

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 7 – E

DATE: June 28-30, 2016

SUBJECT: New Site: USD MS in Administration Specialization in Human Resources Management

The University of South Dakota (USD) requests authorization to offer the specialization in Human Resources Management online as part of their Master of Science (MS) in Administration. The Human Resources Management specialization is the only one of seven specializations within this degree program not currently approved for online delivery. The addition of the online specialization would allow students in the online MS in Administration program to gain expertise in human resources, a field with consistent recent job growth. USD expects to graduate eight students per year from the program after full implementation.

DRAFT MOTION 20160628_7-E: I move to approve USD’s request to offer the specialization in Human Resources Management through online distance delivery as part of their Master of Science (MS) in Administration.

**South Dakota Board of Regents
New Site: Request to Offer an Existing Degree Program**

Use this form to request authorization to deliver an existing degree program at a new site or by distance delivery. The Executive Director or the Board may request additional information.

University	University of South Dakota
Degree(s) and Program	Master of Science in Administration – Human Resource Management specialization
New Site(s)	Online
Proposed Implementation (term)	Summer 2016

University Approval

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

James W. Abbott

President of the University

4/28/16

Date

After approval by the President, a signed copy of the proposal should be transmitted to the Executive Director. Only after Executive Director review should the proposal be posted on the university web site and the Board staff and the other universities notified of the URL.

1. What is the need for this program in this site (these sites)? What is the expected demand for graduates in the site(s)?

The University of South Dakota seeks approval to offer the Human Resource Management (HRM) specialization in the Master of Science in Administration program online. USD currently offers seven specializations within this degree program for on campus students, and six specializations for online students. Putting the HRM specialization online would mean that all available specializations in the program would be available to students both on campus and online. The University does not request new state resources or new student fees to support online delivery. Self-support tuition revenue will be used to support online delivery. The expanded accessibility and convenience offered through online and site based delivery will directly respond to the anticipated greater than average growth in demand for the human resources specialists and managers in South Dakota and nationally.

The field of Human Resources (HR) for both the Specialist and Manager is expected to grow over the next 8 years according to the U.S. Bureau of Labor Statistics (BLS) *Occupational Outlook Handbook* (<http://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm>) and the next 6 years according to Projections Central (<http://www.projectionscentral.com/Projections/LongTerm>). Specifically, U.S. HR Specialist and HR Manager job numbers are projected to grow 5% (plus 22,000 jobs) and 9% (plus 10,800) respectively according to BLS statistics. Similarly, Projections Central projects a 7.9% (plus 33,100 jobs) and 13.2% (plus 13,600 jobs) growth rate respectively. Regarding South Dakota rates, Project central projects a 4.5% (plus 40 jobs) increase for HR Specialists and 11.5% (plus 20

jobs) increase for HR Managers. Because USD is seeking approval for the HRM specialization within the MS in Administration program that is already offered online and draws students from multiple states, it is expected that these students would be able to fill positions in the growing field of Human Resources both within the U.S.as a whole and within South Dakota.

Offering the Human Resource Management (HRM) specialization in the M.S. in Administration program online supports the Board of Regents' Strategic Goals (Policy 1:21) in that it expands graduate education and contributes to workforce development.

The online HRM specialization in the M.S. in Administration program will provide adult learners with the flexibility to advance their career options within the field of Human Resources in numerous settings (non-profit and for-profit organizations, public and private sector).

2. Is any regental university authorized to offer a similar program at the new site(s)? Is any non-system institution offering a similar program at the new site(s)? If either answer is "yes," identify the institution(s) and program(s) and explain why authorization is requested.

Yes. University of South Dakota currently offers the Master of Science in Administration through online distance education with six available specializations. However, neither USD nor any other Regental institution currently offers a graduate level specialization in human resources through online distance education. USD currently offers the HRM specialization on campus and seeks to present opportunities for current and prospective students in the MS in Administration program to seek the HRM specialization through online coursework.

3. Are students expected to be new to the university or redirected from other programs or both? Complete the table and explain how the estimates were developed. How will the new site(s) affect enrollments in other campus and off-campus programs in the regental system?

	Fiscal Years*			
	1st	2nd	3rd	4th
Estimated	FY17	FY18	FY19	FY20
New to the university	8	10	12	12
Redirected from other programs	0	0	0	0
= Total in the program at the site	8	18	30	38
Credit hours, majors in program courses**	96	216	360	456
Graduates	0	0	4	8

* Do not include current year.

** This is the total number of credit hours generated by the majors in the required or elective program courses. The same numbers are used in Appendix B – Budget.

Development of Estimates

New student numbers are a conservative estimate of prospective students based on advisement and the number of inquiries the faculty members and recruitment team receive. Current and prospective students are inquiring about the possibility of

completing the MSA-HRM specialization course work online. Statistics for the MS in Administration program indicate a prospective to applicant conversion rate of 21%, an applicant to accepted conversion rate of 97%, and an accepted to registered conversion rate of 82%. While the conversion rates may be somewhat lower, the Graduate School and the Division of Continuing and Distance Education are confident it can meet or exceed these goals. The average completion time is 3 years.

Impact on Existing Programs

None. The MSA-HRM program coursework offered online is expected to bring new students to the university without negative enrollment impact on other campus and off-campus programs within the regental system.

4. Complete the table and explain any special circumstances. Attach a copy of the program as it appears in the current catalog. If any program modifications are requested, attach that form. Explain how the new courses will be delivered. Attach the new course request forms.

A copy of the program course work as it appears in the current catalog is provided in Appendix A.

Degree and title	Credit hours	Courses currently available from this university at this site	Courses currently available from other universities available at this site	Courses currently available via distance	Courses new to this university
System General Education Requirements	0	0	0	0	0
Institutional Graduation Requirements	0	0	0	0	0
Information Technology Literacy Requirements	0	0	0	0	0
<i>Subtotal, Degree Requirements</i>	0	0	0	0	0
Required Support Courses	0	0	0	0	0
Major Requirements	33	33	*	*	none
Major Electives or Minor	3	3	0	3	**
<i>Subtotal, Requirements of the Proposed Major</i>	36	36	0	36	0
Free Electives	0	0	0	0	0
Total, Degree with Proposed Major	36	36	0	*36	*

Explanation of Special Circumstances

*The two courses (SPCM 575 and SPCM 587) that are part of the MSA-HRM course work were approved for online delivery. The addition of two HRM specialization courses makes the delivery of the MSA-HRM course work online even more possible since other courses in the HRM specialization course work have already been offered online.

**Furthermore, per the M.S. in Administration program transfer policy, students may transfer up to 9 credit hours of well-matched coursework from accredited graduate programs in similar fields. However, each individual request must be approved by the Graduate Director and the Graduate Dean.

5. How will you provide student services comparable to those available for students on the main campus?

Student services will be provided by a program advisor and program support staff that already provide the advisement service for all M.S. in Administration students. Initial information about the MSA-HRM online program will be provided by the program support staff, advisor(s), the Division of Continuing and Distance Education and the Graduate School.

6. Is this program accredited by a specialized accrediting body? If so, address any program accreditation issues and costs related to offering the program at the new site(s).

No, this program is not accredited by a specialized accrediting body.

7. Does the University request any exceptions to Board policy for delivery at the new site(s)? Explain requests for exceptions to Board policy.

None.

8. Costs, Budget & Resources Related to New Courses at the Site: Explain the amount and source(s) of any one-time and continuing investments in personnel, professional development, release time, instructional technology and software, other O&M, facilities, student services, etc needed to implement the program at the new site(s). Complete Appendix B – Budget using the system form.

The program budget is not provided because the courses required for the MSA-HRM program course work are already offered online. Online delivery will be supported by self-support tuition.

The University does not request new state resources and new student fees.

9. Additional Information. (Optional) Limit the number and length of additional attachments. Identify with capital letters (C, D, E, etc). In some cases, responses to questions from the Board or the Executive Director may be provided as appendices. Letters of support are not necessary and are rarely included with Board materials.

Appendix A

Master of Science in Administration

Per [Graduate Catalog 2015-2016](#),

Master of Science, Administration Plan B only (non-thesis): Total 36 credit hours

Major Area Coursework

- MSAS 763 - PROFESSIONAL WRITING FOR ADMINISTRATION [online] 3 cr hrs
- MSAS 764 - RESEARCH AND ADMINISTRATIVE PRACTICE [online] 3 cr hrs
- MSAS 786 - MSAS CAPSTONE [online] 3 cr hrs
- POLS 722 - BUDGETARY AND FISCAL MANAGEMENT [online] 3 cr hrs
- OR EMPA 722 - BUDGETARY AND FISCAL MANAGEMENT [online] 3 cr hrs
- POLS 733 - ADMINISTRATIVE LAW AND GOVERNMENT [online] 3 cr hrs
- OR EMPA 733 - ADMINISTRATIVE LAW AND GOVERNMENT [online] 3 cr hrs
- POLS 769 - ADMINISTRATIVE THOUGHT AND ETHICS 3 cr hrs
- OR EMPA 769 - ADMINISTRATIVE THOUGHT AND ETHICS [online] 3 cr hrs
- SPCM 754 - MANAGERIAL COMMUNICATION [online] 3 cr hrs
- XXX XXX Advisor approved core elective 3 cr hrs

Human Resource Management specialization required coursework: 12 credit hours

Select 12 hours from the following:

- COUN 705 - CAREER DEVELOPMENT FOR HUMAN RESOURCE PROFESSIONALS [online only] 3 cr hrs
- POLS 723 - PUBLIC PERSONNEL MANAGEMENT [online] 3 cr hrs
OR EMPA 723 - PUBLIC PERSONNEL MANAGEMENT [online] 3 cr hrs
- SPCM 575 - HUMAN RESOURCE TRAINING AND DEVELOPMENT [online] 3 cr hrs
- SPCM 587 - TEAM BUILDING AND GROUP DECISION MAKING [online, blended/hybrid] 3 cr hrs
- SPCM 744 - MANAGING CULTURAL DIVERSITY 3 cr hrs
- SPCM 585 - COMMUNICATION AND CONFLICT RESOLUTION 3 cr hrs
Or EMPA 704 - FACILITATION AND CONFLICT MANAGEMENT [online,blended/hybrid] 3 cr hrs
- Advisor approved specialization elective 3 cr hrs