

1. Proposal Summary

MGMT 302 Organizational Behavior & MGMT 373 Human Resources:

Change requested:

Eliminate all prerequisite courses and require a minimum of sophomore status.

Rationale:

These classes are required in the HR certificate, HR minor, and Hospitality associate degree programs. Students in those programs are not required to take the classes that are listed as prerequisites and need to be able to register without seeking a manual override from the department office. We have been allowing those students to enroll in both MGMT 302 and MGMT 373 for some time and students are able to successfully complete the classes without the prerequisites.

MGMT 375 Negotiations:

Changes requested:

Eliminate all prerequisites except junior status and cap enrollment at 24.

Rationale:

Students from various programs across campus (e.g. Criminal Justice, Psychology, Communications, and Health Care Administration, etc.) are now taking this class and the prerequisite courses are not required by their programs. We have been allowing students to enroll in the class without the prerequisite courses via a manual override by the department office. Students are able to successfully complete the class without the prerequisites. Removing the prerequisites will eliminate the need for the manual override.

Learning how to negotiate and resolve disputes in an effective manner is not something that students can learn in a traditional lecture/test format. Because every negotiation/dispute is different, students must acquire and hone their skills through actual practice which provides them the opportunity to apply various approaches and techniques in a variety of situations. Thus, each student can discover what works best for them and what is most effective in different situations. To achieve that objective students in this course engage in numerous in-class negotiation and dispute resolution role-plays and other experiential activities in virtually every class period. (The list of the exercises used in the Spring 2008 section of this class is included at the end of this section and copies of the actual exercises are available upon request.)

Historically enrollment in this class has ranged from 18-24 so no cap on enrollment was necessary; however, as the class has become more popular across campus a cap on enrollment is now needed to keep the class to a manageable size for the role plays and experiential activities. Consider the example of a basic role play with two actors. If the class had the current maximum of 40 students, there would be 20 role plays occurring simultaneously. In these role plays the students typically become quite engaged, which results in especially lively negotiations and makes for more effective learning. Even if the role play was to remain relatively tame, with a class of 40 there would be 20 people talking simultaneously, which would obviously be detrimental to the learning process.

In addition when students engage in role plays or other experiential group activities they physically move into small groups. Our traditional classrooms have tables and 40 movable chairs. If there are 40 students in the class there is no room for the groups to spread out to conduct the role plays and experiential exercises. The result would be students seated side-by-side trying to complete two different role plays. From a logistics standpoint it is obviously impractical. A cap of 24 students per class allows for groups of 2, 3, 4, 6, or 8 while providing the physical space necessary for the students to complete their role-plays and other experiential exercises. Thus, we are requesting the class be capped at a maximum of 24 students.

Following is the checklist of exercises used in the current section of MGMT 375, Negotiations:

**MGMT 375 – Negotiations
Spring 2008
Exercise Checklist**

Included	Ex. #	Title
	1.1	A Trip Down Memory Lane
	1.2	Mirror, Mirror on the Wall/Initial Self Evaluation
	1.3	How Do Others See You as a Negotiator?
	1.4	Freeze Frame/The Poker Face
	2.1	An Amp on the Internet
	2.2	Four is a Crowd?
	2.3	Hot Fun in the Summertime
	2.4	Neither a Borrower nor a Lender Be
	2.5	Stretched Too Thin
	3.1	Locus of Control
	3.2	Self Monitoring Assessment
	3.3	Keirsey Temperament Sorter
	3.5	Communication Style Inventory
	3.7	Determining and Understanding your Conflict Style
	4.1	Assessing your Influence Skills
	4.2	Back to the Future
	4.4	Understanding the power of leveraging basic instincts
	4.5	Creating Consonance out of Dissonance
	4.6	Applying the ACE Theory
	4.7	Action Plan
	5.1	Preparing Your Resume & Cover Letter
	5.2	Researching Prospective Employers
	5.3	Employment Negotiations: Interests, Issues, Opening Demands, Target and Resistance Points
	5.4	Determining Your Worth
	5.5	Practicing Your Interview Skills
	5.6	Negotiating a Job Offer
	6.1	Assessing and using your human capital
	6.2	The Overdue Review
	6.3	Negotiating a salary increase
	6.4	Negotiating a change in work schedule
	6.5	Home for the holidays
	6.6	The competent shall be punished
	6.7	The new boss
	6.8	Dispute with another department
	6.9	The warring co-workers
	7.1	You Are the Sales Rep: Presenting products/services
	7.2	You Are the Buyer: Acquiring products/services for your employer
	7.3	Hiring a new employee
	7.5	Grievance resolution
	8.1	Researching market values
	8.2	Selling your car
	8.3	The car swap
	8.4	Negotiating a new car (worksheet only)

	9.1	Researching property values
	9.2	Buying/selling property without a realtor
	9.3	Sandy's by the Shore: Leasing Retail Space
	9.4	The Agency Needs Additional Space

2. Summary of All Course Action Required*

c. Existing Course(s) to be Modified:

Prefix	Number	Title
MGMT	302	Organizational Behavior
MGMT	373	Human Resource Management
MGMT	375	Negotiations

*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

MODIFY COURSE FORM F
Course Data Entry Form

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Change prerequisite

b. Term Effective (6 digit code only): 200805 Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix MGMT b. Number 302 c. Enter Contact Hours per week in boxes.
LECture 3.0 LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: Organizational Behavior

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECture LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: f. Department Code:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable Fixed h. Maximum Credit Hours i. Minimum Credit Hours

j. May Be Repeated for Added Credit: Check (x) Yes No

k. Levels: Check (x) Undergraduate Graduate Professional

l. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered: (See instructions for listing.) o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. Sophomore Standing

UCS Chair Signature/Date: [Signature] 3/5/08

Academic Affairs Approval Signature/Date: [Signature] 3/10/08

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

MODIFY COURSE
Course Data Entry Form

FORM F

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

- 3. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
- 4. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Change prerequisite

b. Term Effective (6 digit code only): 200805 Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix MGMT b. Number 373 c. Enter Contact Hours per week in boxes.
LECture 3.0 LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: Human Resource Management

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECture LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: f. Department Code:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable Fixed h. Maximum Credit Hours i. Minimum Credit Hours

j. May Be Repeated for Added Credit: Check (x) Yes No

k. Levels: Check (x) Undergraduate Graduate Professional

l. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. **CATALOG DESCRIPTION** – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered: (See instructions for listing.) o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. Sophomore Standing

UCC Chair Signature/Date: [Signature] 3/15/08

Academic Affairs Approval Signature/Date: [Signature] 3/16/08

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

MODIFY COURSE
Course Data Entry Form

FORM F

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

- 5. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
- 6. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below): Change prerequisite

b. Term Effective (6 digit code only): 200805 Examples: 200801(Spring), 200805(Summer), 200808(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.

a. Course Prefix MGMT b. Number 375 c. Enter Contact Hours per week in boxes.
LECture 3.0 LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: Negotiations

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECture LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: f. Department Code:

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable Fixed h. Maximum Credit Hours i. Minimum Credit Hours

j. May Be Repeated for Added Credit: Check (x) Yes No

k. Levels: Check (x) Undergraduate Graduate Professional

l. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered: Spring (See instructions for listing.) o. Max. Section Enrollment: 24

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. Junior standing.

UCC Chair Signature/Date: [Signature] 3/5/08

Academic Affairs Approval Signature/Date: [Signature] 3/6/08

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __



Leonard Johnson/FSU

02/29/2008 01:34 PM

To Karen M Ottobre/FSU@FERRIS

Sandra L Alspach/FSU@FERRIS, Chuck
cc Drake/FSU@Ferris, Leonard Johnson/FSU@Ferris, Roy
McLean/FSU@FERRIS, Andrew L Purvis/FSU@FERRIS,

bcc

Subject Fw: New proposal

Hi Karen

Your proposal will be added to the agenda for the next UCC meeting on Wednesday.
Prior to then, please revise each of the Form F's in the proposal to "List the changes to be made." For instance, if you are proposing to change the prerequisites, type in "change prerequisites," etc.

Once you have made the changes on the Form F's, email them to Paula Hadley-Kennedy in the Senate office to be included in the proposal.

Thanks,

Leonard

Leonard R. Johnson, Ph.D
Professor
Ferris State University
1349 Cramer Circle
Big Rapids, Michigan 49307
(231) 591-2134
<http://www.ferris.edu/education/education>

----- Forwarded by Leonard Johnson/FSU on 02/29/2008 01:30 PM -----



Paula L Hadley-Kennedy/FSU

02/29/2008 11:00 AM

To Barbara A Ross/FSU@Ferris, Sandra L
Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris,
Gregory Wellman/FSU@FERRIS, Chuck Drake/FSU@Ferris,
Maureen E Watson/FSU@Ferris, Andrew L
Purvis/FSU@FERRIS, Maureen Milzarski/FSU@Ferris,
Joanne Gerst/FSU@FERRIS, Donald
Flickinger/FSU@FERRIS, Harold G Palmer/FSU@Ferris,
Patricia Russell/FSU@Ferris

cc

Subject New proposal

The proposal below arrived this morning in the Senate Office...

http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/univcurrcomm/20072008/Modif_yhr.pdf