

New Program Request Form for Bachelor Degree (Page 1 of 11

Directions: An institution shall use this form to propose a new bachelor's or master's degree program. In completing the form, the institution should refer to the document *Standards for Bachelor's and Master's Programs*, which prescribes specific requirements for new degree programs. Note: This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) a member of the Board of Regents (or designee), certifying Board approval, and (3) if applicable, a member of the Board of Regents or (designee), certifying that criteria have been met for staff-level approval. Note: An institution which does not have preliminary authority for the proposed program shall submit a separate request for preliminary authority. That request shall address criteria set in Coordinating Board rules Section 5.24 (a).

Information: Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

RECEIVED SEP 11 2007

Administrative Information

1. Institution: University of Houston
2. Program Name – Show how the program would appear on the Coordinating Board's program inventory (e.g., *Bachelor of Business Administration degree with a major in Accounting*):

Human Resources Development (HRD)

3. Proposed CIP Code: 52.1005

4. Brief Program Description – Describe the program and the educational objectives:

The Human Resources Development program builds on the existing Training and Development (TRDE) minor and supports the existing MS degree in Human Resources Development. It is designed enable graduates of the program to 1) facilitate sustainable change in diverse organizations and to 2) create individual and organizational transformations through training, career development, and organizational development initiatives.

5. Administrative Unit – Identify where the program would fit within the organizational structure of the university (e.g., *The Department of Electrical Engineering within the College of Engineering*):

The Department of Human Development and Consumer Sciences (HDCCS) within the College of Technology

6. Proposed Implementation Date – Report the first semester and year that students would enter the program: Spring 2008

7. Contact Person – Provide contact information for the person who can answer specific questions about the program:

Name: Carole Goodson
 Title: Chair, HDCCS
 E-mail: cgoodson@central.uh.edu
 Phone: 713-743-4046

Program Information

I. Need

Note: Complete I.A and I.B only if preliminary authority for the program was granted more than four years ago. This includes programs for which the institution was granted broad preliminary authority for the discipline.

- A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.

The Bureau of Labor Statistics reports that that Human Resources Development (HRD) jobs are expected to grow 'faster than average.' The *US News and World Report* indicated list HR training as a "hot job."

According to SOCRATES (associated with the Texas Workforce Commission), the projected Texas employment of training and development specialists for 2012 will be 20,717, reflecting a 27% growth over 2002. The projected national employment of training and development specialists for 2012 will be 267,000, reflecting a 28% growth over 2002.

The American Society for Training and Development (ASTD) reported that the Workplace Learning field has witnessed increasing investment in employee learning and in the technology to deliver learning. Not only has the expenditure per employee increased but so have the learning hours received per employee (*State of the Industry in Learning Enterprises*, 2006). In this report, ASTD indicates that US organizations spend over \$109 billion on employee learning and development annually and most of this is spent on internal learning functions. They indicate that globalization is a major driver that is leading organization to expand their learning functions both within the US and outside of the country.

In November of 2006, *Training* reported that companies are hiring more people who 'need to be developed,' requiring the services of personnel in the HRD department. Their study of HRD salaries reflect impressive compensation rates, ranging from about \$50,000 to \$100,000 annually for trainers, training managers, instructional designers, etc.

- B. Student Demand – Provide short- and long-term evidence of demand for the program.

Enrollment in the TRDE minor courses at UH has been consistently strong. The TRDE specialization in the CSM undergraduate program is very popular. Fall 2006 enrollment in the TRDE classes exceeded 150 students. Furthermore, current records indicate that many students have a declared minor in Training and Development through the HDCS Department at the University of Houston.

Because of the demand for HRD professionalizations by industry and the flexibility of the program structure to accommodate specializations, the potential for attracting community college transfers and undecided majors (USD) students at UH is substantial.

Demand for the program is also indicated by enrollments in similar programs throughout the country. According to the Academy of Human Resource Development (AHRD), approximately 400 students are enrolled in the HRD program at Texas A&M; there are approximately 140 majors at the University of Arkansas and 125 majors at the University of Minnesota.

- C. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. (*Include majors only and consider attrition and graduation.*)

YEAR	1	2	3	4	5
Headcount	80	100	130	160	190
FTSE	40	50	65	80	95

II. Quality

- A. Degree Requirements – Use this table to show the degree requirements of the program. (Modify the table as needed; if necessary, replicate the table for more than one option.)

Category	Semester Credit Hours	Clock Hours
General Education Core Curriculum (bachelor's degree only)	51	
Required Courses	39	
Prescribed Electives	15	
Free Electives	12	
Other (Specify, e.g., internships, clinical work)	3	
TOTAL	120	

- B. Curriculum – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (*) courses that would be added if the program is approved. (Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)

Prefix and Number	Required Courses	SCH
General Education & University Core Required Courses		
ENGL 1303	English Composition I	3
ENGL 1304 or TELS 3372	English Composition II or Comm. in Sic, Eng & Tech	3
HIST 1376 or 1377	US History to 1867	3
HIST 1378 or 1379	US History since 1867	3
POLS 1336	US & TX Const/Politics	3
POLS 1337	US Government	3
Humanities course	Humanities Core Course	3
Visual/Perfor ming Arts	Visual/Performing Arts Core Course	3
PSCY 1300	Introduction to Psychology	3
HDCS 1300	HUMAN ECOSYSTEMS & TECH CHANGE	3

UC 9334 07F

Page 4 of 11

Program Request Form for
Bachelor's Degrees
Page 4

Prefix and Number	Required Courses	SCH
	(writing intensive)	
Natural Sciences* Core	Science Core Course	6
MATH 1310	College Algebra	3
TMTH 3360	Applied Tech Statistics	3
Math Reasoning/ Formal Science	Math/Science Core Courses	6
ITEC 1301	Intro to Comp Apps in Tech	3
Department Required Courses		
HDCS 3300	Organizational Decisions in Tech	3
TRDE 3310 *	Intro to Career Development & Planning (change from HDCS 4396 course)	3
TRDE 3303 * or PSCY 3310	Measuring Performance Outcomes or Industrial Organization Psychology	3
TELS 3345	Human Resources in Technology	3
TRDE 3350 * or INTB 3350	Global HRD or International Business	
TRDE 4340	Introduction to Training and Development	3
TRDE 4344	Computer Applications in Training	3
TRDE 4346	Training and Development Programs	3
TRDE 4351	Instructional Strategies and Design for TRDE	3
HDCS 4386	Communication Strategies for Mer. & ID	3
HDCS 4300	Research in HDCS	3
GTRC 4376 or GTRC 3357	Multimedia Authoring	3
TECH 3365	Industrial Computer Applications	3
HDCS 4393 or TRDE 4396	Internship in HDCS or Internship in TRDE	3

Prefix and Number	Prescribed Elective Courses	SCH
	Students select an area of specialization which must be approved by the department. These hours may come from another department within the university or may be transferred from another college or university.	15

C. Faculty – Use these tables to provide information about Core and Support faculty. Add an asterisk (*) before the name of the individual who will have

direct administrative responsibilities for the program. *(Add and delete rows as needed.)*

Name of <u>Core</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
Waight, Consuelo	PhD in Human Resource Education, University of Illinois at Urbana-Champaign	TRDE 3350, TRDE 4340, TRDE 4346, TRDE 4351, TRDE 3350 *	50%
Hutchins, Holly	PhD in Applied Technology, Training and Development University of North Texas	TRDE 3303, TRDE 4340, TRDE 4346, TRDE 4351	50%
Greenwood, Katy	PhD in Career and Technology Education, University of Minnesota	HDCS 1300, TRDE 4340, TRDE 3310 *	75%
Ezell, Shirley	PhD in Textile Technology and Chemistry, Texas Women's University	HDCS 4393 / TRDE 4396	50%
Goodson, Carole	EdD in Curriculum & Instruction, University of Houston	TMTH 3360, TECH 3365, TRDE 3303	50%
Bigham, Paul	PhD in Business Administration, University of Houston	TMTH 3360, TECH 3365	50%
New Faculty in Year ___	PhD in Human Resources Development or equivalent	TRDE	75%

Name of <u>Support</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
Norwood, Marcy	PhD in Vocational Education/Distributive Education, Auburn University	HDCS 4386	25%
Stewart, Barbara	EdD in Curriculum & Foundations, Brigham Young University	HDCS 4300	25%
Schroeder, Sue	MS in Mathematics, University of Houston Clear Lake	TMTH 3360, TECH 3365	25%
Tellegen, Margaret	MBA, Rice University	TMTH 3360, TECH 3365	25%

- D. Library – Provide the library director's assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

The UH Libraries have a substantial collection of books and journals on human resource development and related areas. Ms. Sara Ranger, Technology librarian, reports that our library has 2,712 books in the specific area and 24 journal subscriptions, some of which are for paper, some electronic-only, and for some titles we get both paper and electronic. There are also vast resources in related areas. The interlibrary loan system gives students and faculty access to material at other UH campuses and institutions in our network.

Ms. Ranger has also indicated that the UH Libraries will continue to build the material collections through regular allocation of funds and through the use of special funding, i.e.

endowments. Because these collections are bought and used by the College of Technology, The Bauer School of Business and the Cullen College of Engineering and other colleges, the items in the collections are varied and plentiful.

- E. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

Students and faculty have access to the HDCS media laboratory with state of the art facilities for instruction, media development, simulation software, and computer workstations. In addition, there are two wireless computer laboratories with multiple workstations equipped with writing software, SPSS, Minitab, Photoshop, and others. The computer software is updated annually to provide program support for research and teaching.

The program can also take advantage of the variety of multi-media equipment that the HDCS Department has available.

Facilities include the HDCS Instructional Support Services Lab, seminar rooms with internet connections, student workstations and computer laboratories. Classrooms are equipped with media, poly-vision boards, Internet capability and computer support. The CoT has additional and numerous computer facilities plus a graphics lab.

- F. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.
The University is accredited by the Southern Association of Colleges and Schools.

III. **Costs and Funding**

Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.

(The table is on the following page.)

Five-Year Costs (preliminary)		Five-Year Funding	
Personnel¹	\$ 391,400	Reallocated Funds	\$ -
New Hires (based on appointment-year 4)	180,000		
Graduate Assistants (based on 1 TA in Years 1-3 & 2 TAs in Years 4 & 5)	86,400		
Technical Support			
Existing Faculty (maintenance/ adjuncts for existing program)	125,000		
Facilities and Equipment		Anticipated New Formula Funding³	789,523
		Estimated based on 06-07 TECH for years 3 - 5.	789,523
Library, Supplies, and Materials	-	Special Item Funding	-
		None requested	
Other²	-	Other⁴	1,025,730
No new direct administrative costs are anticipated since the program will be in an existing department, building on existing faculty.		Designated tuition & fees (CoT tuition & HDCS department fees only)	742,500
		Other fees	274,230
		Endowment Income	9,000
Total Costs	\$ 391,400	Total Funding	\$ 1,815,253

1. Report costs for new faculty hires, graduate assistants, and technical support personnel. For new faculty, prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).
2. Specify other costs here (e.g., administrative costs, travel).
3. Indicate formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.
4. Report other sources of funding here. In-hand grants, "likely" future grants, and designated tuition and fees can be included.

Signature Page

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution.

Chief Executive Officer

Date

2. Board of Regents or Designee Approval – A member of the Board of Regents or designee shall sign the following statement:

On behalf of the Board of Regents, I approve the program.

Board of Regents (Designee)

Date of Approval

3. Board of Regents Certification of Criteria for Commissioner of Assistant Commissioner Approval – For a program to be approved by the Commissioner or the Assistant Commissioner for Academic Affairs and Research, the Board of Regents or designee must certify that the new program meets the eight criteria under TAC Section 5.50 (b): The criteria stipulate that the program shall:

- (1) be within the institution's current Table of Programs;
- (2) have a curriculum, faculty, resources, support services, and other components of a degree program that are comparable to those of high quality programs in the same or similar disciplines at other institutions;
- (3) have sufficient clinical or in-service sites, if applicable, to support the program;
- (4) be consistent with the standards of the Commission of Colleges of the Southern Association of Colleges and Schools and, if applicable, with the standards or discipline-specific accrediting agencies and licensing agencies;
- (5) attract students on a long-term basis and produce graduates who would have opportunities for employment; or the program is appropriate for the development of a well-rounded array of basic baccalaureate degree programs at the institution;
- (6) not unnecessarily duplicate existing programs at other institutions;
- (7) not be dependent on future Special Item funding
- (8) have new five-year costs that would not exceed \$2 million.

On behalf of the Board of Regents, I certify that the new program meets the criteria specified under TAC Section 5.50 (b).

Board of Regents (Designee)

Date

Human Resources Training and Development (HRD)

The Human Resources Development program is designed enable graduates to 1) facilitate sustainable change in diverse organizations and to 2) create individual and organizational transformations through training, career development, and organizational development initiatives. Students examine e-learning tools, conditions for adult learning, organizational dynamics, and evaluation techniques. Students completing the program will understand instructional design strategies, their application, and appropriate evaluation procedures.

University Core Curriculum and College General Requirements

Communication (6 semester hours)

ENGL 1303 English Composition I

ENGL 1304 English Composition II or

TELS 3372 Communication in Science, Engineering, and Technology

Writing in the Discipline (3 semester hours)

HDCS 1300 (writing intensive)

History (6 semester hours)

HIST 1377, 1378

American Government (6 semester hours)

POLS 1336, 1337

Social and Behavioral Sciences (3 semester hours)

Three semester hours selected from core approved list

Humanities (3 semester hours)

three semester hours selected from core approved list

Visual/Performing Arts (3 semester hours)

Three semester hours selected from core approved list

Mathematics/Reasoning (12 semester hours)

MATH 1310 College Algebra

TMTH 3360 Applied Technical Statistics

Six semester hours of Math Reasoning/Formal Science selected from the core approved list

Natural Sciences (6 semester hours)

Six semester hours selected from core approved list

Computer Literacy

ITEC 1301 Introduction to Computer Application Technology

Electives: 12 SH Minimum (or minor)

Electives or minor must be approved.

Major Core Requirements

HDCS 3300	Organizational Decisions in Tech
TRDE 3310	Intro to Career Development & Planning (change from HDCS 4396 course)
TRDE 3303	Measuring Performance Outcomes or PSCY 3310 Industrial Organization Psychology
TELS 3345	Human Resources in Technology
TRDE 3350	Global HRD or INTB 3350 International Business
TRDE 4340	Introduction to Training and Development
TRDE 4344	Computer Applications in Training
TRDE 4346	Training and Development Programs
TRDE 4351	Instructional Strategies and Design for TRDE
HDCS 4386	Communication Strategies for Mer. & ID
HDCS 4300	Research in HDCS
GTRC 4376	Multimedia Authoring
TECH 3365	Industrial Computer Applications
HDCS 4393	Internship in HDCS or TRDE 4396 Internship in TRDE

Approved area of specialization (15 SH)

The area of specialization must be approved. Examples of possible specializations include Global Issues, Technology Entrepreneurship, Biotechnology, and Industrial Psychology. Consult with your advisor to select an area that addresses your career goals.

Human Resource Training and Development (Draft 3/23/2007)

UNIVERSITY OF HOUSTON
COLLEGE OF TECHNOLOGY

HUMAN DEV & CONSUMER SCIENCES DEPARTMENT
BACHELOR OF SCIENCE

UNIVERSITY CORE REQUIREMENTS (42 SH)

Communication (6 SH)

ENGL 1303 English Composition I
ENGL 1304 English Composition II or
ITEC 3372 Comm in Sci, Eng & Tech

Writing in the Discipline (3 SH)

HDCS 1300 Family Ecosystems

History/Government (12 SH)

HIST 1376 or 1377 US History to 1867
HIST 1378 or 1379 US History since 1867
POLS 1336 US & TX Const/Politics
POLS 1337 US Government

Humanities* (3 SH)

Visual/Performing Arts* (3 SH)

Social/Behavioral Sciences* (3 SH)

PSCY 1300 Intro to Psychology

Natural Sciences* (6 SH)

Math/Reasoning (12 SH)

MATH 1310 College Algebra
TMTH 3360 Applied Tech Statistics
Math Reasoning/Formal Science
Math Reasoning/Formal Science

Computer Literacy (3 SH)

ITEC 1301 Intro to Comp Apps in Tech

Electives: 12 SH Minimum (or Minor)

MAJOR CORE REQUIREMENTS (42 SH)

HDCS 3300 Organizational Decisions in Tech *
TRDE 3303 Measuring Performance Outcomes* or
PSCY 3310 Industrial Organization Psychology
TRDE 3310 Intro to Career Development & Planning
(new number - previously HDCS 4397 course)
TELS 3345 Human Resources in Technology*
TRDE 3350 Global HRD* or
INTB 3350 International Business
TECH 3365 Industrial Computer Applications
TRDE 4340 Training Techniques for Supervisors
TRDE 4344 Computer Applications in Training
TRDE 4346 Training and Development Programs
TRDE 4351 Instructional Strategic and Design for TRDE
HDCS 4386 Communication Strategies for Mer. & ID
HDCS 4300 Research in HDCS
GPSC 4376 Multimedia Authoring
HDCS 4393 Internship in HDCS

Approved area of specialization (15 SH)

Just a few examples of possible specializations from this campus might include the Global Issues program from the College of Business, Technology Entrepreneurship or IST from the College of Technology, or Industrial Psychology from CLAS. Students could transfer 15 hours (en bloc) in a variety of areas from a community college or university.

*Refer to class schedule for lists of University approved courses.

36 advanced (3000- or 4000-level) semester hours must be completed.

Total hours required: 120 minimum

For graduation with Honors, see Undergraduate Catalog.

TASP requirements must be met.