REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

<table>
<thead>
<tr>
<th>Existing:</th>
<th>Course Subject</th>
<th>Number</th>
<th>Course Title (maximum of 30 spaces)</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL</td>
<td>3543</td>
<td>Public Service Human Resource Management</td>
<td></td>
</tr>
</tbody>
</table>

Proposed: POL 4473 Public Sector Human Resources

Proposed Title: (full course title if longer than 30 characters)

Proposed change(s) to this course: Mark all that apply.

- Credit Hour
- Level
- Title
- Description
- Prerequisite
- Enrollment Restriction
- Other:

44.0401 CIP Code

If changing, what is the new code?

For more information regarding CIP codes contact your department chair or visit:
http://www.uco.edu/academic-affairs/ir/program_inventory.asp.

Course description:

As it appears in the current catalog. (required)

This course is a study of the nature and significance of government administration in modern democracy, emphasizing principles, problems, processes and procedures pertaining to the management of personnel.

As it will appear in the next catalog or indicate no change. (Please use standard American English including full sentences.) Only. Do not include prerequisites or enrollment restrictions, these should be added under questions 9-15.

Public Sector Human Resources explores the history, philosophies, techniques, problems, and processes of human resource management in governmental and nonprofit organizations. Specific topics include civil service reform, recruitment and training, and public sector Equal Employment Opportunity (EEO) and labor problems.

Political Science
Department submitting the proposal

Dr. Alyssa L. Provencio aprovencio@uco.edu Ext. 5537
Person to contact with questions email address Ext. number

Approved by:

Rozilynn Miller
Digitally signed by Rozilynn Miller
Date: 2020.09.18 16:24:26 -05'00'

Department Chairperson Date
Dean Catherine Webster Digitally signed by Dean Catherine Webster
Date: 2020.09.21 09:23:28 -05'00'

College Dean Date
(please notify department chair when proposal is forwarded to dean.)

Academic Affairs Curriculum or Graduate Council Date
(Please notify department chair when proposal is forwarded to AA.)
<table>
<thead>
<tr>
<th>Office of Academic Affairs</th>
<th>Date</th>
<th>Effective term for this course change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Assigned by the Office of Academic Affairs)</td>
</tr>
</tbody>
</table>
1. Does this course have an undergraduate / graduate counterpart?

<table>
<thead>
<tr>
<th>Course</th>
<th>Undergraduate Counterpart</th>
<th>Graduate Counterpart</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 5473 Public Sector Human Resources</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

2. Is this proposal part of a larger submission package including a program change?

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Larger Submission</th>
<th>Program Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

3. Does this course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)

<table>
<thead>
<tr>
<th>Teacher Preparation Program</th>
<th>Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent

CTE Approval (Stamp or initial)

___________________

4. Is this course currently listed in the University Core?

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Core Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If you wish this course be listed in the University Core, submit University Core course proposal.

5. Is this course a prerequisite for any other course(s)?

<table>
<thead>
<tr>
<th>Prerequisite Course</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If this change affects the prerequisite, complete course change proposal to delete or change prerequisite.

6. Is this course a requirement in any major or minor?

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Major Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If this change impacts the requirement of any major or minor, complete program change proposal.

7. Does this course affect majors or minors outside the department?

<table>
<thead>
<tr>
<th>Department</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes, provide name(s) of department chair(s) contacted, the dates, and the results of the discussion.

8. List all majors or minors which include this changed course as a requirement or elective.

<table>
<thead>
<tr>
<th>Major or Minor</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. in Political Science with a major in Public Service (proposed new name instead of Public Administration)</td>
<td>ENG 1113, ENG 1213, and nine (9) credit hours in Political Science.</td>
</tr>
</tbody>
</table>

9. Prerequisite courses:

Will the prerequisite courses change? | Yes | No |

If yes, fill out below, if no leave blank.

NOTE: Adding a “new course” as a prerequisite to an existing course will likely cause enrollment problems.

As listed at the end of the course description in the current catalog. (Required)

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>ENG 1113, ENG 1213, and nine (9) credit hours in Political Science.</td>
</tr>
</tbody>
</table>

Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213
Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or 3613)
Example 3: 8 hours of biology including BIO 1404

10. Co-requisite(s): Prerequisite courses that may be taken in the same semester.

Will the co-requisite(s) change? | Yes | No |

If yes, fill out below, if no leave blank.

As listed at the end of the course description in the current catalog. (Required)

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
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</table>

11. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.

Will the concurrent enrollment change? | Yes | No |

If yes, fill out below, if no leave blank.

As listed at the end of the course description in the current catalog. (Required)

<table>
<thead>
<tr>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
</table>
12. Does this course currently have enrollment restrictions?  
   ___ Yes  ___ No  
   If adding or changing enrollment restrictions answer questions 13-15. If not changing or add enrollment restrictions leave questions 13-15 blank.

13. Specify which major(s) may or may not take this course.  
   Will the major(s) restriction change?  ___ Yes  ___ No  
   Specifying a major, excludes all other majors from enrolling.  
   Existing (as appears in current catalog)  
   Check one:  May ___ May not ___  
   Major Code:  
   Proposed (if changing)  
   Check one:  May ___ May not ___  
   Major Code:  

14. Which of the following student classification(s) may enroll in this course?  
   Will the classification restriction change?  ___ Yes  ___ No  
   Existing (as appears in current catalog)  
   Check all that apply:  
   Graduate (2) 19 + hours ___  
   Graduate (1) 0-18 hours ___  
   Post Baccalaureate ___  
   Baccalaureate ___  
   Senior ___  
   Junior ___  
   Sophomore ___  
   Freshman ___  
   Proposed (if changing)  
   Check all that apply:  
   Graduate (2) 19 + hours ___  
   Graduate (1) 0-18 hours ___  
   Post Baccalaureate X  
   Baccalaureate ___  
   Senior X  
   Junior X  
   Sophomore ___  
   Freshman ___  

15. Specify other restrictions for this course, if any.  
   Will other restrictions change?  ___ Yes  ___ No  
   Existing (as appears in current catalog)  
   Admission to Graduate Programs ___  
   Admission to Nursing Program ___  
   Admission to Teacher Education ___  
   Other: ___  
   Proposed (if changing)  
   Admission to Graduate Programs ___  
   Admission to Nursing Program ___  
   Admission to Teacher Education ___  
   Other: ___  

16. Course objectives for this course: (Please refer to instructional objectives documents at:  
   http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints.)  
   If previously approved objectives will be used without any changes, check here  
   As they appear in the course syllabus.  
   Existing:  
   Discipline Knowledge – of Government/Political Science by a thorough review of public personnel systems. Leadership – by examining the leadership styles and challenges faced by agency directors, human resource professionals, and line managers. Research, Scholarly and Creative Activities – by requiring the critical analysis of current political, social, and policy issues addressed through human resources policy and demonstrating the written ability to integrate course material on essay questions and research papers. Service Learning and Civic Engagement Activities – by acquiring the knowledge to become an informed citizen about the inner workings of the human resource systems in one’s community. Global and Cultural Competencies – by examining strategies to manage diversity and to ensure compliance with equal employment opportunity laws.  
   As they will appear in the updated syllabus.
Proposed: Upon completion of the course, the student will be able to do the following:

- **The ability to lead and manage in public governance.**
  - Administer the law fairly
  - Proactively hire a diverse workforce
  - Provide moral leadership for the fulfillment of social equity
  - Manage projects
  - Lead and manage people and add value to human resources
  - Identify the internal organizational factors including culture that affect public organizational performance
  - Manage organizational changes through the application of organization theory and public management models

- **The ability to communicate and interact productively with a diverse and changing workforce and citizenry.**
  - Lead and manage in the politically charged context of public policy making and implementation
  - Apply the legal context of public affairs, administration, and policy

- **The ability to articulate and apply a public service perspective.**
  - Demonstrate written communications proficiency: Presents information accurately, clearly, concisely, and persuasively to help public decision making
  - Value diversity and the contribution of multiple ‘world views’ to the effective identification of the most appropriate policy option
  - Demonstrate command of key elements of personal and professional ethics
  - Apply concepts of social equity to public affairs, administration, and policy
  - Lead by understanding and accepting differences and by building consensus around public service values

17. Please provide a concise, yet comprehensive, statement that explains the specific reasons for requesting the change(s). Include any documentation or assessment information available supporting this specific request.

   **In the modern organization, human resource professionals are strategic management partners. Today’s focus is on the enhancement of employee well-being and societal equity. The key functions of recruitment, selection, development, appraisal, retention, compensation, and labor relations are carried out in the context of diversity training, sexual harassment policies, and the rising cost of benefits. There is a growing need for advanced education and professionalism among human resource managers.**

The following changes are requested:

- **Course Level:** The course level is being changed from the 3000-level to the 4000-level because the intellectual requirements to master this corpus of material rises above 3000-level course characteristics as the role of human resources increases in scope and importance across organizations.

- **Title:** The title is being changed to match the graduate counterpart course, POL 5473 Public Sector Human Resources.

- **Course Description:** The course description is being changed to match the graduate
counterpart course, POL 5473 Public Sector Human Resources.

- Prerequisites: With the move to a 4000-level course, the following prerequisite courses are being added: ENG 1113, ENG 1213, and nine credit hours in Political Science. Fifteen hours of prerequisite courses will prepare students to successfully complete this course.
- Enrollment Restriction: With the move to a 4000-level course, a minimum of junior standing is required in order for a second semester junior to be able to take the course in case the course is only offered once in three semesters.

18. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. Complete this question only if requesting a course level change. (Copy and paste table from “Course Level Characteristics” document for the appropriate course level of proposed course. Document may be found on: http://www.uco.edu/academic-affairs/files/aacc/forms/CLC%20table4_07.pdf.

### 4000 LEVEL COURSES

<table>
<thead>
<tr>
<th>Course Level Characteristics</th>
<th>Please describe how this course meets this requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. It is assumed that students in these courses have completed sufficient course work to have attained senior standing.</td>
<td>ENG 1113, ENG 1213, nine credit hours in Political Science, and junior standing are required for this course. Junior standing allows second semester juniors to take the course in case it is only offered once every three semesters.</td>
</tr>
<tr>
<td>2. It is assumed that students in these courses have a substantial background in the area of inquiry equivalent to 15 hours of study. Area of inquiry is defined broadly, including courses in the offering department, as well as courses in other departments that relate to the subject of study.</td>
<td>With 15 prerequisite hours and junior standing, students will have a substantial background in the area of inquiry.</td>
</tr>
<tr>
<td>3. These courses should be offered at a level of sophistication of instruction and of expected student performance that is beyond that of other undergraduate courses. In short, 4000 level courses should offer more in-depth study than courses offered at the 3000 level and below.</td>
<td>This revised and upgraded course deals with the sophisticated conceptual problems and paradoxes of the 21st century world of human resource management.</td>
</tr>
<tr>
<td>4. Students in these courses should be required to undertake a substantial scholarly activity in addition to classroom instruction, such as a written research project, library assignment, juried performance, or creative work.</td>
<td>This course requires absorption and application of the concepts through the development of a series of interrogatives that will be used when interviewing three professionals engaged in either governmental or nonprofit human resource management.</td>
</tr>
<tr>
<td>5. Included among 4000 level courses would be capstone courses that review and integrate previous learning.</td>
<td>NA</td>
</tr>
<tr>
<td>practicums and student teaching, and courses in which a major instructional responsibility is placed on the student (as in individual studies, directed readings, and seminars).</td>
<td></td>
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<tr>
<td>---------------------------------------------------------------</td>
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</table>