REQUEST FOR A COURSE CHANGE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Existing: 3133 | Human Resource Management

Proposed:

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:

CIP Code: If changing, what is the new code?

Course description:

As it appears in the current catalog. (required)

This course is designed to acquaint the student with modern methods of selection, testing, training, and solving various personnel problems. It is designed to give the student a knowledge and understanding of how to manage personnel effectively.

As it will appear in the next catalog or indicate no change. (Please use standard American English including full sentences.)

Proposed: No change.

Department submitting the proposal

Abbie Lambert
Person to contact with questions

a lambert@uco.edu
email address

2822 Ext. number

Approved by:

Geoff Willis
Digitally signed by Geoff Willis
Date: 2020.09.28 12:36:45 -05'00'

Department Chairperson
Date

College Dean
Date

JCGS Dean (for Graduate Proposals)
Date

College Curriculum Committee Chair
Date

(Any notify department chair when proposal is forwarded to dean.)

Academic Affairs Curriculum or Graduate Council
Date

Office of Academic Affairs
Date

Effective Term (assigned by AA)

Academic Affairs Form
July, 2019

(undergraduate proposals only)
1. Does this course have an undergraduate / graduate counterpart?
   Yes X 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)?
   X 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 code)
   Management-Human Resource Management, Management, Kinesiology

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: MGMT 3103
   Proposed: None

   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 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:
12. Does this course currently have enrollment restrictions?  
   If adding or changing enrollment restrictions answer questions 13-15. If not changing 
   or add enrollment restrictions leave questions 13-15 blank. 
   ___ Yes  X No

13. Specify which major(s) may or may not take this course.
   Will the major(s) restriction change?  ___ Yes  ___ X 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:
   https://spaces.uco.edu/display/aaccproposals/UCO+AACC-main-page#UCOAACC-mainpage-faq-helpful-hints.)
   If previously approved objectives will be used without any changes, check here X
   As they appear in the course syllabus.
   Existing: __________________________________________________________
   Proposed: _________________________________________________________

   As they will appear in the updated syllabus.
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.

We are requesting the removal of the MGMT 3313 Human Resource Management course prerequisite. MGMT 3103 Principles of Management is not essential to understand and successfully complete the Human Resource Management course. We would like to replace the prerequisite with a sophomore or above level classification.

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: https://spaces.uco.edu/display/aaccproposals/UCO+AACC-main+page#UCOAACC-mainpage-faq-helpful-hints.)