3-4-2005

Proposed statement to be added to the minor section in the course catalog.

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Approved by the Senate: 4/25/2005
Not Approved by the Senate:
Approved by the President: 5/4/2005
Not Approved by the President:

Proposed statement to be added to the minor section in the course catalog.

Submitted by: Lori Amy

3/4/2005

Motion:

“Minors and second minors may be declared as early as the freshmen year but should always be declared as soon as possible so that students have adequate time to plan the completion of their minors. Minors may be declared by completing a Minor/Concentration Declaration Form. A student changing their major may also declare or change a minor by completing the Minors section of the Change of Major Form.”

Rationale:

Senate Response:

The second RFI was from Lori Amy who wondered when the practice of asking students to declare a minor when they clear for graduation came into being and why it is our current practice. VP Thompson provided that: “Prior to the implementation of the current student information system (Banner), there was no method of electronically tracking minors. Therefore, it was practice to have minors officially recorded in the Registrar’s Office when the student applied for graduation. Since Banner allows for the recording of
up to two minors in the student information system, a section for minors has already been added to the Change of Major form and students may declare a minor at any time and preferably early in the student’s educational career. Many students are already completing the “minors” section of the Change of Major form to declare their minors. The Registrar’s Office will develop a Minor and Concentration Declaration Form to be used for students to have their minors recorded in the student information system. Advisors for minors will be given these forms and should encourage students to officially declare their minors by completing this form. Dr. Thompson suggested a proposed statement to be added to the University Catalog under the “Minors” section in “University Programs and Courses.”

Jeanette Rice Jenkins (Senate Moderator) called on Pat Humphrey (COST). Humphrey made the following motion. “Minors and second minors may be declared as early as the freshmen year but should always be declared as soon as possible so that students have adequate time to plan the completion of their minors. Minors may be declared by completing a Minor/Concentration Declaration Form. A student changing their major may also declare or change a minor by completing the Minors section of the Change of Major Form.” The motion was seconded and Rice Jenkins called on Humphrey to speak in favor of the motion. Humphrey stated that this motion originated as a request for information from Lori Amy on tracking minors, and the actual wording change was made by Teresa Thompson in her response to that RFI. And this motion was primarily to get the blessing of the Senate and to inform them that this will be changed in the course catalog. Hearing no further discussion, Rice Jenkins called for a vote on the Humphrey motion. The motion carried by voice vote.

President’s Response:

5-4-2005: From Dr. Grube: Following review of the recommendations adopted by the Faculty Senate at the April 25, 2005, meeting, as provided in Dr. Rice Jenkins’ memo of April 27, 2005, I have approved the motion presented by you, which will be added to the University Catalog under the "Minors" section in "University Programs and Courses," and states: "Minors may be declared by completing a Minor/Concentration Declaration Form. A student changing their minor may also declare or change a minor by completing the "Minors" section of the Change of Major Form."