**Office of the Provost**

*Pratt Institute*

*200 Willoughby Ave.*

*Brooklyn, NY 11205*

**Concept Proposal for Minors**

*All Concept Proposals should be sent to the Office of the Provost. These will also be shared with ICC for informal consultation and feedback.*

Please describe the intended minor and address the areas listed below.

1. **GENERAL INFORMATION**

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| --- | --- | --- | --- |
| Submitted by: |       | Title: |       |
| Proposed Full Title of Minor: |       |
| Is this a Program Minor? |       |
| If Yes, what is the Sponsoring Department/School? |       |
| If this is an Interdepartmental/Interdisciplinary Minor, what are the participating Departments/Schools? |       |
| Proposed semester/academic year of the introduction of the Minor: |       |

**2. Purpose**

* What are the goals and objectives of the proposed minor? How do they support Pratt’s mission and strategic goals?
* If this is a concept for a Program Minor, has it been discussed with the appropriate Chairperson & Dean?
* What are the projected outcomes for students doing this minor?

**3. Justification for Proposed Initiative**

Please describe the need or reason for the proposed minor, addressing:

* Student interest
* Faculty research interests and expertise
* Trends in the disciplines/professions at national/international levels
* Potential benefits of the program

**4. Initial Minor Design and Required Resources**

Please provide a summary of the framework for the minor, including the total number of credits, the required and elective courses, and the general structure of the minor. Consult the ‘Guidelines for Establishing Minors’ as you prepare this section. In addition, please describe existing resources and new required resources, if any, for this minor. This includes: faculty, staff, reference resources, material, facilities, equipment and technology.

**5. Relationship of Minor to Other Programs**

Please describe the minor’s connections and relationships to other academic offerings, if applicable. Describe any benefits to and possible collaborations and sharing of resources with other departments or schools.

**6. Summary of Consultations with Other Departments/Schools**

Please summarize and indicate acknowledgement that appropriate consultation has taken place with various faculty, chairs and deans as applicable, and that the necessary support is in place. If the proposed minor is an Interdepartmental/Interdisciplinary Minor, please describe the nature and benefits of the collaborations with other departments/schools.

**FOR OFFICE OF THE PROVOST’S USE ONLY:**

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| **Date of Receipt, Provost Office:** |  |
| **Date sent to ICC:** |  |
| **Date of Response/Feedback Sent to Person(s) Submitting Proposal (by Provost Office):** |  |