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| University of Victoria |
| [Proposed Minor Title] |
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| Dean’s Name:  | Signature Dean:  |
| Contact Name and Number:  |  |
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| Date approved by Department: | Chair/ Director |
| Date approved by Faculty Curriculum Committee | Dean or Committee Chair: |

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| **FULL PROPOSAL (up to 2,000 words plus appendices)** |
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| ***A. Identification of new Minor*** |
| Name, Location, Academic units (Faculties, departments, or schools) offering the new Minor |  |
| Anticipated start date |  |
| Name, title, phone number and email address of contact person |  |
| ***B. History and context of the Minor*** |
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| ***C. Aims, goals and/or objectives*** |
| Distinctive characteristicsAnticipated contribution to the UVic Strategic Framework, Faculty and academic unit’s strategic plansTarget audience and student demandDescribe plans for student recruitment |

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| ***D. Admission requirements*** |
| Describe plans for admissions and transfer within BC system where appropriate  |

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| ***E. Areas of research and teaching specialization of faculty complement who will teach program*** |
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| ***F. Curriculum design*** |
| Schedule of course delivery* Identify the prescribed set of core and prerequisite courses.
* Identify courses that already exist at UVic and new courses that will be developed for the Minor
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| Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segmentsLinkages between the learning outcomes and the curriculum design (refer either to program-specific learning outcomes or up to 3 UVic learning outcomes. (See https://web.uvic.ca/calendar2018-05/cal/uvic/learning-outcomes.html). Integration of opportunities for experiential learning, community engaged or research-enriched learning * When applicable, describe: 1) the purpose of practica, Co-op work terms, 2) the unit’s plans to develop placement opportunities for students, 3) the level of support extended to students seeking placements, 4) the anticipated outcomes of the work term or field placement, and 5) students’ evaluation during their placements.

Residency requirements and anticipated times to completionPolicies on student evaluationIntegration of international or Indigenous content or perspectives in the curriculum |
| ***G. Enrolment plan for the length of the Minor***  |
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| ***H. Resource plan***  |
| * When additional resources are required from the Library, include evidence of consultation with UVic Librarian
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| ***I. Related Minors within UVic or other British Columbia post-secondary institutions*** |
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| ***J. Evidence of support from participating academic units when multiple units are involved in delivery of the minor. (Provide copies of letters of support in an appendix.)*** |
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Resource Plan for BOG (250 words maximum)

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| Strategic Relevance |
| Overview/nature of the Minor  |
| Alignment with the university’s mission and strategic plan |
| Senate/academic considerations |
| Demand and availability |
| Resource implications (including resource plan, revenue and expenditure implications) |
| Other relevant factors (including impact and outcomes) |