**NAME CHANGE FOR MINORS OR CONCENTRATIONS**

Suggested Memo Outline:

1. **Name of the campus** submitting the request.
2. **Current and proposed title** of minor program.
3. Brief **description** and history of Minor
4. **Rationale** for Name Change
	1. Reason for Proposal
		1. How it relates to coursework and faculty expertise
		2. Were there alternative names discussed?
	2. Department Vote
	3. Who is the audience for this minor?
	4. Academic and Industry Trends (include data if available)
5. CIP and CSU Degree Codes
	1. Consult with the Curriculum Office on current CIP code and list of CSU approved codes
6. SJSU Letters of Support from similar titled SJSU programs
7. **Program Catalog** information
8. An **Curriculum Map** identifying the planned assessment for the concentration. It is **recommended** to complete the CSU Chancellor’s Office (CO) template: [Curriculum Map Template](https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Documents/CurriculumMapMatrixTemplate.docx).