

Rochester INSTITUTE OF TECHNOLOGY

Minor Program proposal form

COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

**Name of Certifying Academic Unit: Manufacturing and Mechanical Engineering Technology/Packaging Science**

**Name of Minor:** Packaging Science

**Brief description of the minor to be used in university publications**

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| Students from outside the packaging science program, particularly those in engineering and engineering technology programs, multidisciplinary studies, management, marketing, international business and programs in industrial design and print media could all benefit from the packaging science minor. It offers courses covering a broad range of packaging activities, including development/design, testing, marketing and production. Related legal, economic and environmental/sustainability concerns are also addressed. Students can choose from an extensive list of packaging elective courses to customize the minor.  |

**1.0 Minor Program Approvals**

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|  | Approval request date: | Approval granted date: |
| Academic Unit Curriculum Committee | 31 October 2011 | 7 November 2011 |
| College Curriculum Committee |  | 2/13/12 |
| Inter-College Curriculum Committee |  |  |

**2.0 Rationale:**

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript

How is this set of academic courses related?

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| **The course set begins with the basic terminology and technology for the packaging field. This is accomplished in PACK 301 and PACK 302. These courses are designed for and are only available to students in the Packaging Science minor or other non-Packaging Science programs of study. The packaging electives offer the opportunity to focus on specific areas within the industry, allowing the student insight into possible career directions.**  |

**3.0 Multidisciplinary involvement:**

If this is a multidisciplinary minor spanning two or more academic units, list the units and their role in offering and managing this minor.

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| NA |

**4.0 Students ineligible to pursue this minor:**

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.   It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

Please list below any home programs whose students will not be allowed to pursue this minor, provide the reasoning, and indicate if this exclusion has been discussed with the affected programs:

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| Packaging Science majors are ineligible for this minor. This is stated on the course outlines for PACK 301 and PACK 302. The content would be redundant. |

**5.0 Minor Program Structure, Sequence and Course Offering Schedule:**

Describe the structure of the proposed minor and list all courses, their anticipated offering schedule, and any prerequisites.

* All minors must contain at least fifteen semester credit hours;
* Minors may be discipline-based or interdisciplinary;
* In most cases, minors shall consist of a minimum of two upper division courses (300 or above) to provide reasonable breadth and depth within the minor;
* As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree;
* Provide a program mask showing how students will complete the minor.

Narrative of Minor Program Structure:

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| Students begin their minor with an overview of packaging materials and container structures. Basic product applications are included in the overview. Students then survey the areas of focus and select a minimum of three electives from the packaging science course listings that will enhance their career options.Students would typically complete the minor by taking PACK 301 and 302 in one academic year and adding at least 9 more credit hours from the optional course list over the next academic year. PACK 301 and 302 are available to non-Packaging Science majors only. The minor requires a minimum of 15 semester credit hours. |

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| Course Number & Title | SCH | Required | Optional | Fall | Spring | Annual/Biennial | Prerequisites for the minor |
| PACK 301 Packaging Materials | 3 | X |  | X | X |  |  |
| PACK 302 Packaging Cont. | 3 | X |  | X | X |  |  |
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| PACK 471 Packaging Supply Chain | 3 |  | X |  | X |  | PACK 301, 302 |
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| PACK 530 Packaging Sustainability/Environment | 3 |  | X | X |  |  | PACK 301, 302 |
| PACK 535 Char and Eval of Polymer PkgPACK 536 Polymer Pkg Lab | 21 |  | X | X |  |  | PACK 301, 302CHMG 121, CHMG 123, CHMG 201 |
| PACK 546 Pharm and Med Packaging/PACK 547 Lab | 21 |  | X |  | X |  | PACK 301, 302 |
| PACK 555 Import/Export Packaging | 3 |  | X |  | X |  | PACK 301, 302 |
| PACK 550 Packaging Machinery | 3 |  | X |  | X |  | PACK 301, 302 |

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| Total credit hours: 15 |  |

**Minor Course Conversion Table: Quarter Calendar and Semester Calendar Comparison**

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| **Directions: The tables on this page will be used by the registrar’s office to aid student’s transitioning from the quarter calendar to the semester calendar.**  **If this minor existed in the quarter calendar and is being converted to the semester calendar please complete the following tables.**  **If this is a new minor that did not exist under the quarter calendar do not complete the following tables.**Use the following tables to show minor course comparison in quarter and semester calendar formats. Use courses in the (2011-12) minor mask for this table. Display all required and elective minor courses. If necessary clarify how course sequences in the quarter calendar convert to semesters by either bracketing or using some other notation. |

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| Name of Minor in Semester Calendar: | Packaging Science |
| Name of Minor in Quarter Calendar: | Packaging Science |
| Name of Certifying Academic Unit: | Manufacturing and Mechanical Engineering Technology/Packaging Science |

| **QUARTER: Current Minor Courses** | **SEMESTER: Converted Minor Courses** |  |
| --- | --- | --- |
| Course # | Course Title | QCH | Course # | Course Title | SCH | **Comments** |
| 0706-502 | Packaging Materials | 4 | PACK 301 | Packaging Materials | 3 |  |
| 0607-503 | Packaging Container Systems | 4 | PACK 302 | Packaging Containers | 3 |  |
| 0607-530  | Packaging and the Environment | 4 | PACK 530 | Packaging Sustainability and the Environment | 3 |  |
| 0607-555 | Export Packaging | 4 | PACK 555 | Import/Export Packaging | 3 |  |
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| 0607-536 | Medical Products Packaging | 4 | PACK 546/547 | Pharm and Medical Packaging/Lab | 2/1 |  |
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|  |  |  | PACK 471 | Packaging Supply Chain | 3 | New course |
|  |  |  | PACK 535/536 | Char and Eval of Polymer Pkg./Lab | 2/1 | New courses |
|  |  |  | PACK 550 | Packaging Machinery | 3 | New course |

Policy Name: **D1.1 MINORS POLICY**

 1. Definition

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript.

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.   It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

In most cases, minors shall consist of a minimum of two upper division courses to provide reasonable breadth and depth within the minor.

2. Institutional parameters

1. Minors may be discipline-based or interdisciplinary;
2. Only matriculated students may enroll in a minor;
3. At least nine semester credit hours of the minor must consist of courses not required by the student's home program;
4. Students may pursue multiple minors.  A minimum of nine semester credit hours must be designated towards each minor; these courses may not be counted towards other minors;
5. The residency requirement for a minor is a minimum of nine semester credit hours consisting of RIT courses (excluding "X" graded courses);
6. Posting of the minor on the student's academic transcript requires a minimum GPA of 2.0 in each of the minor courses;
7. Minors may not be added to the student's academic record after the granting of the bachelor's degree.

3. Development/approval/administration processes

* 1. Minors may be developed by faculty at the departmental, inter-departmental, college, or inter-college level. As part of the minor development process:
		1. students ineligible for the proposed minor will be identified;
		2. prerequisites, if any, will be identified;
	2. Minor proposals must be approved by the appropriate academic unit(s) curriculum committee, and college curriculum committee(s), before being sent to the Inter-College Curriculum Committee (ICC) for final consideration and approval.
	3. The academic unit offering the minor (in the case of interdisciplinary minors, the designated college/department) is responsible for the following:
		1. enrolling students in the minor (as space permits);
		2. monitoring students progress toward completion of the minor;
		3. authorizing the recording of the minor's completion on student's academic records;
		4. granting of transfer credit, credit by exam, credit by experience, course substitutions, and advanced placement;
		5. responding to student requests for removal from the minor.
	4. As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree.

4. Procedures for Minor revision

It is the duty of the college curriculum committee(s) involved with a minor to maintain the program’s structure and coherence.  Once a minor is approved by the ICC, changes to the minor that do not have a significant effect on its focus may be completed with the approval of the involved academic unit(s) and the college curriculum committee(s).  Significant changes in the focus of the minor must be approved by the appropriate academic unit(s) curriculum committee(s), the college curriculum committee(s) and be resubmitted to the ICC for final consideration and approval.