

NEW COURSE PROPOSAL

Courses must be submitted by October 15, 2011, and finalized by the end of the fall semester for the next catalog production.

Use YELLOWED areas to enter data.

DATE (*Change if modified and redate file with current date*)

SEPTEMBER 29, 2011; REV 10.21.11

PROGRAM AREA(S)

MASTERS OF PUBLIC ADMINISTRATION

1. Course Information. *[Follow accepted catalog format.]*

Prefix(es) (Add additional prefixes if cross-listed) and **Course No.** MPA 507

Title: Public Human Resource Administration **Units:** 3

Prerequisites

Corequisites

Consent of Instructor Required for Enrollment

Catalog Description (Do not use any symbols): **Examination of the fundamentals of Human Resources Administration including recruitment, selection, training, motivation, compensation, evaluation, discipline, and separation of employees.**

Grading Scheme:

x A-F Grades

Credit/No Credit

Optional (Student Choice)

Repeatability:

Repeatable for a maximum of units

Total Completions Allowed

Multiple Enrollment in Same Semester

Course Level Information:

Undergraduate

Post-Baccalaureate/Credential

x Graduate

Mode of Instruction/Components (*Hours per Unit are defaulted*).

	Units	Hours per Unit	Benchmark Enrollment	Graded Component	CS & HEGIS # (Filled in by the De□n)
Lecture		1			
Seminar	3	1	20	X	
Laboratory		3			
Activity		2			
Field Studies					
Indep Study					
Other Blank					

Leave the following hours per week areas blank. The hours per week will be filled out for you.

3 hours seminar per week

hours blank per week

Is this course delivered online? Yes____ No_X__

2. Course Attributes:

General Education Categories: All courses with GE category notations (including deletions) must be submitted to the GE website: <http://summit.csuci.edu/geapproval>. Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.

A (English Language, Communication, Critical Thinking)

A-1 Oral Communication

A-2 English Writing

A-3 Critical Thinking

B (Mathematics, Sciences & Technology)

B-1 Physical Sciences

B-2 Life Sciences – Biology

B-3 Mathematics – Mathematics and Applications

☐ B-4 Computers and Information Technology
C (Fine Arts, Literature, Languages & Cultures)

C-1 Art
C-2 Literature Courses
C-3a Language
C-3b Multicultural

D (Social Perspectives)

E (Human Psychological and Physiological Perspectives)

UDIGE/INTD Interdisciplinary

Meets University Writing Requirement

Meets University Language Requirement

☐ **American Institutions, Title V Section 40404:** ☐ Government ☐ US Constitution ☐ US History
Refer to website, Exec Order 405, for more information: <http://senate.csuci.edu/comm/curriculum/resources.htm>

☐ **Service Learning Course** (Approval from the Center for Community Engagement must be received before you can request this course attribute).

3. Justification and Requirements for the Course. (Make a brief statement to justify the need for the course)

A. Justification: This is a required core course in the Master of Public Administration program. Virtually every MPA program requires such a course, and it is consistent with NASPAA Standards which require “the ability to manage in public governance” and the ability to “interact productively with a diverse and changing workforce and citizenry.”

B. Degree Requirement: ☒ Requirement for the Major/Minor
☐ Elective for the Major/Minor
☐ Free Elective

Note: Submit Program Modification if this course changes your program.

4. Student Learning Outcomes. (List in numerical order. You may wish to use the following resource in utilizing measurable verbs: <http://senate.csuci.edu/comm/curriculum/resources.htm>)

Upon completion of the course, the student will be able to:

Analyze the strengths and weaknesses of an organization or jurisdiction's human resource management policies and practices

Develop specific recommendations for moving an organization toward more strategic human resource management (SHRM)

Create a valid performance criteria as part of a comprehensive performance evaluation system

Communicate ideas professionally and effectively in class discussions, written assignments and formal presentations

Apply course content to real world cases to make decisions regarding employee recruitment, selection, accommodation, training, promotion, compensation, discipline, evaluation, and termination in the context of legal, political and value considerations.

5. Course Content in Outline Form. [Be as brief as possible, but use as much space as necessary]

Planning for Human Resources

Classification

Compensation

Equal Employment Opportunity, Affirmative Action and Diversity

Recruitment

Selection

Promotion

Training, Education and Development

Occupational Health and Safety

Leadership

Performance Management and Appraisal

Organizational Justice

Collective Bargaining

Does this course content overlap with a course offered in your academic program? **Yes** ☐ **No** ☒ x
If YES, what course(s) and provide a justification of the overlap.

Does this course content overlap a course offered in another academic area? **Yes** ☐ **No** ☒ x
If YES, what course(s) and provide a justification of the overlap.

Overlapping courses require Chairs' signatures.

6. Cross-listed Courses *(Please note each prefix in item No. 1)*

A. List Cross-listed Courses (Signature of Academic Chair(s) of the other academic area(s) is required).
List each cross-listed prefix for the course:

B. Program responsible for staffing: Political Science

7. References. *[Provide 3 - 5 references]*

Cayer, N.J. (2003) Public Personnel Administration, 4th edition. Belmont, CA: Wadsworth/Thomson Learning.

Nigro, L., Nigro, F. and Kellough, J.E. (2007). The New Public Personnel Administration, 6th Edition. Belmont, CA: Wadsworth/Thomson

Pynes, Joan E. (2009) Human Resource Management for Public and Nonprofit Organizations, 3rd edition. San Francisco: Jossey-Bass.

Reeves, T. Zane. (2005). Cases in Public Human Resource Management. Belmont, CA: Wadsworth/Thomson.

8. Tenure Track Faculty Qualified to Teach This Course.

9. Requested Effective Date:

First semester offered: ☐

10. New Resources Requested. Yes ☐ No ☒

If YES, list the resources needed.

A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)
☐

B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)
☐

C. Facility/Space/Transportation Needs
☐

D. Lab Fee Requested (please refer to Dean's Office for additional processing) Yes ☐ No ☐

E. Other
☐

11. Will this new course alter any degree, credential, certificate, or minor in your program? Yes ☐ No ☐

If, YES attach a program update or program modification form for all programs affected.

Priority deadline for New Minors and Programs: **October 1, 2011** of preceding year.

Priority deadline for Course Proposals and Modifications: **October 15, 2011**, of preceding year.

Last day to submit forms to be considered during the current academic year: **April 15th**.

Scott A. Frisch

Proposer of Course (Type in name. Signatures will be collected after Curriculum approval) _____ Date _____

Approval Sheet

Program/Course: MPA 506

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

The CI program review process includes a report from the respective department/program on its progress toward accessibility requirement compliance. By signing below, I acknowledge the importance of incorporating accessibility in course design.

Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
General Education Chair		
	Signature	Date
Center for International Affairs Director		
	Signature	Date
Center for Integrative Studies Director		
	Signature	Date
Center for Multicultural Engagement Director		
	Signature	Date
Center for Civic Engagement Director		
	Signature	Date
Curriculum Chair		
	Signature	Date
AVP		
	Signature	Date