

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approvals etc...)

Business - Human Resources

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2012

### **BHR1 Curriculum Modification for 2013-14**

Fanshawe College

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## Course/Program Curriculum Changes: Principles

Program Title:	Business - HR	
Program Alpha & Number:	BHR 1	
Effective Catalog Year:	2013/14	
Late Request:		

Reviews are likely to be a response to currency, flexibility and access issues. This review should:

- Clearly describe the reasons for and benefits of the change;
- Answer the questions regarding the effects of the changes – see Program/Curriculum “Rationale

**Note:** The Faculty Dean must approve the changes at this point before any further work is to be done. Part of this approval will require that program mapping has been completed – see Note for #2 and #3 below. It may also require VPA’s Office approval if significant changes are being proposed.

Changes must be to the benefit of the student with no disadvantages; therefore, if courses needed to complete the program are no longer offered, the School must develop a viable pathway to graduation.

Quality assessment of existing programs is achieved through continuous monitoring by the program team.

Reviews validate that the program learning outcomes are relevant/current and that they continue to be met by the graduation requirements in the program.

The essence of a program is represented in its learning outcomes; the graduation requirements identify the courses & activities whose successful completion is necessary to the mastery of the learning outcomes.

Process should be lean – no unnecessary new steps.

Once students start a program in a specific catalog, no changes to that degree audit may be made, e.g., a course change is proposed for third level. December 1<sup>st</sup>, 2010 for 2011/2012 catalogue means the new course would not be delivered until September 2012.

Changes must be documented – retained by the School as well as archived with the Office of the Registrar.

Communication of changes must be made to all affected stakeholders.

Comments:

Recommended for Approval  Yes  No

Signature *Judy Geddes* Date *Jan. 3/13*

PROGRAM/CURRICULUM "RATIONALE FOR CHANGES"

RECEIVED

NOV 29 2012

All requests for changes to programs of instruction must be submitted to the Registrar's Office by December 1st. Changes to programs to be implemented for the following September intake. All changes require the approval of the Dean and possibly the VPA's Office, if significant.

REMINDER: We need to ensure that changes are made properly and in a timely manner to: maximize student success; optimize employment preparation; meet all quality and integrity responsibilities to MTCU, PQAPA and our Board of Governors; and meet community expectations.

- The **Program/Curriculum "Rationale for Changes"** should be completed using this template and all areas must be completed. An electronic copy of this document should be submitted to the Registrar's Office.
- The Dean/Chair responsible for the program should consult with other affected schools and obtain the appropriate sign-offs on a paper copy of this document. Once all consultations and sign-offs have occurred, the paper copy should be submitted to the RO
- Course Request Forms must also be submitted electronically to Strategy and Planning for all new courses. These will be forwarded to Scheduling following approval of the changes by the Dean and possibly the VPA's Office.

1.0 Program Requiring Changes

Program Title:	Business – Human Resources	
Program Alpha & Number:	BHR1	
Effective Catalog Year:	2013 / 2014	

*Please answer each of the questions below, if applicable. Missing or incomplete information may delay approval and/or implementation of the proposed changes.*

2.0 Rationale for Changes

2.01 Provide a brief description of the reasons for the proposed changes.

The proposed change is to switch the placement of two courses within Business - Human Resources (BHR1): move MGMT-3043, Performance Management, from Level 2 to Level 4 and move BUSI-1068, Effective Meetings and Presentations, from Level 4 to Level 2.

BUSI-1068, Effective Meetings and Presentations, is best suited to first-year delivery given it is an introductory-level course addressing essential employability skills. Developing students' communication and presentation skills earlier in the program will better prepare them for group work assignments and presentations in Levels 3 and 4.

MGMT-3043, Performance Management, is best suited to delivery in Level 4 given it is an intermediate-level course delivering HR-specific curriculum that builds on prior learning. Data supports this recommendation. MGMT-3043 has been offered in Level 4 in the past with a class average of 76% and no failures (Winter 10 and 11). When MGMT-3043 was switched to Level 2, the class average fell to 65% with 4 failures (Winter 12). The switch from Level 4 to 2 was made when the program curriculum was revised to accommodate the introduction of Business

## 2.02 Students

- Are changes a response to student feedback? Or our Programs Data Report - Weak Factors? (summarize how changes address this issue) No.
- How will changes affect student learning and success? (describe evidence to support this)

The proposed change will have a positive impact on student learning and success.

As outlined above, students perform better in MGMT-3042, an intermediate-level course, when it is placed in Level 4. Performance management is a more advanced HR topic best suited to the final semester when students will have the benefit of having completed Levels 2 and 3, and while they are engaged in their HR mentorship.

BUSI-1068 is an introductory-level course delivering essential employability skills in the areas of communication and teamwork. Delivery of this curriculum in Level 2 will improve student learning and success in the program as students complete many team projects and deliver presentations in subsequent courses.

- How will changes affect cost of the program for students? (e.g., materials fees; equipment fees - laptop program; OSAP implications) No impact.
- How will changes affect the flow of the program? Change will improve flow of program as outlined above.

## 2.03 Relationship of Program to Industry

- How do changes reflect trends in the field or in industry? (Provide data regarding industry and/or professional trends.) No.

## 2.04 Program Learning Outcomes

- How do the changes align with Ministry outcomes? (Provide a copy of the completed program map indicating gaps/overlaps that are being corrected)  
Changes better align with MTCU program outcomes with improved placement of introductory- and intermediate- level courses.

## 2.05 Relationships with Other Fanshawe College Programs

- Is this course in a laddered program or part of any other Fanshawe College program?  
BUSI-1068 is offered in two other LKSB programs: Business and Business - Finance.

## 2.06 Relations with Other Post-Secondary Programs

- How will the changes affect transfer agreements with other post-secondary institutions? No impact.
- What discussions have been initiated with these institutions regarding the changes? N.A.

## 2.07 Changes on Fit of Program with general College Requirements for Programs

- How do changes affect the fit of the program with the College's strategic plan, program mix, general education requirements, marketing?  
Changes in course sequence support two strategic directions: 1) Pursue excellence in learning, teaching and service and 2) Encourage and enhance student success.
- Are changes consistent with Colleges policies/practices? (Identify specific areas where policies/practices need to be altered if program changes approved.)  
Yes, proposed placement of courses is better aligned with College policy for placement of introductory- and intermediate-level courses.

3.0 Consultation Regarding Proposed Changes

3.01 Consultation With Program Advisory Committee

- Indicate feedback from the program advisory committee regarding the changes. Industry feedback not sought for change in course placement.

3.02 Consultation With Other Programs/Schools/Services

- What programs/schools/services have been consulted? Consultation with Coordinators of two LKSB programs in which BUSI-1068 is currently offered to availability of faculty resources.
- What feedback and suggestions have been offered through consultation? No issues.

4.0 Resource Implications of Proposed Changes

4.01 Staffing

- Outline all staffing consequences, both for the program and related areas. No staffing consequences for either FT faculty who teach MGMT-3043 or NFT faculty who teach BUSI-1068; switch can be accommodated as courses will continue to be offered in the Winter semester.

4.02 Services

- Outline all consequences on other areas. No consequences.

4.03 Space or Technology Requirements

- Outline how changes affect space and/or technology requirements. N.A. No impact as both courses are 3-hour/week courses with identical technology requirements).


4.04 Budgetary Implications


- Outline budgetary implications (include consequences on other schools such as increase/decrease in teaching hours required) N.A.
- Outline changes to materials fees. N.A.

Approvals: Chair of School and Dean of Faculty; possibly VPA's Office, if significant

Approved

Not Approved / Requires Changes

  
 Chair of School/Campus (signature) Nov 12/12 LKSB  
 Date

  
 Dean of Faculty (signature) Nov. 15/12  
 Date

Chair of Servicing School, if required (signature) Date

Vice-President, Academic, if required (signature) Date

**Degree Audit Report**

Catalog: 2013/2014

**Program:** BHR1 **Name:** Business - Human Resources  
**Department:** BUS - Kinlin School of Business  
**Academic Level:** PS  
**CCD:** 8 - 4AcadSem/1200-1400hrs  
**Grade Scheme:** LG2  
**Major:** BHR1 - Business-Human Resources **Div:** BUS - Business and Management  
**Co-Op Indicator:** N/A

**Academic Program Requirement**

**Total Credits:** 76.60 **Residency Reqmt:** 20.00  
**GPA Requirement:** 2.000 **Residency Reqmt GPA:** 2.000  
**Minimum Grade:** D

**Academic Requirement: BHR1.13 Business-Human Resources**

**Major:** BHR1  
**Grade Scheme:** LG2  
**Minimum GPA:** 2.000  
**Minimum Grade:**

**Subrequirement: Level 1**

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-1004	Principles of Accounting 1	60.00	4.00	
BUSI-1060	Strategies for Success	15.00	1.00	
MKTG-1012	Principles of Marketing I	45.00	3.00	
MATH-1052	Business Math	45.00	3.00	
BUSI-1005	Introduction to Business Processes	45.00	3.00	**
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	

**Subrequirement: Level 2**

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
FINA-1004	Finance I	45.00	3.00	
MGMT-1017	Human Resources Management	45.00	3.00	
COMP-1390	Software Appl. for the HR Professional	45.00	3.00	
COMM-3020	Professional Communication	45.00	3.00	
MGMT-3043	Performance Management	45.00	3.00	
ACCT-1088	Payroll Compliance Legislation	45.00	3.00	

move to level 4

**Subrequirement: Level 3**

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-1196	HR Mentorship Foundations	45.00	3.00	
MGMT-3007	Organizational Behaviour	45.00	3.00	
MGMT-3048	Compensation & Benefits Administration	45.00	3.00	
MGMT-3042	Training & Development	45.00	3.00	
LAWS-1052	Employment Law	45.00	3.00	
ACCT-1087	Payroll Fundamentals 1	45.00	3.00	
ECON-1005	Economics II	45.00	3.00	**

**Subrequirement: Level 4**

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

**Degree Audit Report**

		<b>Total Hours</b>	<b>Total Credits</b>	<b>GE</b>
MGMT-1197	Human Resources Mentorship	75.00	2.60	
MGMT-3009	Recruitment and Selection	45.00	3.00	
MGMT-1217	Employee Resolution & Problem Solving	45.00	3.00	
BUSI-1068	Effective Meetings & Presentations	45.00	3.00	
HLTH-1102	Occupational Health & Safety	45.00	3.00	
ACCT-3042	Payroll Fundamentals 2	45.00	3.00	

*move to level 2.*

**Subrequirement: Gen Ed - Electives**

Take 3 General Education Credits -  
Normally taken in Level 4

**Subrequirement: Check Residency**

Students Must Complete a Minimum of 20 of the Program  
Credits at Fanshawe to meet the Residency Requirement and  
Graduate from this Program.

Approved By Chair/Manager:

*[Signature]*

Approved by Dean:

Department and Date:

*Nov. 15/12*

Date:

General Education Approved By(as appropriate):

Date:

*TJ  
Jan 3/13*