

# Berkeley Summer Sessions

## Guide to Planning a Summer Minor at Berkeley

[summerminors.berkeley.edu](http://summerminors.berkeley.edu)

### What is a Minor?

A minor is an optional academic program that an undergraduate student takes in a field distinct from his/her major. Minors provide a breadth of knowledge that can complement a major, help a student stand out as a job applicant, or bolster their graduate school application.

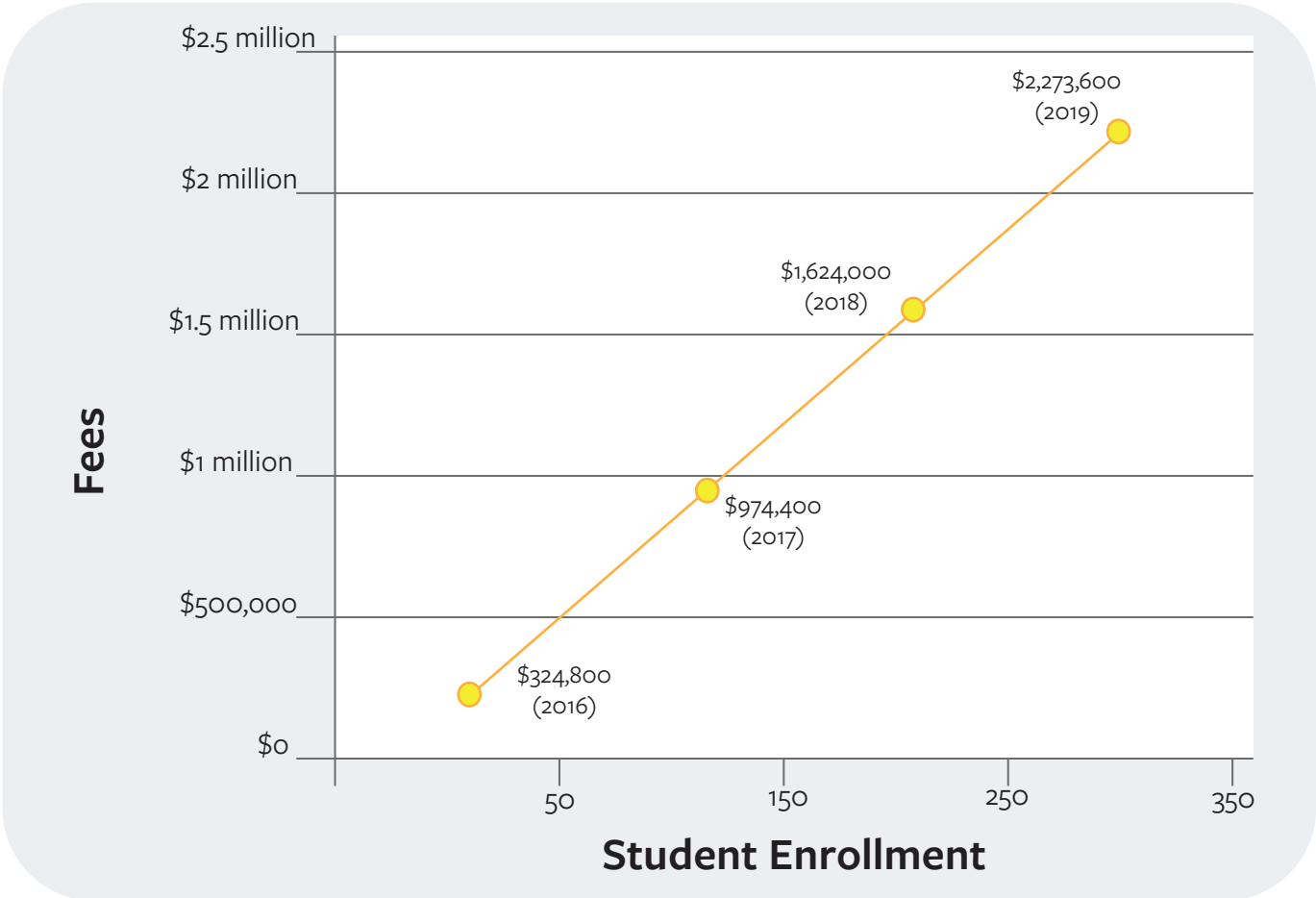
A student's transcript lists minors at the top of the transcript along with the major. Minors are not listed on the baccalaureate diploma.

### Why a Summer Minor?

- help increase UC Berkeley enrollment in the summer and relieve impacted courses during the academic year
- create targeted programs for students in emerging and relevant fields
- enhance departmental revenue sharing
- completion of a summer minor program may be awarded as a certificate to visiting students



# Potential Revenue Stream:



## Getting Started:

# 1

### Formulate an idea

For successful minor ideas, look for majors that are popular, capped, or limited. For example, computer science and business turn away many undergraduates wanting to major in these subjects. Therefore, a computer science or business minor may be popular to students in non-computer science or non-business majors.

Identifying gaps in the UC Berkeley degree offerings can also provide minor opportunities. For example, UC Berkeley does not have an undergraduate journalism degree program. To address this gap, the Graduate School of Journalism recently launched a successful journalism minor.

Don't limit yourself to your own department. Combining with courses from different departments may form a popular interdisciplinary minor curriculum. An interdisciplinary minor allows a student to take courses in both departments, but your department does not have to deliver all the staffing or coursework.

Researching minors at other universities and colleges may also spark creative ideas.

# 2

### Communicate your ideas with us early

As you begin to plan for your new summer minor, communicate and share updates with Jess Bauer ([jmbauer@berkeley.edu](mailto:jmbauer@berkeley.edu)) at Berkeley Summer Sessions. Jess will collaborate with the Summer Minors team, set up regular meetings, and help you navigate the process. Having Summer Sessions as part of your early planning process can help you avoid missteps and delays.

#### Summer Minor Timeline

The best time to start planning is 18 months before the start of the minor; e.g. start planning in January 2018 for summer 2019.

## Course Planning & Approval:

### Structuring

Under the current L&S guidelines, summer minors need to have at least five upper division courses (15 units) and minor courses must be distinguished as a requirement or elective. These regulations are only applicable to L&S departments who wish to offer minors, whether summer or academic year. Students may take coursework in one or several summer terms.

#### Sample structures:

##### One or Two Summers:

*Session A : Two 6-week courses @ 4 units each*

*Session D : Two 6-week courses @ 4 units each*

Be sure to review your college's regulations for minors programs when developing your program.

### Course Approval

Every undergraduate course must go through the formal approval process as detailed by your department and college. Courses must then be approved by the Committee on Courses of Instruction (COCI) at the Academic Senate. For more information on the course approval process visit COCI's Handbook at <https://academic-senate.berkeley.edu/coci-handbook>. If the courses you plan to use as part of your minor do not already exist, they must go through this approval process before the course can be offered or considered for inclusion in a minor. Academic units that do not currently have a course code in CMS will need to establish a code with COCI prior to creating new courses. Questions regarding how to establish a course code maybe directed to COCI in care of Sumali Tuchrello ([sumali@berkeley.edu](mailto:sumali@berkeley.edu)).

We recommend that all or most summer minor courses do not already exist during the academic year. Otherwise demand for academic-year courses may draw enrollment away from Summer Sessions. Summer minor courses are encouraged to help lighten demand on your full academic year courses.

## Course **Planning & Approval** continued:

### Department Approval

After COCI approval, your department or school faculty reviews and approves the course list that will make up the minor (requirements or electives). Upon faculty approval, you're ready for the next level of reviews.

### Your School/College Review

Your school or college executive committee reviews the proposal and approves the course list that will make up the minor. After executive review and approval, any undergraduate student in your school or college can enroll in the minor.

### Other Schools/Colleges Review

To allow undergraduate students from another school or college to enroll in your minor, their college must also approve the minor for their students. The dean or executive committee of your school or college should send a memorandum to these colleges requesting review and approval of the minor. Once the dean of that college approves in writing, students from that school may enroll in the minor.

### List of Schools/Colleges for Undergraduates

College of Letters & Sciences  
College of Chemistry  
Haas School of Business

College of Environmental Design  
College of Natural Resources  
College of Engineering

## Course **Planning & Approval** continued:

### **Academic Senate Regulations**

The Academic Senate only needs to review new minor regulations if the minor is required as part of a degree program. Most of the time, minor criteria only needs to be approved by the faculty of the school or college. (Establishment of new minors should be noted in the bylaws or regulations of the offering school.) However, if a minor is required for a degree program, please contact the Academic Senate in care of Sumei Quiggle (sumeiquiggle@berkeley.edu) requesting establishment of the new minor regulations.

### **Office of Planning and Analysis**

After receiving approvals from COCI and all executive committees, send documentation of the approved minor to Noam Manor (noam@berkeley.edu) and Kira Blaisdell-Sloan (kbs@berkeley.edu) at the Office of Planning and Analysis (OPA). OPA keeps a repository of the proposals in their Berkeley Degree Inventory. OPA also will announce the new minor to the deans and their supporting staff and to the Office of the Registrar who will include a notation about the minor on a student's transcript.

### **WSCUC Screening Form**

Once details of the new summer-only minor/certificate are submitted to OPA, contact Jess Bauer (jmbauer@berkeley.edu) to complete a Substantive Change Program Screening form. This form must be submitted to our accrediting body, WSCUC, for their review and approval. Jess can assist with questions and ensure the form is routed through our campus Accreditation Liaison Officer.

## Finalizing your **Minor:**

1

### Add new courses to the summer schedule:

Add the new summer minor courses to the Online Schedule of Classes (OSOC) summer schedule during the fall scheduling period. Include a website so students can find out more about the minor and reference in the “Notes” field that the course counts as credit toward the summer minor. Contact Deborah Scher if you have questions.

2

### Select faculty and summer minor advisor

Share the course syllabi with faculty to get interest. For hiring questions, contact Nicole Nakano at Berkeley Summer Sessions ([nnakano@berkeley.edu](mailto:nnakano@berkeley.edu)).

Appoint a contact person as the minor advisor in your department or college. Consider setting up a unique email address just for minor questions/advising.

3

### Create Completion of Minor Forms

Create a form for your website for students to fill out and notify the department or college of the completion of the minor.

4

### Report Completion of Minor

Report each student who successfully completes the minor (passing grades in all courses) to Records at the Office of the Registrar so the minor is noted on the student’s transcript.

## Marketing your **Summer** Minor

### Summer Sessions provides:

- Promotional efforts that may include advertising, social media, e-blasts, posters, handouts, and general outreach.
- A header for departments to use in webpages, banners, and social media (Facebook, Twitter, etc.) efforts.
- A summer minors landing page which includes an overview of the benefits of a summer minor and links to each department's summer minor page/website:

[summerminors.berkeley.edu](http://summerminors.berkeley.edu)

## Berkeley Summer Sessions Contacts:

### **Rick Russo**

Dean of Summer Sessions,  
Study Abroad & Lifelong Learning  
(russo@berkeley.edu)

### **Deborah Scher**

Project Analyst  
(dscher@berkeley.edu)

### **Jess Bauer**

Assistant Director,  
Summer Sessions  
(jmbauer@berkeley.edu)

### **Diane Marcus**

Associate Director, Marketing  
(dmarcus@berkeley.edu)