

- **Overview**

- A. **Description**

Provide a brief description of the proposed minor.

Minor assists student with preparation for careers in publishing, journalism, public relations, non-profit organizations, professional and technical writing, education, business, banking, grassroots activism, law, medicine, and numerous other careers in industry and government. The minor in English delivered online also serves as a complement to the chosen major of undergraduate students who are pursuing an ASU major online.

- B. **Why should this be a minor rather than a concentration?**

The Department of English is already offering an online major. According to advisors students often ask for a corresponding online minor, to complement a major they are pursuing in another field.

- C. **Affiliation**

If the minor is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.

As stated above, an online minor is much requested by potential students. The majority of our online majors are out-of-state students. We anticipate that the same will apply to the minor. The target audience is not currently served by ASU in an online environment.

- D. **Demand**

Explain the need for the new minor (e.g., market, student demand, interdisciplinary considerations).

The online major, launched Fall 2012 has taken off with great success (as of this date 105 new majors). We anticipate equal or greater demand for the minor. Prospective students frequently ask for the minor in conversation with English Department advisors, and in correspondence with Dr. Cajsa Baldini.

- E. **Projected Enrollment**

What are enrollment projections for the first three years?

	1st Year	2nd Year (Yr. 1 continuing + new entering)	3rd Year (Yr. 1 & 2 continuing + new entering)
Number of Students (Headcount)	60	120	160

- **Support and Impact**

- A. **Faculty governance**

Provide a supporting letter from the chair of the academic unit verifying that the proposed minor has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the minor as presented in the proposal, without impacting core program resources.

Letters from Ian Moulton (Head, School of Letters Science) and Marlene Tromp (Head, Division of Humanities, Arts and Cultural Studies) at Polytechnic and L&S Campus respectively support the development of an online minor. Tempe Campus English department will collaborate with Profs. Moulton and Tromp's units as we already do on the Online Major. Also attached is the letter of support from Tempe Department of English Chair, Professor Maureen Goggin.

- B. **Other related programs**

Identify other related ASU programs and outline how the new minor will complement these existing ASU programs. (If applicable, statements of support from potentially-affected academic unit administrators need to be included with this proposal submission.)

The existing Online Bachelor of Arts Program in English (Currently offered in collaboration by CLAS, L&S, New College).

- C. **Letter(s) of support**

Provide a supporting letter from each college/school dean from which individual courses are taken.

3. Academic Curriculum and Requirements

A. Knowledge, competencies, and skills

List the knowledge, competencies, and skills (learning outcomes) students should have when they complete this proposed minor. Examples of program learning outcomes can be found at (<http://www.asu.edu/oue/assessment.html>).

1. Demonstrate skills in writing for a variety of purposes, including critical analysis, creative expression and/or professional writing, greatly supporting skills and competencies acquired in their major or choice.
2. Demonstrate proficiencies in the analysis of literary and cultural texts, including written, oral, visual, audio and web-based discourses.
3. Strengthen research skills in traditional and new media, including (a) the use and evaluation of databases and electronic platforms and (b) digital approaches to the study and archiving of languages, discourses, and texts.
4. Enhance the understanding of theoretical engagements with languages and texts.
5. Develop an understanding of cultural diversity as it affects the production, consumption and circulation of discourses and texts, in both traditional and new media.

- B.** Provide a description of the curricular requirements for the minor. Be specific in listing required courses as well as electives and specify the total minimum number of hours required for the minor. Please attach one or more model programs of study to illustrate the choices students might make, if appropriate.

Required Minor Courses

Prefix	Number	Title	Is this a new course?	Credit Hours
ENG	200	Critical Reading and Writing About Literature	No	3
			No	
			No	
			No	
Section Sub-total				3

Elective Minor Courses

Prefix	Number	Title	Is this a new course?	Credit Hours
			No	
			No	
			No	
			(Select one)	
			(Select one)	
Section Sub-total				0

Other Minor Requirements

E.g. – Capstone experience, internship, clinical requirements, field studies, foreign language skills as applicable	Credit Hours
ENG Any course 200-level or higher	9
ENG Any 300-level courses	6
ENG Any 400-level courses	6
Section Sub-total	21
Total minimum credit hours required for the Minor	24

C. Minimum residency requirement

How many hours of the minor must be ASU credit?

D. New Courses

Provide a brief course description for each new course.
 No new courses will need to be developed.

Note: All new required courses should be submitted in Curriculum Changemaker and ready for Provost’s Office approval before this certificate is put on Curriculum and Academic Programs Committee (CAPC) agenda

4. Administration and Resources

A. Describe the procedures and any qualifications for enrollment in the minor.

Students in most ASU Online majors may pursue one or more minors and, upon successful completion of the prescribed course work, have that accomplishment officially recognized on the ASU transcript at graduation if 1) the college and/or department of the minor officially certifies, through established verification procedures, that all requirements for the minor have been met, and 2) the college (and, in certain colleges, the department) of the student's major allows the official recognition of the minor.

B. Describe the advising procedures as well as measures for verification of completion of the minor.

Same as for existing English Department minors.

C. What are the resource implications for the proposed minor, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this minor, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this minor.

No further resources needed at this time.

D. Primary Faculty

List the primary faculty participants regarding this proposed certificate. For interdisciplinary certificates, please include the relevant names of faculty members from across the University.

Name	Title	Area(s) of Specialization as they relate to proposed certificate
Professor Maureen Goggin	Professor, Chair, Department of English (CLAS)	Rhetoric and Composition
Professor Robert Sturges	Professor, Assoc. Chair. Department of English (CLAS)	Medieval Literature
Dr. Cajsa Baldini	Sr. Lecturer, Director Online Degree, Department of English (CLAS)	Nineteenth Century Lit, Online Learning
Professor Ian Moulton	Head (School of Letters and Sciences)	Medieval Literature
Professor Marlene Tromp,	Director, (New College of Interdisciplinary Arts and Sciences)	Women's Studies, Nineteenth Century Literature

5. Additional Materials

A. Appendix

Complete and attach the Appendix document.

B. Program of study

Provide one or more model programs of study (if appropriate).

C. Attach other information that will be useful to the review committees and the Office of the Provost.

**APPENDIX
OPERATIONAL INFORMATION FOR MINORS**

(This information is used to populate the Degree Search/catalog website.

Please consider the student audience in creating your text.)

- **Proposed Minor Name:**

Minor in English

- **Description (150 words maximum)**

A minor in English will provide students with preparation for any profession requiring strong analytical and communication skills, including careers such as: publishing, journalism, public relations, nonprofit organizations, professional and technical writing, education, business, banking, grassroots activism, law, medicine, and numerous other careers in industry and government. The minor in English, which will be delivered entirely online, also serves as a complement to the chosen major of undergraduate students who are pursuing an ASU major online.

- **Contact and Support Information**

Building Name, code and room number: *(Search ASU map)*

LL 542

Program office telephone number: *(i.e. 480/965-2100)*

480/965-3168

Program Email Address:

englishadvising@asu.edu

Program Website Address:

http://asuonline.asu.edu/

- **Program Requirements:** Provide applicable information regarding the program such as curricular restrictions or requirements, specific course lists, or academic retention requirements.

The online minor in English consists of 24 credit hours, including ENG 200 Critical Reading and Writing About Literature, L/HU (3). The program also requires:

a minimum of six credits in ENG courses at the 300-level

a minimum of six credits in ENG courses at the 400-level

To complete the 24 credit hours, students choose electives from among the department's offerings. At least four courses (12 of the 24 hours) must be taken at the 300 or 400 level with the remaining nine credit hours to be completed with ENG 200-499 courses. A grade of "C" (2.00) or higher is required in all courses taken for the minor.

- **Additional Enrollment Requirements** If applicable list any additional enrollment requirements students must complete
n/a

- **Delivery/Campus Information Delivery:** ASU Online only

Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.

- **Campus/Locations:** indicate all locations where this program will be offered.

Downtown Phoenix Polytechnic Tempe West Other: Online



MEMORANDUM

TO: Curriculum Committee

FROM: Elizabeth Langland, Interim Dean of Humanities

A handwritten signature in black ink, appearing to read "Elizabeth Langland".

DATE: January 31, 2013

RE: Minor for the online English BA degree

I am pleased to support the proposed English minor, designed for ASU online to go along with the English BA degree we recently established. I anticipate that the English minor will be an attractive option for our online students.

Office of the Vice Provost and Dean

Fulton Center, Suite 145, 300 East University Drive
PO Box 876505, Tempe, AZ 85287-6505
(480) 965-3391 FAX: (480) 965-1093
[http:// www.asu.edu/clas/](http://www.asu.edu/clas/)

From: [Maureen Goggin](#)
To: [Caisa Baldini](#)
Subject: Support for online Minor in English for ASU Online English program
Date: Tuesday, February 05, 2013 9:46:12 AM

I fully support the online Minor in English studies for the ASU Online English Studies program. Our department anticipates continuing our leadership role in online learning in English.

Maureen Daly Goggin, Chair
Professor, Rhetoric
Department of English
Box 870302
Arizona State University
Tempe, AZ 85287-0302

Phone: 480-965-3188 | Fax: 480-965-3451
ASU Department of English— *Start here, Go Anywhere*
english.clas.asu.edu

From: [Marlene Tromp](#)
To: [Cajsa Baldini](#); [Ian Moulton](#)
Subject: Re: English Online Minor Letters of Support
Date: Monday, December 03, 2012 8:56:02 AM

Dear Colleagues,

I am fully in support of the online English minor.

Sincerely,
Marlene Tromp

--
Dr. Marlene Tromp, Director
School of Humanities, Arts and Cultural Studies (SHArCS)
Professor of English and Women and Gender Studies
New College of Interdisciplinary Arts and Sciences
Arizona State University
Office: 602-543-4444 Fax: 602 543-3006
marlene.tromp@asu.edu
newcollege.asu.edu <<http://newcollege.asu.edu>>

Learn the Truth on Titanic's 100th Anniversary:
http://www.amazon.com/Untold-Titanic-Story-Justice-ebook/dp/B007SZKIAC/ref=sr_1_3?ie=UTF8&qid=1334415072&sr=8-3

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On 12/2/12 8:35 PM, "Cajsa Baldini" <cajsa.baldini@asu.edu> wrote:

>Dear Marlene and Ian,
>
>As you know we are currently working on the application to establish an
>online minor in English to complement the existing major. According to
>our advisors this is something students often ask about and would be
>interested in pursuing.
>
>As you may recall from when we were applying to launch the Online major,
>the application needed letters of support from all units involved. The
>same applies for the minor.
>I would appreciate it if you could please send an email to Maureen
>confirming the support and approval by your unit so that we can include
>these statements with the application materials, and that Bob Sturges and
>myself be Cc:ed on these messages.
>
>Thanks so much for your assistance in moving this application forward.
>
>All the best,

From: [Ian Moulton](#)
To: [Marlene Tromp](#)
Cc: [Cajsa Baldini](#)
Subject: Re: English Online Minor Letters of Support
Date: Monday, December 03, 2012 9:00:22 AM

I also fully support the Online English minor.

All best

Ian

Ian Moulton
Head, Interdisciplinary Humanities and Communication
Professor of English
School of Letters and Sciences, ASU

Sent from my iPad

On Dec 3, 2012, at 8:56 AM, "Marlene Tromp" <Marlene.Tromp@asu.edu> wrote:

> Dear Colleagues,
>
> I am fully in support of the online English minor.
>
> Sincerely,
> Marlene Tromp
> --
> Dr. Marlene Tromp, Director
> School of Humanities, Arts and Cultural Studies (SHArCS)
> Professor of English and Women and Gender Studies
> New College of Interdisciplinary Arts and Sciences
> Arizona State University
> Office: 602-543-4444 Fax: 602 543-3006
> marlene.tromp@asu.edu
> newcollege.asu.edu <<http://newcollege.asu.edu>>
>
> Learn the Truth on Titanic's 100th Anniversary:
> http://www.amazon.com/Untold-Titanic-Story-Justice-ebook/dp/B007SZKIAC/ref=sr_1_3?ie=UTF8&qid=1334415072&sr=8-3
>
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> distribution is prohibited. If you are not the intended recipient, please
> contact the sender by reply e-mail and destroy all copies of the original
> message.
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>> these statements with the application materials, and that Bob Sturges and
>> myself be Cc:ed on these messages.
>>
>> Thanks so much for your assistance in moving this application forward.
>>
>> All the best,
>> Cajsa
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>>
>>
>> Best regards,
>> Cajsa Baldini
>>
>> ~~~~~
>> Dr. Cajsa C. Baldini de St. Seigne
>> Sr. Lecturer, Director
>> Online Bachelor of Arts Degree Program
>> Sent from a mobile device
>> cajsa.baldini@asu.edu
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