

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC PROGRAMS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AP-010-156

**MINOR IN MANAGEMENT OF NOT-FOR-PROFIT ORGANIZATIONS FOR  
SEMESTERS**

Academic Programs Committee

Date: 04/05/2016

Executive Committee  
Received and Forwarded

Date: 04/27/2016

Academic Senate

Date: 05/04/2016  
First Reading  
05/25/2016  
Second Reading

**BACKGROUND:** The Department of MANAGEMENT AND HUMAN RESOURCES has put forward a referral for **MANAGEMENT OF NOT-FOR-PROFIT ORGANIZATIONS MINOR** for semesters. This is a new program.

The program has 21-27 units and will be offered on the semester calendar. The purpose of this minor is to help students prepare for careers in not-for-profit organizations, which present challenges distinct from the for-profit organizations that often get more attention in business programs.

**RESOURCES CONSULTED:**

Deans  
Associate Deans  
Department Chairs  
All Faculty

**DISCUSSION:**

Before reaching the Academic Programs Committee, this program was reviewed by the College Curriculum Committee in the College of BUSINESS ADMINISTRATION as well as the Dean of COLLEGE OF BUSINESS ADMINISTRATION and the Office of Academic Programs. All concerns raised at those levels were addressed. The Academic Programs Committee then conducted campus-wide consultation, as well as its own review of the program. No concerns were raised.

**RECOMMENDATION:**

The Academic Programs Committee recommends approval of the semester program **MANAGEMENT OF NOT-FOR-PROFIT ORGANIZATION MINOR.**

Attachment: Curriculog Proposal for Management of Not-for-Profit Organization Minor.

## Management of Not-for Profit Organizations Minor

### F. Program - New Option/Minor/Emphasis

#### General Catalog Information

**Department** Management and Human Resources

**Choose type\***  Option  
 Minor  
 Emphasis

**Title of the proposed aggregate of courses (e.g. Evolutionary Biology Subplan/Option)** Management of Not-for Profit Organizations Minor

**Title of the degree major program under which the aggregate of courses will be offered (e.g. Biology, B.S.)** Business Administration

**Program total units\*** 21-27

**Description of Option, Minor, or Emphasis** This minor provides non-MHR students with an opportunity to develop their capability to manage and lead not-for-profit organizations.

**List options or emphases already existing under the degree major program for which the new aggregate of courses is proposed.**

Major: Business Administration

Option: Management and Human Resources (MHR)

Emphases:

Management and Leadership

Entrepreneurship

## Human Resources

**State the aims of the proposed aggregate of courses.\***

**Learning Goal #1:** Students will acquire discipline-specific knowledge and apply this knowledge to solve specific business and societal problems.

**Learning Objective #1:** Students will learn the four functions of management: organizing, planning, leading and controlling in not-for-profit organizations.

**Learning Outcome #1:** Students will understand the different structural forms of organizations and their accompanying strengths and weaknesses.

**Learning Outcome #2:** Students will understand the planning process and the major types of plans.

**Learning Outcome #3:** Students will understand the major leadership theories and their applications.

**Learning Outcome #4:** Students will understand the feedback/control model and its application in organizations.

**Learning Outcome #5:** Students will understand human behavior in organizations.

**Learning Goal #2:** Students will develop competencies to become ethical, socially responsible, law abiding, and global citizens in not-for-profit organizations.

**Learning Objective #1:** Students will recognize the differences between ethical, social, and legal issues in management.

**Learning Outcome #1:** Students will be able to explain and understand how to apply the various principals of ethical decision making.

**Learning Outcome #2:** Students will understand and evaluate the various components of corporate social responsibility.

**Learning Goal #3:** Students will become adept at leading and functioning effectively in multicultural and diverse teams in not-for-profit organizations.

**Learning Objective #1:** Students will understand and apply different models for team effectiveness.

**Learning Outcome #1:** Students will be able to demonstrate knowledge of team development and effectively participate in teams to achieve organizational goals.

**Learning Objective #2:** Students will develop leadership skills to manage multicultural teams.

**Learning Outcome #1:** Students will be able to describe how leadership is changing in today's multicultural business environment.

**Learning Objective #3:** Students will understand the dimensions and importance of human diversity in organizations.

**Learning Outcome #1:** Students will be able to explain individual differences, such as race, sex/gender, religion, nationality, sexual orientation, age, physical abilities and disabilities.

**Learning Outcome #2:** Students will be able to explain the requirements under equal employment opportunity legislations.

**Learning Outcome #3:** Students will understand different techniques for organizational inclusiveness.

List courses by subject area, catalog number, title, and units of credit as well as the total units to be required under the proposed aggregate.\*

| <b>Program Name: Business Administration</b>                    |  |              |
|---|--|--------------|
| <b>Option: Management and Human Resources</b>                   |  |              |
| <b>Minor: <u>Management of Not-for Profit Organizations</u></b> |  |              |
| <b>Not-for-Profit Minor Courses: 21-27 Units</b>                |  |              |
| <b>Required courses:</b>  |  |              |
| <b>Course Number</b>  | <b>Title</b>                               | <b>Units</b> |
| MHR 3030  | Management of Not-for-Profit Organizations | 3            |
| MHR 3010  | Principles of Management                   | 3            |
| MHR 3020  | Organizational Behavior                    | 3            |
| MHR 3410  | Introduction to Entrepreneurship           | 3            |
| MHR 4460  | Business Planning                          | 3            |
| MHR 4030  | Leading Organizational Transformations     | 3            |
| Total number of required course units: 18                       |  |              |
| Elective courses: 3-9   |  |              |

Non-CBA students must take one additional 3 unit elective course. CBA students must take two additional 3 unit elective courses. All elective courses must be selected with MHR faculty approval, and must support the student's long-term career interests. These units are specifically as a requirement of the minor and may NOT overlap with the student's minor study requirements.



**Justify the need for the proposed aggregate of courses.\***

These courses will provide students with the knowledge and skills necessary to be successful leaders and managers in not-for-profit organizations.

**List courses by subject area, catalog number, title, and units of credit as well as the total units to be required for the major in which the proposed aggregate of courses is to be included.\***

## CURRICULUM SHEET

### FOR SEMESTER CONVERSION

**Program Name: Business Administration**

**Business Administration/Management and Human Resources**

#### Major Courses – Required Major Core

| Course Number | Course Title                                     |
|---------------|--|
| ACC 2070      | Financial Accounting for Decision Making         |
| ACC 2080      | Managerial Accounting for Decision Making        |
| CIS 3100      | Management Information Systems                   |
| FRL 2013      | Legal Environment of Business Transactions       |
| FRL 3000      | Managerial Finance                               |
| IBM 3012      | Principles of Management and Human Resources     |
| MHR 3010      | Principles of Management                         |
| MHR 3020      | Organizational Behavior (GE D4) (double counted) |
| TOM 3010      | Operations Management                            |
| TOM 3020      | Managerial Statistics                            |
| BUS 4950      | Strategic Management                             |
| BUS 3000      | Applied Business Communication                   |
| BUS 3102      | Globalization of Business                        |

|  |  |
|--|--|
| EC 2201                                  | Principles of Economics: Microeconomics ( <i>GE D3</i> ) ( <i>double</i>   |
| EC 2202                                  | Principles of Economics: Macroeconomics                                    |
| MAT 1250                                 | Introductory Calculus for Business ( <i>GE B4</i> ) ( <i>double counte</i> |
| STA 1200                                 | Statistics with Applications   |
| CIS 1010                                 | Introduction to Personal Computing   |
|  |  |
| <b>Major Courses - Elective Core</b>     |  |
|  |  |
| <b>Total Number of MAJOR CORE units:</b> |  |

|   |  |
|---|--|
| <b>Program Name: Business Administration</b>                        |  |
| <b>Option: Management and Human Resources (MHR)</b>                 |  |
| <b>Four Required Courses – Units12</b>                              |  |
| <b>Option Courses – Required Option Courses</b>                     |  |
| <b>Course Number</b>  | <b>Course Title</b>                                  |
| MHR 3410  | Introduction to Entrepreneurship                     |
| MHR 3210  | Human Resources Management                           |
| MHR 4010  | Business Ethics, Diversity and Social Responsibility |
|   |  |
| Select ONE three unit "Learn by Doing" capstone course:             |  |
| MHR 4410  | Internship in Business Management                    |
| Or  |  |
| MHR 4420  | Internship in Business Management                    |
| Or  |  |
| MHR 4610  | Senior Project                                       |
|   |  |
|   |  |
| <b>Option Courses – Elective Option Courses</b>                     |  |
| None  |  |
| <b>Total Number of REQUIRED OPTION units:</b>                       |  |
|   |  |
| <b>Emphasis within MHR Option: <i>Management and Leadership</i></b> |  |
| <b>Five Emphasis Courses – Units 15</b>                             |  |

| <b>Required courses – Units 9</b>   |  |
|---|--|
| MHR 4030  | Leading Organizational Transformations                       |
| MHR 4040  | Managing Conflict in Organizations                           |
| MHR 4020  | Leadership: Theory and Practice                              |
|   |  |
| <b>TWO Restricted Electives Courses – Units: 6</b>                                |  |
| <b>Students must select one course from each of the two groups below:</b>         |  |
| <b>1. Group One - Management Electives</b>  |  |
| <b>Students must select ONE course from the list below:</b>                       |  |
| MHR 4050  | International Management                                     |
| MHR 3030  | Management of Not-for-Profit-Organizations                   |
|   |  |
| <b>2. Group Two – MHR Electives</b>   |  |
| <b>Students must select one upper division course from those offered in the M</b> |  |
|   |  |
| <b>Emphasis within MHR Option: <i>Human Resources</i></b>                         |  |
| <b>Five Emphasis Courses – Units 15</b>   |  |
|   |  |
| <b>Required Courses – Units: 12</b>   |  |
| MHR 4220  | Training and Development                                     |
| MHR 4230  | Human Resources Staffing, Planning, Recruiting and Selection |
| MHR 4250  | Employment Law   |
| MHR 4240  | Employee Compensation and Benefits                           |
| <b>ONE Restricted MHR Elective – Units 3</b>                                      |  |
| <b>Students will select one course from the list below:</b>                       |  |
| MHR 4260  | Human Resources Information Systems                          |
| MHR 4270  | Management Union Relations                                   |
|   |  |
| <b>Emphasis within MHR Option: <i>Entrepreneurship</i></b>                        |  |
| <b>Five Emphasis Courses – Units 15</b>   |  |
|   |  |
| <b>Required Courses – Units: 12</b>   |  |
| <b>Students must take the following four courses:</b>                             |  |
| MHR 3420  | Creativity and Entrepreneurship                              |
| MHR 4460  | Business Planning  |
| MHR 4440  | Social Entrepreneurship                                      |
| MHR 4430  | Launching A New Venture                                      |
|   |  |



|   |  |
|---|--|
| <b>ONE Restricted Elective Course – Units: 3</b>            |  |
| <b>Students must select one course from the list below:</b> |  |
| MHR 4020  | Leadership: Theory and Practice  |
| MHR 3030  | Management of Not-for-Profit Organizations                                     |
| MHR 4450  | Family Business and Franchising  |
| <b>TOTAL NUMBER OF OPTION (including Emphasis) UNITS</b>    |  |
|   |  |
|   | <b>TOTAL NUMBER OF UNRESTRICTED ELECTIVE UNITS</b>                             |
|   |  |
|   | <b>TOTAL NUMBER OF MAJOR and UNRESTRICTED ELECTIVE</b>                         |
|   |  |
|   | <b>TOTAL NUMBER OF MAJOR and UNRESTRICTED ELECTIVE (after double counting)</b> |
|   |  |

**[1]** Includes double counted units (NOTE: MHR3020 is double counted with GE Area D4; EC2201 is double counted with GE Area D3; MAT1250 is double counted with GE Area B4)

**[2]** Includes double counted units (NOTE: MHR3020 is double counted with GE Area D4; EC2201 is double counted with GE Area D3; MAT1250 is double counted with GE Area B4)

**[3]** 81 units with double counted courses – 9 units of double counted courses (MHR3020, EC2201, MAT1250, PSY2201) = 72 units



List new courses to be developed. You will need to submit separate course proposals for each new course.

|          |  |
|----------|--|
| MHR 4030 | Leading Organizational Transformations (3 units) |
|----------|--|



|  |   |
|--|---|
| <p><b>List all present faculty members with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience, who would teach in the proposed aggregate of courses.*</b></p> | <p>All the faculty below have the knowledge and experience needed to teach the courses in the minor, please contact the Chair of the MHR Department to receive a detailed CV for each faculty member.</p> <p>Dr. Carlos B. Gonzalez, Professor</p> <p>Dr. Jeanne Almaraz, Professor</p> <p>Dr. Zeynep Aytug, Assistant Professor</p> <p>Dr. James C. Bassett, Profesor</p> <p>Dr. Deborah V. Brazeal, Professor</p> <p>Dr. Kevin Farmer, Associate Professor</p> <p>Dr. Xuguang (Steve) Guo, Assistant Professor</p> <p>Dr. Trayan Kushev, Assistant Professor</p> <p>Dr. Nelson Pizarro, Assistant Professor</p> <p>Dr. Lialian Lin, Professor</p> <p>Dr. Nirmal K. Sethia, Professor</p> <p>Dr. Mansour Sharfzadeh, Professor</p> <p>Dr. Preeti Wadhwa, Assistant Professor</p> <p>Dr. GR Waters, Professor</p> |
| <p><b>Describe instructional resources (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the proposed aggregate of courses.*</b></p>  | <p>Overhead screen/s, computer projector, access to computer and Internet, DVD Player, preferably, a VHS player to share dated but relevant videos with students, Furniture /classroom setting that facilitates team communication, Blackboard (Bb) access.</p> <p>No extra resources are necessary beyond what Cal Poly already has.</p>   |
| <p><b>List all additional resources needed including specific resource, cost, and source of funding.</b></p>   | <p>None</p>   |

**The following fields are for integration purposes with the University Catalog (i.e. Acalog e-catalog). Please select Program and leave Curriculum blank.**

**Program Type\***  Program  
 Shared Core

**Curriculum**