

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

NEW COURSE PROPOSAL

PROGRAM:

1. **Catalog Description of the Course.** *[Include the course prefix, number, full title, and units. Provide a course narrative including prerequisites and corequisites. If any of the following apply, include in the description: Repeatability (May be repeated to a maximum of ___ units); time distribution (Lecture ___ hours, laboratory ___ hours); non-traditional grading system (Graded CR/NC, ABC/NC). Follow accepted catalog format.]*

EDPL624. HUMAN RESOURCE MANAGEMENT IN EDUCATION SETTINGS (3).

Three hours lecture/discussion per week.

Prerequisite: Admission to the Principals Leadership Program.

Leadership knowledge and skills needed to manage a Human Resource Program including personnel administration, supervision, assignment monitoring, negotiation and administration of contracts, supervision of risk management programs and all legal aspects of Human Resources administration.

2. **Mode of Instruction.**

	Units	Hours per Unit	Benchmark Enrollment
Lecture	<u>3</u>	<u>1</u>	<u>20</u>
Seminar			
Laboratory			
Activity			

3. **Justification and Learning Objectives for the Course.** (Indicate whether required or elective, and whether it meets University Writing, and/or Language requirements) *[Use as much space as necessary]*

This is a required course in the Principals Leadership Program and meets the California Commission on Teacher Credentialing Standards for Quality and Effectiveness for Educational Leadership Programs leading to the Preliminary Administrative Services Credential.

Students who successfully complete this course will be able to:

- Describe the historical development of all aspects of Human Resources administration
- Define the role and function of the Human Resources Administration in public schools
- Develop plans for recruitment, selection, and appropriate placement of personnel
- Supervise the development of employee benefit plans for public school employees
- Develop, provide training for and monitor substantive certificated and classified employee evaluation
- Develop and implement constructive employee discipline plans
- Manage personnel implementing appropriate credentialing and other licensing requirements
- Define the purpose and characteristics of job classification and compensation plans
- Describe the characteristics of an effective staff development program
- Define and analyze the components of organizational culture and climate
- Supervise the development of an effective risk management program
- Apply the legal aspects of Human Resources administration
- Analyze and manage appropriate use of technology in the Human Resources environment

- Identify the social and political trends and issues that affect Human Resources management
-

4. Is this a General Education Course **YES** **NO**

If Yes, indicate GE category:

A (English Language, Communication, Critical Thinking)	
B (Mathematics & Sciences)	
C (Fine Arts, Literature, Languages & Cultures)	
D (Social Perspectives)	
E (Human Psychological and Physiological Perspectives)	

5. Course Content in Outline Form. *[Be as brief as possible, but use as much space as necessary]*

- Introduction: review of course requirements
- Human Resources planning: Federal legislation, RIF, and policy drafting
- Recruitment
- Selection (application, screening, and interviewing)
- Placement and induction (credentials, orientation, and induction programs)
- Staff Development (adult learning, needs assessment, implementing change)
- Performance evaluation (certificated and classified)
- Performance remediation
- Compensation systems
- Collective bargaining
- Contract administration
- Legal issues in Human Resources

6. References. *[Provide 3 - 5 references on which this course is based and/or support it.]*

Rebore, Ronald W. *Human Resources Administration in Education: A Management Approach*. Seventh Edition.

Boston: Pearson Education, Inc.

Selected Case Law Briefs

Selected publications of the California Commission on Teacher Credentialing

Selected bargaining unit agreements

7. List Faculty Qualified to Teach This Course.

Faculty need to hired for this course from local practioners.

8. Frequency.

a. Projected semesters to be offered: Fall _____ Spring _____ Summer _____

9. New Resources Required.

Library resources and research tools

Technology resources such as computer labs

Word processing software in computer labs

10. Consultation.

Attach consultation sheet from all program areas, Library, and others (if necessary)