**NOT FOR USE FOR CURRICULAR COURSE CHANGES**

**REQUEST FOR PROGRAM IMPROVEMENTS**

**NOTE: Changes to programs may require course changes, which must be processed electronically. Any questions should be directed to Associate Provost David Reinhold at 7-4564 or** [**david.reinhold@wmich.edu**](mailto:david.reinhold@wmich.edu)

**DEPARTMENT:** MGMT **COLLEGE:** HCoB

**PROPOSED EFFECTIVE FALL YEAR:** 2020

**PROPOSED IMPROVEMENTS:** *Academic Program Proposed Improvements*

New degree\*  New minor\*  Admission requirements

New major\*  Deletion\*  Graduation requirements

New curriculum\*  Revised major  Change in Title

New concentration\*  Revised minor  Transfer

New certificate\*

Other (explain\*\*) **\*\* Other:**

**Title of degree, curriculum, major, minor, concentration, or certificate:** Human Resource Management

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| **Chair, Department Curriculum Committee:** | **Date** |

**CHECKLIST FOR DEPARTMENT CHAIRS/DIRECTORS**

For new programs and other changes that have resource implications, the dean has been consulted.

When appropriate, letters of support from department faculty are attached.

When appropriate, letters of support from other departments in the same college are attached.

When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.

The proposal has been reviewed by HIGE for possible implications for international student enrollment.

The proposal is consistent with the departmental assessment plan, and identifies measurable learning outcomes for assessment.

Detailed resource plan is attached where appropriate.

All questions attached have been completed and supporting documents are attached.

The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

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| **Chair/Director:** | **Date** |

**CHECKLIST FOR COLLEGE CURRICULUM COMMITTEE**

The academic quality of the proposal and the faculty involved has been reviewed.

Detailed resource plan is attached where appropriate.

Consistency between the proposal and the relevant catalog language has been confirmed.

The proposal has been reviewed for effect on students transferring from Michigan community colleges. Detailed information on transfer articulation must be included with undergraduate proposals.

Consistency between the proposal and the College and department assessment plans has been confirmed.

Consistency between the proposal and the College and department strategic plans has been confirmed.

All questions attached have been completed and supporting documents are attached.

The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

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| **Chair, College Curriculum Committee:** | **Date** |

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**REQUEST FOR PROGRAM IMPROVEMENTS**

**CHECKLIST FOR COLLEGE DEANS**

For new programs and proposed program deletions, the provost has been consulted.

For new programs, letter of support from University Libraries Dean indicating library resource requirements have been met.

When appropriate, letters of support from other college faculty and/or chairs are attached.

When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.

The proposal has been reviewed for implications for accreditation, certification, or licensure.

Detailed resource plan is attached where appropriate.

All questions attached have been completed and supporting documents are attached.

The proposal is written and complete as outlined in the Faculty Senate guidelines and the curriculum change guides.

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| **Dean:** | **Date** |

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| **FOR PROPOSALS REQUIRING REVIEW BY:**  GSC/USC; EPGC, GRADUATE COLLEGE, and/or FACULTY SENATE EXECUTIVE BOARD | | | |
| Return to Dean  Forward to: | Curriculum Manager: | Date: |
| Approve  Disapprove | \*needs review by  Chair, GSC/USC: | Date |
| Approve  Disapprove | Chair, EPGC: | Date |
| Approve  Disapprove | Graduate College Dean: | Date: |
| Approve  Disapprove | Faculty Senate President: | Date |
|  |  |  |
| Approve  Disapprove | \*needs review by  Provost: | Date |

**NOT FOR USE FOR CURRICULAR COURSE CHANGES**

**REQUEST FOR PROGRAM IMPROVEMENTS**

1. Explain briefly and clearly the proposed improvement:

The Human Resource Management faculty is proposing to change the HR Major:

* 1. adding two new required classes: MGMT 3560 HR Training and Development (new course) and MGMT 4100 Global Human Resource Management (existing course with name and course description change),
  2. modifying some of the required and elective courses offered in the major (MGMT 4540 – name and course number change; MGMT 2750 – name, number, and course description change; MGMT 3500 – name and course description change) – please see course change proposal forms B-2019-MGMT-13 through 17; and removing MFE 3400 as one of the elective choices.
  3. reducing the number of elective courses needed for the HR major to 1 from 2.

1. Rationale. Give your reason(s) for the proposed improvement.

The Human Resource Management faculty have determined that the HR major curriculum needs to be updated and modified, to maintain alignment with the requirements and standards set by our professional organization, the Society of Human Resource Management. This will better prepare our students for not only careers in HR, but also their professional certification exam.

1. Effect on other colleges, departments, or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

None; MFE 3400 is no longer being offered by the College of Engineering.

1. Effect on your department’s programs. Show how the proposed change fits with other departmental offerings.

There is no direct effect on the other programs offered by the MGMT department or the Haworth College of Business, and is not a significant change for the MGMT dept or college given that the major has existed since 1998.

1. Alignment with college’s and department’s strategic plan, mission, and vision.

The HR Major has existed since the late 1990’s, and has grown from 81 to 114 JR/SR students enrolled over the last decade. It supports the college’s and department’s key goal of providing a quality, experiential education to all of our students.

1. Effects on enrolled students: Are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements? Can students complete the program in a reasonable time? Show that you have considered scheduling needs and demands on students’ time.

HR students will be better versed in the professional knowledge within the discipline of Human Resource Management, and better prepared to take the certification exam offered by our professional organization. There are no program conflicts, and students should be able to complete the program in a reasonable time, since it is only 27 credit hours (a net increase of 3 credit hours, or 1 class). The major falls within the range of credit hours of other majors within the college.

1. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

Student audience has not changed, nor do we believe that demand will significantly change beyond the increase in enrollment that we have gained since 2009 (81 to 114 majors, 41% growth; 48 to 85 pre-majors, 77% growth).

1. Effects on resources. Explain how your proposal would affect department and University resources, including faculty, equipment, space, technology, and library holdings. If proposing a new program, include a letter and/or email of support from the university libraries affirming that the library resource issues have been reviewed. Tell how you will staff additions to the program. If more advising will be needed, how will you provide for it? What will be the initial one-time costs and the ongoing base-funding costs for the proposed program? (Attach additional pages, as necessary.)

There should be minimal effects on resources; most of the changes to the major include requiring classes that are already being taught by department faculty. There is an addition of one class, which will be taught 2 times per year. This class can be covered through the current staffing levels of the department, assuming the replacement of a retiring faculty member.

1. List the learning outcomes for the revised or proposed major, minor, or concentration. The department will use these outcomes for future assessments of the program.

The following are the six current learning outcomes for HRM students:

* Students should be able to write an effective job description
* Students should be aware of the requirements and limitations of employment laws
* Students should be able to design a structured interview process
* Students should be capable of market-pricing a job
* Students should be able to compute a compa-ratio/performance rating matrix to determine salary increase guidelines

These learning outcomes have not been revisited for at least 10 years, and need to be updated to reflect changes in the program and to better reflect the knowledge students should gain through their major classes.

1. Describe how this change is a response to assessment outcomes that are part of a department or college assessment plan or informal assessment activities.

This change will keep the HR Major curriculum consistent with the professional knowledge and standards as established by the Society for Human Resource Management. This alignment is reviewed every 5 years by SHRM, and is an external verification that our students will be prepared for their chosen careers in HR. In addition, the new class and redesigned courses will help prepare our students to take the certification exam, which may be a future source of assessment data for the major.

1. (Undergraduate proposals only) Describe in detail how this change affects transfer articulation for Michigan community colleges. For new majors or minors, describe transfer guidelines to be developed with Michigan community colleges. For revisions to majors or minors, describe necessary revisions to Michigan community college guidelines. Department chairs should seek assistance from college advising directors or from the admissions office in completing this section.

This change should have no effect on transfer articulation agreements.

1. Please offer both “Current Catalog Language” and “Proposed Catalog Language” if there is to be a change in the catalog description for a given program. For the “current” language, please copy and paste relevant language from the most current catalog and for the “proposed” language, please share the exact proposed new catalog language. As possible, bold or otherwise note the key changes in the new proposed catalog language.

**Current Catalog Copy**

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| |  | | --- | | **(HRMJ)(24 hours)** | |  |   In addition to the BBA requirements, the Human Resources Management major consists of six required courses (18 hours) and two electives (6 hours). |
| **Required Courses**   * [MGMT 2520 - Human Resource Management](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 2750 - Analytical Foundations](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 4070 - Change Management](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 4320 - Compensation and Benefits](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 4510 - Staffing Organizations](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 4540 - Employment Relations](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours   **Electives (six hours)**Select two:   * [FIN 3600 - Risk and Insurance](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [FIN 3730 - Retirement Planning and Employee Benefits](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [LAW 3840 - Criminal Law and Procedure](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MFE 3400 - Design for People at Work](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 3010 - Project Management](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 3500 - Managing Diversity in Organizations](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 4100 - Multinational Management](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours |

**Proposed Catalog Copy**

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| |  | | --- | | **(HRMJ)(27 hours)** | |  |   In addition to the BBA requirements, the Human Resources Management major consists of eight required courses (24 hours) and one elective (3 hours). |
| **Required Courses**   * [MGMT 2520 - Human Resource Management](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * MGMT 3540 – HR Metrics and Management Systems **Credits:** 3 hours * MGMT 3560 – HR Training and Development **Credits:** 3 hours * [MGMT 3580 – Labor and Employee Relations](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 4070 - Change Management](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * MGMT 4100 – Global Human Resource Management **Credits:** 3 hours * [MGMT 4320 - Total](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) Rewards **Credits:** 3 hours * [MGMT 4510 - Staffing Organizations](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours   **Electives (three hours)**Select one:   * [FIN 3600 - Risk and Insurance](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [FIN 3730 - Retirement Planning and Employee Benefits](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [LAW 3840 - Criminal Law and Procedure](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 3010 - Project Management](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours * [MGMT 3500 – Diversity in Organizations](http://catalog.wmich.edu/preview_program.php?catoid=30&poid=8904&hl=Human+Resources&returnto=search) **Credits:** 3 hours |