

Committee on Academic Planning (October 8, 2012)

PROCEDURES FOR CLOSING MINORS

Just as with the procedure for creating new minors – in which a proposal goes first to CAP and then to the Curriculum Committee before coming to the full faculty meeting for a decision – the College now needs a procedure for closing minors that can no longer be staffed or that no longer recruit students.

CAP proposes that the sequence of decision-making points should be exactly the same as for the creation of minors; and that CAP will consider proposals to close minors if (a) the proposal to do so comes from the relevant program director, with written support from the committee over-seeing the minor; (b) in the absence of a program director, a proposal coming from the committee over-seeing the minor; (c) in the absence of both, a proposal coming from the chairs of the departments whose faculty teach on the minor; or (d) a proposal coming from the Dean's Office in the wake of (and on the basis of) the appropriate program review.

CAP will support the closing of a minor – and pass that recommendation on to the Curriculum Committee for forwarding to the faculty meeting – once it has determined (a) that the staffing problems (or any other reason advanced) are likely to be long-lasting but that (b) students currently registered for the minor will be enabled to complete it successfully.

CAP would welcome suggestions from the faculty on any additional criteria it should deploy in coming to its decision.