

## **MEMORANDUM**

**TO:** Steering Committee

**FROM:** Committee on Academic Programs (CAP)

**RE:** Minor in Ethics

**DATE:** May 10, 2024

### **Background and Charge:**

On May 2, 2024, in accordance with the Minors approval process policy, Steering charged CAP with reviewing a proposal for a minor in Ethics. Steering asked CAP to review the proposal document and cover page, and:

- review the proposal to inform the committee members regarding the overall scope of the proposed minor.
- verify that all steps in the approval process for the proposed minor have been followed and that, if the minor impacts other units, all the pertinent stakeholders have provided input or been notified of that proposal.
- prepare a final recommendation, indicating concurrence or non-concurrence.

### **Summary of Process:**

Testimony Tier: Tier I. The issue requires minimal testimony from the campus community. The assigned council or committee should consult with relevant stakeholders before preparing the final recommendation, and there is no need for surveys or open fora.

The committee noted that the proposal includes a course, BUS 385 / MGT 385, that is cross-listed in Marketing and Interdisciplinary Business and Management. Dr. Ghitulescu, chair of Management, has signed off on this, but since this course is cross-listed, CAP believes that the chair of Marketing and Interdisciplinary Business also should sign off. CAP recommended approval of the minor pending the signature of the department chair. Subsequently, CAP received notification of approval from the chair of Marketing and Interdisciplinary Business.

### **Final Recommendation**

CAP reviewed the submitted documents, and concurs that all steps in the approval process for the proposed minor have been followed and that all the pertinent stakeholders have provided input or been notified of the proposal.