- why it is considered to be of value to Ryerson students? What are the objectives of the minor?
6. The curriculum:
 - a. A brief description and explanation of the structure of the minor (e.g., two courses elected from course Group A and 4 selected from course Group B), including whether new courses are being proposed.
 - b. Statement of consistency with the minors policy.
 - c. A curriculum table presenting the courses in the format normally used in Ryerson's calendar. The table should make it clear in which semesters (i.e., Fall or Winter) the courses are being offered.
 - d. Calendar course descriptions and course outlines for the courses in the minor. For new courses, draft calendar course descriptions and preliminary course outlines should be provided.
 - e. An explicit description of any constraints that may apply to the minor curriculum (e.g., Is there an internal pre-requisite structure within the minor and, if so, why? An indication of whether there are pre-requisites external to the minor that must be achieved before minor courses can be taken, and a rationale for why these courses are not part of the minor. What programs are excluded from the minor and a rationale for the exclusions? Are there anti-requisites and, if so, a rationale for them? etc)
 - f. A delivery plan:
 - i. To which students are the courses to be offered and to which part of their curriculum will the courses be assigned? (E.g., Course ABC 123 be available to

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students in all Arts programs as a PR course, or Courses ABC 123 and ABC 124 are required courses in the Biology program but will also be part of a minor available to Biology students).

- ii. Plan to deal with resource issues, if any.
 - iii. Plan to deal with accessibility issues (i.e., how many students can the minor accommodate/section size issues), if any.
 - iv. If the minor is interdisciplinary, a statement about the governance structure and administration of the minor.
 - v. Plan to address potential objections to, or risks associated with, the proposed minor, if any.
7. An indication of programs with an immediate interest in the minor and documentation (e.g., letter of support) confirming this interest, as well as a statement of programs which may have an interest at a future date.
 8. The completed approvals form with all necessary signatures (See: Memo Senate Submission Guidelines for Curriculum Change, <http://www.ryerson.ca/senate/forms/submissionguide.pdf>).

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