

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Business Administration - Human Resources

2013

BAH1 Curriculum Modification for 2013-14

Fanshawe College

Follow this and additional works at: https://first.fanshawec.ca/cae_business_businessadminhr_documentation

Course/Program Curriculum Changes: Principles

Program Title:	Business Administration - HR	
Program Alpha & Number:	BAH 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 1st, 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: Chair's signature is missing on DA.

Recommended for Approval Yes No

Signature *Jacq Geddes* Date *Jan 3/13*

PROGRAM/CURRICULUM "RATIONALE FOR CHANGES"

RECEIVED

NOV 29 2012

REGISTRAR

All requests for changes to programs of instruction must be submitted to the Registrar's Office by December 1st each year for changes 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 Administration - Human Resources	
Program Alpha & Number:	BAH1	
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.

Please see "Rationale for Changes" submission for BHR1 2013/14. (Proposed changes are to courses within the first two years of Business Administration - Accounting, which is the Business - Human Resources program. Changes are not required to prior BAH catalogues.)

2.02 Students

- Are changes a response to student feedback? Or our Programs Data Report - Weak Factors? (summarize how changes address this issue)
- How will changes affect student learning and success? (describe evidence to support this)
- How will changes affect cost of the program for students? (e.g., materials fees; equipment fees - laptop program; OSAP implications)
- How will changes affect the flow of the program?

- 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.)
- 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)
- 2.05 Relationships with Other Fanshawe College Programs
 - Is this course in a laddered program or part of any other Fanshawe College program?
- 2.06 Relations with Other Post-Secondary Programs
 - How will the changes affect transfer agreements with other post-secondary institutions?
 - What discussions have been initiated with these institutions regarding the changes?
- 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?
 - Are changes consistent with Colleges policies/practices? (Identify specific areas where policies/practices need to be altered if program changes approved.)

3.0 Consultation Regarding Proposed Changes

- 3.01 Consultation With Program Advisory Committee
 - Indicate feedback from the program advisory committee regarding the changes.
- 3.02 Consultation With Other Programs/Schools/Services
 - What programs/schools/services have been consulted?
 - What feedback and suggestions have been offered through consultation?

4.0 Resource Implications of Proposed Changes

- 4.01 Staffing
 - Outline all staffing consequences, both for the program and related areas.
- 4.02 Services
 - Outline all consequences on other areas.
- 4.03 Space or Technology Requirements
 - Outline how changes affect space and/or technology requirements.
- 4.04 Budgetary Implications
 - Outline budgetary implications (include consequences on other schools such as increase/decrease in teaching hours required)
 - Outline changes to materials fees.

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

Approved

Not Approved / Requires Changes


Chair of School/Campus (signature)


Date

RD Belford

Nov. 15/12

Dean of Faculty (signature)

Date

Chair of Servicing School, if required (signature)

Date

Vice-President, Academic, if required (signature)

Date

Degree Audit Report

Catalog: 2013/2014

Program: BAH1 **Name:** Business Administration - Human Resources
Department: BUS - Kinlin School of Business
Academic Level: PS
CCD: 9 - 6AcadSem/1800-2100hrs
Grade Scheme: LG2
Major: BAH1 - Business Admin-Human Resources **Div:** BUS - Business and Management
Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 115.60 **Residency Reqmt:** 29.00
GPA Requirement: 2.000 **Residency Reqmt GPA:** 2.000
Minimum Grade: D

Academic Requirement: BAH1.13 Business Administration - Human Resources

Major: BAH1
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	
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
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	**

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
COMP-1390	Software Appl. for the HR Professional	45.00	3.00	
FINA-1004	Finance I	45.00	3.00	
MGMT-1017	Human Resources Management	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	

moved to Level 4

Subrequirement: Level 3

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3048	Compensation & Benefits Administration	45.00	3.00	
MGMT-3007	Organizational Behaviour	45.00	3.00	
MGMT-3042	Training & Development	45.00	3.00	
LAWS-1052	Employment Law	45.00	3.00	
MGMT-1196	HR Mentorship Foundations	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

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

move to level 2

Subrequirement: Level 5

Gen Ed - Take a 3 credit General Education elective course
Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3061	HR Planning	45.00	3.00	
FINA-1038	Finance & Accounting for Non-Accountants	45.00	3.00	
SFTY-3010	Occupational Health & Safety Legislation	45.00	3.00	
MATH-3063	HRIS-Statistics & Analysis	45.00	3.00	

Subrequirement: Level 5 - Add'l Req

Take 1 of the following Groups:
Group 1

		Total Hours	Total Credits	GE
BUSI-1002	Work Issues and Ethics	45.00	3.00	
MGMT-3060	Negotiating-Mediation & Conflict Res.	45.00	3.00	

Group 2

		Total Hours	Total Credits	GE
MGMT-5069	HR Community Consultancy 1	90.00	6.00	

Subrequirement: Level 6

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-1163	Labour Relations	45.00	3.00	
SFTY-5001	Safety Administration	45.00	3.00	
SFTY-5002	Hazard Management	45.00	3.00	
ECON-1002	Economics I	45.00	3.00	**

*TA
Jan 3/13*

Subrequirement: Level 6 - Add'l Req

Take one of the following Groups:
Group 1

		Total Hours	Total Credits	GE
MGMT-5067	Managing Strategic HR Projects	45.00	3.00	
MGMT-5068	Managing Leaders & Leadership	45.00	3.00	

Group 2

		Total Hours	Total Credits	GE
MGMT-5070	HR Community Consultancy 2	90.00	6.00	

Subrequirement: Gen Ed - Electives

Take 6 General Education Credits - Normally taken in Levels 4 and 5

Subrequirement: Check Residency

Students Must Complete a Minimum of 29 of the Program Credits at Fanshawe to meet the Residency Requirement and Graduate from this Program.

Degree Audit Report

Approved By Chair/Manager:

RL Bulfinch

Approved by Dean:

General Education Approved By(as appropriate):

Department and Date:

Nov. 15/12

Date:

Date: