MEMORANDUM

To: Linda Glaze, Chair, University Curriculum Committee and Associate Provost for Undergraduate Studies

Through: Susan Villaume, Associate Dean for Academic Affairs, College of Education

Through: Caroline Dunn, Chair, College of Education, Undergraduate Committee

From: Mary Rudisill, Department Head, Kinesiology

RE: Inactive Status for Undergraduate Minors Offered by the Department of Kinesiology

Effective immediately, the Department of Kinesiology is placing the following undergraduate minors on inactive status:

- Exercise science
- Sport coaching

As part of the approved cap for the undergraduate exercise science program, the department is taking steps to ensure that priority in upper level KINE courses is given to its majors. An inactive status for these minors will assist us in these efforts. Although we have not had a process in place to declare a minor on the front end, the department has contacted all students enrolled in minor course work and directed them to contact Robin Martin, the Kinesiology advisor, if they are pursuing a minor. Robin will assist students who have begun work on one of these minors to complete the required course work.

If we decide to reactivate one or both of these minors, we plan to require a "declaration" at the beginning. This process should be easy to enforce because non-majors will be unable to self enroll for any of the required minor courses.