REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

| Existing: | POL | 3543 | Public Service Human Resource Management |
| Proposed:  | POL | 4xx3 | 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/it/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:

[Signature]
9/18/2020
Department Chairperson  Date

College Curriculum Committee Chair  Date
(Please notify department chair when proposal is forwarded to dean.)

College Dean  Date
(Please notify department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council  Date
<table>
<thead>
<tr>
<th>Office of Academic Affairs</th>
<th>Date</th>
<th>Effective term for this course change</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Assigned by the Office of Academic Affairs)</td>
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</tbody>
</table>
1. Does this course have an undergraduate / graduate counterpart?  
**POL 5473 Public Sector Human Resources**  
X Yes ___ No

2. Is this proposal part of a larger submission package including a program change?  
X Yes ___ No

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.)  
Yes ___ No ___ 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?  
Yes ___ No ___ 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)?  
Yes ___ No ___ 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?  
X Yes ___ No ___ 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?  
Yes ___ No ___ 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. (list major or minor by title not major core code)  
B.A. in Political Science with a major in Public Service (proposed new name instead of Public Administration)

9. Prerequisite courses:  
Will the prerequisite courses change?  
X 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)

Existing:  
None.

Proposed:  
Eng 1113, Eng 1213, and nine (9) credit hours in Political Science.

Example 1: MATH 1213 and (MATH 2165 or MATH 2165) and CHEM 1213  
Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or 3613)

10. Co-requisite(s): Prerequisite courses that may be taken in the same semester.  
Will the co-requisite(s) change?  
Yes ___ X ___ No ___ If yes, fill out below, if no leave blank.

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

Existing:  

Proposed:  

11. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.  
Will the concurrent enrollment change?  
Yes ___ X ___ No ___ If yes, fill out below, if no leave blank.

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

Existing:  

Proposed:  

Academic Affairs Form  
August, 2015  
Functional Review ___CS___  
(undergraduate proposals only)
12. Does this course currently have enrollment restrictions?  
[ ] Yes  [X] 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  
If yes, fill out below, if no leave blank.  

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?  [X] Yes  [ ] No  
If yes, fill out below, if no leave blank.  

Existing (as appears in current catalog)  
Check all that apply:  
Graduate  (2) 19 + hours  
Graduate  (1) 0-18 hours  
Post Baccalaureate  
Senior  
Junior  
Sophomore  
Freshman  

Proposed (if changing)  
Check all that apply:  
Graduate  (2) 19 + hours  
Graduate  (1) 0-18 hours  
Post Baccalaureate  
Senior  
Junior  
Sophomore  
Freshman

15. Specify other restrictions for this course, if any.  
Will other restrictions change?  [ ] Yes  [X] No  
If yes, fill out below, if no leave blank.  

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/HelpfulHints.)  
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.
Upon completion of the course, the student will be able to do the following:

- Identify the internal organizational factors including culture that affect public organizational performance.
- Apply organization theory and public management models.
- Apply the legal context of public affairs, administration, and policy.
- Discuss 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.
- Explain how to building consensus around public service values.
- Demonstrate written communications proficiency.

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.)

<table>
<thead>
<tr>
<th>4000 LEVEL COURSES</th>
<th>Please describe how this course meets this requirement.</th>
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<tbody>
<tr>
<td>Course Level Characteristics</td>
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<tr>
<td>August, 2015</td>
<td></td>
</tr>
<tr>
<td>Functional Review <em><strong>CS</strong></em></td>
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<td>(undergraduate proposals only)</td>
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<tr>
<td>1.</td>
<td>It is assumed that students in these courses have completed sufficient course work to have attained senior standing.</td>
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<td>2.</td>
<td>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>
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<tr>
<td>3.</td>
<td>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>
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<td>4.</td>
<td>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>
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<td>5.</td>
<td>Included among 4000 level courses would be capstone courses that review and integrate previous learning, 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>
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