

## **Submission of Programmes for a Minor**

### **1. The new programme/revision to a programme follow FSS and BUS Guidelines**

- i. The Level I pre-requisites for the courses selected at Levels II/III must be specified.
- ii. There should be 5 courses distributed across levels II and III *or* 15 credits at levels II and III for all new and revised minors.
- iii. The proposal should include the appropriate course codes and numbers.
- iv. The date minor is expected to be taught should be determined.
- v. Delivery mode and type of assessment should be determined.
- vi. Proposals should detail in a table the specific courses which will comprise the minor, including level I courses.
- vii. Proposals which replace an existing minor or are a revision of a current minor must include also a comparative table which lists the courses in the old minor in one column, and those in the new minor in another, with annotations to explain differences.
- viii. Proposals for new minors must have a full market demand assessment completed following the template provided by BUS (OBUS - p-21-Market-Demand-Assessment-Guidelines). The market demand assessment must be attached to the proposal for the FSS AQAC to review the proposal.
- ix. All proposals must include feedback from the sister campuses and other stakeholders (e.g.; the public sector, students, industry/government department, etc.). This feedback must be attached to the proposal. If one or more of the sister campuses or other stakeholders have not been obtained, a record of contacts requesting feedback should be attached.
- x. Feedback on the proposal from The Centre for Teaching and Learning must be attached to the proposal
- xi. Feedback on the proposal from the Library must be attached to the proposal
- xii. Feedback from the Bookshop must be attached to the proposal
- xiii. A budget approved by the Bursary must be attached to the proposal
- xiv. If the proposal involves blended or on-line learning a review from the Office of On-Line Learning must be attached using the appropriate template (OBUS - p-12-checklist-for-online-and-multimode-programme-proposal).
- xv. The proposal should have been reviewed for its content and adherence to BUS guidelines by the Head of Department (OBUS - p-11-final-policy-on-qa-for-online-and-multimode-programmes; OBUS - p-12-checklist-for-online-and-multimode-programme-proposal; OBUS - p-21-Market-Demand-Assessment-Guidelines; OBUS - UWI-Gender-Policy; OBUS Grading-Policy-rev-2019; OBUS-p-2-definition-of-credit-hours-for-the-UWI)

- xvi. If the proposal is recommended for consideration by the FSS AQAC, the proposal must be signed by the Head of Department.
  - xvii. Proposals must check if the minor being offered on any of the other UWI campuses
  - xviii. Proper checks should be done to ensure that the necessary prerequisites are identified for courses proposed.
  - xix. Permission should be sought from faculties/departments where courses will be used as prerequisites by another department/faculty.
  - xx. The appropriate template should be used for submissions (BUS-p-16-(1)-new-amp-revised-undergraduate-programme-approval-template-(version-1-1-approved-october-30-2019). Particular attention should be paid to the programme description, rationale, objectives and learning outcomes. The programme description should provide a brief description of the content of the new or revised programme. The programme rationale must explain the need which the new programme fulfils and in the case of a revision of a current programme it must explain why the revision was necessary.
  - xxi. Proposals not using the correct templates or that are not completed properly will not be accepted/ discussed by FSS AQAC.
2. Before any proposals are submitted to FSS AQAC for review, the Head of Department must provide their recommendation for review by the FSS AQAC in writing. The Head of Department must also attest in writing that the proposal follows the appropriate BUS guidelines. The FSS AQAC committee will not discuss or recommend any proposal from any Department that has not been approved by the Head of Department.
  3. Proposals which have been sent to their Department for minor or major revision must be sent to the FSS AQAC Chair or the FSS AQAC Committee for their review and recommendation before being submitted to Faculty Board. Proposals reviewed at FSS AQAC will not be sent to FSS Faculty Board without the approved revisions being done.
  4. Proposals to be discussed by FSS AQAC should be submitted to the Secretary of the committee at least a week before planned meetings.
  5. A representative from the department that has submitted the proposal to FSS AQAC should be in attendance at the FSS AQAC Board meeting where the proposal will be discussed to present the proposal.
  6. Proposals should only be submitted to Faculty Board for discussion by the Chair of FSS AQAC or by his representative.
  7. A representative from the department that has submitted the proposal to FSS AQAC should be in attendance at the FSS Faculty Board meeting to present the proposal.
  8. Proposals which have been reviewed at Faculty Board and sent to their Department for minor or major revision must be sent to the FSS AQAC Chair or the FSS AQAC

Committee for their review and recommendation before being resubmitted to Faculty Board. Proposals reviewed at FSS AQAC will not be sent to FSS Faculty Board without the approved revisions being done.

9. A representative from the department whose proposal has advanced to the Campus AQAC should be prepared to present their proposal at the Campus AQAC meeting if invited by the Chair of Campus AQAC.
10. Proposals which have been reviewed at the Campus AQAC and sent to their Department for minor or major revision must be sent to the FSS AQAC Chair or the FSS AQAC Committee for their review and recommendation before being resubmitted to the Campus AQAC. Proposals reviewed at FSS AQAC will not be sent to the Campus AQAC without the approved revisions being done.
11. A representative from the department whose proposal has advanced to the Campus Academic Board should be prepared to present their proposal at the Campus Academic Board meeting if invited by the Chair of the Campus Academic Board.
12. Proposals which have been reviewed at the Campus Academic Board and sent to their Department for minor or major revision must be sent to the FSS AQAC Chair or the FSS AQAC Committee for their review and recommendation before being resubmitted to the Campus Academic Board. Proposals reviewed at FSS AQAC will not be sent to the Campus Academic Board without the approved revisions being done.