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| For Academic Affairs and Research Use Only |
| Proposal Number |  |
| CIP Code:  |  |
| Degree Code: |  |

**New or Modified Course Proposal Form**

**[X ] Undergraduate Curriculum Council**

**[ ] Graduate Council**

|  |
| --- |
| **[ ]New Course, [ ]Experimental Course (1-time offering), or [ X]Modified Course (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

|  |  |
| --- | --- |
| Melodie Philhours 10/23/2020**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Sharon D. James 10/23/2020**Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (if applicable)**   |
| Melodie Philhours 10/28/2020**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Director of Assessment (new courses only)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
| Melody Lo 10/28/2020**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (if applicable)**   |  |

1. **Contact Person (Name, Email Address, Phone Number)**

Dr. Sharon James, Department Chair, Management and Marketing, Neil Griffin College of Business; sjames@astate.edu, 870-972-3430

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

Spring, 2021

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

|  |  |  |
| --- | --- | --- |
|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)** *(Indicate “N/A” if no modification)* |
| **Prefix** | **MGMT** | **N/A** |
| **Number\*** | **3173** | **N/A** |
| **Title** | **Special Topics in Human Resources** | **Contemporary Issues in Human Resources** |
| **Description\*\*** | **Study of selected topics in human resource management with special emphasis on issues of current importance in the field. Topic areas such as employment selection, development, negotiation, and diversity will be covered. Prerequisite, MGMT 3143. Fall, Demand.** | **Study of selected topics in human resource management with special emphasis on issues of current importance in the field. Topic areas such as employment selection, development, negotiation, and diversity will be covered. Prerequisite, MGMT 3143. Fall.** |

 ***\**** (Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

\*\*Forty words or fewer as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? Yes/No] No**

(Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **Yes / No** Are there any prerequisites? **Yes**
	1. If yes, which ones?

MGMT 3143

* 1. Why or why not?

MGMT 3143 Human Resource Management is the foundation course for the Human Resource Management emphasis area

1. **Yes / No** Is this course restricted to a specific major?
	1. If yes, which major? **No**
2. **Proposed course frequency [Modification requested? Yes/No] No**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses.*

Enter text...

1. **Proposed course type [Modification requested? Yes/No] No**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

Enter text...

1. **Proposed grade type [Modification requested? Yes/No] No**

What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Enter text...

1. **Yes / No** Is this course dual-listed (undergraduate/graduate)? **No**
2. **Yes / No** Is this course cross-listed? **No**

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

**a.** – If yes, please list the prefix and course number of the cross-listed course.

 Enter text...

 **b.** – **Yes / No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

 Enter text...

1. **Yes / No** Is this course in support of a new program? **No**

a. If yes, what program?

 Enter text...

1. **Yes / No** Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)? **No**

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? Yes/No] No**

(The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Enter text...

1. **Proposed special features** **[Modification requested? Yes/No] No**

(e.g. labs, exhibits, site visitations, etc.)

Enter text...

1. **Department staffing and classroom/lab resources**

Enter text...

1. Will this require additional faculty, supplies, etc.? **No**

 Enter text...

1. **Yes / No** Does this course require course fees? **No**

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

Updated course title aligns more closely with course content and industry and higher education standards.

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 Enter text...

b. How does the course fit with the mission of the department? If course is mandated by an accrediting or certifying agency, include the directive.

 Enter text...

c. Student population served.

Enter text...

d. Rationale for the level of the course (lower, upper, or graduate).

Enter text...

**Assessment**

**Assessment Plan Modifications (Course Modifications Only) No**

1. **Yes / No** Do the proposed modifications result in a change to the assessment plan?

 *If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?
2. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

|  |  |
| --- | --- |
| **Program-Level Outcome 1 (from question #19)** |   |
| Assessment Measure |  |
| Assessment Timetable |  |
| Who is responsible for assessing and reporting on the results? |   |

|  |  |
| --- | --- |
| **Program-Level Outcome 2 (from question #19)** |   |
| Assessment Measure |  |
| Assessment Timetable |  |
| Who is responsible for assessing and reporting on the results? |   |

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| **Program-Level Outcome 3 (from question #19)** |   |
| Assessment Measure |  |
| Assessment Timetable |  |
| Who is responsible for assessing and reporting on the results? |   |

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| **Program-Level Outcome 4 (from question #19)** |   |
| Assessment Measure |  |
| Assessment Timetable |  |
| Who is responsible for assessing and reporting on the results? |   |

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| **Program-Level Outcome 5 (from question #19)** |   |
| Assessment Measure |  |
| Assessment Timetable |  |
| Who is responsible for assessing and reporting on the results? |   |

|  |  |
| --- | --- |
| **Program-Level Outcome 6 (from question #19)** |   |
| Assessment Measure |  |
| Assessment Timetable |  |
| Who is responsible for assessing and reporting on the results? |   |

 *(Repeat if this new course will support additional program-level outcomes)*

 **Course-Level Outcomes**

1. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

|  |  |
| --- | --- |
| **Outcome 1** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Which learning activities are responsible for this outcome? | List learning activities. |
| Assessment Measure  | What will be your assessment measure for this outcome?  |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

Before P. 513

Management (MGMT) MGMT 3123. Principles of Management  Overview of foundational management principles, including internal and external assessment and planning, organization structure and design, leadership and motivation, and decision and control processes. Fall, Spring, Irregular.

 MGMT 3143. Human Resource Management Functions and problems involved in personnel management with emphasis placed upon recruitment, selection, management development, utilization of and accommodation to human resources by organizations. Prerequisite, MGMT 3153. Fall, Spring, Irregular.

MGMT 3153. Organizational Behavior  An interdisciplinary analysis of the relationships of individuals and groups within the context of the organization, blending concepts drawn from psychology, sociology, philosophy, and communication theory with basic managerial concepts. Fall, Spring, Summer.

 MGMT 3163. Labor Relations and Collective Bargaining  Labor management relations in both the public and private sectors, with emphasis on the process of managing within a union environment that involves contract negotiation, mediation, and arbitration. Prerequisite, MGMT 3143. Fall, Irregular.

MGMT 3173. Special Topics in Human Resources  Study of selected topics in human resource management with special emphasis on issues of current importance in the field. Topic areas such as employment selection, development, negotiation, and diversity will be covered. Prerequisite, MGMT 3143. Irregular.

MGMT 3183. Entrepreneurship Explores the nature of entrepreneurial activity, the basics of business plan development, new venture creation, and small business strategic planning. Spring.

MGMT 3193. Social Impact Management Examines the interdependence of business and society. Students will develop skills to manage social impacts and divergent stakeholder perspectives. Prerequisite, MGMT 3123 or MGMT 3153. Spring.

MGMT 3613. Leadership  Leadership processes and application at the organization, group, and individual levels. Emphasis on team activities. Prerequisite, MGMT 3123 or MGMT 3153. Fall, Summer.

 MGMT 4123. International Management  Systematic review of international environment forces and their influence on all management areas of the international firms, organizational structures, human resources, logistics, laws, and policy. Prerequisite, MGMT 3153 or MGMT 3123. Summer.

MGMT 4143. Organizational Change and Development Application of planned organizational change and development with an emphasis on how change occurs in dynamic organizational cultures in contemporary business organizations. Prerequisite, MGMT 3153. Fall.

MGMT 4163. Small Business Management  The application of management, marketing, and finance to small business. The course addresses practical aspects of planning and organization, marketing, human resources, and financial control. Prerequisites, MKTG 3013, ACCT 2133, and MGMT 3123, or instructor permission. Fall.

 MGMT 4173. Compensation Management  Design and administration of compensation systems. Deals with determinants of general pay level, job evaluation, wage and salary survey, fringe benefit plans and the impact of current government regulations on pay structures. Prerequisite, MGMT 3143. Spring, Irregular.

 MGMT 4183. Family Business Management  Explores the challenges faced by family members directly involved in a family business. Topics discussed include business culture, entrepreneurial influences, family and non-family conflict, and needed survival skills for sons or daughters. Summer.

MGMT 419V. Management Internship Practical management experiences in a variety of settings. Senior students will be assigned to work with a regional firm and supervised by an experienced professional to gain real world training. Prerequisites, MGMT 3123 or MGMT 3153 and instructor permission. Fall, Spring, Summer.

MGMT 429V. Special Problems in Management Individual problems in management arranged in consultation with the instructor. Must be approved by department chair. Fall, Spring, Summer.

MGMT 4393. Management of Service Operations  Examines issues essential to the success of a service oriented operation. Topics include, classification of services, service design and process selection, service, delivery system, capacity analysis, location, layout, automation, quality control, and scheduling. Heavy emphasis placed on case studies and analysis of real world scenarios. Irregular.

MGMT 4813. Strategic Management  Designed to give students the opportunity to study administrative processes under conditions of uncertainty including an integrating analysis applied to all fields of business. Special emphasis is given to policy determination at the overall management level. Prerequisite, Senior standing, last semester, and completion of all other College of Business core requirements. Fall, Spring, Summer.

 After P. 513

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Before Pg. 144

Major in Management

**Bachelor of Science**

**Emphasis in Human Resource Management**

A complete 8-semester degree plan is available at https://www.astate.edu/info/academics/degrees/

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| University Requirements:  |
| See University General Requirements for Baccalaureate degrees (p. 42) *(For Neil Griffin College of Business requirements, see p. 125)*  |
| **First Year Making Connections Course:**  | Sem. Hrs.  |
| BUSN 1003, First Year Experience Business  | 3  |
| **General Education Requirements:**  | Sem. Hrs.  |
| See General Education Curriculum for Baccalaureate degrees (p. 78) Students with this major must take the following: *A “C” or better in MATH 2143, Business Calculus OR* *MATH 2194, Survey of Calculus OR* *MATH 2204, Calculus I* *ECON 2313, Principles of Macroeconomics* *COMS 1203, Oral Communication (Required Departmental Gen. Ed. Option)*  | 35  |
| **Neil Griffin College of Business Core Courses:**  | Sem. Hrs.  |
| (See Beginning of Business Section)  | 39  |
| **Major Requirements:**  | Sem. Hrs.  |
| MGMT 3143, Human Resource Management  | 3  |
| MGMT 3153, Organizational Behavior  | 3  |
| MGMT 4123, International Management  | 3  |
| MKTG 3023, Applied Research  | 3  |
| Sub-total  | 12  |
| **Emphasis Area (Human Resource Management):**  | Sem. Hrs.  |
| LAW 4053, Employment Law  | 3  |
| MGMT 3163, Labor Relations and Collective Bargaining  | 3  |
| MGMT 4173, Compensation Management  | 3  |
| Select two of the following: BCOM 3573, Managerial Communication MGMT 3173, Special Topics in Human Resources MGMT 3193, Social Impact Management MGMT 4143, Organizational Change and Development MGMT 419V, Management Internship  | 6  |
| Sub-total  | 15  |
| **Electives:**  | Sem. Hrs.  |
| Electives (must include at least 3 upper-level hours)  | 16  |
| **Total Required Hours:**  | **120** |

After Pg. 144

Major in Management

**Bachelor of Science**

**Emphasis in Human Resource Management**

A complete 8-semester degree plan is available at https://www.astate.edu/info/academics/degrees/

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| **Total Required Hours:**  | **120** |