



APPROVAL FORM

SC# 78 29 4

- 1) An approval Form must accompany each proposal.
- 2) A proposed catalogue description of the course must accompany the proposal as a separate page.
- 3) Results of all consultations must be attached to the proposal.

Proposal Title Management of Compensation

Sponsor(s) Professors Hoerner, Lynch, Aronfreed Dept. Administrative Studies

Check One Course Credit/Level/Title Change Other _____
 Concentration Specialization Major Program Certification _____

Graduate _____ Undergraduates No. of Credits 3

REVIEWS

Department Curr. Comm.

Reviewed 11/1/78
Date

Approved _____
Not Approved 11/1/78
Date

Raymond J. Barrett
Chairperson Dept. Curr. Comm.

Division Curr. Comm.

Reviewed 11/6/78
Date

Approved _____
Not Approved 11/6/78
Date

Raymond J. Barrett
Chairperson Div. Curr. Comm.

Dean of Division

Reviewed 11-6-78
Date

[Signature]
Signature

SENATE CURRICULUM COMMITTEE

SEC # 11/1 Proposal received 1/1/78 Open Hearing Held 1/24/78

Returned to the department for the following reason(s):

Approved by the Curriculum Committee: Date 11/20/78

Presented to Executive Committee of the Faculty Senate as Information: Date 12/1/78

Notification (see note): The committee has advised: Date 12/2/78

Stephen J. Paulucci
Chairman

Academic Dean

I have reviewed the final documents as approved and concur with same. Budget, faculty, library allocations and Academic Support Services are adequate for immediate implementation.

I have reviewed the final documents as approved and concur with same. Budget, faculty, library allocations and Academic Support Services for the current academic year are inadequate for immediate implementation or implementation in the next fiscal year. The earliest that the proposal might be implemented would be

HEGIS TAXONOMY NUMBER: 0400, 4505

[Signature]
Signature: Academic Dean

Date 12-11-78

Copies forwarded: Chairperson, Curriculum Committee, Department Chairperson, Registrar

REGISTRAR

Approved course description received

[Signature]
Signature: Registrar

DATE _____

Vice-President for Academic Affairs

Original copy and approval sheet filed

[Signature]
Signature: Vice-President for Academic Affairs

DATE 1-5-78

COURSE PROPOSAL

I. Title

Management of Compensation

A. Sponsor

Administrative Studies Department (Professors Hoerner, Lynch, Aronfreed)

B. Administrative Responsibility

Professor Hoerner

II. Essence

A. Level

Upper-level undergraduate

B. Credit hours

three

C. Prerequisites

Management of Personnel or permission of the instructor

D. Place in the curriculum

Management of Compensation, a three credit course, is part of a sequence of five (5) three credit courses required in Personnel Management and Labor relations which are intended to provide the student with a sound foundation in the field. The 15 hour sequence is followed by six (6) hours of electives leading to completion of a 21-hour specialization, described below:

0506.302 Management of Personnel (3) Required.

2204.345 Labor Economics (3) Required. (Economics Department) or
Labor History (3) Required (History Department)

0516.401 Labor Relations and Collective Bargaining (3) Required.

Prerequisite: Labor Economics, Management of
Personnel, Management of Compensation (3) Required. (New Course)

Prerequisite: Management of Personnel

Legal Aspects of the Personnel Function (3) Required.

Prerequisite: Management of Personnel

and any two (2) courses or six (6) hours of the following:

Public Personnel Administration, Manpower Economics, Organization and Systems Management, Industrial Psychology, Industrial Management I and II, Supervised Internship, Business Ethics, and Labor History.

Management of Compensation would also provide students in other specializations within Administrative Studies with the opportunity to elect a course in this field.

E. Time

Fall, 1979. Students who have had Management of Personnel would be eligible to take the course during the first semester of the revised specialization.

Course Proposal: Management of Compensation, p.2

F. Scale of Implementation

One section of 30 students each semester

III. Details

- A. Full time faculty are available to teach the course, including Professors Hoerner and Lynch; adjunct faculty, including M. Lee and C. Asselta, are also available to teach the course.
- B. A course in Management of Compensation represents a new area of study within the personnel management specialization. At present, compensation is only touched upon in one of the introductory courses in Administrative Studies.
- C. Student outcomes: objectives:
At the end of the course the student will be able to:
explain factors affecting pay levels and policy;
evaluate jobs and set up hypothetical pay structures;
explain current crucial pay policy issues;
illustrate methods of payment and individual pay determinations.
- D. Evaluation/grading
In the development of the course material, lectures, discussion, and readings, workbook exercises simulating compensation decisions will be used. Periodic tests will be given and reports assigned.

IV. Topical Outline

Techniques of job analysis; various methods of job evaluation; development and construction of wage and salary structures; administration of pay programs, including cost of living allowances, merit increases and automatic progressions; various performance appraisal techniques; the Fair Labor Standards Act and the Equal Pay Act; Electronic Data Processing Applications.

V. Rationale

Management of Compensation (or wage and salary administration) is a traditional area of concern to all who are involved in the personnel function in business and industry. A course in compensation is essential to any comprehensive curriculum in personnel management.

Proposed catalogue description:

Management of Compensation:

This is an advanced course in personnel covering methods of job analysis and job evaluation, the determination of wages and salaries, the administration of pay programs, legislation affecting compensation, and current controversies and policy issues in the field.



THE *West* COMPANY

November 1, 1978

Ms. Barbara Hoerner
Administrative Studies Department
Glassboro State College

Dear Barbara,

I am writing this letter in reference to the proposed course changes and additions in the Personnel Management and Labor Relations curriculum.

I would like to express my support for the proposed new courses titled Legal Aspects of the Personnel Function, and Management of Compensation. In view of the increasing role of governmental regulatory agencies in personnel matters, I think the proposed course is appropriate for preparing students to face the realities of today's business world.

Due to the complexity of compensation issues, I also urge that students have the opportunity to do more study in this aspect of personnel.

The recommendations concerning revision of the Labor Relations and Collective Bargaining Course plus prerequisites shown also have my support. However, in view of the differences between the public and private sectors we may want to eventually consider making this into two separate courses along these lines.

I am in favor of the courses such as Labor History, Labor Economics, Industrial Psychology etc. offered by other departments in the college. I feel these courses will give students the opportunity to broaden their perspective as they will be exposed to other viewpoints related to areas of personnel. At the same time by pointing out the availability of such courses, outside our department, we are providing guidance to the students.

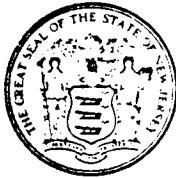
In long term goals, we may want to consider developing elective courses which would be offered on an alternate year basis as follows: Management Development & Training; Labor Law (case study approach); and possibly Labor Union Structure and Administration (this course could be directed towards the development of union leadership and administration in the public sector).

If I can be of further assistance, please don't hesitate to contact me.

Sincerely,

Michael Lee
Personnel Manager

ML:nb



State of New Jersey
GLASSBORO STATE COLLEGE
GLASSBORO, NEW JERSEY 08028

INDUSTRIAL EDUCATION AND TECHNOLOGY

October 31, 1978

Mrs. Barbara Hoerner
Administrative Studies Department
Glassboro State College
Glassboro, NJ 08028

Dear Mrs. Hoerner:

I enjoyed the opportunity of discussing your work in curriculum in the Administrative Studies Department, particularly concerning the revision of the specialization in Personnel and Labor Relations. I was particularly interested in the revised course in Labor Relations and Collective Bargaining, and in the proposal for the new course, called Government Regulation of the Personnel Function. In the case of the Labor Relations and Collective Bargaining course, I believe that this course, with its emphasis on labor law, negotiations, and contract administration would be very useful and appropriate for many industrial education majors. Those students in our department pursuing a non-teaching option would most certainly benefit from such a course.

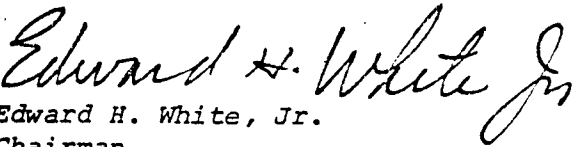
With respect to the proposed course entitled, Government Regulation of the Personnel Function, which includes a segment on occupational safety and health, I am in complete support of providing an introductory experience with occupational health and safety standards. Such an introduction would provide an incentive for students to pursue the course in occupational safety and health, which is offered by our department on a regular basis. It seems to me that we should be encouraging our students to take advantage of experiences in both departments where the courses are appropriate, in light of student goals and career aspirations.

As I mentioned to you yesterday, I would like to believe that the Industrial Education and Technology Department can provide experiences in areas which your students might find challenging and rewarding. We are in a position to offer very specialized seminars and/or laboratory courses on specific topics which may be of interest to Administrative Studies majors, i.e. Quality Control, Machine Tools Processing, Technology Forecasting, and Technology Assessment.

We would be most willing to sit down some time in the near future with members of your staff and students in your department, to talk about ways in which we can provide worthwhile experiences and opportunities.

If I can be of further assistance in support of your proposals, I would be happy to do so.

Sincerely,


Edward H. White, Jr.
Chairman

EHW/jlh



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Clevopak Corporation
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Vineland, New Jersey 08360
(609) 691-9610

November 1, 1978

Ms. Barbara Hoerner
Administrative Studies Department
Glassboro State College
Glassboro, NJ 08028

Dear Barbara:

In reviewing the three course proposals and revised specialization program, it is my opinion that such a change is long overdue. The two new courses, one in Management of Compensation and one in Government Regulations of the Personnel Function, most assuredly are essential to the Personnel Labor Relations Specialization Program.

The two new proposed courses go beyond the survey course, Management of Personnel, and with their addition a student's knowledge should be augmented sufficiently to enable him to function in the personnel area.

The course requirements in the revised specialization also provides a means by which one student may broaden his knowledge in areas closely related to personnel. This revision, in addition to the two new courses and a revised Labor Relations and Collective Bargaining Course would offer the students the opportunity to acquire the background and tools necessary to enable them to secure a position in the personnel field and successfully perform. It is my hopeful anticipation that these proposals and revisions are implemented; and if there is any further assistance I can render to assist, please do not hesitate to contact.

Yours truly,

A handwritten signature in cursive script that reads 'Carol Asselta'.

(Mrs.) Carol Asselta, APM
Personnel Manager

CA/mp