



Central Christian College of Kansas

OFFICE OF THE CHIEF ACADEMIC OFFICER

FORM A04 – PROPOSAL FOR A CHANGE IN AN EXISTING PROGRAM

Date: 03/26/2024

This Application is for: Degree Major Emphasis
 Concentration Minor Certificate

Delivery Method of New Program: Residential Hybrid (Residential/Online) Online
(Check all that apply)

Name of Individual Making Request: Melissa Kent & Nathan Hartzell

Title of the Program: Degree: Bachelors of Science Business Major: Human Resource Management

Sponsoring Department: Business Department Proposed Start Date: FA 2024

This form, along with supporting documentation addressing the points outlined below, is required *before* the program can be considered for initial review.

- 1. Target Audience:** The Bachelor of Business and Human Resource Management (HRM) degree offers graduates a solid grounding in the specialized field of human resource management. This program develops competence and intellect to succeed in a competitive business environment. The curriculum provides a fundamental understanding of traditional business functions and processes linked to advanced issues in human resource management. Targeted audience is learners who are 18 to 24 years old.
- 2. Rationale:** A Bachelor of Science degree in Human Resource Management equips individuals with a comprehensive understanding of HR principles, enabling them to contribute to organizational success by effectively managing and developing the human capital within the organization. Kansas colleges in the KICA region not offering Human Resource Management are: Barclay College, Hesston College, and McPherson College. Outside the KICA area Oklahoma State University offers degree and states “Ninety six percent of graduation seniors had employment, job offers or other professional plans within six months of graduation.” Identification has been made that Human Resource Management is a program needed in our on ground curriculum. Groups involved in the assessment were business department, academic dean and Chief Strategic Operations Officer. With zero percent unemployment, massive job and industry growth, and increased investments from the government and every industry sector, the number of students seeking degrees in Human Resource Management has skyrocketed.
According to Kansas Department of Labor the entry level wage of Human Resource Specialist is \$42,150, Median Wage \$60,370, Mean Wage \$66,390 and Experienced Level Wage \$78,330. Annual growth rate of 0.8%. Student with Bachelor’s degree in Human Resources, per Kansas Department of Labor job training of non with a median wage of \$60,370.
- 3. Mission Alignment:** In alignment with CCK’s mission of “to provide Christ-Centered education for character,” this program will align forward thinking for the future. The purpose of this program is to provide students with the education, knowledge, and cutting edge information for the future.
- 4. Departmental Alignment:** The business departmental alignment with the Human Resource program will move CCK in alignment with other colleges in and outside the KICA area. It is essential to develop and add the additional degree offering to widen the capacity of the business department. The Human Resource Management major is distinctive in that provides essential HR skills with a business functional area. With the addition of on ground Human Resource Management the departments’ mission and vision will be better alignment with gaining a better understanding of the business world with an appreciation of the free enterprise economic structure. The Human Resource Management degree will provide students with competencies in: Human Resource Expertise, Relationship Management, Leadership & Navigation, Communication, Ethical Practice, and Business Acumen.
- 5. Assessment Plan:** Program enrollment will be the foundational piece of assessment. Annual Assessment Plan for the first 3 years with incorporation into quadrennial department review. The Assessment plan below will be used to assess the program after the first year.

Assessment Plan

Assessment Tool	Outcomes	Years 24-25	26- 27	28- 29	Goal
Weekly assignments, Discussions, quizzes and test.	Inspire collaboration and communication through principled allocation of leadership, demonstrating respect and dignity as an engineer of strategic change.	75%	75%	75% 76% 74%	>79%
Training & Development (Designing training, Learning & transfer training)	Enhance critical thinking skills and analysis to effectively assess and improve dynamics.	75%	75%	74%, 75%, 75%	>79%
Total Compensation Management, Employment Labor Law, & Human Resource Risk Management	Evaluate and construct a personal leadership style guided by an ethical framework and principled practice.	76%	75%, 76%	74% 75% 75%	>79%
Final Project	Reinforce personal confidence and strengthen a responsive leadership style, prepared to effectively engage individuals and the organization in transformative governance.	76%	76%, 75%	74% 75% 75%	>79%

6. Program Description:

Our Human Resources Management major is intended to provide students with the relevant skills to address these areas and to succeed as the highest performers in this burgeoning field. While they will also receive a traditional business education, graduates from this program will be able to point to specific skills they have learned and developed in HR that will allow them to stand out amongst all applicants.

a. Course Syllabi: Please see attached syllabus.

b. Objectives: The Human Resources Management major equips students with relevant skills to become the highest performers in the field. Besides a traditional business education, graduates possess specific skills in HR that set them apart from other applicants, ensuring their success in this rapidly growing field.

M1. Evaluate knowledge in business, management, and accounting principles while developing unique and creative solutions to business related challenges and operations.

M2. Develop critical thinking and problem solving skills while conducting appropriate research.

M3. Summarize the contribution of business and economics historically and within contemporary culture.

H1. Collaborate with those from diverse cultures and differing worldviews as an effective member of a team.

H2. Structure business practices to ascertain industry opportunities while exercising social responsibility at the local, national and global level.

H3. Justify the responsibility that a business has to all stakeholders and engage society as ethical and productive citizens.

S1. Integrate ethical reasoning and worldview to decision making and business practices.

S2. Evaluate business related theories in practices from an evangelical Christian perspective.

S3. Articulate and defend the role of Christian character in personal and professional dealings.

B1. Express thoughts, ideas, and findings effectively, utilizing multiple mediums of communication.

B2. Facilitate the effective use of organizational resources, i.e. human, physical, and financial, while practicing appropriate Biblical stewardship.

B3. Practice appropriate professional appearance and behavior as a professional identity is developed.

c. Course Syllabus: Syllabus are attached.

d. Objective Matrix: The Human Resource Management program is designed to develop and focus the skills most needed and requested by HR employers. These skills build on top of analytical skills developed by the business major core; please see the HRM Curriculum Overview document for more details. The focus of these classes are to both build a deep awareness of the legal and policy environments in which HR professionals must perform, as well as the capabilities to build robust training and support processes and meaningfully assess the impact of HR initiatives. The charts below illustrate how each learning objective ties to departments' objectives. The chart illustrates how each departmental objective is supported by each course that is required. The chart also illustrates how the program is supported by objectives that support varying levels of Bloom's Taxonomy in K-Knowledge, A-Analysis, and S-Syntheses.

Business Core

Objectives	BS-AC 220 Financial Accounting	BS-AC Managerial Accounting	BS-CP 235 Computer Applications in Business	BS-EC 260 Microeconomics	BS-EC 261 Macroeconomics	BS-MG 311 Advanced Professional Communication	BS-MG 351 Principles of Management	BS-MG 352 Principles of Marketing	BS-MG 353 Principles of Finance	BS-MG 357 Business Law	BS-MG 451 Strategic Management
M1. Evaluate knowledge in business, management, and accounting principles, while developing unique and creative solutions to business related challenges and operations.	A	KS	K	K	S	K	KS	AK	KA	AS	
M2. Develop critical thinking and problem solving skills while conducting appropriate research.	K		AS	K	K	S	A	A	AS	A	S
M3. Summarize the contributions of business and economics historically and within contemporary culture.				K	A		K				
H1. Collaboration with those from diverse cultures and differing worldviews as an effective member of a team.						A	K				S
H2. Structure business practices of ascertain industry opportunities while exercising social responsibility at all local, national and global level.				K	A		S	A			
H3. Justify the responsibility that a business has all stakeholders and engage society as ethical and productive citizens.				K	K		K	A		A	
S1. Integrate ethical reasoning and worldwide to decision making and business practices.							K			A	
S2. Evaluate business related theories in practices from an evangelical Christian perspective.							K			A	
S3. Articulate and defend the role of Christian character in personal and professional dealings.							K	A			
B1. Express thoughts, ideas, and findings effectively, utilizing multiple mediums of communication.	K	S	A	K	K	AS	A			A	
B2. Facilitate the effective use of organizational resources, i.e. human, physical, and financial, while practicing appropriate Biblical stewardship.				K	A	S	K				
B3. Practice appropriate professional appearance and behavior as a professional identity is developed.						S	S			S	

Human Resource Management Core

Objectives	BS-MG Organizational Behavior	Management BS-MG 356 Human Resource	SS-py 220 Stress Management	Negotiation BS-MG 306 Conflict Resolution and	Management BS-MG 369 Compensation	Leadership SS-py 311 Followership and Servant	Upper Level Business Elective
M1. Evaluate knowledge in business, management, and accounting principles, while developing unique and creative solutions to business related challenges and operations.	KA	KA		AS	KA	KA	KA
M2. Develop critical thinking and problem solving skills while conducting appropriate research.	A		S	K	K	KS	KSA
M3. Summarize the contributions of business and economics historically and within contemporary culture.			K	K	K	K	K
H1. Collaboration with those from diverse cultures and differing worldviews as an effective member of a team.		S			KA	KS	KSA
H2. Structure business practices of ascertain industry opportunities while exercising social responsibility at all local, national and global level.			K	K	K	K	KSA
H3. Justify the responsibility that a business has all stakeholders and engage society as ethical and productive citizens.		A	K	K	K	K	KSA
S1. Integrate ethical reasoning and worldwide to decision making and business practices.	S	A	A	S	K	K	KSA
S2. Evaluate business related theories in practices from an evangelical Christian perspective.	S	S	A	KA	KA	KA	KSA
S3. Articulate and defend the role of Christian character in personal and professional dealings.		A			AS	KA	KSA
B1. Express thoughts, ideas, and findings effectively, utilizing multiple mediums of communication.	A		K	S	KAS	KA	KSA
B2. Facilitate the effective use of organizational resources, i.e. human, physical, and financial, while practicing appropriate Biblical stewardship.				AS	AS	KS	KSA

B3. Practice appropriate professional appearance and behavior as a professional identity is developed.		S	K	K	K	KA	KSA
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d. Course Schedule: Courses are 16 weeks for on ground and 6 weeks for online classes.

e. Course Descriptions:

BS-MG 355 Organizational Behavior (3) this course examines the psychological and sociological variables important in understanding individual motivation, group functioning, change, creativity, organizational design, conflict and leadership in organizations. Particular attention is given to the application of leadership and management principles within the organizational structure. (Offered fall)

BS-MG 356 Human Resource Management (3) Topics include staffing, performance appraisal, compensation, training and development, employee rights, and unionization. Contemporary issues include quality of work-life and legal environment. (Offered odd year's spring).

SS-PY 220 Stress Management (3)

Designed as an applied science course, students will be introduced to the history and science of stress studies. The role of stress (negative and positive) will be reviewed with specific emphasis placed on the interaction of physiological, psychological, and spiritual factors. (Offered online and on ground) (Offered alternate years)

BS-MG 306 Conflict Resolution and Negotiation (3) this course exposes students to the nature of conflict within organizations and the various forms of employable conflict resolution techniques. Emphasis is given to overcoming positional or contentious strategies while building collaboration and offering choices. Focus is placed on understanding the interdependence of groups within the system and the cohesion necessary to for organizational effectiveness. (Online Only)

BS-MG 369 Compensation Management (3)

This course will familiarize the student with the essential issues related to how an organization strategically manages its compensation and benefit system. Topics will include bases for pay, compensation system design, pay equity, legal issues, and challenges related to the contemporary market. The student will have the opportunity to evaluate the design, development, and implementation of compensation strategies to determine if these approaches result in increased organizational efficiency and effectiveness. (Online Only)

SS-PY 311 Followership & Servant Leadership (3) this course will challenge the student to integrate the latest research concerning organizational effectiveness, specifically related to research related to Followership and Servant Leadership. Self-analysis will be balanced with organizational analysis and real world application. The student will exit the course better prepared to be an effective team member. (Offered on demand)

f. Graduation Data Sheet:

Human Resource Management

Bachelors of Science in Business

Foundational Skills:

GS-SM 104 First Year Seminar 1
 EN-CP 103 English Composition I 3
 EN-CP 104 English Composition II 3
 Communications Course 3
 SS-AP 291 Scientific Writing Seminar: APA1

Liberal Arts: Mind

Science Course 3
 Math Course 3

Heart:

History Course 3
 SS-PY 110 General Psychology 3

Strength:

Arts Course 3
 Wellness Course 3

Soul:

Philosophy Course 3

Business Core:

BS-AC 220 Financial Accounting 3
 BS-AC 221 Managerial Accounting 3
 BS-CP 235 Computer Applications in Business 3
 BS-EC 260 Microeconomics 3
 BS-EC 261 Macroeconomics 3
 BS-MG 311 Advanced Professional Communication 3
 BS-MG 351 Principles of Management 3
 BS-MG 352 Principles of Marketing 3
 BS-MG 353 Principles of Finance 3
 BS-MG 357 Business Law 3
 BS-MG 363 Professional Ethics 3
 BS-MG 451 Strategic Management 3

Human Resource Management:

BS-MG 209 Statistics 3____
 BS-MG 355 Organizational Behavior 3____

MT-BI 100 Introduction to Biblical Literature 3
Old or New Testament 3
Capstone Experience (2 credits)
GS-SM 399 Professional Portfolio 1_____
GS-SM 499 Senior Portfolio 1_____

BS-MG 356 Human Resource Management 3_____
SS-PY 220 Stress Management 3_____
BS-MG 306 Conflict Resolution & Negotiation 3_____
BS-MG Compensation Management 3_____
SS-PY Followership & Servant Leadership 3_____

Upper Level Business Elective 3
Elective Pool
BS-AC 322 Cost Accounting (3)
BS-AC 323 Computerized Accounting (3)
BS-MG 305 Personal Insurance (3)
SS-PY Research Methods/Applied Statistics (3)
BS-MG 342 Investments (3)
BS-MG 362 Promotional Strategies (3)
BS-MG 365 Sales & Sales Force Management (3)
BS-MG 371 Introduction to Entrepreneurship (3)
BS-MG 372 International Business (3)
BS-EC Personal Financial Management (3)
BS-CP 335 Advanced Computer Applications in Business (3)
BS-AP 495 Internship (Business) (2-5)

Electives Credits: (20 Credits)

7. Staffing: Staff have the necessary credentials for teaching degree. Staff support will be of the business department. No additional staffing needed.
8. Documentation: Please see attached business meeting minutes.
9. Policies: Admission, Academic Policies, grading, graduation, requirements are standard college admission and policies of CCKC.
10. Fiscal Resources: No additional fiscal resources needed.
11. Physical Resources: No additional physical resources needed.
12. Personnel: No additional personnel needed.
13. Library: Resources of library will be utilized as usual. No new library resources are anticipated.

Business meeting minute's attachment

Division/Dept. Approval:

Division Chair

Date

Chief Academic Officer Approval:

Chief Academic Officer

Date

Higher Learning Commission Verification:

- Substantive Change Application Required
- Notification Only
- No Action Required

Chief Academic Officer

Date

Signature blocks are to be completed in order as outlined by *Table 1.1: Academic Proposal Resource Chart* as it stands in the Faculty Handbook.

<p>General Education Committee:</p> <p><input type="radio"/> Action Required <input type="radio"/> Notification Only <input type="radio"/> No Action Required</p> <hr/> <p>Date of minutes</p> <p><input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> N/A</p>	<p>Academic Affairs and Assessment Committee:</p> <p><input type="radio"/> Action Required <input type="radio"/> Notification Only</p> <hr/> <p>Date of minutes</p> <p><input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> N/A</p>	<p>Faculty Senate:</p> <p><input type="radio"/> Action Required <input type="radio"/> Notification Only</p> <hr/> <p>Date of minutes</p> <p><input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> N/A</p>
<p>President's Cabinet:</p> <p><input type="radio"/> Action Required <input type="radio"/> Notification Only <input type="radio"/> No Action Required</p> <hr/> <p>Date of minutes</p> <p><input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> N/A</p>	<p>Board of Trustees:</p> <p><input type="radio"/> Action Required <input type="radio"/> Notification Only <input type="radio"/> No Action Required</p> <hr/> <p>Date of minutes</p> <p><input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> N/A</p>	<p>Status</p> <div style="border: 1px solid black; border-radius: 10px; height: 60px; width: 100%;"></div> <hr/> <p>Date</p>