

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 6 – F (2)

DATE: May 9-11, 2017

SUBJECT: New Minor: NSU Minor in Human Resources Management

Northern State University (NSU) requests authorization to offer an undergraduate minor in Human Resources Management. The minor will allow business majors opportunities to expand their knowledge by learning personnel management, including but not limited to recruiting, hiring, training and development, retention, and compensation. The minor may also appeal to students in other majors who want to understand the human side of business and management. NSU notes that the US Bureau of Labor Statistics forecasts 9% growth in human resources positions through 2024; the South Dakota Department of Labor forecasts growth of 10%. The minor consists of eighteen credit hours and includes the creation of three new courses. NSU expects ten graduates per year after full implementation.

DRAFT MOTION 20170509_6-F(2): I move to approve NSU’s Minor in Human Resources Management as described in Attachment I.



**SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS**

New Baccalaureate Degree Minor

UNIVERSITY:	Northern State University
TITLE OF PROPOSED MINOR:	Human Resource Management
DEGREE(S) IN WHICH MINOR MAY BE EARNED:	Any
EXISTING RELATED MAJORS OR MINORS:	Accounting, Banking and Financial Services, Business Administration, Economics, Finance, International Business, Management, MIS, Marketing
INTENDED DATE OF IMPLEMENTATION:	Fall 2017
PROPOSED CIP CODE:	52.1001
UNIVERSITY DEPARTMENT:	Marketing and Management
UNIVERSITY DIVISION:	College of Business

University Approval

To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.

/s/ Timothy Downs

President of the University

3/28/17

Date

1. Do you have a major in this field (place an "X" in the appropriate box)?

Yes

No

2. If you do not have a major in this field, explain how the proposed minor relates to your university mission.

NSU does not currently have a major in Human Resources Management; however, NSU does have a major in Management. A Human Resource Management minor will allow business majors the opportunity to expand their knowledge by learning how to manage people, one of the most important resources within any organization.

The legislature established Northern State University to meet the needs of the State, the region, and nation by providing undergraduate and graduate programs in education and other courses or programs as the Board of Regents may determine. (SDCL 13-59-1)

The Board implemented SDCL 13-59-1 by authorizing graduate and undergraduate programs in education to promote excellence in teaching and learning, to support research, scholarly and creative activities, and to provide service to the State of South Dakota, the region, and the nation. The Board approved a special emphasis on E-learning in the university curriculum and service.

Northern State University's vision states "NSU will be a nationally-recognized, student-centered institution, committed to academic and extracurricular excellence, and providing global learning opportunities in a beautiful setting." This minor directly ties into student-centered and academic excellence by providing the students an opportunity to learn about this growing field. The business students at NSU should have the opportunity to enhance their university education by having the opportunity to learn more about human capital.

The human resource management minor might also appeal to other majors on campus. An education major who would like to open a daycare or preschool would benefit from an HRM minor because the student would need to understand the human side of business. Another example would be the fine arts major who wants to open a music studio. Any student who is considering a career managing personnel or opening their own business would benefit from the HRM minor.

3. What is the nature/purpose of the proposed minor?

The purpose of the HRM minor is to offer students a solid understanding in recruiting, the hiring process, training and development, retention, and compensation. Students who earn an HR minor will be able to write job descriptions, conduct hiring interviews, evaluate training and development programs, explain different options for compensation and benefits, and analyze multiple retention plans. Students will also have a strong understanding of the value of diversity in the workforce. The HRM minor will also provide students with insight on the psychology and behavior within organizations. Students will understand the role of HRM in all types of organizations ranging from for-profit organizations to non-profit organizations.

4. How will the proposed minor benefit students?

The minor will complement the management major by providing students an opportunity to specialize in HRM. The HRM minor will also allow other business majors the opportunity to gain valuable knowledge in working with groups of individuals in the workplace. The same can be said for students who are majoring in Psychology or Sociology or any other major on campus. Many occupations have to deal with working with others in an organization and an HRM minor will provide students with tools on how to accomplish this task.

5. Describe the workforce demand for graduates in related fields, including national demand and demand within South Dakota.

According to the Bureau of Labor Statistics, the demand for Human Resource Managers is forecasted to grow 9% between now and the year 2024, which is a growth rate that exceeds the average growth rate of occupations. According to the South Dakota Department of Labor, the demand for Human Resource Managers in South Dakota is expected to increase by 10% by the year 2024 as well.

6. Provide estimated enrollments and completions in the table below and explain the methodology used in developing the estimates (*replace “XX” in the table with the appropriate year*).

	Fiscal Years*			
	1 st	2 nd	3 rd	4 th
<i>Estimates</i>	FY 18	FY 19	FY 20	FY 21
Students enrolled in the minor (fall)	15	20	25	25
Completions by graduates			5	10

*Do not include current fiscal year.

The estimated number of new students enrolled in the minor is based on enrollments in some of NSU’s current minor programs. Enrollments in management majors were also considered. It is believed that business students will add the HRM minor to their current business major to enhance their qualifications. NSU does not have a management minor; therefore, there are students who would benefit for this minor. This minor will also attract students from other majors on campus.

7. **What is the rationale for the curriculum? Demonstrate/provide evidence that the curriculum is consistent with current national standards.**

Each of the required courses provides required information for individuals who will be working in an HR role.

BADM360 - This course is a study of management, including the planning, direction, controlling and coordinating of the various activities involved in operating a business enterprise.

BADM460 - This course provides a survey of managerial practices with respect to the management of the human resource function and an introduction to the topic of human resource management as an occupational choice. Major areas of inquiry include recruitment and selection, training and development, compensation and benefits development, compensation and benefits maintenance.

BADM462 – Workforce Planning and Selection trains students in analyzing current staffing requirements and projecting future staffing needs. Students evaluate the effectiveness and appropriateness of various recruitment and selection instruments and strategies used by professionals.

BADM466 - Training and Development provides an in-depth look at practices related to the structure, the methods, and the use of technology for the training of employees. Students will apply learning theories in the development and implementation of a strategic employee training system.

BADM484 – Compensation studies the role of a wage and salary administrator. It focuses on the fundamentals of wage theory, job evaluation and compensable factors, employee evaluation, individual and group incentive plans, benefits, and managerial/executive compensation.

The seven elective courses will provide students with additional information on leadership, diversity, and the overall workplace environment.

BADM362 - Basic techniques: the role of the supervisor, understanding human behavior, developing good human relations. Effective communication, planning and organizing work, decision making and discipline. For supervisors and potential supervisors.

BADM450 - This course examines the relevant management and behavioral science concepts, techniques, and research essential to an understanding of leadership. The major theories of leadership are reviewed. Students develop and improve upon their own leadership capabilities through familiarity with the current literature, experiential exercises, and applied research.

BADM463 - This course explores the organizational changes that have occurred in the business environment over the past five decades in response to increasingly larger numbers of diverse individuals entering the workplace, and the implications of these changes for managers. As an “overview” course, we will explore a range of topics, including: the historical factors driving the changes; workplace diversity issues related to leadership, teamwork, and communication; social change issues related to the challenge of balancing work and family; and career paths in the future.

BADM464 - This course is a study of individuals and groups. Traditional organization theory and concepts are presented and study is given to motivation, group dynamics, and methods of coordination, change, and adaptation within an organization.

BADM467 – This course is a survey of the historical, current, and emergent patterns in local, state, and federal labor organizations relating to collective bargaining. Topics include an analysis of the rights and obligations of both management and unions as influenced by legislation, administrative decisions, and court cases. Student exercises in collective bargaining negotiations, and contract agreements, nationally and globally, will be tracked and discussed. A collective bargaining agreement will be negotiated as a student exercise.

SOC350 - A survey of contemporary ethnic and racial groups and selected minorities in South Dakota, the United States and other countries; special attention will be given to sociological concepts and theories relevant to intergroup dynamics, social structures, and communication.

PSYC430 - This course is a survey of the application of psychological principles to the understanding of organizational effects on individual and group behavior. It includes: organizational climate and culture, work-related attitudes, employee motivation, leadership, group dynamics and team work, organizational change and development, and minorities and women in organizations.

8. Complete the tables below. Explain any exceptions to Board policy requested.

A. Distribution of Credit Hours

Human Resource Management	Credit Hours	Percent
Requirements in minor	15	83.3%
Electives in minor	3	16.7%
Total	18	100%

B. Required Courses in the Minor

Prefix	Number	Course Title <i>(add or delete rows as needed)</i>	Credit Hours	New (yes, no)
BADM	360	Organization and Management	3	No
BADM	460	Human Resource Management	3	No
BADM	462	Workforce Planning and Selection	3	Yes
BADM	466	Training and Development	3	Yes
BADM	484	Compensation	3	Yes
Subtotal			15	

9. Elective Courses in the Minor: List courses available as electives in the program. Indicate any proposed new courses added specifically for the minor.

Prefix	Number	Course Title <i>(add or delete rows as needed)</i>	Credit Hours	New (yes, no)
BADM	362	Supervisory Management	3	No
BADM	450	Business Leadership	3	No
BADM	463	Diversity in Management	3	No
BADM	464	Organizational Behavior	3	No
BADM	467	Labor Management Relations	3	No
SOC	350	Race and Ethnic Relations	3	No
PSYC	430	Organizational Psychology	3	No
Subtotal			3	

10. What are the learning outcomes expected for all students who complete the minor? How will students achieve these outcomes?

Students who earn the HR minor will be able to explain the role that HRM can play in accomplishing an organization's strategic plan.

Students will also be able to demonstrate knowledge of the primary HRM areas: recruiting, hiring, training and development, retention and compensation.

- Describe how managers forecast demand for and analyze the supply of employees in the organization.
- Develop an effective recruiting program for an organization.
- Summarize the steps in the HR selection process.
- Explain why organizations provide benefits and services to employees.
- Explain the importance of evaluation training and development and how it can be done effectively in an organization.
- Summarize motivational methods for engaging employees.
- Describe how career planning is done in organizations.
- Compare the advantages of various performance evaluation techniques
- Value and promote employee diversity issues.
- Discuss relevant HRM employment laws.

11. What instructional approaches and technologies will instructors use to teach courses in the minor? *This refers to the instructional technologies and approaches used to teach courses and NOT the technology applications and approaches expected of students.*

The courses will be taught in smart classrooms with standard instructional methods. PowerPoints, case studies, and hands-on activities will be used to teach the content. Most courses will utilize the Desire to Learn management system for course information and dropboxes for assignment submission.

The three management faculty members all have PhD's in their related area. One management professor's PhD is in Human Capital.

12. Complete the following charts to indicate if the university intends to seek authorization to deliver the entire minor at any off-campus location (e.g., UC Sioux Falls, Capital University Center, Black Hills State University-Rapid City, etc.) or intends to seek authorization to deliver the entire minor through distance technology (e.g., as an on-line program)?¹

	Yes	No	<i>If Yes, list location(s)</i>	<i>Intended Start Date</i>
Off-campus		X		

	Yes	No	<i>If Yes, identify delivery methods</i>	<i>Intended Start Date</i>
Distance Delivery		X		

SDSU offers an online Human Resources minor. Both majors include BADM360 Organization and Management and BADM 460 Human Resource Management. SDSU's courses include courses from the Sociology and Psychology departments in the required

¹ The accreditation requirements of the Higher Learning Commission (HLC) require Board approval for a university to offer programs off-campus and through distance delivery.

courses and elective courses. The NSU proposal includes courses from the Business Department, focusing on the core areas of human resources.

13. Does the University request any exceptions to any Board policy for this minor? Explain any requests for exceptions to Board Policy. If not requesting any exceptions, enter "None."

None

14. Cost, Budget, and Resources: Explain the amount and source(s) of any one-time and continuing investments in personnel, professional development, release time, time redirected from other assignments, instructional technology & software, other operations and maintenance, facilities, etc., needed to implement the proposed minor. Address off-campus or distance delivery separately.

No additional resources will be needed.

15. New Course Approval: New courses required to implement the new minor may receive approval in conjunction with program approval or receive approval separately. Please check the appropriate statement (place an "X" in the appropriate box).

YES,

the university is seeking approval of new courses related to the proposed program in conjunction with program approval. All New Course Request forms are included as Appendix C and match those described in section 7.

NO,

the university is not seeking approval of all new courses related to the proposed program in conjunction with program approval; the institution will submit new course approval requests separately or at a later date in accordance with Academic Affairs Guidelines.