**Procedure for Submitting Proposals for New Options, Concentrations, Special Emphases and Minors**

1. Name of the campus submitting the request, the full and exact title of the proposed aggregate of courses, and whether it is an option, concentration, special emphasis, or minor.

             Submitting campus: CSUSM.

 Title of proposed aggregate courses: Human Resource Management (HRM) Track.

2. Full and exact title of the degree major program under which the aggregate of courses will be offered, where applicable.

 B.S. in Business Administration.

 Management Option.

3. Options, concentrations, or special emphases already existing under the degree major program for which the new aggregate of courses is proposed.

 Management and Organizations Track.

 Entrepreneurship Track.

4. Department(s) to offer the aggregate courses.

 Management Department.

5. Purpose of the proposed aggregate of courses.

 To provide management students with the knowledge and expertise needed to pursue a career in the field of HRM.

6. Need for the proposed aggregate of courses.

 The field of HRM continues to gain prominence in today’s business organizations. HRM professionals provide expertise in essential organizational functions including HR planning, recruiting and selection, job design, training, employment law, performance appraisal/management, labor relations, compensation/benefits and international management.

 HRM continues to be popular track/concentration in many universities, including other CSU campuses. In the past 10 years several HRM elective courses have been added to the Management curriculum. Thus, in addition to the introductory course (MGMT 415), we also offer Personnel Selection/Appraisal (MGMT 420), Training/Development (MGMT 422), Compensation/Benefits (MGMT 428) and Employment Law (MGMT 425) on an annual basis. These courses were initially offered as special topics but are now permanent courses. Enrollment in these courses continues to be strong, attesting to the interest among our students in the HRM field. The HRM courses are currently being taught by one tenured faculty member and two adjunct faculty members. Furthermore, we recently hired two additional tenure track faculty members who are qualified to teach in the HRM track.

 The purpose of the HRM track is to provide a recommended set of courses (similar to those offered by other universities) to students interested in the HRM field. These courses are designed to provide the expertise required for employment in the HRM field. Furthermore, the HRM track is designed to enable our students to compete successfully with students from other universities for HRM positions. A final goal of the HRM Track is prepare students for the certification exams offered through the Society for Human Resource Management (SHRM), the leading national organization for HRM professionals. Passing these exams enables one to earn the SHRM-CP and SHRM-SCP certifications, which are well-respected by many employers.

 The creation of an HRM Track at this time is appropriate in view of the recent hiring of two additional tenure track faculty members who will teach in the HRM area. Also, this semester we are in the process of establishing a CSUSM chapter of the Society for Human Resource Management. The formation of an HRM Track and CSUSM SHRM chapter complement one another.

7. List of the courses, by catalog number, title, and units of credit, as well as total units to be required under the proposed aggregate of courses.

 The total units required for HRM track is 16 and can be selected among the following courses:

 MGMT 420 Personnel Selection & Appraisal (4 units)\*

 MGMT 422 Training & Development (2 units)\*

 MGMT 425 Employment Law (4 units)\*

 MGMT 428 Compensation & Benefits (4 units)\*

 MGMT 445 Career Development (2 units)

 MGMT 465 Developing Management Skills (4 units)

 MGMT 470 Strategic Management of Technological Innovation (2 units)

 GBM 425 International Business Management (4 units)

 MGMT 481-5 Special Topics in Management (2-4 units)

 \* HRM students are required to take at least 6 units (any 2 courses) from the first four courses listed. These courses cover essential HRM functional competencies.

8. List of courses, by catalog number, title, and units of credit as well as total units to be required for the major in which the proposed aggregate of courses is to be included.

 **Foundations of Business Courses (10 Units):**

 BUS 302 (2 units)

 BUS 322\* (2 units)

 FIN 302\* (2 units)

 MIS 302\* (2 units)

 OM 302\* (2 units)

\* Equivalent 4-unit courses can be substituted for these 2-unit courses. However, only 4

 excess units can be counted toward MGMT: HRM Track electives.

              **Human Resource Management Track Core Courses (18 Units):**

 MGMT 305 (4 units)

 MGMT 415 (4 units)

 MGMT 452 (4 units)

 MGMT 461 (4 units)

 MKTG 302\* (2 units)

   \* Prerequisite for capstone and Senior Experience.

**Human Resource Management Track Electives (16 Units):**

            MGMT 420 Personnel Selection & Appraisal (4 units)\*

 MGMT 422 Training & Development (2 units)\*

 MGMT 425 Employment Law (4 units)\*

 MGMT 428 Compensation & Benefits (4 units)\*

 MGMT 445 Career Development (2 units)

 MGMT 465 Developing Management Skills (4 units)

 MGMT 470 Strategic Management of Technological Innovation (2 units)

 GBM 425 International Business Management (4 units)

 MGMT 481-5 Special Topics in Management (2-4 units)

 \* HRM students are required to take at least 6 units (any 2 courses) from the first four courses listed. These courses cover essential HRM functional competencies.

             **Capstone (4 Units):**

BUS 444Strategic Management in Global Environments (4 units)

 **Senior Experience (3 Units):**

 BUS 495 Senior Experience (3 units)

9. New courses to be developed. Include proposed catalog descriptions.

 None at this time. The HRM track will use existing courses.

10. List of all present faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience, who would teach in the proposed aggregate of courses.

 Dr. Ted Shore, Professor of Human Resource Management, CSUSM. Highest degree: Ph.D., Industrial and Organizational Psychology (Colorado State University, 1985). Has taught Fundamentals of Human Resource Management, Personnel Selection/Appraisal, Employment Law and Organizational Behavior at three universities. Before his academic career he worked for Standard Oil Company in corporate human resources. He served an HR consultant for several organizations.

 Dr. Kim McCarthy, Assistant Professor of Management, CSUSM. Highest Degree: PhD., (Graduate School of Management, University of California, Irvine, 2014). Has taught Fundamentals of Human Resource Management, Organizational Behavior and Principles of Management.

 Emily Tarr, Assistant Professor of Management, CSUSM (starting fall, 2016). Highest degree: Ph.D. Candidate (Ohio State University, Dept. of Management and Human Resources). Has taught Fundamentals of Human Resource Management, Strategic Human Resource Management and Organizational Behavior.

 Nina Woodard, Adjunct faculty, CSUSM. Highest Degree: MBA (California Coastal University, 2014). Has taught Fundamentals of Human Resource Management, Compensation/Benefits, Training/Development and International Human Resource Management at several universities. Professional certifications: SHRM-CSP, SPHR, GPHR.

 David Tiffany, Adjunct faculty, CSUSM. Highest Degree: Master of Law in
Admiralty (Tulane University, 1981). J.D. (California Western School of Law, 1976). Has taught Employment Law. Business Law, Entrepreneur Law.

11. Additional instructional resources (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the proposed aggregate of courses. List all resources needed for the first five years beyond those currently projected, including specific resource, cost, and source of funding.

             No new resources needed. The HRM track will utilize existing courses and aggregate them for students who might wish to work in the HRM field. These courses are among those typically included in HRM tracks at other universities (including other CSU campuses) and cover HR competencies in demand by employers.

12. Proposed catalogue description.

 **HRM track description**

 The HRM track within the Management Department is designed to equip students with the

 necessary knowledge and competencies needed for employment within the HRM field. These essential HR functions include HR planning, recruiting/selection, job design, training, employment law, performance appraisal/management, labor relations, compensation/benefits, employee retention/development and international management. Successful completion of the recommended courses should enable graduates to compete effectively with graduates from other universities for positions within the HRM field. The HRM track also strives to prepare our students to pass the HRM certification exams offered thorough the Society for Human Resource Management.