

NEW MINOR PROGRAM
Template for Curriculum Navigator Initiators

Instructions: Use this form when initiating a new minor program. Fill in the spaces below with the details. Once completed email this form to the initiator within your faculty; if you are unsure who that is, contact the Administrative Assistant to the Dean. The initiator will input this request into Curriculum Navigator, which will start the approval process. A unique request number will then be assigned your request. You may use this number to track the progress of your request by completing the following steps:

Go to the website: <http://navigator.lakeheadu.ca>

Username: **lakeheadmember**

Password: **password**

Select "Curriculum", then "Search Requests".

Enter the request number, open the request, and then click on the "Workflow" tab.

Note: All fields below are required fields.

NOTE about Quality Assurance requirements:

[Visit this link](#) to learn about the proposal requirements and the process for review and approval for New Minor Programs.

If you would like assistance with Quality Assurance requirements, contact the Provost and Vice-President (Academic) office for guidance 343-8574.

The following is information that will be displayed in the University Calendar:

- Title of Minor:

- Program Requirements:

The following is information for Committee Review:

- What is the new minor code (Contact Calendar Officer for New Code):
- Calendar Start Term. When this should be displayed in the Calendar (e.g. 2016-17):
- Academic level:
- Transcript title of Minor:
- A proposal (1-2 pages) is required for the submission of a proposed new Minor. See link above for more information. Is your proposal brief attached?
- Pedagogical rationale for this proposal. Why are you submitting this request?

The following is information for Senate Budget Committee Consideration:

NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.

- Will this program impact student enrolment in another program within the same faculty/unit?
- Will this program impact student enrolment in another program in a different faculty/unit?
- Will additional resources be required (space, staff, equipment, etc.)?

- How will this impact existing teaching loads within this faculty/unit?
- What is the impact on the demand for teaching support services (library, computers, staff, etc.)?
- Will this require outside support? If yes, please outline the amount and timing of the funding

Additional Dean Stage

Will this request affect another faculty other than your own? If you would like another faculty Dean to review this request, select all that apply below.

Do not select your own faculty.

Dean of Business Administration

Dean of Education

Dean of Engineering

Dean of Health & Behavioural Sciences

Dean of Natural Resources Management

Dean of Science & Environmental Studies

Dean of Social Sciences & Humanities