

PROCESS A NON-GENERAL EDUCATION ~ CURRICULUM PROPOSAL

SCC #04-05- 183

LIBRARY RESOURCE FORM REQUIRED

Deadlines

October 8, 2004 to be implemented Fall 2005 ~ February 11, 2005 to be implemented Spring 2006

PROPOSAL TITLE: Leadership and Supervision for Managers

Sponsor(s): Michael Banutu-Gomez, Ph.D. E-Mail: banutu-gomez@rowan.edu Ext: 5425

DEPARTMENT: Management/MIS

COLLEGE: College of Business

If Liberal Arts & Sciences CHECK : History/Humanities Math/Sciences Social/Behavioral Sciences

UNDERGRADUATE GRADUATE

THE ATTACHED **NON-GEN-ED** PROPOSAL IS BEST DESCRIBED BY THE ITEM(S) CHECKED

New non gen-ed course

Minor curricular changes (fewer than three) to:

Short-term non gen-ed course

Existing non gen-ed course

Non gen-ed degree requirements

Major

Minor, specialization, concentration, track, certificate program

THE FOLLOWING SIGNATURES REPRESENT APPROVAL

Department Chair: [Signature] Date: 10/15/04

Department Curriculum Chair: [Signature] Date: 10/15/04

Academic Dean: [Signature] Date: 10/15/04

COLLEGE CURRICULUM COMMITTEE

OPEN HEARING Date: 11/29/04 Approved Not Approved

COLLEGE CURRICULUM CHAIR: Manuel Pontes

Senate Curriculum Chair Signature: [Signature] Date: Senate Announcement 12/20/04

Comments: _____

EXECUTIVE VICE PRESIDENT/PROVOST Signature: [Signature] Date: 2/14/05

Approved Not Approved

REGISTRAR

Date: 2/21/05 Course Description Received & Approved ~ Hegis Taxonomy & Course #: 0506310

Registrar Signature: [Signature]

NOTIFICATION FORWARD

SCC Chair Academic Dean Department Chair Registrar IR CAP
 VP Student Affairs Others

Tm 3/24/05
DB 3/24/05 [Signature]

APPENDIX B
New Course Proposal
Leadership and Supervision for Managers

Details:

- a. Course Title: Leadership and Supervision for Managers
- b. Hegis Number: 0506.3XX
- c. Sponsor: Michael Banutu-Gomez, Ph.D.,
Management/MIS
- d. Credit Hours: 3 s.h.
- e. Course Level: Undergraduate (Junior Level, 300)
- f. Prerequisites: Public Speaking HEGIS 1506202
57 credit hours
Admitted to Management Specialization or Permission of Instructor
- g. Suggested time and scale of implementation:

Initial offering, Fall, 2005
Multiple sections (at least 1 section per each academic semester)

Curricular Effect:

Specialization Impact:

This course was developed as part of a Major Program Revision for the Management Specialization (Mgt) within the College of Business in order to meet the needs of the students enrolled in the Management Specialization as described in the Major Program Revision Proposal to which this course is attached.

The revisions include developing three new required Management courses, moving three currently required courses to the electives bank, creating one new Management elective, and revising the electives that Management students complete in order to graduate. Each of these revisions is based on improving the curriculum and is discussed in detail in the Major Program Revision Proposal.

Offerings:

The overall impact of these courses will have no effect on other departments and colleges within the University.

Adequacy:

The major impact will be within the Management Specialization. As a result of the totality of the revisions, some Management Specialization courses will be offered less often but the faculty teaching the currently required courses will be reassigned to the proposed new courses.

In summary, the Management/MIS department has the depth and quality of faculty to implement these proposed revisions with no diminution of teaching effectiveness. No additional faculty will be required. The impact is completely explained on page 12 of the Process C: Major Program Revision to which this proposal is attached.

Recommended Library Resources:

The existing library holding and online database will meet the library requirements for the proposed Leadership and Supervision for Manager course.

Rationale:

There are a number of major reasons why revisions in the Management Specialization are necessary at this time. Each of the following reasons was discussed in detail in the Major Program Revision Proposal and was integrated with the visions of the University, the College of Business and the Management Specialization as repeated below.

The Rowan vision states that “Rowan combines liberal education with professional preparation...” These proposed revisions improve our students’ professional preparation to enter the workplace.

The COB vision states that “the COB provides students with a[n]education that allows students to compete and succeed in the 21st century workplace. ... [the] University’s undergraduate programs ... focus on best business practices.” The proposed revisions are based on incorporating the business skills expected of new business graduates.

The Mission of the Management Specialization states that “... the program is designed to provide a strong foundation in both traditional and innovative management skills in ... supervision, communicating clearly... being able to analyze and solve business problems using both quantitative and qualitative information. ... The program emphasizes giving students the general management skills needed in the current workplace...” The proposed revisions are based on having our students acquire these skills.

To summarize the foundations for the need for the program revisions

1. Industry requirements for generalist managers have changed
2. Reports from employers of MGT Internship students indicate weaknesses for MGT students in the areas of managerial problem solving skills and interpersonal business skills.
3. The COB ETS exam indicates weaknesses in MGT students in quantitative skills analysis areas.

4. The approval of two new specializations within Management/MIS requires changes in the MGT specialization to continue to provide a generalist management education.
5. Management faculty have noticed communications weaknesses in the students in the areas of business writing and business presentations.

Course Rationale:

This course in Leadership and Supervision for Managers is being developed to respond to one or more of these reasons – changes in the industry requirements for generalist managers and reports from those businesses which employ our MGT Interns that the students need to develop higher levels of interpersonal business skills.

Organizations in the 21st century require that their managers and workers have a new set of skills including: teamwork; creativity, innovation, leadership and supervisory skills. Leaders, Managers, and Supervisors operate within environments characterized by multinational corporations, international partnerships, workforce diversity, and all the other hallmarks and hurdles of globalization. Increasingly, successful managers and supervisors will be those who are knowledgeable about the values of collaboration; who know how to build partnerships and joint ventures; have the ability to design effective teams; the ability to work in teams and the skills to lead and supervise the workers of the 21st century. This workforce will have many dimensions of diversity including age, religion, ethnicity, culture, race, gender, and values. To succeed as business managers, students need to learn about the new format of leadership and supervision. This course is designed to provide our management specialization students with these required leadership and supervisory skills.

Essence of the Course:

a. Objectives of this course in relation to student outcomes:

The primary focus of this 3-credit course is to provide an opportunity for students to develop both in-depth understanding of the theory of business leadership and supervision and the practical skills one needs to succeed in the workplaces of the 21st century.

A basic assumption of this course is that theory and experience are mutually enhancing. Theories provide students with useful approaches for understanding and explaining issues. In this vein, students will be encouraged to relate their present and past business experiences to the activities in this course. My goal is to use theory to enhance students understanding of the events and situations business leaders and supervisors face. Students will utilize this classroom opportunity to test the concepts and theories we will be covering and to develop their own model of business leadership and supervision. Students will be encouraged to reflect on their experience and to use it as input for their work in this course (class discussions, papers, and group exercises).

b. Topic Outline/Content:

Students will learn about the nature of business leadership and supervision both intellectually (readings, case discussions, lectures) and through their own experiences (simulations, exercises,

individual journals). Students will reflect on their own behaviors in leadership and supervision team exercises, and in group and class discussions, develop key lessons about the nature of effective functioning in business leadership and supervision environments. Moreover, students will have an opportunity to enhance communication skills, develop the ability to give and receive feedback responsively, and explore alternatives for managing individual and group conflict effectively in multi-cultural business contexts. Students will learn a method for assessing their knowledge, abilities, values, and interests relevant to business leadership and supervision so that they will be able to develop and implement a plan for enhancing their business leadership and supervision capability throughout their career and life. By the end of the course, students will be able to effectively diagnose complex dynamics of leadership and supervision in business environments and take action as leaders and supervisors to improve business performance.

The following topics will be taught in the proposed course.

Leadership is a Process, Not a Position

- Leadership is Everyone's Business

- Leadership involves an Interaction between the Leader, the Follower and the Situation

- Leadership is Developed through Education and Experience

- Assessing Leadership and Measuring Its Effects

Focus on the Leaders

- Power and Influence

- Leadership and Values

- Leadership Traits

- Leadership Behavior

Focus on the Followers

- Motivation, Satisfaction and Performance

- Groups, Teams, and Their Leadership

Focus on the Situation

- Characteristics of the Situation

- Contingency Theories of Leadership

- Leadership and Change

Leadership for Business Managers

- Basic Leadership Skills for Business Managers

- Advanced Leadership Skills for Business Managers

- Defining the Supervisor's Job

- Understanding Supervisory Challenges in the New Millennium

- Establishing Goals

- Organizing an Effective Department

- Acquiring the Right People

- Designing and Implementing Controls

- Solving Problems and Making Decisions

- Motivating Your Employees

- Providing Effective Leadership

- Communicating Effectively

- Supervising Groups and Work Teams

Appraising Employee Performance
Ensuring a Safe and Healthy Work Environment
Handling Conflict, Politics, Employee Discipline, and Negotiations
Dealing with Change and Innovation
The Supervisor's Role in Labor Relations

c. Evaluation of students and grading procedure:

Students will be evaluated on a combination of examinations, individual research project, written and oral presentations as well as a team research paper and team presentation. These projects and research papers must address the issue of managerial Leadership and Supervision.

d. Course evaluation

Evaluation of this course will be consistent with practices in the Management/MIS department and College of Business evaluation processes. Student evaluations (SIRs) will be conducted each time the course is offered. The annual Management Specialization Program Review will analyze and compare the value of this course in relation to students learning objectives and specialization objectives in conjunction with the student results on the standardized Management Specialization Assessment exam.

Results of Consultations:

Consultation letter from Educational Leadership attached.

Catalog Description:

0506.3XX

3. s.h.

Leadership and Supervision for Managers:

(Prerequisites: Public Speaking HEGIS 1506202, 57 credit hours, admitted to Management specialization or permission from the instructor)

The course is designed for undergraduate business students. Course content will cover the theories of business leadership and supervision – with the focus on first line supervisors.. Students will focus on the theory and acquisition of various business leadership and supervisory tasks and skills necessary to work with other business managers in a global market world and to supervise workers with diverse backgrounds. These business skills will include establishing workplace goals, organizing work units for productivity, conducting interviews, giving feedback to subordinate employees, designing and implementing employee motivation programs, and supervising workteams. By the end of the course, students will be able to effectively diagnose the complex dynamics of leadership and supervision in business environments and take action as leaders and supervisors to improve individual and organization performance.

DB
3/24/05

Rowan University,
CURRICULUM PROPOSAL
LIBRARY RESOURCE FORM

The purpose of this form is to provide a channel of communication between the library and faculty changing and designing new courses/programs. The information will be used to assess the resources available in the library, and to identify resources the library should acquire to support the course/program. The information will also provide rationale for institutional support for library acquisitions.

This form should be completed in a coordinated effort between the course sponsor(s) and the academic department liaison librarian. THIS FORM MUST BE COMPLETED FOR ALL CURRICULUM PROPOSALS.

- The sponsor(s) complete parts A & B. If assistance is required to complete parts A & B, please notify the liaison librarian.
- Forward this form to the librarian who will complete parts C, D & E.

This form must be completed and attached to the original curriculum proposal before being approved by the Senate Curriculum Committee

A. College College of Business Department: Management/MIS
 Proposed by: Michael Banuta-Comez Date: 10/5/04
 Course Title: Leadership Supervision for Managers
 Anticipated Date for Course/Program Offering: Fall, 2005

B. List specific resources that should be acquired to support this course:
general leadership collection
ABI, Jorum Emerald, The Economist
WSJ

C. Describe the resources available in the library to support this course/program, including reference, monographic, electronic databases, audio-visual materials, etc. A summary statement is sufficient.
Our monographic collection offers a broad perspective on current, relevant literature. Many relevant titles are available in electronic format - books, journals, and articles. I will ensure that a wide range of relevant literature on the subject of leadership is represented in the library. I will also ensure that the collection is up-to-date.

D. List key periodicals available in the library to support this course/program.
ABI, Jorum Emerald, The Economist, WSJ

E. Librarian comments and recommendations

Name: LIBRARIAN LIAISON Carole Pennington Librarian Signature: [Signature]



Educational Leadership

October 6, 2004

To: Dr. Linda Ross, Management MIS Department
From: David C. Hespe, Chair of the Educational Leadership Department
Re: Curriculum Revision Proposal

A handwritten signature in cursive script that reads "Dave".

Thank you for giving the Department of Educational Leadership the opportunity to consult on your curriculum proposals in business leadership and supervision. We see no conflict between your courses and ours in educational leadership. We support your proposals and wish you the best of luck in your endeavors.