

Rochester INSTITUTE OF TECHNOLOGY

Minor Program proposal form

E. Philip Saunders College of Business

**Certifying Academic Unit:** E. Philip Saunders College of Business

**Name of Minor:** Management Information Systems

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

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| This minor is designed for students who wish to learn about how to solve business problems using computer based information technologies. This minor will enhance the career options of students in any major at RIT and increase their capacity to analyze, design, and manage information systems to support business processes related to their major line of work. |

**1.0 Minor Program Approvals**

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| --- | --- | --- |
|  | Approval request date: | Approval granted date: |
| Academic Unit Curriculum Committee | 01/09/12 | 03/06/12 |
| College Curriculum Committee | 03/06/12 | 05/04/12 |
| Inter-College Curriculum Committee | 05/04/12 | 05/14/12 |

**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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| This set of courses draws from the fundamental concepts underlying the Management Information Systems discipline. MIS studies the important role of information technology in modern business.  Major elements include: management of data and information; systems design and development; e-Commerce; enterprise systems; and emerging business technologies. |

**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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| Not multidisciplinary. |

**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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| Students majoring in MIS will not be allowed to pursue this minor given that the courses are a subset of those required in their home program. |

**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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| The minor will consist of 5 MIS courses: one required course and four additional MIS courses to be selected from the list below. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number & Title | SCH | Required | Optional | Fall | Spring | Annual/Biennial | Prerequisites |
| MGIS-330 Systems Analysis and Design | 3 | X |  | X | X | Annual | None |
| MGIS-320 Database Management Systems | 3 |  | X | X | X | Annual | Sophomore Status |
| MGIS-340 Emerging Business Technologies | 3 |  | X | X | X | Annual | None |
| MGIS-350 Developing Business Applications | 3 |  | X | X | X | Annual | None |
| MGIS-360 Building a Web Business | 3 |  | X |  | X | Annual | None |
| MGIS-415 Object-oriented Business Programming | 3 |  | X |  |  | Annual | MGIS-350 or equivalent; Junior Status |
| MGIS-425 Database Systems Development | 3 |  | X |  |  | Annual | MGIS-320 or equivalent |
| MGIS-435 Advanced Systems Analysis and Design | 3 |  | X |  | X | Annual | MGIS-330;  Junior status |
| MGIS-445 Web Systems Development | 3 |  | X |  | X | Annual | MGIS-320;  MGIS-350 or equivalent; Junior Status |
| MGIS-450 Enterprise Systems | 3 |  | X | X |  | Annual | Junior Status |
| MGIS-489 Seminar in MIS | 3 |  | X | X |  |  | None |
| MGIS-550 MIS Capstone | 3 |  | X | X | X | Annual | Completion of all other MIS courses required for the major; Senior status |
| MGIS-599 Independent Study Management Information Systems | 3 |  | X | Not to be published | | | Instructor approval |

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| --- | --- |
| Total credit hours: | 15 |

Note: New MGIS courses that are above 300-level will automatically be included in the minor unless specifically indicated otherwise by the discipline and/or Undergraduate Curriculum Committee, with approval of the Dean.

**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: | Management Information Systems |
| Name of Minor in Quarter Calendar: | Management Information Systems |
| Name of Certifying Academic Unit: | E. Philip Saunders College of Business |

**QUARTER: Current Minor Courses**

**SEMESTER: Converted Minor Courses**

| **QUARTER: Current Minor Courses** | | | **SEMESTER: Converted Minor Courses** | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course # | Course Title | QCH | Course # | Course Title | SCH | **Comments** |
| 0112-370 | Systems Analysis and Design | 4 | MGIS-330 | Systems Analysis and Design | 3 | Required course |
| 0112-312 | Building a Web Business | 4 | MGIS-360 | Building a Web Business | 3 |  |
| 0112-331 | Business Application Development | 4 | MGIS-350 | Developing Business Applications | 3 |  |
| 0112-340 | Database Management Systems | 4 | MGIS-320 | Database Management Systems | 3 |  |
| 0112-390 | Emerging Business Technologies | 4 | MGIS-340 | Emerging Business Technologies | 3 |  |
| 0112-415 | Object-oriented Business Programming | 4 | MGIS-415 | Object-oriented Business Programming | 3 |  |
| 0112-410 | Advanced System Analysis and Design | 4 | MGIS-435 | Advanced System Analysis and Design | 3 |  |
| 0112-430 | Web Systems Development | 4 | MGIS-445 | Web Systems Development | 3 |  |
| 0112-440 | Database Systems Development | 4 | MGIS-425 | Database Systems Development | 3 |  |
| 0112-450 | Enterprise Systems | 4 | MGIS-450 | Enterprise Systems | 3 |  |
| 0112-525 | MIS Capstone | 4 | MGIS-550 | MIS Capstone | 3 |  |
| 0112-554 | Seminar in MIS | 4 | MGIS-489 | Seminar in MIS | 3 |  |
| 0112-599 | Independent Study | 4 | MGIS-599 | Independent Study Management Information Systems | 3 | Not to be published |

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.