



Undergraduate Academic Program Memo

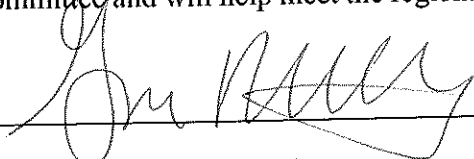
Date: 12/6/16
From: Gary Steffen, Department Chair CEIT Department
To: Dr. Carl Drummond, Vice Chancellor for Academic Affairs
Re: Information Technology Minor

Brief description of the program:

The Information Technology minor focuses on the usage and application of current technical concepts and practices, and the identification of user needs in the selection, creation, evaluation and administration of computer-based systems. The Information Technology (ITC) minor will be an 18 credit minor with all courses currently existing within the B.S. in ITC program.

Brief rationale for program request:

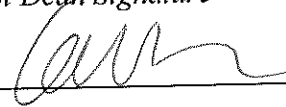
Every IPFW major has some degree of involvement with technology, the ITC minor would complement a student's major in preparing them for computing technologies they may face and making graduates even more attractive to companies that may not currently employ a full-time ITC specialist. The creation of the minor is supported by the department Industrial Advisory Committee and will help meet the regional employment outlook for Northeast Indiana.



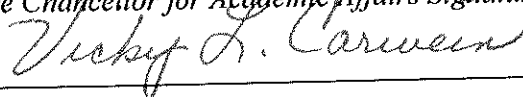
Department Chair Signature 12/6/16
Date



School Dean Signature 12/06/16
Date



Vice Chancellor for Academic Affairs Signature 2/14/17
Date



Indiana University-Purdue University Chancellor Signature 4/19/17
Date

COLLEGE OF ENGINEERING, TECHNOLOGY, AND COMPUTER SCIENCE (ETCS)
ASSEMBLY OF REPRESENTATIVES

ASSEMBLY OF REPRESENTATIVES DOCUMENT

Document No. 16-17(6)
Date 10/26/2016
(Date sent forward)

To: Curriculum Committee
College of Engineering, Technology, and Computer Science

The Curriculum Committee for the Department of Computer, Electrical and Information Technology (CEIT) submits the attached document for your recommendation.

Entitled: Minor in Information Technology

[Signature] Dept. Chair
Committee: Nichelle Kitecker
[Signature]
A. Broberg
[Signature]
(Signatures of all department committee members)

To: Assembly of Representatives

The Curriculum Committee of the College of Engineering, Technology, and Computer Science

Recommends Does not recommend the approval of the attached document.

of votes Yes 6 No 0
[Signature] CEIT
[Signature] CME
[Signature] CS
[Signature] ECE
[Signature] MCET
[Signature] OLS
(Signatures of all Assembly committee members)

Assembly of Representatives Action

Approved Disapproved # of votes: Yes 15 No 0

[Signature] 12-5-16
Assembly Chair Date

To: Dean, ETCS

Approved Disapproved

[Signature] 12/05/16
Dean Date

IPFW
Request for a New Minor

Proposed Title of Minor: _____ Information Technology _____

Department Offering the Minor: _____ CEIT _____

Projected Date of Implementation: _____ Fall 2017 _____

I. Why is this minor needed? (Rationale)

Almost every major has some degree of involvement with technology, it would provide insight into how the technology is designed, developed and implemented to support their major study. For those interested in technology, this would be a complimenting minor to their current major to provide a smaller snapshot into the Information Technology (IT) field.

II. List the major topics and curriculum of the minor.

- a. ITC11000 – Fundamentals of IT (P: None) (Cr. 3)
 - b. ECET11400 – Visual Basic Programming (P: None) (Cr. 3)
 - c. ITC21000 – Information Tech Systems (P: ITC11000) (Cr. 3)
 - d. ITC33100 – Networks I (ITC11000 or ITC23000) (Cr. 3)
 - e. ITC35000 – Databases (ITC21000 and ECET11400) (Cr. 3)
 - f. ITC37000 - Human Computer Interaction (P:ITC21000) (Cr. 3)
- or
- ITC38000 – Project Integration (P:ITC21000) (Cr. 3)

Total Credit Hours = 18 credit hours

III. What are the admission requirements?

There are no special requirements (GPA or class standing) for admission into this minor. Information Systems students would not be eligible for this minor as there is too much cross over content.

IV. Describe student population to be served.

This would serve the general student population at IPFW who has an interest in Information Technology field.

V. How does this minor complement the campus or departmental mission?

This will address our department USAP goal of offering a Minor in IT and continue to grow the Information Technology program. This will also help IPFW produce more technologically capable students regardless of their major.

VI. Describe any relationship to existing programs within the university.

It will utilize courses already offered in the B.S. in Information Technology

VII. List and indicate the resources required to implement the proposed minor. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.). *

No additional personnel or equipment resources will be required as these are courses already being taught in the B.S. of IT program.

VIII. A Liaison Library Memo

IX. Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.).

This has been discussed by our CEIT Industrial Advisory Board to broaden and strengthen the IT knowledge of our IPFW graduates.

*The library resource questionnaire available at:

<http://www.ipfw.edu/offices/oa/programs/curriculumdev.html>



Liaison Librarian Memo

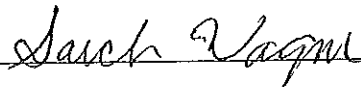
Date: 10/4/16
From: Sarah Wagner, Information Services and Instruction Librarian
To: Dr. Carl N. Drummond, Vice Chancellor for Academic Affairs
Re: New Minor in Information Technology

Describe availability of library resources to support proposed new program:

Currently, the library possesses the resources necessary to support this program, as it is based on already existing courses. In the case of books and other one-time purchases, Special Needs Grants are available should a gap or under-served area of the library collection become apparent.

Comments:

The primary databases, journals, and books likely to be used by students and faculty involved in this program are either owned or subscribed to by the library at this time. Nevertheless, the library will need to take continuing support of the program into its future budget requests in order to maintain current subscriptions and to consistently update the print and electronic collection in this discipline. Finally, the library must support the need for new or additional materials reflecting changes in the profession, faculty teaching and research interests, as well as growth in the number of students in the program and their needs.



Liaison Librarian Signature

10-4-2016

Date

When developing a new degree program, major, certificate, minor, concentration, track, or specialization please review the questions below when developing your response to the library or additional resources sections. Please consult your liaison librarian for assistance.

Library Resources

Address the following issues regarding the impact of the new program on the library's budget and personnel. Please respond to each item below indicating the library sources and services required to support the proposed program.

- Which databases/indexing sources will be used by the courses in this program?
 - ACM Digital Library
 - IEEE Xplore
 - Scopus
 - Academic Search Premier
 - Business Source Complete
- What are the journals that will be used by students completing library research in this program? Please list three to five titles. Is there an expectation that access to new journals will need to be purchased for students in this program?

The following journal titles were selected based on their high impact factor in the disciplines related to information technology.

- *IEEE Transactions on Pattern Analysis and Machine Intelligence*
- *MIS Quarterly: Management Information Systems*
- *Information Systems Research*
- *ACM Computing Surveys*
- *ACM Transactions on Computer Systems*

The journals listed above and others related to information technology are covered in databases subscribed to by the library. The library performs an annual review of journal titles and databases subscription to consider adding or discontinuing subscriptions. The library will need to consider maintaining these subscriptions in upcoming budget requests in order to retain the same level of support for the program.

- Are there any specific reference sources (e.g. encyclopedias, handbooks, standards, etc.) required to support the new program?
 - At this time, no new references sources will be required to support the new minor. If the program grows significantly, the demand for additional materials may necessitate the need for an increase in the recurring materials budget to cover the cost of ongoing subscriptions.

- Is there an expectation for additional books to be purchased? What about DVD or audio/visual materials? What is the estimated dollar amount needed yearly to support this program with new books and media materials?
 - As the proposed minor is based on existing courses, the current monograph budget should be adequate to keep the collection up-to-date. In the case of additional needs becoming apparent, the library does have Special Needs Grants available to address gaps in the collection for one-time purchases.

- Will the new program use the Library's Document Delivery Services? Costs for this service come out of the Library's budget. What types of materials would the program be requesting through DDS?
 - The addition of the new minor in information technology should not significantly impact Document Delivery Services.

- Who is the liaison librarian for this program? The liaison librarian provides support through involvement in Blackboard-supported classes, one-on-one research consultations, in-class instructional sessions, and tailored course guides for research assignments. Which of these librarian services do you anticipate will be utilized in the new program?
 - Sarah Wagner, wagners@ipfw.edu, is the liaison librarian for this program. The liaison librarian will be able to provide all of the services listed above. New services may be added as recommended by the liaison librarian.

- Memo from Liaison Librarian regarding resources.
- Is there an accrediting body that will be overseeing this program? What are the statements of the accrediting body related to the library, e.g. holdings, personnel, services?
 - This program falls under the university's general accreditation from the Higher Learning Commission, for which the library has met accreditation standards in the past.