

Inter Office Correspondence

To: Academic Program Division of 2000 - 2001
Beverly Gray, Psychology, Arts and Sciences #1622 1st
Patricia Hoyson, Nursing, Health and Human Services #1448 1st
Shakir Husain, Civil Environmental & Chemical Engineering, Engin. & Tech. #1742 1st
Jane Shanabarger, Communication & Theater, Fine & Performing Arts #1852 1st
David Stephens, Geography, Arts and Sciences, #2301 2nd
Nancy Sweeney, Teacher Education, School of Education #3517 2nd
Janice Elias, Administrative Appointment, #1560 *
Tenika Holden, Student Representative #6034 1st
Tammy King, Criminal Justice, Health & Human Services #3278, Chair of Curr. Com.*

* non voting members

From: Kathylynn Feld, Health Professions, Health & Human Services, #1760 3rd
Acting Chair of the Academic Programs Division

Date: September 25, 2000

Re. First Meeting will be Tuesday, October 3, 2000 at 4:00 PM
In the Conference Room of the Department of Health Professions
Enter through Room 1074 of Cushwa Hall

Agenda

1. Selection of the chairperson of the Academic Programs Division
Remember Q2S conversion is over.... We won't be meeting two or more times a week.
2. Urgent need to approve the form for minor proposals. A sample for is attached to this memo.
3. Review the form and process for program proposals
4. Selection of a meeting time or two when the majority of the committee can meet.

IF YOU CAN OR CANNOT ATTEND THIS MEETING PLEASE CALL ME AT #1760. At this time we must have at least 5 voting members present.

Proposal Form for Academic Minor

Program Division No. _____
Department Submitting Proposal _____

Submission Date _____

Name of Minor Concentration _____

Specify the courses that make up the minor. A minor has a minimum of 18 sh. At least 1/3 of the total number of hours in minor must be upper division.

Note: A specific sequence or pattern of courses must be indicated. While some electives may be allowed, the minor must demonstrate that it has an academic focus.

Course Dept & Catalog Number	Course Title	Number of Semester Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate: *intensive courses: writing, oral or critical thinking
And/or capstone courses

Total No. of SH _____

Briefly describe the background, skills, experiences and content that would be provided to a student who complete this minor.

Approval:

**Before submitting to APD*

Department chair _____

Date _____

Dean _____

Date _____

**Before circulation to departments*

Academic Program Division Chair _____

Date _____

**After circulation*

Academic Senate Chair _____

Date _____

If a proposal is returned to the department, a second signature page with changes must be submitted with the original proposal.