CALIFORNIA STATE UNIVERSITY SAN MARCOS
NEW PROGRAM PROPOSAL – P Form Signature

For Academic Programs Office Use Only
R.E. _____ Catalog _____ File _____

COLLEGE ☐ CHABSS ☒ CoBA ☐ CoEHHS ☐ CSM

TITLE OF PROGRAM Human Resource Management Track Discipline Management

This form is the signature sheet for new programs and new options/concentrations/emphases/tracks within existing programs. For all changes to existing programs (other than addition of new options/concentrations/emphases/tracks), use the Form P-2.

Check one:
- ☐ New Undergraduate Major or New Graduate Degree — Attach a completed New Program Template
- ☒ New Option/Concentration/Emphasis/Track
- ☐ New Minor
- ☐ New Teaching Credential
- ☐ New Certificate

} Attach a completed New Option/Concentration/ Special Emphasis, Teaching Credential and Minor

Attach a completed New Certificate Template

Does this proposal impact other disciplines? ☐ Yes ☒ No If yes, obtain signature(s).
Any objections or concerns should be stated in writing and attached to this form. Please check the box to indicate whether a memo has been attached.

Term and Academic Year of intended implementation (e.g. Fall 2016): ~~Fall 2016~~ SPRING 2017 (Glen Brodowsky)

_____ Discipline #1	_____Support _____Oppose	
_____ Signature	☐ _____ Date	
_____ Discipline #2	_____Support _____Oppose	
_____ Signature	☐ _____ Date	
_____ Discipline #3	_____Support _____Oppose	
_____ Signature	☐ _____ Date	
_____ Discipline #4	_____Support _____Oppose	
_____ Signature	☐ _____ Date	
_____ Discipline #5	_____Support _____Oppose	
_____ Signature	☐ _____ Date	

RECEIVED
DEC 08 2016
BY: _____

P-FORM PREPARATION

1a. Ted Shore — Originator (Please print) — Date 4/1/16

1b. _____ — Librarian Liaison for Library Report+ — 11/1/16 Date

1c. _____ — ITS Liaison for ITS Report+ — 11/15/16 Date

PROGRAM/DEPARTMENT-LEVEL REVIEW

2. _____ — Program/Department - Director/Chair* — 11/16/16 Date

COLLEGE/SCHOOL-LEVEL REVIEW

3. _____ — College/School Curriculum Committee* — 11/22/16 Date

REVIEW (Signatures must be obtained by proposer)

4a. _____ — Vice President for Student Affairs* — 12/2/16 Date

4b. _____ — Dean of Library* — 10/31/16 Date

4c. _____ — Dean of Information and Instructional Technology Services* — 11/05/16 Date

4d. _____ — Vice President for Finance and Administrative Services* — 12/5/2016 Date

4e. _____ — Dean of Graduate Studies (if applicable) * — Date

COLLEGE/SCHOOL-LEVEL RECOMMENDATION

5. _____ — College/School Dean/Director* — Date

UNIVERSITY-LEVEL REVIEW

(May not begin until all signatures numbered 1-5 have been obtained.)

6a. _____ — University Curriculum Committee^ — Date

6b. _____ — Budget and Long-Range Planning Committee^ — Date

FACULTY APPROVAL

7. _____ — Academic Senate — Date

UNIVERSITY-LEVEL APPROVAL

8. _____ — Provost — Date

9. _____ — Date to Chancellor's Office

+ Please contact the liaisons at the beginning of the process and allow sufficient time for the liaisons to prepare the resource implication report. Upon completion of the report liaisons will sign.
* May attach a memo on program impact on the unit and the ability of the unit to support it.
^ Attach a memo summarizing the curricular and/or resource deliberations.
o summarizing the curricular and/or resource deliberations.

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 14 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.

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.

California State University
SAN MARCOS

Instructional & Information Technology Services CSU San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
Tel: 760.750.4775 **Fax:** 760.750.3257 kmorningstar@csusm.edu www.csusm.edu/IITS

MEMORANDUM

DATE: November 15, 2016

TO: Dr. Glen Brodowsky, Chair, Management
College of Business Administration

FROM: Kevin Morningstar, Dean & Chief Information Officer
Instructional & Information Technology Services (IITS)

SUBJECT: IITS Comments Related to Program Proposal for Human Resource Management (HRM) Track for B.S. in Business Administration

After carefully reviewing the aforementioned program proposal to establish a *Human Resource Management (HRM) Track for B.S. in Business Administration*, the following factors were considered relative to the established technology resources and support services provided by Instructional and Information Technology Services.

1. The proposal indicated that no new courses will be developed at this time (p. 3).
2. The College does not intend to hire any new tenure/tenure track faculty in support of the initial program enrollment beyond the two existing HRM faculty (p. 2 & 4).
3. No additional student enrollment impact was noted in the proposal.
4. No specific Information Technology needs were noted throughout the proposal.

As the proposal did not indentify any additional faculty positions, specific lecture spaces needs, or students enrollment growth, the impact of the proposed program on the use of existing classroom technology and computer labs would be nominal due to the program's use of existing IITS supported classrooms and labs. No substantial Instructional Design impact was identified, as the proposed courses already exist and are taught by CSUSM faculty familiar with the campus' Learning Management System. Should any these assumptions change, further assessment would be warranted.

FINDING

No additional long term technical support, hardware resources, or operational impacts to IITS were identified including instructional design services.

California State University
SAN MARCOS
Library

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Date: May 2, 2016

To: Dr. Catalin Ratiu

From: Dr. Jennifer Fabbi
Dean, University Library

Subject: Library Review of the Proposal for the B.S. in Business Administration – Management Option – Human Resources Management Track

Thank you for the opportunity to respond to the proposal for the B.S. in Business Administration – Management Option – Human Resources Management Track. The following information reviews the current capacity and describes probable needs of the CSUSM Library to support this program. Judith Opdahl, Acting Business Librarian, has reviewed the program proposal. Ann Fiegen, Business Librarian returns from sabbatical this month.

Existing Collections
Collections relevant to the proposed program would be housed with the CSUSM Kellogg Library, or more likely, virtually accessible through the Library website, The California State University at San Marcos (CSUSM) Library (http://biblio.csusm.edu). CSUSM has no branch or satellite libraries on or off campus.

Presently the Business Librarian works collaboratively with CoBA and its faculty to provide resources and library instruction to students in many of the courses listed on the proposal. This spring (2016) the library worked collaboratively with CoBA faculty in the following courses: MGMT 422, MGMT 248, GMB 425, BUS 302, MGMT 415, MGMT 461, and MKTG 302. In providing library instruction for these courses and inquiring as to any possible changes or needs for future sessions, faculty provided only positive comments and did not indicate any need for new resources for their students. Therefore, we conclude that the present resources are supporting the faculty and students and are meeting the needs of the curriculum. As far as future collection development actions, it would be advisable to review books published by the Society for Human Resource Management (SHRM) for possible addition to the collection.

Reference and instruction by subject specialist librarians
As mentioned above, Library faculty work closely with students throughout their time at CSUSM. For students to be able to successfully conduct the research needed for their papers, projects, and presentations, they need to receive in-depth training on searching for, finding, evaluating, and using reputable and scholarly literature.

Library instruction facilitates hands-on application of information literacy skills, ensuring students can identify, find, evaluate, and cite appropriate research. Library faculty also work closely with students to provide in-depth, individualized research consultation both in person and online.

Beyond instructional impact, it is worth noting that each new program increases demand on all Library services from interlibrary loan to extended hours.

Basic information about the library's collections and services follows in the table below.

Library holdings	http://biblio.csusm.edu/external/about-the-library/collection-overview
Circulation	http://biblio.csusm.edu/external/policies/books-and-media-borrowing-policies
Inter-library loan services	http://biblio.csusm.edu/interlibrary-loan-borrowing-policies
Reference/Research help	https://biblio.csusm.edu/research-assistance
Information Literacy Program	http://biblio.csusm.edu/about/departments/337/info
E-thesis, project, and dissertation submission	http://biblio.csusm.edu/guides/subject-guide/193-CSUSM-ETD-Submission-Guide/

The Library looks forward to continued collaboration with those working on the proposed program and is happy to provide further information. It is essential that the program proposers continue discussions with the Library as the program is approved to ensure that students and faculty have sufficient information resources at the inception of the program.

cc: Ann Fiegen
Becky Eberwein
Jim Hammerly
Judith Opdahl