OUR DEGREE MAP PROCESS

As part of our continuous improvement, Minnesota State University, Mankato is developing degree maps for each undergraduate degree program (e.g., BS, BA, BFA). The maps will help students succeed by providing a recommended pathway for completing a bachelor’s degree within four years (eight terms).

Standards of Good Practice
1. Bulletin Match: All content in a map must match the approved curriculum in the current academic bulletin (e.g., program description, admission requirements, course numbers, course names).

2. Required Components: To uphold our approved curricular standards, each degree map must account for the following:
   a. General Education = 44 credits
   b. Diverse Cultures = 2 courses (6 credits minimum) from two disciplines
   c. Writing Intensive = 2 courses (6 credits minimum)
   d. Upper-Division Requirement = 40 credits
   e. Professional Education (if required) = 30 credits
   f. Language Requirement (if BA) = 8 credits
   g. Minor (if required) = 16 credits minimum
   h. Total credits required for the degree XXX

3. Common Terms: To promote ease of use by students, faculty and staff, a common set of terms are offered when a specific course is not listed:
   ● General Education Course
   ● General Elective Course
   ● Restricted Elective Course in XXX
   ● Unrestricted Elective Course in XXX
   ● Upper-Division Course
   ● Diverse Cultures Course
   ● Writing Intensive Course
   ● Course in Minor
   ● Language Course

Time to Build your Degree Map!
1. Open https://share.mnsu.edu/acadaff/AcademicMappingTemplate/Forms/MyItems.aspx
2. Sign in to the server using your Star-ID (same as mavmail).
3. Click "Add document" link. (may need to scroll to bottom of the page to find the "Add document" link).
4. Each map must start with a new "Add document".
5. Fill in program information.
6. “Version” is available for programs to offer multiple maps for the same degree (e.g., Theatre BS has an even-year start and an odd-year start).
7. Fill in information for each term/semester.
   a. Click "Insert item" to add additional rows for a term.
   b. To delete a row, click on the blue triangle to the left of the designator-field and select "Remove XXX"
   c. Course Designator in ALL CAPS.
   d. Course numbers, names and credits must match the current bulletin.
8. A map may be SAVED at any time. “Save and Close” button is at bottom of the screen. Clicking the button will close the map and you will need to re-open to continue working.
9. You may return to work on a Saved map later.
10. When map is done and ready for review, check "Map is complete and ready for review" and "Save and Close"

Review Process
Each map will undergo a careful review process to ensure the content matches with the approved curriculum in the current academic bulletin.
1. Author/Department constructs a degree map
2. Chair/Director reviews each map to ensure the content (A) matches with the approved Components, and (C) uses the Common Terms.
3. The Dean reviews each map to ensure the content (A) matches with the approved curriculum in the current academic bulletin, (B) includes the Required Components, and (C) uses the Common Terms.
4. The Assistant Vice President for Undergraduate Studies reviews each map to ensure the content (A) includes the Required Components, and (C) uses the Common Terms.

Final maps will be posted online at www.mnsu.edu/programs

Need Help?
1. For technical (online template) questions, contact jennifer.cashin@mnsu.edu, #6624
2. For content (curriculum) questions, contact daniel.cronn-mills@mnsu.edu, #6160

Degree Mapping Resources
1. Handouts and PowerPoints from the EDI workshops are available on the Academic Affairs Sharepoint site at https://share.mnsu.edu/acadaff/Academic%20Mapping/Forms/AllItems.aspx
2. An edited video of the EDI Academic Mapping workshop is available as a D2L course. Please contact kimberly.greer@mnsu.edu or kim.krueger@mnsu.edu for access.
3. The Center for Excellence in Teaching and Learning has set aside “open hours” for faculty/staff looking for space and assistance with degree maps. Please check the CETL calendar at http://www.mnsu.edu/cetl/calendar.html for availability.