# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC)PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): please read.

**N.B. DO NOT USE HIGHLIGHT, please DELETE THE WORDS THAT DO NOT APPLY TO YOUR PROPOSAL**

**ALL numbers in section (A) need to be completed, including the impact ones.**

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| --- | --- | --- |
| A.1. [Course or program](#Proposal) | **CREATE transfer minors** |  |
| [Replacing](#Ifapplicable)  |  |
| A.2. [Proposal type](#type) | **Program:** [**revision**](#revision)**|(expansion of existing options for minors)**  |
| A.3. [Originator](#Originator) | **Holly L. Shadoian** | [Home department](#home_dept) | Vice-Provost; Academic Affairs |
| A.4. [Context and Rationale](#Rationale)  | While minors are not required at Rhode Island College, completing a minor can add value to a student’s undergraduate degree for employment or graduate school. Transfer students may bring in up to 75 credits, leaving less time to add a minor at RIC.Transfer credits are evaluated by admissions for Gen Ed equivalencies and lower level courses and by department chairs for upper-level courses not articulated in the Transfer Evaluation System (TES). Transfer credit may come over to RIC as satisfying Gen Eds, pre-requisites, major requirements and/or elective credit. While elective credits count toward the 120 credits needed for graduation, they do not count towards a more concrete credential like a minor. Transfer students express frustration and disappointment that a block of credits completed at their former institution in their field of study (particularly community colleges) don’t “count” for anything other than elective credit (or even no credit) because we do not offer a major or minor in that area.Examples:A prime example is the large number of CCRI criminal justice majors who transfer to RIC for our justice studies program (107 students from 2015 – 2017). The criminal justice/legal studies associate degree at CCRI has two credit-bearing tracks: law enforcement and paralegal studies. Because we do not have majors or minors in either area, these students transfer in with a large number of elective credits (27 elective credits for law enforcement and 34-37 for paralegal studies).A recruitment opportunity could be created for Bristol Community College with whom we have an existing articulation agreement. They offer a program in deaf studies. While we both offer American Sign Language (ASL) courses, the BCC program includes coursework in deaf culture, deaf history, etc., which could easily be developed as a transfer minor at RIC.While this proposal is intended primarily for transfers from community colleges (especially those with whom we have articulation agreements like CCRI and Bristol Community College), it could also be applicable to transfers from 4-year institutions as well. As an example, we could potentially approve a transfer minor in engineering from a URI transfer.I have searched key words to try to find the concept of a transfer minor at other four year colleges (including SUNY, Cal State and Arizona systems), and examined catalog copy on minors at several of our peer institutions, but have had no luck. It is possible we could be the first institution to offer transfer minors.The following requirements would apply:1. Transfer minors would consist of 18-24 credits in a focused field of study for which a minor does not exist at RIC.
2. Transfer minors may be developed in a number of ways:
	1. By the college as part of an existing articulation agreement with a community college
	2. By the college in anticipation of potential recruitment opportunities
	3. At the request of a transfer student from a two-year or four-year institution who presents a block of credits in a defined field of study; requests will be referred to the vice provost for academic affairs for initial review. The vice provost will determine which dean(s) would review the request.
3. Transfer minors will be developed and approved by the vice provost for undergraduate affairs and appropriate dean(s).
4. Students cannot double count credits from a transfer minor towards an existing RIC minor.
5. The minor will be posted as part of the student’s RIC transcript under Academic Program History, not under Degrees Awarded. Where actual transfer credits are posted (i.e. Transfer Credit from the Community College of Rhode Island), the transfer minor credit would be posted as TMIN 200 Transfer Minor instead of the XFER, which is used for stand-alone elective courses (see sample transcript). All work for the transfer minor must be completed before the student matriculates at RIC. Note: Associates degrees are not posted on the RIC transcript.
6. The designation of a transfer minor would appear on the student’s transcript under Academic Program History as Transfer Minor: Law Enforcement, Transfer Minor: Paralegal Studies, etc.
7. A transfer minor may include some courses which can be articulated at RIC.

To support this proposal, the UCC will be handed a mock-up of such a transcript from a possible CCRI transfer: Transfer Minor in Law Enforcement.There will be two ways to see the specific courses counted in any transfer minor:1. A transfer minor webpage will be developed listing information about the option and will include transfer minors with courses required (as they are developed). Catalog copy will have a link to this page.
2. In MyRIC, under Transfer Credit Summary, individual courses in the transfer minor can also be viewed.
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| A.5. [Student impact](#student_impact) | **Will benefit incoming transfers who have completed substantial work in a particular field of study at their prior college for which we do not have a minor and generally for which we would need to award a block of elective credit.** |
| A.6. [Impact on other programs](#impact)  | **No known impact unless a student with an approved transfer minor chooses not to take advantage of completing another minor at RIC.****We would need support from both the Records Office and MIS to create/activate a new type of Plan in PS specifically for Transfer Minors as they are developed.** |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty):  | **None** |
| [*Library*:](#library) | **None** |
| [*Technology*](#technology) | **None** |
| [*Facilities*](#facilities): | **None** |
| A.8. [Semester effective](#Semester_effective) | **Spring semester 2019 (with option for transfers currently at RIC to request approval for their minor)** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | **No RIC courses will be involved, so scheduling will not be an issue.** |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and delete any catalog pages not relevant for this proposal. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is acceptable. Send as a separate file along with this form. |

## D. Signatures

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to curriculum@ric.edu and a printed or electronic signature copy of this form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary prposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Earl Simson | Dean of FAS  |  |  |
| Gerri August.  | Interim Co-Dean of FSEHD |  |  |
| Jeffrey Mello | Dean of SOB |  |  |
| Debra Servello | Interim Dean of SON |  |  |
| Jayashree Nimmagadda | Interim Dean of SWRK |  |  |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
| Tamecka Hardmon | Director of Records |  |  |
| Bin Yu | Director of MIS |  |  |
| Lucy Rios Saunders | Assistant Director of Admissions |  |  |