

DUKE UNIVERSITY ARTS AND SCIENCES COUNCIL COMMITTEE ON CURRICULUM

**TEMPLATE FOR PROPOSALS  
FOR NEW MINOR**

A minor is a course of study requiring a minimum of five courses, reflecting breadth and depth in the field. Only academic units that already offer a major are eligible to propose a minor.

- I. Description and Rationale
  - A. Describe the proposed minor, and explain how it fits into the educational mission of Trinity College of Arts & Sciences and the University.
  - B. Address relationship to existing programs, majors, or minors at Duke, with attention to those that may overlap with the proposed minor. Indicate which you have been in contact with concerning your proposal. Indicate any existing programs to be dropped if proposed minor is approved.
  - C. Address potential impact on existing undergraduate and/or graduate academic programs at Duke, and potential student demand.
- II. Detailed Description: Requirements and Curriculum

Describe the proposed minor in detail, including specific requirements (and pre-requisites, if applicable).
- III. Proposed text to appear in Undergraduate Bulletin. (Check and use Bulletin format.)
- IV. List of Current Courses available for the minor. Give a 3-year semester by semester projection of availability of appropriate courses to meet requirements of the minor. Identify them as regular courses or as Special Topics courses, occasionally offered. If courses are outside your unit, attach letters (or e-mails) of permission from instructors of those courses for them to count toward proposed minor.
- V. Description of New Courses to be offered in connection with the proposed minor.
- VI. Identification of Teaching Faculty
  - A. Provide a list of faculty, including their official faculty titles. Indicate if they have been consulted and are willing to participate.
  - B. Explain extent to which faculty teaching responsibilities in proposed minor may impact existing programs.
  - C. Estimate need for new faculty, and funding sources.
- VII. Administration

Describe how the proposed minor will be administered (program direction, advising, administrative support). If administration is to be shared among staff in different units, explain how this will work.
- VIII. Available Funding

Describe any additional resources required to support the proposed minor and source(s) of funding.

- IX. Library Resources  
Provide a statement from appropriate personnel in Perkins Library Collections management of availability of library resources needed for proposed program.
- X. Letters of Support
- A. Letter of Support from Dean of Trinity College
  - B. Letters of Support from Directors of Undergraduate Studies and Chairs of relevant departments. Letters should include confirmation that all faculty in their respective units have been informed about the proposed minor, and confirmation of commitment of faculty resources to support it.

**FINAL APPROVAL OF MINOR RESTS WITH COMMITTEE ON CURRICULUM,  
THE DEAN OF TRINITY COLLEGE, AND THE ARTS AND SCIENCES COUNCIL.**

**DEADLINE: October 1**

Proposals are accepted throughout the year, but in order to be considered by the Curriculum Committee in time to affect the Undergraduate Bulletin for the following academic year, materials must be received by October 1.

Send proposals as e-attachment to Dean Ingeborg Walther at [waltheri@duke.edu](mailto:waltheri@duke.edu)