

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs
Consent

AGENDA ITEM: 4 – C (1)
DATE: June 24, 2020

SUBJECT

New Undergraduate Certificate: BHSU Human Resources

CONTROLLING STATUTE, RULE, OR POLICY

[BOR Policy 2:23](#) – Program and Curriculum Approval

BACKGROUND / DISCUSSION

Black Hills State University seeks permission to offer a new undergraduate certificate in Human Resources. The purpose of the proposed 12-credit certificate is to supplement degrees and increase job opportunities for management majors, professional accountancy majors, psychology majors and other majors outside of the School of Business.

BHSU seeks permission to offer the proposed certificate on campus (Spearfish), at BHSU-Rapid City, and online as part of the existing course rotation.

IMPACT AND RECOMMENDATION

The proposed certificate is composed of existing courses in BHSU’s School of Business and is stackable with requirements for the bachelor’s degree in Business Administration with a Specialization in Human Resource Management.

BHSU does not request new state resources for the proposed certificate.

Board office staff recommends approval of the new certificate program.

ATTACHMENTS

Attachment I – New Certificate Request Form: BHSU – Human Resources

DRAFT MOTION 20200624_5-C(1):

I move to authorize BHSU to offer the new undergraduate certificate in Human Resources, on campus (Spearfish), at BHSU-Rapid City, and online.



SOUTH DAKOTA BOARD OF REGENTS ACADEMIC AFFAIRS FORMS

New Certificate

Use this form to propose a certificate program at either the undergraduate or graduate level. A certificate program is a sequence, pattern, or group of academic credit courses that focus upon an area of specialized knowledge or information and develop a specific skill set. Certificate programs typically are a subset of the curriculum offered in degree programs, include previously approved courses, and involve 9-12 credit hours including prerequisites. In some cases, standards for licensure will state explicit requirements leading to certificate programs requiring more than 12 credit hours (in such cases, exceptions to course or credit requirements must be justified and approved). The Board of Regents, Executive Director, and/or their designees may request additional information about the proposal. After the university President approves the proposal, submit a signed copy to the Executive Director through the system Chief Academic Officer. Only post the New Certificate Form to the university website for review by other universities after approval by the Executive Director and Chief Academic Officer.

UNIVERSITY:	BHSU
TITLE OF PROPOSED CERTIFICATE:	Human Resource Certificate
INTENDED DATE OF IMPLEMENTATION:	Fall 2020
PROPOSED CIP CODE:	
UNIVERSITY DEPARTMENT:	<i>School of Business</i>
BANNER DEPARTMENT CODE:	
UNIVERSITY DIVISION:	<i>College of Business & Natural</i>
BANNER DIVISION CODE:	<i>Sciences</i>

Please check this box to confirm that:

- The individual preparing this request has read [AAC Guideline 2.7](#), which pertains to new certificate requests, and that this request meets the requirements outlined in the guidelines.
- This request will not be posted to the university website for review of the Academic Affairs Committee until it is approved by the Executive Director and Chief Academic Officer.

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.

Institutional Approval Signature

President or Chief Academic Officer of the University

3/6/2020

Date

Date

Note: In the responses below, references to external sources, including data sources, should be documented with a footnote (including web addresses where applicable).

1. **Is this a graduate-level certificate or undergraduate-level certificate (place an "X" in the appropriate box)?**

Undergraduate Certificate Graduate Certificate

2. What is the nature/ purpose of the proposed certificate? Please include a brief (1-2 sentence) description of the academic field in this certificate.

The purpose of the proposed certification is to benefit management majors, professional accountancy majors, psychology majors and other majors outside of the School of Business with a Certificate in Human Resources to supplement their degrees and increase job opportunities for them in the marketplace.

3. If you do not have a major in this field, explain how the proposed minor relates to your university mission and strategic plan, and to the current Board of Regents Strategic Plan 2014-2020.

Links to the applicable State statute, Board Policy, and the Board of Regents Strategic Plan are listed below for each campus.

<i>BHSU:</i>	<i>SDCL § 13-59</i>	<i>BOR Policy 1:10:4</i>
<i>DSU:</i>	<i>SDCL § 13-59</i>	<i>BOR Policy 1:10:5</i>
<i>NSU:</i>	<i>SDCL § 13-59</i>	<i>BOR Policy 1:10:6</i>
<i>SDSMT:</i>	<i>SDCL § 13-60</i>	<i>BOR Policy 1:10:3</i>
<i>SDSU:</i>	<i>SDCL § 13-58</i>	<i>BOR Policy 1:10:2</i>
<i>USD:</i>	<i>SDCL § 13-57</i>	<i>BOR Policy 1:10:1</i>
<i>Board of Regents Strategic Plan 2014-2020</i>		

4. Provide a justification for the certificate program, including the potential benefits to students and potential workforce demand for those who graduate with the credential. For workforce related information, please provide data and examples. Data may include, but are not limited to the South Dakota Department of Labor, the US Bureau of Labor Statistics, Regental system dashboards, etc. Please cite any sources in a footnote.

The US Bureau of Labor Statistics data indicates that jobs in the human resource sector are projected to grow “faster than the average for all occupations”. These are some of the specific projected growth rates from 2018 to 2028 for some human resource professions:

Human Resource Managers 7% faster than the average
 Human Resource Specialists 5% faster than the average
 Compensation and Benefits Managers 3% faster than the average
 Training and Development 9% faster than the average

The South Dakota Department of Labor states that, “Employment of human resources managers is projected to grow 9 percent from 2016 to 2026, about as fast as the average for all occupations.”

5. Who is the intended audience for the certificate program (including but not limited to the majors/degree programs from which students are expected)?

The intended audience would include management majors, professional accountancy majors, psychology majors and other majors outside of the School of Business that would benefit from a Certificate in Human Resources to supplement their degrees and increase job opportunities for them

in the marketplace. The Certificate in Human Resources could also be marketed to those seeking employment in the human resource industry or those already in the industry looking to increase their knowledge base and improve their opportunities for advancement.

6. Certificate Design

- A. Is the certificate designed as a stand-alone education credential option for students not seeking additional credentials (i.e., a bachelor's or master's degree)? If so, what areas of high workforce demand or specialized body of knowledge will be addressed through this certificate?**

It could be a stand-alone option for those seeking employment in the human resource industry or those already in the industry looking to increase their knowledge base and improve their opportunities for advancement.

- B. Is the certificate a value added credential that supplements a student's major field of study? If so, list the majors/programs from which students would most benefit from adding the certificate.**

The value-added demographic would include management majors, professional accountancy majors, psychology majors and other majors outside of the School of Business that would benefit from a Certificate in Human Resources to supplement their degrees and increase job opportunities for them in the marketplace.

- C. Is the certificate a stackable credential with credits that apply to a higher level credential (i.e., associate, bachelor's, or master's degree)? If so, indicate the program(s) to which the certificate stacks and the number of credits from the certificate that can be applied to the program.**

Yes. The courses required for the Human Resource Certificate would also help a student to meet requirements for the bachelor's degree in Business Administration with a Specialization in Human Resource Management.

- 7. List the courses required for completion of the certificate in the table below (if any new courses are proposed for the certificate, please attach the new course requests to this form). Certificate programs by design are limited in the number of credit hours required for completion. Certificate programs consist of nine (9) to twelve (12) credit hours, including prerequisite courses. In addition, certificates typically involve existing courses. If the curriculum consists of more than twelve (12) credit hours (including prerequisites) or includes new courses, please provide explanation and justification below.**

Prefix	Number	Course Title <i>(add or delete rows as needed)</i>	Prerequisites for Course <i>Include credits for prerequisites in subtotal below.</i>	Credit Hours	New (yes, no)
BADM	369	Organizational Behavior & Theory		3	No
HRM	460	Human Resource Management	BADM 369	3	No

HRM	461	Workforce Planning and Selection	HRM 460	3	No
HRM	465	Compensation	HRM 460	3	No
			Subtotal	12	

8. Student Outcome and Demonstration of Individual Achievement.

Board Policy 2:23 requires certificate programs to “have specifically defined student learning outcomes.

A. What specific knowledge and competencies, including technology competencies, will all students demonstrate before graduation? *The knowledge and competencies should be specific to the program and not routinely expected of all university graduates.*

Students will have an elevated understanding of the human resource function and will be able to apply that knowledge in the workplace as evidenced by case studies and other coursework.

B. Complete the table below to list specific learning outcomes – knowledge and competencies – for courses in the proposed program in each row. *Label each column heading with a course prefix and number. Indicate required courses with an asterisk (*). Indicate with an X in the corresponding table cell for any student outcomes that will be met by the courses included. All students should acquire the program knowledge and competencies regardless of the electives selected. Modify the table as necessary to provide the requested information for the proposed program.*

Individual Student Outcome (Same as in the text of the proposal)	Program Courses that Address the Outcomes				
	EXAMPLE SPCM 101	Prefix & Number	Prefix & Number	Prefix & Number	Prefix & Number
EXAMPLE: Demonstrate effective oral and written communication	X				
1. Describe the role of the HR function in modern organizations. 2. Discuss the broad legal framework of regulations governing employment practices. 3. Compare the human resource profession to other managerial specialties in terms of strategic contribution and as a career field. 4. Evaluate HR strategies and practices appropriate to different types of organizations and workforce populations. 5. Identify and define the various HR specialties within the context of the larger discipline.	X	HRM 460			

<ol style="list-style-type: none"> 1. Describe the overall strategy and impact of the employment function in modern organizations. 2. Understand the broad legal framework of regulations governing employment practices in the United States. 3. Develop an understanding of job analysis and job evaluation as it relates to staffing. 4. Evaluate recruiting strategies and procedures appropriate to different types of organizations and workforce populations. 5. Identify and define a wide range of employee selection techniques, both qualitative and quantitative, used to screen applicants and to hire new employees 	X	HRM 461				
<ol style="list-style-type: none"> 1. Describe how compensation strategies vary and pay practices are administered in modern organizations. 2. Understand the broad legal framework of regulations governing compensation practices in the United States. 3. Develop an understanding of job analysis and job evaluation as it relates to setting wage rates, establishing fair pay practices and allocating rewards in a competitive labor market. 4. Evaluate compensation strategies and procedures appropriate to different types of organizations and workforce populations. 5. Identify and define a wide range of compensation practices used to attract, retain, motivate and reward organizational constituents. 	X	HRM 465				

- enhance organizational performance.
- 2. Demonstrate knowledge of the vocabulary of organizational behavior and the relevant concepts of the various social science domains from which they are taken.
- 3. Show an understanding of how people and groups vary and how insights from the study of human capital can improve individual and group performance.
- 4. Evaluate human capital strategies and management practices appropriate to different types of organizations and workforce populations.
- 5. Identify and define a wide range of behaviorally oriented management practices used to attract, retain, motivate and reward organizational members.

Modify the table as necessary to include all student outcomes. Outcomes in this table are to be the same ones identified in the text.

9. Delivery Location.

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

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

All courses would be offered both on campus (Spearfish and Rapid City) and online as part of the existing course rotation.

	Yes/No	Intended Start Date
On campus	Yes	Fall 2020

	Yes/No	If Yes, list location(s)	Intended Start Date
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Off campus	Yes		Fall	2020
	Yes/No	If Yes, identify delivery methods <i>Delivery methods are defined in AAC Guideline 5.5.</i>	Intended Start Date	
Distance Delivery (online/other distance delivery methods)	Yes		Fall	2020
Does another BOR institution already have authorization to offer the program online?	No	If yes, identify institutions: NSU offers a HR minor. USD offers an undergraduate degree in HR and a Certificate in Personnel Supervision.		

B. Complete the following chart to indicate if the university seeks authorization to deliver more than 50% but less than 100% of the certificate through distance learning (e.g., as an on-line program)? This question responds to HLC definitions for distance delivery.

	Yes/No	If Yes, identify delivery methods	Intended Start Date	
Distance Delivery (online/other distance delivery methods)	Yes	Online course offerings through D2L	Fall	2020

10. Additional Information: *Additional information is optional. Use this space to provide pertinent information not requested above. Limit the number and length of additional attachments. Identify all attachments with capital letters. Letters of support are not necessary and are rarely included with Board materials. The University may include responses to questions from the Board or the Executive Director as appendices to the original proposal where applicable. Delete this item if not used.*