

## New Program Development Documentation

Program	Dean	Director (if applicable)	Revision Date
Human Resource Management	Dr. Dean	Dr. Director	2016

Program Description
The vision, mission, and strategic objectives of the university, along with the vision for the university, provide a vital foundation for the development of new programs.
This program offers ... [proprietary information].
The Human Resource Management degree requires completion of the following 120 hours: General Education Core (42 hours) Foundations Core (6 hours) Major Core (30 hours) Electives (42 hours)

## Developing Program Learning Goals (PLG)

**Begin by working through the following questions:**

- What would the ideal graduate of this program be?
- What are the current professional standards in your field?
- What experiences and deliverables should students have?
- What standards are expected of students to ensure they are successful?
- How can these experiences and standards be achieved?

Mission and Vision		
Connect	Students engage with the community of faculty who seek to advance the life of the student.	1
Academics	Students examine theories, concepts, principles, and practices in a particular content/discipline area.	2
	Students demonstrate a body of knowledge and skills in depth and breadth in a particular content area.	3
	Students demonstrate critical and creative thinking skills...[proprietary information].	4
		5
6		
Worldview	Students reflect on their own learning and assimilate it with their worldview.	7
Application	Students apply a proficient body of new knowledge and skills...[proprietary information].	8
Outcomes		
		A
		B

<b>Acaden</b>		C
		D
		E
		F
		G
		H
<b>Application</b>		
		A
		B

## LGs)

n look like (skills, competencies, beliefs, and values)?  
 n the field?  
 udents document or produce that will provide evidence of their learning and competencies?  
 achieve for these experiences and deliverables?  
 e expressed in ways which will guide student self-monitoring and provide clear criteria for assessment?

### Undergraduate Learning Goal

Students engage in insightful discourse with faculty and classmates related to Human Resource Management (HRM).

Students will describe how content is applied and reflected in the theories, principles, and practices in HRM.

Students demonstrate a body of knowledge and skills in depth and breadth in human resource management...[proprietary information].

Students use critical thinking skills to critique issues and provide solutions in HRM.

Students write using effective written skills.

Students give presentations using effective skills.

Students reflect on the impact of new learning...[proprietary information].

Students apply...[proprietary information].

### Appendices

#### Standard Learning Goal #3:

Students demonstrate a body of knowledge and skills in depth and breadth in a particular content area. (Specific program content goals are labeled alphabetically)

Develop and articulate...[proprietary information].

Describe...[proprietary information].

Identify and present...[proprietary information].
Synthesize...[proprietary information].
Develop a...[proprietary information].
Create a comprehensive...[proprietary information].
Compare and contrast...[proprietary information].
Develop and present...[proprietary information].
<b>Standard Learning Goal #8</b>
Students apply a proficient body of new knowledge and skills...[proprietary information].
Integrate human resource administration...[proprietary information].
Synthesize content...[proprietary information].

## Program Mapping

Developing Course Objectives, Student Learning Outcomes, & the “Big Picture” of the Program

### Purpose:

- To formulate Course Objectives that communicate the intent of each course.
- To formulate Student Learning Outcomes that communicate what students will be able to do (knowledge, skills, & competencies) as a result of each course.
- To align Student Learning Outcomes (SLOs) w/ Program Learning Goals (PLGs).
- To scaffold learning & identify gaps & overlap in intended course content across new programs.
- To plan key program assessments ensuring that all Program Learning Goals are measured & aligned in one or more courses throughout the program.

	Catalog Description	Course Objectives	Student Learning Outcomes (SLO)
<b>Column expectations:</b>	Script the Academic Catalog course description. These descriptions must be approved by the Curriculum Committee. After approval, no changes can be made w/out further formal approval.	What will the course need to teach (content & skills) in order to equip students to accomplish the goals in the course description & the SLOs?	What will students will be able to know, think about, & do upon completion of the course?
<b>Course ID &amp; Name:</b>			These outcomes should be measurable & utilize high levels of critical thinking.
<b>HRM-310 HR Admin. I</b>	(3) This course will provide students... [proprietary information].	...[proprietary information].	Express...[proprietary information].
		...[proprietary information].	Demonstrate...[proprietary information].
		...[proprietary information].	Illustrate...[proprietary information].
		...[proprietary information].	Identify...[proprietary information].
		...[proprietary information].	Interpret...[proprietary information].
			Explain...[proprietary information].
<b>HRM-315 HR Admin. II</b>	(3) This course is a continuation of HRM 310A, Human Resource Administration I. Course focus is on... [proprietary information].	...[proprietary information].	Discuss...[proprietary information].
		...[proprietary information].	Identify...[proprietary information].
		...[proprietary information].	Research & report on...[proprietary information].
		...[proprietary information].	Identify...[proprietary information].
		...[proprietary information].	Integrate...[proprietary information].
			Design...[proprietary information].
<b>HRM-320 Labor &amp; Employment Law</b>	(3) This course offers an in-depth analysis...[proprietary information].	...[proprietary information].	Reorganize...[proprietary information].
		...[proprietary information].	Differentiate...[proprietary information].
		...[proprietary information].	Compare and contrast...[proprietary information].
		...[proprietary information].	Apply...[proprietary information].
		...[proprietary information].	Identify...[proprietary information].
			Demonstrate...[proprietary information].
	Explain...[proprietary information].		

<b>HRM-340 Workforce Planning &amp; Staffing</b>	(3) This course presents...[proprietary information].	...[proprietary information].	Compare and contrast...[proprietary information].
		...[proprietary information].	Design...[proprietary information].
		...[proprietary information].	Explain...[proprietary information].
		...[proprietary information].	Develop...[proprietary information].
			Discuss...[proprietary information].
<b>HRM-345 Employee &amp; Labor Relations</b>	(3) This course covers...[proprietary information].	...[proprietary information].	Evaluate...[proprietary information].
		...[proprietary information].	Apply...[proprietary information].
		...[proprietary information].	Compare and contrast...[proprietary information].
		...[proprietary information].	Analyze...[proprietary information].
			Create...[proprietary information].
<b>HRM-350 Training &amp; Development</b>	(3) This course presents a comprehensive...[proprietary information].	...[proprietary information].	Determine and discuss...[proprietary information].
		...[proprietary information].	Evaluate...[proprietary information].
		...[proprietary information].	Compare and contrast...[proprietary information].
		...[proprietary information].	Design...[proprietary information].
			Explain...[proprietary information].
			Develop...[proprietary information].
<b>HRM-360 Comp. &amp; Benefits</b>	(3) This course presents...[proprietary information].	...[proprietary information].	Evaluate...[proprietary information].
		...[proprietary information].	Analyze...[proprietary information].
		...[proprietary information].	Compare and contrast...[proprietary information].
		...[proprietary information].	Write...[proprietary information].
		...[proprietary information].	Apply...[proprietary information].
<b>HRM-450 Globalization, Mergers, &amp; Acquisitions</b>	(3) In this course, students will... [proprietary information].	...[proprietary information].	Evaluate...[proprietary information].
		...[proprietary information].	Compare and contrast...[proprietary information].
		...[proprietary information].	Design...[proprietary information].
		...[proprietary information].	Explain...[proprietary information].
			Develop...[proprietary information].
<b>HRM-452 Org.</b>	(3) In this course, students will...	...[proprietary information].	Identify...[proprietary information].
		...[proprietary information].	Explain...[proprietary information].
		...[proprietary information].	Use...[proprietary information].

<b>Behavior</b>	[proprietary information].	...[proprietary information].	Demonstrate...[proprietary information].
			Apply...[proprietary information].
<b>HRM-530 Human Resource Management</b>	(3) This course will explore... [proprietary information].	...[proprietary information].	Present...[proprietary information].
		...[proprietary information].	Differentiate...[proprietary information].
		...[proprietary information].	Compare and contrast...[proprietary information].
		...[proprietary information].	Apply...[proprietary information].
		...[proprietary information].	Identify...[proprietary information].
		...[proprietary information].	Demonstrate...[proprietary information].
			Develop...[proprietary information].



## Development SME and Schedule

Course	Level of Development	Subject Matter Expert (SME)	Planning Meeting	1 <sup>st</sup> Submission	2 <sup>nd</sup> Submission	Dean Approval
HRM-340	New	SME 1	8/24/2016	9/19/2016	10/17/2016	11/1/2016
HRM-345	New	SME 2	8/26/2016	9/19/2016	10/17/2016	11/2/2016
HRM-350	New	SME 3	7/19/2016	8/15/2016	9/12/2016	9/19/2016
HRM-355	New	SME 4	7/27/2016	8/22/2016	9/19/2016	9/26/2016
HRM-450	New	SME 5	1/5/2017	1/31/2017	2/27/2017	3/13/2017

Course	Level of Development	Subject Matter Expert (SME)	CSO Revised	Teaching Guide and Presentations	Syllabus Revised	Built in LMS
HRM-310	Transfer from BUS-470	Noah Antisdell	5/26/2016	5/26/2016	5/26/2016	06/01/16
HRM-315	Transfer from BUS-471	Noah Antisdell	5/26/2016	5/26/2016	5/26/2016	06/02/16
HRM-320	Transfer from BUS-423	Noah Antisdell	5/25/2016	5/25/2016	5/26/2016	06/03/16

### Split into Duplicated Sections

Course	Level of Development	Subject Matter Expert (SME)	CSO Revised	Teaching Guide and Presentations	Syllabus Revised	Built in LMS
HRM-310	Transfer from BUS-470	Noah Antisdell	9/7/2016	9/8/2016	7/28/2016	9/5/2016
HRM-315	Transfer from BUS-471	Noah Antisdell	7/1/2016	9/1/2016	7/28/2016	9/5/2016
HRM-320	Transfer from BUS-423	Noah Antisdell	7/1/2016	9/1/2016	7/28/2016	9/5/2016

# Assessment

## Pre-assessment in HF

1. What does the acronym

- A.
- B.
- C.**
- D.

2. Elements of a Philosophy

- A.
- B.**
- C.**
- D.
- E.**
- F.**
- G.
- H.

3. Important terms are

- A.
- B.**
- C.**
- D.
- E.
- F.**
- G.**
- H.

4. Important legislative

- A.**
- B.**
- C.**
- D.
- E.**
- F.

G.

H.

5. A thorough Job An:

**A.**

**B.**

**C.**

**D.**

E.

F.

G.

H.

6. Which of the follow

A.

**B.**

C.

D.

7. Which of the follow

**A.**

B.

**C.**

**D.**

**E.**

F.

**G.**

**H.**

8. According to Berge

A.

**B.**

**C.**

D.

**E.**

F.

**G.**

H.

9. Methods of extend

- A.**
- B.**
- C.**
- D.
- E.
- F.
- G.
- H.

10. Elements of a Stra

- A.**
- B.
- C.**
- D.**
- E.
- F.
- G.
- H.**

- 11. I am confident th
- 12. I am confident th
- performance measur
- 14. I am confident th
- 15. I am confident th
- 16. I am confident th
- 17. I am confident th
- 18. I am confident th
- 19. I am confident th
- prior knowledge in m

## HM-310 and post-assessment in BUS-530

### Part A: Multiple choice quiz

onym SHRM stand for?

Special Handicap Requirements Manager

Specialization in Human Resources and Management

**Society for Human Resource Management**

Social Human Relations Mitigation

osophy of Human Capital and Action Plan include (select all that apply):

Financial calculation of capital value allocation

**Strategic human resource management**

**Employment law**

Philosophy guidelines from Kant, Plato, and Locke

**Successful recruitment and talent management strategy**

**Training and development**

The standard 5 Step Capital Action Plan

Organizational perspective of Roe vs. Wade

rd concepts to a Compensation and Benefits Specialist include (Select all that apply):

Employee Lifetime Value (ELV)

**Broad banding**

**Total rewards**

Personnel Compensation and Benefits Act (PCBA)

Pay for participation

**Compensation equity**

**Fair Labor Standards Act (FLSA)**

Social Human Relations Mitigation (SHRM)

ve acts to HR law include (Select all that apply):

**Age Discrimination in Employment Act (ADEA)**

**Older Workers Benefit Protection Act (OWBPA)**

**Equal Pay Act (EPA)**

Personnel Compensation and Benefits Act (PCBA)

**Americans with Disabilities Act of 1990 (ADA)**

Civil Rights Act of 1961

Sexual Orientation and Transgender Equity Act (SOTEA)

Federal Labor Safety Act (FLSA)

Analysis includes the following (Select all that apply):

**The activities and responsibilities of the job**

**The job's relative importance in comparison with other jobs**

**The personal qualifications necessary for performance of the job**

**The conditions under which the work is performed**

The position's broad banding verification

The federal personnel code and tax status

The COBRA stipulations of qualified applicants

The Personnel Metric Value Analysis (PMVA)

Verification is NOT true of a Performance Evaluation System?

It is a systematic way to examine how well an employee is performing in his or her job.

**It includes the Personnel Metric Value Analysis (PMVA).**

Some believe it is one of the most important components to consider in human resources management.

Some view it as a flawed process, which makes it less valuable and therefore ineffective.

Verification are the six Ds of breakthrough learning, according to Pollock, Jefferson, and Wick (Select 6):

**Define business outcomes**

Determine key stakeholders

**Design the complete experience**

**Deliver for application**

**Drive learning transfer**

Deliver superior programs

**Deploy performance support**

**Document results**

For and Berger, the following are important in Compensation (Select all that apply):

Identifying Critical Elements of the Personnel Metric Value Analysis (PMVA)

**Using a Total Rewards Strategy to Achieve Competitive Advantage.**

**Aligning Total Compensation Programs with Organization Values & Strategy.**

Performing Monthly Competitor Benchmark Compensation Analyses (CBCA).

**Selecting and Developing a Salary Structure.**

Formally Associating the Federal Personnel Codes with Each Broad Band.

**Using Nonmonetary Awards to Support Behaviors that Drive Business Results.**

Eliminating the Use of Salary Surveys.

Expanding an organization's operations into global markets include (Select all that apply):

**Acquisitions**

**Mergers**

**Expansion**

Generalization

Compensation

SHRM

Labor equalization

Broad banding

Strategic Human Resources Management Plan include (Select all that apply):

**Policies regarding employee retention and engagement, discipline, and safety.**

Policies regarding competitive pricing analysis, fair labor, distributive justice, and executive overtime.

**Policies regarding training and development; compensation and benefits; and performance management.**

**Policies regarding regulatory compliance, as well as recruitment and selection.**

Policies regarding training, development, engagement, access assessment, and retention.

A critical review of Human Resources Legislation.

A strategic assessment and action plan for PLA compliance.

**The business description, HR management philosophy, and organizational structure.**

Part B: HRM Confidence Survey (Likert Scale 1-5)

1. I can develop and articulate a human capital philosophy applicable to HR administration.

2. I can describe human resource administration theories and concepts and articulate their significance and application.

3. I can synthesize HR legal requirements into a recommended set of organizational HR Legal Policies and Procedures.

4. I can develop a strategic training and development program that implements industry best practices.

5. I can create a comprehensive organizational compensation and benefits plan.

6. I can compare and contrast the benefits and drawbacks of expanding an organization into global markets.

7. I can write a strategic Human Resource Management Plan.

8. I can present a strategic Human Resource Management Plan.

9. I can apply HRM concepts to the workplace, family, and community.