



## **Approval of the Minor in Human Resource Management**

**RES 232419**

AAC

**RESOLVED:** That the Academic Senate approve the proposed Minor in Human Resource Management.

**RATIONALE:** This minor provides students in another major with knowledge in HR and thus enhances their job prospect in the labor market. The proposed minor addresses an important community need, and every level of review has found it to be sound academically.

**Attachments:**

Changes to BSBA Program Form - HR Minor – signed  
AAC MEMO\_RES 232419 Proposal for a New Minor in Human Resource Management

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP Student Affairs  
AVP Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
Director of Academic Operations  
School Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended University and Global Outreach  
Department Chairs  
General Faculty

---

Approved by the Academic Senate: March 21, 2024

Sent to the President: April 5, 2024

President Approved: April 15, 2024

**Academic Senate**

California State University, Bakersfield  
9001 Stockdale Hwy. • 22 EDUC • Bakersfield, CA 93311



## CHANGES TO PROGRAM FORM

Form Number

**Reset Form**

### PROPOSAL ACTION (Select One)

EFFECTIVE CATALOG YEAR: FALL

- ☐ PROGRAM REVISION   ☐ PROGRAM CANCELLATION  
☐ PROGRAM PLACED IN MORATORIUM   ☐ ADD CONCENTRATION   ☐ ADD EMPHASIS  
☐ ADD OPTION   ☒ ADD MINOR

### PROGRAM OR SCHOOL & DEPARTMENT (Required)

School/Program: BPA

Department: Management & Marketing

Proposed by: JT Chen

### RATIONALE FOR DEGREE PROPOSAL (Required):

#### Provide Rationale for Degree Proposal:

The HRM minor will attract students from related fields and majors such as those in the School of Arts and Humanity and the School of Social Sciences and Education. We believe that the minor can enhance students' career opportunities in the job market and does not impact the growth of other existing academic programs.

### DEGREE INFORMATION (MAJOR, CONCENTRATION/EMPHASIS/OPTION/MINOR)

#### Degree Title:

Human Resource Management Minor

### REVISIONS TO CURRENT DEGREE DESCRIPTION AND REQUIREMENTS

**Degree Description** (Attach catalog copy; Use Strikethrough and Underline MS Word Actions To Delete Text Or Add/Revise Details OR attach catalog copy with revisions):

The Human Resource Management minor would be a 12 unit (4 courses) minor drawing from University wide students. They will be required to complete three core courses; organizational behavior, introduction to human resource management, and current topics in human resource management (California Labor Law). They will choose from four other human resource course for their elective: compensation and benefit administration; staffing, selection and workforce development; Negotiation ADR and conflict management; and public human resource administration. These are practical courses applicable to all workplaces.

## ADDING AN OPTION, CONCENTRATION OR SPECIAL EMPHASIS (ATTACH APPROPRIATE DOCUMENTS):

Per EO 1071, before any option, concentration, or special emphasis (or similar subprogram) approved under this delegation, can be implemented, the campus shall obtain a Chancellor's Office confirmation of compliance with CSU policy and applicable law. Campus notifications shall be submitted to the Department of Academic Programs and Faculty Development ([degrees@calstate.edu](mailto:degrees@calstate.edu)). The following information must be submitted:

- The exact title of the new subprogram and the complete degree designation and title of the major degree program housing the new subprogram (e.g., Bachelor of Science in Biology with a Concentration in Biochemistry);
- A list of courses and required units constituting that new subprogram;
- Total units required to complete the entire degree, including the combination of subprogram and major program;
- The complete list of courses and required units constituting the major degree program as approved by the Chancellor's Office;
- A 4-year major-and-subprogram roadmap for freshmen and a 2-year major-and-subprogram roadmap for transfer students;
- The CSU degree program code (formerly called "HEGIS") that students use to apply to the major degree program;
- The campus-proposed CSU degree program code to be used to report enrollments in the concentration (may be the same as the degree code);
- A detailed cost-recovery budget for self-support subprograms to be offered within state-support major degree programs; and
- Documentation of all campus-required curricular approvals.

## ADDING A MINOR

### **Provide the Program Description and Minor Requirements:**

A student must take four upper division courses (12 units), including three core courses and one elective.

Required: MGMT 3000 Organizational Behavior (3), MGMT 3100 Human Resource Management (3), and MGMT 4280 Current Topics in Human Resource Management (3)

One elective from the following: MGMT 4200 Compensation and Benefits Administration (3), MGMT 4220 Staffing, Selection, and Workforce Development (3), MGMT 4300 Negotiation, ADR, and Conflict Management (3), or PPA 4660 Public Human Resource Administration (3)

## IMPACT OF DEGREE PROPOSAL ON OTHER PROGRAMS OR DEPARTMENTS

### **What Is the Impact of This Degree Proposal on Course Offerings from Other Department(S) Or Programs?**

#### **Please Include Supporting Emails with This Proposal:**

The Human Resource Management minor does not impact the growth or development of other existing academic programs.

## IMPACT OF DEGREE PROPOSAL ON COURSE(S)

### **List All the New and Revised Courses Required for This Degree Proposal (If Applicable):**




Attach/Submit All the Course Proposal Forms and Catalog Copy Together with This Form for Curricular Review and Approval

Detailed proposal is attached.

## NEXT STEPS

- Attach Course Proposal Form(s) to This Proposal (If Applicable)
- Attach Catalog Copy w/ revisions (using track changes) to This Proposal
- Attach Appropriate Documents if Adding an Option, Concentration or Special Emphasis
- Attach Revised Academic Roadmap
- Submit to Department/Program Curriculum Committee for Review & Approval
- Department Submits to School/Program Curriculum Committee for Review & Approval
- School/Program Curriculum Committee Submits Related Forms to GECCo (If Applicable)
- Chancellor's Office (CO) Notification for Implementation of Option, Concentration or Special Emphasis
- If No Additional Approvals Are Required, School/Program Curriculum Committee Submits to Academic Operations After Final Approvals Have Been Recorded. See Annual Catalog & Curriculum Deadlines Dates

## SCHOOL/PROGRAM COMMITTEE & OTHER APPROVALS:

Department Chair/Program Director: 	Date: Sep 19, 2023
School/Program Curriculum Committee Chair: 	Date: Sep 25, 2023
Dean of School:  <small>Deborah Cours (Sep 26, 2023 09:45 PDT)</small>	Date: Sep 26, 2023
Director of GE:	Date:
CO Notification for Implementation of Option, Concentration or Special Emphasis:	Date:
CO Confirmation of Compliance for Options, Concentration or Special Emphasis:	Date:
President's Approval for Minor:	Date:
WSCUC Approval:	Date:
Director of Academic Operations:	Date:

## ACADEMIC OPERATIONS USE ONLY:

Effective Term:	Catalog Year:
CIP Code:	HEGIS Code:
Program Code:	Plan Code:
SubPlan Code:	

BSBA Committee Chair   
Joanne Choi (Sep 23, 2023 21:39 PDT)

Sep 23, 2023

# **Proposal for the Human Resource Management Minor**

## **1. Program Identification**

**Full and exact degree designation and title:** Human Resource Management Minor

**Term and Academic Year of Implementation:** Fall 2024

**Total number of units required for graduation:** 12 units

The Department of Management and Marketing proposes the Human Resource Management (HRM) minor. This minor consists of four courses of three units each for a total of twelve units. The HRM minor will attract students from related fields and majors such as those in the School of Social Sciences and Education. We believe that the minor can enhance students' career opportunities in the job market and does not impact the growth of other existing academic programs.

The HRM minor aligns with the mission of the University by offering “excellent undergraduate and graduate programs that advance the intellectual and personal development of its students.” Students who complete the HRM minor will receive the foundational knowledge and skills in human resource management, including human capital management, recruitment and selection, compensation and benefits administration, and state and federal labor laws. Knowledge in those areas is important not only for students pursuing a business degree, but also for those who plan to work in non-business environment such as governmental and non-profit organizations.

**CIP Code:** 52.1099

**CSU Code:** 05153

## **2. Program Overview and Rationale**

### **Description**

The Human Resource Management minor would be a 12-unit (4 courses) minor drawing from university-wide students. Students will complete three core courses; organizational behavior, introduction to human resource management, and current topics in human resource management (California Labor Law). They will choose one from four other HRM courses as an elective. The four courses are: Compensation and Benefit Administration; Staffing, Selection and Workforce Development, Negotiation ADR and Conflict Management, and Public Human Resource Administration.

### **Audience**

In the past, students from English, Psychology, and Communication have completed the Human Resource Management concentration (a fifteen unit – 5 course program). Several department chairpersons have commented that they like the option for their students to have this minor available to them. Students from the schools of Social Sciences and Education, Arts and

Humanities, and Natural Sciences, Mathematics and Engineering could all benefit from these courses.

### **Rationale**

The HRM minor has particular relevance to students majoring in Public Policy and Administration, Psychology, Criminal Justice, English, and Communication.

Public Policy and Administration – many private sector HRM principles apply to the public sector.

Psychology – psychology aims to understand human thinking and behavior, which are important in human resource management. For this reason, some HR professionals have a psychology background given its focus on people.

English –the HRM minor can provide an opportunity for those students in English major to become HR professionals with a focus on workplace policy writing.

Communication – all training and development professionals must be competent presenters.

Human resource management is a multi-disciplinary profession. This minor provides students in another major with knowledge in HR and thus enhances their job prospect in the labor market.

In addition, the minor does not require any new courses to be created. The minor can also create a feeder group into the MBA program. The demand for human resource professional continues to be strong. The HRM concentration has the second highest placement rate behind Accounting in the school of Business and Public Administration.

### **Catalog Copy**

A student must take four upper division courses (12 units), including three core courses and one elective.

Required:

MGMT 3000 Organizational Behavior (3)

MGMT 3100 Human Resource Management (3)

MGMT 4280 Current Topics in Human Resource Management (3)

One elective from the following:

MGMT 4200 Compensation and Benefits Administration (3)

MGMT 4220 Staffing, Selection, and Workforce Development (3)

MGMT 4300 Negotiation, ADR, and Conflict Management (3)

PPA 4660 Public Human Resource Administration (3)

### **3. Curriculum**

#### **Goals:**

The Human Resource Management minor prepares non-business major undergraduate students for careers related to Training and Development, Employee Relations, and Compensation and Benefits Administration.

## **Student Learning Outcomes for the Human Resource Management Minor:**

### ***Objective 1. Communication Skills***

Objective 1a. Students will be able to orally present opinions in a professional manner.

Objective 1b. Students will be able to produce focused, coherent, and grammatically correct written communications applicable to management and human resource management.

Objective 1c. Students will be able to collaborate effectively in team work.

### ***Objective 2. Functional Knowledge in Human Resource Management***

Objective 2a. Students will have a theoretical and practical understanding of the primary human resource management functions, including job analysis, recruitment, selection, training and development, performance management, compensation and benefits, and employee and labor relations.

Objective 2b. Students will be able to understand and discuss US federal and California specific employment and labor law.

Objective 2c. Students will be able demonstrate an understanding of basic theories and concepts in management related to diversity, perception, learning, motivation, group concepts, leadership basics, decision-making, power and conflict, and culture.

## **Typical Course Sequencing**

### ***First Year:***

Fall 2024

MGMT 3000 (Organizational Behavior) – Pratigya Sigdya

Spring 2025

MGMT 3100 (Human Resource Management) - J.T. Chen, Sunjin Pak

### ***Second Year:***

Fall 2025

MGMT 4200 (Compensation and Benefits Administration) – J.T. Chen

OR

MGMT 4220 (Staffing, Selection, and Workforce Development) – Sunjin Pak

OR

MGMT 4300 (Negotiation, ADR, and Conflict Management) - Angela Titi Amaya or Tom See

OR

PPA 4660 (Public Human Resource Administration) – Steven Daniels or another faculty member from PPA.

Spring 2026

MGMT 4280 (Current Topics in Human Resource Management) – J.T. Chen

### **Pedagogy**

In the first year of the minor program, students take the MGMT 3000 and MGMT 3100. MGMT 3000 prepares students with general management skills required to be effective organizational employees and managers. MGMT 3000 serves as a prerequisite for the MGMT 3100. MGMT 3100 is an introductory course that provides students with an overview of the common practices and current research in core human resource management functions. MGMT 3100 serves as a prerequisite for all the upper division courses offered for the HRM minor students. In the second year of the minor program, students will choose one elective course to specialize in one of four human resource management areas: 1) compensation and benefits, 2) staffing, 3) conflict management and negotiation, or 4) public human resource administration. During the second semester of second year of the minor program, students take MGMT 4280. This course provides students with the knowledge in employment and labor laws that are specific in the state of California. This will give students with the HRM minor an advantage in the job market.

Students will complete the sequence in 12 credits.

### **Assessment Plans**

Student learning outcomes will be assessed using methods including quizzes, exams, group projects and presentations, in-class practice exercises, and case analysis assignment as is shown in the table below.

HR Minor Assessment Plan Matrix			
<b>Objective 1. Communication Skills</b>	<b>MGMT 3000 Organizational Behavior</b>	<b>MGMT 3100 Human Resource Management</b>	<b>MGMT 4280 Current Topics in HRM - California Labor Law</b>
1a. Oral Communication		Team presentations	Team presentations
1b. Written Communication	Case analysis assignment	Case analysis assignment	Project analysis and report
1c. Collaboration Skills	In-class exercises	In-class exercises; Team presentations	California labor law project
<b>Objective 2. Functional Knowledge in HRM</b>			
2a. Major HR functions		In-class exercises; Case analysis; Quizzes; Exams	Chapter presentations; Exams
2b. Employment and Labor Law		In-class exercises; Quizzes; Exams	Labor Law Digest assignment; California employment law project; Exams
2c. Theories in managing people	Case Analysis Assignment; Exams	Quizzes; Exams	Exams; Practical exercises
<i>Note.</i> Elective courses are not included.			



### **Other BSBA Minors and Relevant Minors**

None of the coursework in other minors overlap or conflict with the HRM minor.

### **Articulation with Community College Programs**

The HRM minor contains no lower division courses.

### **Accreditation**

The addition of a minor will not produce a substantive change under WASC policies and will not affect WASC accreditation. AACSB accreditation will require Management and Marketing faculty to meet the School of Business and Public Administration standards for academic qualification and professional qualification (50% academically qualified and 90% academically and professional qualified).

## **4. Need for the Proposed Program**

### **Other Programs Offering Human Resource Management-Related Minors**

In the California State University system, there are three universities who currently offer a Human Resource Management minor. These are California State Polytechnic University, Pomona, CSU Northridge, and CSU Long Beach. In addition, the University of Southern California offers a Human Resource Management minor too.

#### **1. Cal Poly Pomona**

Their HRM minor requires non-business students to take six courses among the following:

Principles of Management, Human Resource Management, Training and Development, Human Resource Staffing, Employee Compensation, Employee benefits, Managing Diversity in Organization, Human Resource Information Management, Management Union Relations.

#### **2. CSU Northridge**

Non-management majors take six courses to declare an HRM minor. Five required courses and one elective:

Required: Organizational Behavior, Management Skills, Employment Practices, Strategic HRM, & Industrial Psychology

Electives (Choose one): Organization Change, Leadership, Negotiation and Conflict Management, Strategic Leadership of Sustainability, Internship, Independent Study.

#### **3. CSU Long Beach**

Non-business students take two required courses and four electives to declare a minor in HRM.

Required: Organizational Behavior, The Human Resource Function

Electives (Choose four): Compensation Administration, Leadership, Managing Diversity, Employment Law, Training and Development, Staffing, Labor-Management Relations, Current Issues in Human Resource Management.

#### 4. University of Southern California

Non-business majors take two required courses and three electives to have a minor in HRM.

Required: Organizational Behavior, Managing and Developing People

Electives (Choose three): Employment Law, Corporate Governance, Ethical Issues in Business, Design of Effective Organization, Organization Change, Negotiation, Power and Politics, Designing and Leading Teams

#### **Other Curricula at CSUB Similar to the Human Resource Management Minor**

There are no other curricula similar to the Human Resource Management minor

**Community participation, if any, in the planning process. This may include prospective employers of graduates.**

We have been advised by BPA leadership that the HRM Concentration has had the second highest placement rate for students in the local and national labor markets.

#### **Applicable workforce demand projections and other relevant data**

The U.S. Bureau of Labor Statistics predicted faster than average growth in the next decade (2021-2031) for HR related professional such as:

- Human Resources Specialists — 8 percent, faster than average
- Training and Development Managers — 8 percent, faster than average
- Human Resources Managers — 7 percent, as fast as average

### **5. Student Demand**

#### **Evidence of Student Interest**

In the recent past, five students from English, Psychology and Public Policy Administration majors have double majored in BPA with a concentration in Human Resource Management. The program coordinator for Communication and Public Policy Administration and the Dean of Arts and Humanities stated that they believe the minor is a good idea.

#### **Diversity and Access**

We believe providing the minor to schools outside of BSBA will create access for students with a major other than business to benefit from this program and add to this school's diversity. Three of the crossover students, in the past, were of color and four of the five were female.

#### **Professional Uses for the HRM Minor**

Students graduating with the HRM minor will improved eligibility for entry level professional positions with private and public sector human resource departments across the country in training and development, employee relations, and compensation and benefits careers.

### **Expected Number of Students**

Based on anecdotal evidence and feedback from Communication and Public Policy Administration faculty, there will be three to five students the first year and additional students in following years as knowledge of the minor becomes more widespread.

## **6. Existing Resources**

### **Faculty in the Program**

Tom See, Management and Marketing, Full-time Lecturer

Jiatian “J.T.” Chen, Ph.D. Management and Marketing, Assistant Professor

Sunjin Pak, Ph.D., Management and Marketing, Assistant Professor

Angela Titi Amaya, Ph.D., Management and Marketing, Assistant Professor

One adjunct professor with appropriate degree qualifications from the existing pool of adjunct professors may be utilized.

### **Existing Facilities**

The minor will use existing facilities, offices, library, and other resources.

## **7. Additional Support Resources Required**

### **Additional Faculty Resources**

The proposed minor does not require any additional resources since all the courses included in the minor are currently offered in the School of Business and Public Administration.

### **Additional Lecture/Laboratory Space**

None

### **Additional Library Resources**

None

### **Additional Academic Technology**

None

## Fw: Minor in Human Resource Management

Jing Wang <jwang13@csub.edu>

Mon 2/19/2024 4:17 PM

To: Danielle Solano <dsolano@csub.edu>

Cc: J.T. Chen <jchen34@csub.edu>; John Tarjan <jtarjan@csub.edu>; Jing Wang <jwang13@csub.edu>

Dear Chair Solano,

I have forwarded AAC's feedback on the minor in Human Resource Management proposal to BPA. Below is their response. If you believe it would be more beneficial for them to personally attend the next AAC meeting for further clarification, please advise accordingly.

Thanks!

Jing

Jing Wang, PhD, CPA  
School of Business and Public Administration  
California State University-Bakersfield

---

**From:** Jing Wang <jwang13@csub.edu>  
**Sent:** Monday, February 19, 2024 4:02 PM  
**To:** J.T. Chen <jchen34@csub.edu>  
**Cc:** Lori Paris <lparis@csub.edu>; John Tarjan <jtarjan@csub.edu>  
**Subject:** Re: Minor in Human Resource Management

Thank you, JT and John, for the clarification! I will forward your feedback to AAC for their consideration.

Jing

Jing Wang, PhD, CPA  
School of Business and Public Administration  
California State University-Bakersfield

---

**From:** J.T. Chen <jchen34@csub.edu>  
**Sent:** Monday, February 19, 2024 3:30 PM  
**To:** Jing Wang <jwang13@csub.edu>  
**Cc:** Lori Paris <lparis@csub.edu>; John Tarjan <jtarjan@csub.edu>  
**Subject:** RE: Minor in Human Resource Management

Hi Jing,

Thank you for the email. I agree with John that the intent has always been to waive the business lower division prerequisites for students outside BPA who chooses a minor (Marketing, Org studies, etc) in the school. It would be unreasonable to require a non-business student to complete 24-27 credits of business lower division cores before attempting the minor. From the pedagogical standpoint, MGMT 3000 (Organizational Behavior) is a perfect first course for non-business majors who possess the baseline skills required of a junior college student. It introduces the psychological principles used in business management and does not depend on knowledge in, for example, micro- and macro-economics, accounting principles, and statistics, which many of the lower division cores focus on.

JT "Jiatian" Chen, Ph.D  
Assistant Professor  
School of Business and Public Administration  
California State University, Bakersfield

---

**From:** John Tarjan <jtarjan@csb.edu>  
**Sent:** Monday, February 19, 2024 1:09 PM  
**To:** Jing Wang <jwang13@csb.edu>; J.T. Chen <jchen34@csb.edu>  
**Cc:** Lori Paris <lparis@csb.edu>; Jing Wang <jwang13@csb.edu>  
**Subject:** Re: Minor in Human Resource Management

While there are prerequisites for business majors, the intent has always been to waive them for both business and organizational studies minors. As it turns out, PeopleSoft does not enforce any prerequisites for MGMT 3000. It is designated as one of the ud business core courses that we allow majors to take prior to completing the Id business core. JTarjan

Get [Outlook](#) for iOStpkbnbnkmm

---

**From:** Jing Wang <jwang13@csb.edu>  
**Sent:** Monday, February 19, 2024 1:02:51 PM  
**To:** J.T. Chen <jchen34@csb.edu>  
**Cc:** John Tarjan <jtarjan@csb.edu>; Lori Paris <lparis@csb.edu>; Jing Wang <jwang13@csb.edu>  
**Subject:** Minor in Human Resource Management

Hi JT,

Hope this email finds you well. In a recent Academic Affairs (AAC) meeting, the committee discussed the Minor in Humane Resource Management proposal. Given that the main rationale of this minor proposal is to attract students from outside of BPA, the committee expressed reservations regarding the probability of enrolling students from non-business majors. The main concern revolved around the potential barriers posed by the prerequisites for MGMT3000, which may hinder non-business students from participating in this program.

As the first course in a sequence of four required for this minor, MGMT3000 is an upper division core course. To be eligible for enrollment, students must satisfy the prerequisites consisting of lower-division core courses in business (24-27 credits according to the catalog). Given these requirements, it could be very challenging for non-business students to enroll in this minor program.

Consequently, the committee advises the Department of Management and Marketing to take this barrier into account for this minor proposal. One recommendation is to consider revising the prerequisites for MGMT3000. Dr. Tarjan may have received feedback from Dr. Dani Solano (chair of AAC) regarding this matter.

Please let me know if you have any questions about this discussion or need more information.

Regards,

Jing

Jing Wang, PhD, CPA  
School of Business and Public Administration  
California State University-Bakersfield