

Rochester INSTITUTE OF TECHNOLOGY

Minor Program proposal form

E. Philip Saunders College of Business

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

**Name of Minor:** Management

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

|  |
| --- |
| RIT undergraduate students will benefit from this minor as it provides a solid introduction to general business management.  The purpose of this minor is aimed at enhancing knowledge and skills necessary for the management of organization with a specific focus on managing people. |

**1.0 Minor Program Approvals**

|  |  |  |
| --- | --- | --- |
|  | Approval request date: | Approval granted date: |
| Academic Unit Curriculum Committee | 03/30/12 | 04/12/12 |
| College Curriculum Committee | 04/12/12 | 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?

|  |
| --- |
| Management is a process that aligns the behaviors of members of an organization with organizational goals. The courses in this minor assist students in acquiring knowledge and practicing skills that will contribute to their understanding of and success as managers in organizations.  Note: New MGMT courses will automatically be included in the minor unless specifically indicated otherwise by the discipline and/or Undergraduate Curriculum Committee, with approval of the Dean. |

**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.

|  |
| --- |
|  |

**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:

|  |
| --- |
|  |

**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:

|  |
| --- |
| The minor consists of the two required courses detailed below and two optional courses, to be selected from the following elective list: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number & Title | SCH | Required | Optional | Fall | Spring | Annual/Biennial | Prerequisites |
| MGMT-215  Organizational Behavior | 3 | X |  | X | X | Annual |  |
| MGMT-310  Leadership in Organizations | 3 | X |  | X | X | Annual |  |
| INTB-550  Global Entry and Competition Strategies | 3 |  |  | X |  | Annual | INTB-225; Senior Status |
| MGMT-320-Managerial Skills | 3 |  | X | X | X | Annual | MGMT-215 |
| MGMT-450-Negotiations | 3 |  | X | X |  | Annual | MGMT-215; Senior Status |
| MGMT-380-Human Resource Management | 3 |  | X | X | X | Annual | MGMT-215 |
| MGMT-350-Entrepreneurship | 3 |  | X | X | X | Annual | Junior Status |
| INTB-300-Cross-Cultural Management | 3 |  | X | X | X | Annual | INTB-225, MGMT-215, Junior Status |
| MGMT-420  Managing Innovation and Technology | 3 |  | X | X |  | Annual | Junior Status or Senior Status or Permission of Instructor |
| MGMT-101-Business I: Ideas and Business Planning | 3 |  | X | X |  | Annual | NOT allowed for SCB students; would not be published |
| MGMT-360-Digital Entrepreneurship | 3 |  | X |  | X | Annual | Junior Status |
| MGMT-340-Business Ethics and Corporate Social Responsibility | 3 |  | X | X | X | Annual | Junior Status |
| MGMT-470-Applied Entrepreneurship and Commercialization | 3 |  | X |  |  |  | Permission of instructor |
| MGMT-489-Seminar in Management | 3 |  | X |  |  |  | Depends upon topic |
| MGMT-550-Field Experience in Business Consulting | 3 |  | X |  |  |  | Junior Status and MGMT-350 or permission of instructor |
| MGMT-560-Strategy and Innovation | 3 |  | X |  | X | Annual | MGMT-215, MKTG-230, FINC-220, DECS-310, Senior Status |
| MGMT-599-Independent Study | 3 |  | X | X | X | Annual | Instructor Approval |

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

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

|  |
| --- |
| **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. |

|  |  |
| --- | --- |
| Name of Minor in Semester Calendar: | Management |
| Name of Minor in Quarter Calendar: | Management |
| Name of Certifying Academic Unit: | E. Philip Saunders College of Business |

| **QUARTER: Current Minor Courses** | | | **SEMESTER: Converted Minor Courses** | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course # | Course Title | QCH | Course # | Course Title | SCH | **Comments** |
| 0102-320 | Organizational Behavior | 4 | MGMT-215 | Organizational Behavior | 3 |  |
| 0102-460 | Leadership in Organizations | 4 | MGMT-310 | Leadership in Organizations | 3 | Was elective; will be required |
| 0102-445 | Professional Skills Development | 4 | MGMT-320 | Managerial skills | 3 |  |
| 0102-455 | Human Resource Management | 4 | MGMT-380 | Human Resource Management | 3 |  |
| 0102-490 | Entrepreneurship | 4 | MGMT-350 | Entrepreneurship | 3 |  |
| 0113-400 | Managing in the Global Environment | 4 | INTB-300 | Cross-Cultural Management | 3 |  |
| 0102-530 | Managing Innovation and Technology | 4 | MGMT-420 | Managing Innovation and Technology | 3 |  |
| 0113-500 | Strategy in the Global Environment |  | INTB-550 | Global Entry and Competition Strategies | 3 |  |
|  |  |  | MGMT-450 | Negotiations | 3 | New course in semesters |
| 0102-250 | The World of Business | 4 | MGMT-150 | The World of Business | 3 | Was an elective in quarters; not so in semesters –allow only for transfers/change of program students. |
| 0102-260  0102-265 | BUS 1 Idea & Creat; BUS 2 Bus. Plan and Develop |  | MGMT-101 | Business 1: Ideas and Business Planning | 3 | Never has been a published elective-allow only for transfer/chg. Of program students. |
| 0112-325 | Applying Business Technologies |  | MGIS-250 | Applying Business Technologies |  | Never has been a published elective-allow only for transfer/chg. of program students. |
| 0102-415 | Digital Entrepreneurship | 4 | MGMT-360 | Digital Entrepreneurship | 3 |  |
| 0102-545 | Applied Entrepreneurship and Commercialization | 4 | MGMT-470 | Applied Entrepreneurship and Commercialization | 3 |  |
| 0102-554 | Seminar in Management | 4 | MGMT-489 | Seminar in Management | 3 |  |
| 0102-530 | Managing Innovation and Technology | 4 | MGMT-420 | Managing Innovation and Technology | 3 |  |
| 0102-551 | Strategy | 4 | MGMT-560 | Strategy and Innovation | 3 |  |
| 0102-599 | Independent Study |  | MGMT-599 | Independent Study Management | 3 |  |
| 0102-547 | Field Experience in Business Consulting | 4 | MGMT-550 | Field Experience in Business Consulting | 3 |  |
| 0102-438 | Business Ethics | 4 | MGMT-340 | Business Ethics and Corporate Social Responsibility |  |  |
| 0102-507 | Business, Government and Society | 4 | MGMT-340 | Business Ethics and Corporate Social Responsibility |  |  |

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.