CBM003 ADD/CHANGE FORM

Undergraduate Council or Graduate/Professional Studies Council
☐ New Course  ☐ Course Change  ☐ Core Category:  ☐ Effective Fall 2011

1. Department: HDCS  College: TECH

2. Faculty Contact Person: Holly M. Hutchins  Telephone: 3-4059  Email: hmhutchins@uh.edu

3. Course Information on New/Revised course:
   • Instructional Area / Course Number / Long Course Title:
     HRD / 4346 / Needs Assessment in Human Resource Development
   • Instructional Area / Course Number / Short Course Title (30 characters max.)
     HRD / 4346 / NEEDS ASSESSMENT IN HRD
   • SCH: 3.00  Level: SR  CIP Code: 52.1005  Lect Hrs: 3  Lab Hrs: 0

4. Justification for adding/changing course: To more accurately reflect course content/level

5. Was the proposed/revised course previously offered as a special topics course?  ☐ Yes  ☐ No
   If Yes, please complete:
   • Instructional Area / Course Number / Long Course Title:
     ____ / ____ / ____
   • Course ID: ____  Effective Date (currently active row): ____

6. Authorized Degree Program(s): B.S. Human Resource Development
   • Does this course affect major/minor requirements in the College/Department?  ☐ Yes  ☐ No
   • Does this course affect major/minor requirements in other Colleges/Departments?  ☐ Yes  ☐ No
   • Can the course be repeated for credit?  ☐ Yes  ☐ No (if yes, include in course description)

7. Grade Option: Letter (A, B, C...)  Instruction Type: lecture ONLY  (Note: Lect/Lab info. must match item 3, above.)

8. If this form involves a change to an existing course, please obtain the following information from the course inventory: Instructional Area / Course Number / Long Course Title
   TRDE / 4346 / Training and Development Programs
   • Course ID: 44425  Effective Date (currently active row): 1172006

9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 3. (3-0). Prerequisites: HRD 4340 or department approval.  Description (30 words max.): Methods to assess individual, team, and organizational learning and development needs.

10. Dean's Signature: ________________________________ Date: 10/1/2010

Print/Type Name: Fred Lewallen, Associate Dean for Academic Affairs

- September 16, 2009 update -