☒PUBLIC
☒INDEPENDENT

## NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW

*When finished, please save and email to: he.academicprogramactions@dhe.mo.gov*

**Sponsoring Institution:** Maryville University

**Program Title:** Human Resources

**Degree/Certificate:** BS-Bachelor of Science

**If other, please list:** Click here to enter text

**Options:** Click here to enter text

**Delivery Site:** online

**CIP Classification:** 52.1001

**Implementation Date:** 8/24/2020

**Is this a new off-site location?** ☐ Yes   ☒ No

**If yes, is the new location within your institution's current CBHE-approved service region?** ☐
*If no, public institutions should consult the comprehensive review process*

**Is this a collaborative program?**   ☐Yes   ☒No
*If yes, please complete the collaborative programs form on last page.*

### CERTIFICATIONS

☐ The program is within the institution's CBHE approved mission. *(public only)*

☐ The program will be offered within the institution's CBHE approved service region. *(public only)*

☒ The program builds upon existing programs and faculty expertise

☒ The program does not unnecessarily duplicate an existing program in the geographically-applicable area.

☐ The program can be launched with minimal expense and falls within the institution's current operating budget. *(public only)*

### AUTHORIZATION

| Cherie Fister, VP Academic Affairs | | 9/29/2019 |
|---|---|---|
| Name/Title of Institutional Officer | Signature | Date |

Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below.

Quantification of performance goals should be included wherever possible.

## 1. Student Preparation
- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
This program does not require any special admission procedures or student qualifications beyond those required for other undergraduate programs in the Simon School of Business at Maryville University.

- Characteristics of a specific population to be served, if applicable.
Program will attract first-year and transfer students in the School of Business.

## 2. Faculty Characteristics
- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
Faculty will be academically and/or professionally qualified to teach courses in Human Resources, Management, Business Law, Psychology or Organizational Development. Where applicable, faculty will have appropriate SHRM professional certifications.

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
It is estimated that full-time faculty will teach 20% of the total credits offered in the program. We believe there is great value in using working professionals as adjunct faculty to offer students real-world cases and experiences as they explore the complex issues involved in Human Resources. Qualifications for adjunct faculty will meet HLC and ACBSP accreditation standards.

- Expectations for professional activities, special student contact, teaching/learning innovation.
Full-time faculty will complete professional development credits to maintain SHRM-CP/SCP certification (where appropriate); serve as faculty advisors, SHRM-student chapter advisor, and internship advisors; maintain connections with HR professionals to advise on-going development of the program, and facilitate courses using key experiential learning activities that tie courses to HR-related content within Maryville's Active Learning Ecosystem.

## 3. Enrollment Projections
- Student FTE majoring in program by the end of five years.
429

- Percent of full time and part time enrollment by the end of five years.
FT=25%; PT=75%

## STUDENT ENROLLMENT PROJECTIONS

| YEAR | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Full Time | 0 | 16 | 40 | 77 | 107 |
| Part Time | 7 | 48 | 119 | 232 | 322 |
| Total | 7 | 64 | 159 | 309 | 429 |

## 4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
  3 years = 50; 5 years = 110

- Special skills specific to the program.
  Program is designed to meet the *SHRM Body of Competency and Knowledge* established by the Society for Human Resources – shrm.org

- Proportion of students who will achieve licensing, certification, or registration.
  There is a SHRM-CP student certification level; it is assumed that approximately 25-30% of students will pursue this certification level during their program enrollment. Most will wait for the SHRM-CP professional certification level obtainable following at least one year of professional experience post-graduation.

- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
  Over the past five years, the global SHRM-CP certification pass rate has been between 66-71%. Consistent with this global pass rate, it is expected that approximately 70% of Maryville students who pursue the SHRM-CP student certification level exam will pass it successfully.

- Placement rates in related fields, in other fields, unemployed.
  Consistent with placement rates in all fields across campus, it is expected that 90+% students will be employed in their major field or pursuing graduate studies within 6 months post-graduation.

- Transfer rates, continuous study.
  It is expected that fewer than 20% of students will transfer out of the program while 80% will pursue continuous study in the program.

## 5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide rationale.
  The Human Resources Program will be included among all Simon School of Business programs accredited by ACBSP. ACBSP expects programs to be in place for three years and to have the program's first graduates before it will list the program among those accredited for an institution. In the meantime, program is designed to meet ACBSP expectations for accreditation. Program has been developed to meet the *SHRM Body of Competency and Knowledge* credentials.

## 6. Program Structure

A. Total credits required for graduation: 128

B. Residency requirements, if any:
   Final 30 credits

C. General education: Total credits:
   39 (transfers) – 42 (freshmen)

*Courses (specific courses OR distribution area and credits)*

| Course Number | Credits | Course Title |
|---|---|---|
| INTD 101 | 0 or 3 | University Seminar (required of all first-year students, not transfers) |
| ENGL 101 | 3 | Writing Across Disciplines I |
| ENGL 104 | 3 | Writing Across Disciplines II |
| MATH 117 | 3 | College Algebra |
| Humanities | 15 | Includes Humanities, Fine Arts, Religion, Philosophy, English, Foreign Language |
| Social Sciences | 9 | Includes Psychology, Sociology, History, Communication, Gender Studies |
| Science/Quantitative Reasoning | 6 | Includes Physical Sciences, Mathematics, Data Science |
|  | 39-42 |  |

D. Major requirements: Total credits: 69

| Course Number | Credits | Course Title |
|---|---|---|
| REQUIRED COURSES IN THE BUSINESS CORE |  |  |
| ISYS 100 | 3 | Digital Foundations |
| BUS 150 | 3 | Business Communications |
| ECON 201 | 3 | Macroeconomics |
| ECON 202 | 3 | Microeconomics |
| ACCT 210 | 3 | Financial Accounting |
| ACCT 211 | 3 | Managerial Accounting |
| BUS 241 | 3 | Business Statistics |
| BUS 280 | 3 | Business Law I |
| BUS 314 | 3 | Operations Management |
| FIN 312 | 3 | Principles of Finance |
| MGMT 321 | 3 | Principles of Management |
| MKT 360 | 3 | Principles of Marketing |
| BUS 491 | 3 | Business Policies (Capstone) |
|  | 39 |  |
| REQUIRED COURSES IN THE HUMAN RESOURCES MAJOR |  |  |
| HRMG 330 | 3 | Human Resources |
| HRMG 350 | 3 | Recruitment and Talent Management |
| HRMG 386 | 3 | Labor Relations and Negotiations |
| HRMG 400 | 3 | Human Capital Management Systems and Technology |

| HRMG 455 | 3 | HR Employment Law |
|---|---|---|
| HRMG 460 | 3 | Compensation, Benefits, and Financial Management |
| MGMT 388 | 3 | Training and Development |
| MGMT 470 | 3 | Interpersonal Management Skills |
| MGMT 472 | 3 | Business Organizational Behavior |
| HRMG 491 | 3 | Workforce Management and Strategic Leadership (Capstone) |
|  | 30 |  |

E. Free elective credits: 17-20
   *(sum of C, D, and E should equal A)*

F. Requirements for thesis, internship or other capstone experience:
   Students are expected to complete both the Business Policies Capstone AND the Workforce Management and Strategic Leadership HRMG Capstone – Internship experiences are elective except for those students who wish to earn the SHRM-CP student certification which requires 500 hours of hands-on experiential learning

G. Any unique features such as interdepartmental cooperation:
   Courses are available to students throughout the School of Business that include Management, Business Data Analytics, App development, as well as courses in such areas as Psychology, Organizational Leadership, and Rehabilitation Counseling

## 7. Need/Demand

☒ Student demand

☒ Market demand

☒ Societal demand

☒ I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.

*On July 1, 2011, the Coordinating Board for Higher Education began provisionally approving all new programs with a subsequent review and consideration for full approval after five years.*