

Rochester INSTITUTE OF TECHNOLOGY

Minor Program proposal form

GOLISANO COLLEGE OF COMPUTING

AND INFORMATION SCIENCES

**Name of Certifying Academic Unit:** Department of Information Sciences and Technologies

**Name of Minor:** Medical Informatics

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

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| The field of Medical Informatics is also known as “Health Information Technology” or “Health IT”. This field is experiencing a period of rapid growth fueled by the federal government’s push for universal adoption of electronic health records.  The minor in Medical Informatics will offer students in all computing majors, as well as others, the opportunity to learn about the health care field and enable them to apply their computing skills to the practice of medicine. It will offer them opportunities for both co-op and full-time employment in this rapidly expanding field. The US Department of Labor has estimated that in the next five years alone we will need 51,000 more “Health IT Professionals” in order to successfully implement the electronic health record in all US hospitals and other health care facilities. |

**1.0 Minor Program Approvals**

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| --- | --- | --- |
|  | Approval request date: | Approval granted date: |
| Academic Unit Curriculum Committee | March 7, 2012 |  |
| College Curriculum Committee | March 13, 2012 |  |
| 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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| They compliment and support each other in providing the basic computing and health care knowledge required to work in the medical field as a computing specialist. |

**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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**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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**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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| It is recommended that the courses be taken in the order they appear in the table below. However, changes can be made as long as the prerequisites for each course are satisfied. For example, courses MEDS-201 and MEDI-245 may be taken out of sequence, if necessary. Also, course ISTE-230 may be taken any time before course MEDI-330. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number & Title | SCH | Required | Optional | Fall | Spring | Annual/Biennial | Prerequisites |
| MEDS-201  The Language of Medicine | 3 | Yes | No | F | S | Annual | None |
| MEDI-150 Intro to Medical Informatics | 3 | Yes | No |  | S | Annual | None |
| ISTE-230 Intro to Database and Data Modeling | 3 | Yes | No | F | S | Annual | ISTE-121  ISTE-131 |
| MEDI-310 Developing Medical Applications | 3 | Yes | No | F |  | Annual | ISTE-121  or equivalent |
| MEDI-245 Medical Informatics Seminar | 1 | Yes | No |  | S | Annual | None |
| MEDI-330 The Electronic Health Record | 3 | Yes | No |  | S | Annual | MEDI-310  ISTE-230 |

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| --- | --- |
| Total credit hours: | 16 |

**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: | Medical Informatics |
| Name of Minor in Quarter Calendar: | Medical Informatics |
| Name of Certifying Academic Unit: | Department of Information Sciences and Technologies |

| **QUARTER: Current Minor Courses** | | | **SEMESTER: Converted Minor Courses** | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course # | Course Title | QCH | Course # | Course Title | SCH | **Comments** |
| 1016-301 | Medical Terminology | 3 | MEDS-201 | The Language of Medicine | 3 |  |
| 4006-240 | Intro to Medical Informatics | 4 | MEDI-150 | Intro to Medical Informatics | 3 |  |
| 4002-360 | Intro to Database and Data Modeling | 4 | ISTE-230 | Intro to Database and Data Modeling | 3 | An equivalent database course may be taken |
| 4006-310 | Developing Medical Applications | 4 | MEDI-310 | Developing Medical Applications | 3 |  |
| 4006-345 | Medical Informatics Seminar | 1 | MEDI-245 | Medical Informatics Seminar | 1 |  |
| 4006-410 | The Electronic Health Record | 4 | MEDI-330 | The Electronic Health Record | 3 |  |

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.