

This template is to be used only by programs that have received specific written approval from the Provost's office to proceed with internal proposal development and review. The proposal template should be completed in full and submitted to the University Provost's Office [[mailto: curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program **may not** be implemented until the Provost's Office notifies the academic unit that the program may be offered.

MASTER'S DEGREE PROGRAM

College/School: Sandra Day O'Connor College of Law (CLW)

Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.

Department/Division/School: Graduate Programs

Proposing faculty group (if applicable):

Name of proposed degree program: Master of Human Resources and Employment Law (MHREL) in Human Resources and Employment Law
Proposed title of major: Human Resources and Employment Law

Master's degree type: Other
 If Degree Type is "Other", provide degree type and proposed abbreviation: MHREL - Master of Human Resources and Employment Law

Is a program fee required? Yes, a program fee is required.

Note: for more information about program fee requests, visit <https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees>

Is the unit willing and able to implement the program if the fee is denied? No, we are not able to implement the program.

Requested effective term and year: Fall 2021
 (The first semester and year for which students may begin applying to the program)

Delivery method and campus or location options: *select all locations that apply*

☒ Downtown Phoenix ☐ Polytechnic ☐ Tempe ☐ Thunderbird ☐ West ☐ Other: _____

☒ **Both on-campus and** ☒ ASU Online* - (check applicable campus(es) from options listed above)

☐ ASU Online only (all courses online and managed by ASU Online)

Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at asuonline@asu.edu who can provide you with additional information regarding the online request process.

Do Not Fill in this information: Office Use Only

Plan Code:

CIP Code:

PROPOSAL CONTACT

Name: Robert Dormady **Title:** Director of Graduate Admissions
Phone number: 480-965-0621 **Email:** robert.dormady@asu.edu

DEAN APPROVAL(S)

This proposal has been approved by all necessary unit and college/school levels of review, and the college/school(s) has the resources to offer this degree program. I recommend implementation of the proposed degree program.

Note: An electronic signature, an email from the dean or dean's designee, or a PDF of the signed signature page is acceptable.

College/School/Division Dean
name:

Douglas Sylvester

Signature:



Date: 02/02/2021

Please note: Proposals for new degrees also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (2 readings), and the Office of the Provost before they can be put into operation.

The final approval notification will come from the Office of the Provost.

1. PURPOSE AND NATURE OF PROGRAM

A. Provide a brief program description:

The Master of Human Resources and Employment Law (MHREL) is a non-Juris Doctor graduate degree program that specifically caters to both entry-level and established non-lawyer human resources, recruitment, and operations professionals who wish to understand the legal and regulatory framework that governs recruiting, hiring, maintaining, promoting, and dismissal of employees and independent contractors in the public and private sectors. The MHREL program consists of 30 credit hours that can be completed either in-person or online in one to three years, on a full-time or part-time basis.

The MHREL degree develops graduates who identify legal issues and analyze and solve critical human resources problems facing organizations. Human resources and employment management has historically emerged from a business administration curriculum. However, a significant aspect of any HR/employment job involves employment law, and the profession has come to recognize the importance of laws and local, state, and federal regulations. This degree focuses on the legal aspect of human resource management and employment. Students who graduate will demonstrate an understanding of U.S. law, legal structures, and legal reasoning when making informed decisions regarding complex human resource problems. The degree speaks to ASU's design aspirations to fuse intellectual disciplines and undertake use-inspired research.

B. Will concentrations be established under this degree program? ☐ Yes ☒ No

(Please provide additional concentration information in the curricular structure section – number 7.)

2. PROGRAM NEED

Explain why the university should offer this program (include data and discussion of the target audience and market).

A few years ago, the Sandra Day O'Connor College of Law identified a glaring need for a non-Juris Doctor graduate program that trained human resources professionals to understand the complex legal and regulatory framework of employment law. The Sandra Day O'Connor College of Law debuted the Human Resources and Employment Law emphasis under its Master of Legal Studies digital-immersion degree in academic year 2017. The Master of Legal Studies, Human Resources and Employment Law emphasis has been a success since its launch in 2017. From fall 2018 to date, this program has yielded hundreds of applications submitted, and an average of 22 newly enrolled students for each term (Summer/Spring/Fall) over that span. The yearly cohort of new Master of Legal Studies, Human Resources and Employment Law students has reached a level of volume that warrants converting the emphasis area into a new degree. The creation of the new degree, Master of Human Resources and Employment Law, would allow the law school to tailor, enhance, and allocate curricular, advising, and career services resources specifically to the new degree's student body, which would lead to more efficient college administration and better overall student satisfaction and outcomes for this cohort.

According to data from Emsi Analyst, offering the Master of Human Resources and Employment Law degree will support a growing need for employers hiring human resources professionals across all industries. Their data shows strong regional (9.4 percent) and national (5.9 percent) job growth over the next five years. The Bureau of Labor

Statistics 10-year (2018-2028) occupational labor projections for Human Resource Managers (11-3121) show a 7.1 percent increase in jobs and a 2019 median annual wage of \$116,720.

A search conducted in the Law School Admissions Council database identifies law schools across the country that offer employment law coursework, certificates, concentrations, and joint degrees. Only a few peer law schools, such as the University of Washington's Master of Jurisprudence in Human Resources and Employment Law, and Florida State University's Juris Master in Human Relations and Employment Law, offer related degrees to the proposed ASU degree. This demonstrates limited institutional competition and an opportunity for working professionals to pursue a degree through distance and non-distance mediums from a law school with a US World News and Reports #24 national ranking.

The Sandra Day O'Connor College of Law has already proven the market exists for the Human Resources and Employment Law degree. This request will formalize a pathway through our current curriculum that has shown great growth in the last three years. This growth has caused our current class sections of the four courses in the emphasis to fill regularly, requiring us to begin offering each course twice per academic year instead of once.

The following job titles from the Bureau of Labor and Statistics are prospective career opportunities for the Master of Human Resources and Employment Law graduate: 11-3121 Human Resources Managers, 13-1071 Human Resources Specialists, 11-1021 General and Operations Managers, 43-4161 Human Resources Assistants, Except Payroll and Timekeeping, 11-9199 Managers, All Other, 13-1199 Business Operations Specialists, All Other, 11-3111 Compensation and Benefits Managers, 13-1151 Training and Development Specialists.

3. IMPACT ON OTHER PROGRAMS

Attach any letters of collaboration or support from impacted programs (see checklist sheet). Please submit as a separate document.

See Appendix III for statements from WP Carey School of Business, Watts College of Public Service and Community Solutions, Thunderbird School of Global Management, Fulton Schools of Engineering, and College of Integrative Sciences and Arts.

Pending: The College of Global Futures, The College of Liberal Arts and Sciences, Edson College of Nursing and Healthcare Innovation, the College of Health Solutions, and New College of Interdisciplinary Arts and Sciences.

4. PROJECTED ENROLLMENT

How many new students do you anticipate enrolling in this program each year for the next five years?

Note: The Arizona Board of Regents (ABOR) requires that nine master's degrees be awarded every three years. Thus, the projected enrollment numbers must account for this ABOR requirement.

5-YEAR PROJECTED ANNUAL ENROLLMENT					
Please utilize the following tabular format	1 st Year	2 nd Year (Yr. 1 continuing + new entering)	3 rd Year (Yr. 1 & 2 continuing + new entering)	4 th Year (Yrs. 1, 2, 3 continuing + new entering)	5 th Year (Yrs. 1, 2, 3, 4 continuing + new entering)
Number of Students Majoring (Headcount)	50	80	100	110	120

5. ACCREDITATION OR LICENSING REQUIREMENTS (if applicable)

Provide the names of the external agencies for accreditation, professional licensing, etc. that guide your curriculum for this program, if any. Describe any requirements for accreditation or licensing.

There are not any required accreditation or licensing requirements for graduates of the degree in their field.

6. STUDENT LEARNING OUTCOMES AND ASSESMENT

Attach a PDF copy of the assessment plan printed from the University Office of Evaluation and Educational Effectiveness assessment portal demonstrating UOEEE's approval of your assessment plan for this program. Visit the assessment portal at <https://uoeee.asu.edu/assessment-portal> or contact uoeee@asu.edu with any questions.

See Appendix II

7. CURRICULAR STRUCTURE

A. Curriculum Listing

Required Core Courses for the Degree			
Prefix and Number	Course Title	New Course?	Credit Hours
SDO 501	U.S. Law and Legal Analysis: Masters	No	3
SDO 531	Employment Law: Masters	No	3
SDO 541	HR and Employment Law: Masters	No	3
SDO 551	Duties, Obligations and Rights in the Workplace: Masters	No	3
SDO 552	Employment Discrimination: Masters	No	3
SDO 569	Advanced HR and Employment Law: Masters	No	3
Section sub-total:			18
Elective or Research Courses (as deemed necessary by supervisory committee)			
Prefix and Number	Course Title	New Course?	Credit Hours
Varied	Elective SDO Courses (See Appendix IV)	No	
Varied	Elective LAW Courses (See Appendix V)	No	
LAW 584	Internship	No	
LAW 592	Independent Study	No	
Section sub-total:			9
Culminating Experience(s) <i>E.g. – Capstone course, portfolio, written comprehensive exam, applied project, thesis (must be 6 credit hours with oral defense)</i>			Credit Hours
SDO 685: Human Resources and Employment Law Capstone			3
Section sub-total:			3
Total required credit hours			30

1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, capstone course, etc.).
2. Omnibus numbered courses cannot be used as core courses.
3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval.

B. Will concentrations be established under this degree program? ☐ Yes ☒ No

8. COURSES

A. Course Prefix(es): Provide the following information for the proposed graduate program.

- i. Will a new course prefix(es) be required for this degree program?
Yes ☐ No ☒

If yes, complete the [Course Prefixes / Subjects Form](#) for each new prefix and submit it as part of this proposal submission. Form is located under the courses tab.

B. New Courses Required for Proposed Degree Program: Provide course prefix, number, title, credit hours and brief description for any new courses required for this degree program.

SDO 685 Human Resources and Employment Law Capstone, 3 credit hours

Master's students in the Human Resources and Employment Law degree capstone will develop a perspective on how the law interacts and impacts the Human Resources industry. Understanding and applying solutions for rapidly changing legal requirements related to employment is an essential part of business success. Analyzing the current HR legal environment to understand and plan for risk, opportunities, and requirements will be the starting point for creating a compliant and effective HR system. Students will evaluate the impact of legal changes within Arizona, the United States, and internationally, placing emphasis on ethical decision-making. Students will learn how to successfully navigate legal changes within the employment realm and manage relationships with employee groups.

9. FACULTY, STAFF, AND RESOURCE REQUIREMENTS

A. Faculty

- i. **Current Faculty** – Complete the table below for all current faculty members who will teach in the program. If listing faculty from an academic unit outside of the one proposing the degree, please provide a support statement from that unit.

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Michael Edgell	Faculty Associate	JD	Labor and Employment Law	Minimal - Curriculum Development
Nicole Fries	Faculty Associate	JD	Government Regulatory Law and Compliance	Minimal - Curriculum Development
Alfred English	Assistant Dean, Professor of Practice	JD	Employment Law	Moderate - Career Services, Internship/Externship Management/Curriculum Development
Chet Snider	Faculty Associate	JD	Government Regulatory Law and Compliance	Minimal - Teaching/Curriculum Development
Candice Boyd	Faculty Associate	JD	Employment Law	Minimal - Teaching/Curriculum Development
Tamra Facciola	Faculty Associate	JD	Employment Law, Dispute Resolution	Minimal - Teaching/Curriculum Development
Ignazio Genna	Faculty Associate	JD/PhD	Labor and Employment Law	Minimal - Teaching/Curriculum Development
Eric Menkhus	Associate Dean,	JD/MBA	Business Law,	High - Program and

	Clinical Professor		Entrepreneurship Law	Center Management and Innovation/Curriculum Development
Robert Dormady	Director of Graduate Programs/Faculty Associate	JD	Criminal Law	High - Program Administration/Curriculum Development
Sandra Erickson	Lecturer	JD	Government Regulatory Law and Compliance	High - Teaching/Curriculum Development

- ii. **New Faculty** - Describe the new faculty hiring needed during the next three years to sustain the program. List the anticipated hiring schedule and financial sources for supporting the addition of these faculty members.

No permanent full-time hires are anticipated, but additional Faculty Associates with expertise in particular areas will likely be employed with a minimal stipend (generally \$1,000-2,500 per credit) to offer additional course sections. Faculty Associates may also be retained to assist existing faculty with course development and redevelopment/refreshes as necessary. It is estimated there will be some additional costs (~\$100k) associated with course development and offerings for this new program over the course of the next three years. The Dean of the College of Law has approved this course of action.

- iii. **Administration of the program** - Explain how the program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available staff support.

Robert Dormady, the Director of Graduate Programs at the College of Law, is the primary administrator responsible for the academic services, marketing strategy, recruitment, and admissions of the law school's Master's level programs. He manages the graduate program wing of the Office of Admissions, Financial Aid, and Student Life. He oversees the processing of applications for admissions, advises students, and works with Vice Dean Adam Chodorow to ensure course quality and availability. Under the supervision of the Vice Dean, Robert has significant experience developing curriculum for the College of Law's various non-J.D. degree programs, and he has been responsible for the hiring of faculty to develop and offer non-J.D. courses. His time is devoted to non-JD (Master's and LL.M.) admissions. The College of Law currently has 800+ Master's and LL.M. students per year. The Graduate Program team includes:

*Andrea Bevier, Manager of Online Learning, oversees the technical aspects of online course creation and development. She is supported by a team of two full-time instructional designers.

*Annie Wan, Director of Graduate Program Academic Services, oversees the academic advising and student opportunities for all non-JD degree programs, including the new Master of Human Resources and Employment Law program.

*Tim Downing, Program Coordinator Sr., is responsible for application/admissions processing and back-end registration services. Max Lobentovich, program coordinator, helps to support Tim and the rest of the Graduate Programs team.

Ray English, the Assistant Dean of Career and Employment Services and Professor of Practice, manages a team of career services professional that serve the College of Law's student body. In addition to career services administration, Ray will also be involved in developing and delivering curriculum. The members of the Career Services team that directly serve graduate program students include:

*Sarah Hipolito, Assistant Director of Career Services, provides academic advising and career services assistance to the graduate program student body

*Christopher Marohn, Director of Employer Relations, creates and nurtures internship, externship and employment opportunities for graduate program students.

- B. Resource requirements needed to launch and sustain the program:** Describe any new resources required for this program's success such as new staff, new facilities, new library resources, new technology resources, etc.

A large portion of the projected student body, as current Master of Legal Studies campus and digital immersion

students, is already being served by our current faculty, staff, and college services. Existing curriculum, infrastructure, faculty, and staff services will be extended to meet the needs of the degree cohort(s).

APPENDIX I**OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS**

(This information is used to populate the [Graduate Programs Search](#)/catalog website.)

1. Proposed title of major: Human Resources and Employment Law**2. Marketing description** *(Optional - 50 words maximum. The marketing description should not repeat content found in the program description.)*

Human capital management is imperative to organizational success. Only trained professionals understand the complex legal and regulatory framework impacting recruitment, hiring, maintenance, promotion, and termination of employees and independent contractors. The Master of Human Resources and Employment Law allows professionals to identify and solve the critical employment-related problems facing organizations.

3. Provide a brief program description *(Catalog type (i.e. will appear in Degree Search) – no more than 150 words. Do not include any admission or curriculum information)*

The Master of Human Resources and Employment Law (MHREL) is a non-Juris Doctor graduate program that specifically caters to both entry level and established non-lawyer human resources, recruitment, and operations professionals who wish to understand the legal and regulatory framework that governs recruiting, hiring, maintaining, promoting, and dismissing employees and independent contractors in the public and private sectors. The MHREL program can be completed either in-person or online in one to three years, on a full-time or part-time basis.

4. Delivery/Campus Information Options:

Both, On-Campus and ASU Online

5. Campus(es) where program will be offered:

ASU Online curriculum consists of courses that have no face-to-face content. iCourses are online courses for students in on-campus programs. iCourses may be included in a program, but may not comprise the entirety of a program. On-campus programs must have some face-to-face content.

Note: Office of the Provost approval is needed for ASU Online delivery option.

☐ ASU Online only (all courses online and managed by ASU Online)

All other campus or location options (please select all that apply):

☒ Downtown Phoenix ☐ Polytechnic ☐ Tempe ☐ West ☐ Other: _____

☒ **Both on-campus and** ☒ **ASU Online*** - (check applicable campus(es) from options listed above)

Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at asuonline@asu.edu who can provide you with additional information regarding the online request process.

6. Admission Requirements:

Applicants must fulfill the requirements of both the Graduate College and the Sandra Day O'Connor College of Law.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in a related field, from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 =

"A") in an applicable master's degree program.

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. two letters of recommendation
4. professional resume
5. proof of English proficiency
6. personal statement

Additional Application Information

An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency.

MHREL applicants with foreign education credentials should have all transcripts evaluated by the Academic Credentials Evaluation Institute, Inc. (ACEI). ACEI independently evaluates all academic documents issued in countries other than the United States.

All applicants must meet the requirements of the Graduate College, as well as those at ASU Law. If English is not an applicant's native language, and an applicant has not completed a bachelor's degree or higher at a regionally accredited institution in the United States, the applicant must provide evidence of English proficiency as indicated by acceptable scores. Most competitive applicants should have a TOEFL score of at least 66 (pBT) or 90 (iBT), an IELTS score of at least 7.0, or a PTE score of at least 64. Exceptional candidates with relevant experience and background who have scores slightly below the thresholds above will also be considered. ASU's institutional code is 4007.

7. Application Review Terms (if applicable session):

Indicate the first term and year in which applications will be opened for admission. Applications will be accepted on a rolling basis after that time.

Note: It is the academic unit's responsibility to display program deadline dates on their website.

Terms	Years	University Late Fee Deadline
<input checked="" type="checkbox"/> Fall (regular) <input type="checkbox"/> Session B	(year): 2021 (Downtown and Online) (year):	July 1st October 1st
<input checked="" type="checkbox"/> Spring (regular) <input type="checkbox"/> Session B	(year): 2022 (Downtown and Online) (year):	December 1st February 8th
<input checked="" type="checkbox"/> Summer (regular)	(year): 2022 (Downtown and Online)	May 14th
<i>Note: Session B is only available for approved online programs.</i>		

Program admission deadlines website address: law.asu.edu

Program application website address:

https://apps.law.asu.edu/Apps/Admissions/Application/MLS/Default.aspx?_ga=2.233152414.1896298847.1612804545-1373514270.1568828159

8. Curricular Requirements:**Curricular Structure Breakdown for the Academic Catalog:***(To be completed by the Graduate College)*

30 credit hours including capstone course (SDO 685)

Required Core (18 credit hours)

SDO 501 U.S. Law and Legal Analysis: Masters (3)

SDO 531 Employment Law: Masters (3)

SDO 541 HR and Employment Law: Masters (3)

SDO 551 Duties, Obligations, and Rights in the Workplace: Masters (3)

SDO 552 Employment Discrimination: Masters (3)

SDO 569 HR and Employment Law: Masters (3)

Electives or Research (9 credit hours)**Culminating Experience (3 credit hours)**

SDO 685 Human Resource and Employment Law Capstone (3)

Additional Curriculum Information

Following completion of the six required core courses (18 credits), students in the Master of Human Resources and Employment Law program can select from varied elective courses (at least nine credits) that will count toward their degree. The pool of elective courses students can choose from include courses focused on employment law adjacent subject areas like privacy rights, dispute resolution, and contracts. Students are also able to choose elective courses that present an opportunity to explore other legal areas that may interest them or be pertinent to their chosen career path. The degree culminates in a three-credit capstone course that focuses on the practical application of knowledge and skills gained during the degree. During the capstone course, students will evaluate the impact of various statutory and regulatory laws that affect the day-to-day operations of a human capital management professional, learn how to successfully navigate challenges these laws present, and manage relationships with varying employee groups at all organizational levels.

9. Comprehensive Exams:

Master's Comprehensive Exam (when applicable), please select from the appropriate option.

N/A

10. Allow 400-level courses: ☐ Yes ☒ No

Note: No more than 6 credit hours of 400-level coursework may be included on a graduate student plan of study.

11. Committee:

Required number of thesis committee members (must be at least 3 including chair or co-chairs): N/A

Required number of non-thesis option committee members (must be a minimum of one): 1

12. Keywords: List all keywords that could be used to search for this program. Keywords should be specific to the proposed program – limit 10 keywords.

Law, Human Resources, Employment, Employee Relations, Business, Legal, Compliance, Recruitment

13. Area(s) of Interest

A. Select **one (1)** primary area of interest from the list below that applies to this program.

- | | |
|--|---|
| <input type="checkbox"/> Architecture & Construction | <input type="checkbox"/> Interdisciplinary Studies |
| <input type="checkbox"/> Arts | <input checked="" type="checkbox"/> Law & Justice |
| <input type="checkbox"/> Business | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Communication & Media | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Education & Teaching | <input type="checkbox"/> STEM |
| <input type="checkbox"/> Engineering & Technology | <input type="checkbox"/> Science |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Social and Behavioral Sciences |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Humanities | |

B. Select **one (1)** secondary area of interest from the list below that applies to this program.

- | | |
|--|---|
| <input type="checkbox"/> Architecture & Construction | <input type="checkbox"/> Interdisciplinary Studies |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Law & Justice |
| <input checked="" type="checkbox"/> Business | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Communications & Media | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Education & Teaching | <input type="checkbox"/> STEM |
| <input type="checkbox"/> Engineering & Technology | <input type="checkbox"/> Science |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Social and Behavioral Sciences |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Humanities | |

14. Contact and Support Information:

Office Location - Building Code & Room: (Search ASU map)	BCLS 420
Campus Telephone Number: (may not be an individual's number)	480-965-1474
Program Email Address: (may not be an individual's email)	MHRELASU@asu.edu
Program Website Address: (if one is not yet created, use unit website until one can be established)	law.asu.edu
Program Director (Name):	Robert J. Dormady
Program Director (ASURITE):	RDORMADY
Program Support Staff (Name):	Annie Wan
Program Support Staff (ASURITE):	Awan1
Admissions Contact (Name):	Robert J. Dormady
Admissions Contact (ASURITE):	RDORMADY

APPENDIX II**Assessment Plan**

MHREL in Human Resources and Employment Law (MHREL1592261718)

MHREL1592261718

Approved

LW-Sandra Day

O'Connor College of Law

Learning Outcome 1: Graduates of the Master of Human Resources & Employment Law (MHREL) will demonstrate competency in analysis of legal issues in the Human Resources profession.

- **Concepts:** Students in the Master of Human Resources & Employment Law (MHREL) will develop an awareness of the complex legal and regulatory framework affecting the recruitment, hiring, maintenance, promotion, and firing of employees and independent contractors.
- **Competencies:** Students will develop an awareness of and demonstrate the ability to identify legal issues/concepts in Human Resources and Employment Law, including Wage and Benefits, Discrimination and Harassment, Workplace Privacy, Managing Employees, the Hiring Process, Leave, Workplace Safety, and Employment Termination.
- **Process:** A summative assessment of the direct measurement of students' legal analysis skills will be assessed each semester at the completion of the required course, SDO 541 HR and Employment Law. Examination results will be collected and summarized by the Manager, Online Learning, and reported to the program faculty and administration for review and analysis of program outcomes. An indirect measurement survey of students' perception of their critical thinking skill development will be administered annually. Data will be collected and summarized by the Director of Institutional Reporting and Assessment and forwarded to program faculty and administration for review and analysis of program outcomes.
- **Measures:** Students will be assessed using a combined professor/SHRM generated rubric for legal issue identification in the Human Resources field according to program and national certification measures.

Learning Outcome 2: Graduates of the Master of Human Resources & Employment Law (MHREL) will demonstrate an understanding of U.S. law, legal structures, and legal reasoning in written communications.

- **Concepts:** The MHREL degree will allow students to identify and analyze legal issues and develop effective written communications in a legal context.
- **Competencies:** Students will learn rule synthesis, issue identification, analytical reasoning, legal writing style, citation format, and objective and persuasive legal writing.
- **Process:** The faculty will administer various formative assessment essay exercises throughout the required foundation course, SDO 501 US Law & Legal Analysis. Data will be collected and summarized by the Manager, Online Learning, and reported to the program faculty and administration for review and analysis of program outcomes. An indirect measurement survey of students' perception of their writing skill development will be administered annually. Data will be collected and summarized by the Director of Institutional Reporting and Assessment and forwarded to program faculty and administration for review and analysis of program outcomes.
- **Measures:** Students will be assessed using a professor generated rubric for assessing legal structure and reasoning through writing according to program specific measures.

MHREL in Human Resources and Employment Law (MHREL1592261718)
MHREL1592261718
Approved

LW-Sandra Day
O'Connor College of Law

Learning Outcome 3: Students completing the capstone course for the MHREL degree will meet the academic qualifications for the Society of Human Resource Management (SHRM) certification exam.

- **Concepts:** Students will demonstrate proficiency in all academic content and competency area requirements for SHRM program accreditation.
- **Competencies:** Students will complete course curriculum addressing change management, compensation and benefits, employee and labor relations, globalization, employment law, HR career planning, HR role in organizations, HR information systems, job analysis and design, managing a diverse workforce, metrics and measurement of HR, organizational development, performance management, strategic HR, staffing, training and development, workforce planning and talent management, workforce health, safety, and security.
- **Process:** A faculty developed rubric for assessing capstone exams and projects will be created that identifies attributes matching SHRM core competencies. The instructor will rate each project in terms of attributes on a scale of one to four, providing a direct measure for assessing program outcomes. The scale of one to four (1-Not Acceptable, 2- Below Expectations, 3-Meets Expectations, 4-Exemplary). The measure of successful performance in each attribute is the percentage of students achieving three or four levels. A benchmark of 75% is used to gauge the level of success. The rubrics will be administered at the end of each semester. Results will be tabulated and analyzed by the Manager, Online Learning to identify areas that are satisfactory and areas needing improvement. Data will be shared each semester with program faculty and administration for review. An indirect measurement survey of students' perception of their professional skill development will be administered annually. Data will be collected and summarized by the Director of Institutional Reporting and Assessment and forwarded to program faculty and administration for review.
- **Measures:** Students will be assessed using a rubric formed from SHRM generated list of competencies for requirements according to national certification measures.

APPENDIX III**Statements of Collaboration and Impact****Sandra Day O'Connor College of Law – Official Submission**

From: [Lydia Montelongo](#)
To: [Curriculum Planning](#)
Subject: College of Law- Proposal to Establish Master's Degree
Date: Tuesday, February 2, 2021 12:42:28 PM
Attachments: [Sandra Day O'Connor College of Law MHREL Proposal to Establish New Master's Degree.pdf](#)

Attached please find the full proposal for the Master's in Human Relations and Employment Law. The proposal is pending a Letter of Support/Impact from the W.P. Carey School of Business and will be forwarded when received. Please let me know if you need further information.

Regards,
Lydia Montelongo

Lydia Montelongo
Director, Institutional Reporting and Assessment
Research and Strategic Initiatives
Sandra Day O'Connor College of Law
Arizona State University

111 E. Taylor Street
Mail Code 9520
Phoenix, AZ 85004-4467
p: [480-727-7667](tel:480-727-7667)
email: lydia.montelongo@asu.edu

EdPlus/ASU Online



MEMORANDUM

To: Joey Dormady, Andrea Bevier
From: Erica Green
Date: October 22, 2020
Subject: Master of Human Resources and Employment Law

Dear Joey and Andi,

Congratulations!

The Master of Human Resources and Employment Law program has received support from Dean Phil Regier to be offered through ASU Online. This program must complete university governance reviews for formal approval. Please include this support memo along with your proposal submission when it is submitted formally to the university (to curriculumplanning@asu.edu) by your Dean or their designee.

Please note that in order to proceed with implementation, final approval must be supplied by the University Provost.

Once again, congratulations! We are excited to work with you on your new program.

Thank you!

Erica Green
Associate Director, Program and Portfolio Management
EdPlus at ASU
Arizona State University
Phone: (480) 884-0019
egggreen@asu.edu

CC: CurriculumPlanning@asu.edu

Thunderbird School of Global Management

From: [Lena Booth](#)
To: [Tamara Herrera](#)
Cc: [Joey Dormady](#); [Sanjeev Khagram \(Dean\)](#)
Subject: Re: Request for impact/support letter
Date: Friday, January 29, 2021 3:10:06 PM
Attachments: [image002.png](#)

Dear Tamara:

Thunderbird fully and enthusiastically supports your offering of this new degree: Master of Human Resources and Employment Law (MHREL). We believe this degree would prepare students for great career paths after graduation. We wish you all the success!

Lena

Lena C. Booth, Ph.D. | Associate Dean of Graduate Programs and Associate Professor of Finance | Thunderbird School of Global Management | 400 E Van Buren, Suite 800 | Phoenix, AZ 85004 | Phone: 602-496-7061 | Email: lena.booth@thunderbird.asu.edu | Website: <https://thunderbird.asu.edu/>

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Times Higher Education/Wall Street Journal 2019



Thunderbird is a unit of the Arizona State University Enterprise

From: Tamara Herrera <Tamara.Herrera@asu.edu>
Date: Friday, January 29, 2021 at 9:37 AM
To: Lena Booth <Lena.Booth@thunderbird.asu.edu>
Cc: Joey Dormady <Robert.Dormady@asu.edu>
Subject: Request for impact/support letter

Good morning, Lena,

I am writing to request an impact/support letter (email will suffice) for our proposed Master of Human Resources and Employment Law (MHREL).

A few years ago, the Sandra Day O'Connor College of Law identified a glaring need for

a non-Juris Doctor graduate program that trained human resources professionals to understand the complex legal and regulatory framework of employment law. The Sandra Day O'Connor College of Law debuted the Human Resources and Employment Law emphasis under its Master of Legal Studies (MLS) digital-immersion degree in academic year 2017. The Master of Legal Studies, Human Resources and Employment Law emphasis has been a success since its launch in 2017. From fall 2018 to date, this program has yielded hundreds of applications submitted, and an average of 22 newly enrolled students for each term (Summer/Spring/Fall) over that span. The yearly cohort of new Master of Legal Studies, Human Resources and Employment Law students has reached a level of volume that warrants converting the emphasis area into a new degree. The creation of the new degree, Master of Human Resources and Employment Law (MHREL), will be essentially the same as the existing MLS program except that the new program would allow the law school to tailor, enhance, and allocate curricular, advising, and career services resources specifically to the new degree's student body, which would lead to more efficient college administration and better overall student satisfaction and outcomes for this cohort. Like the existing MLS degree, the MHREL/O program consists of 30 credit-hours that can be completed either in-person or online in one to three years, on a full-time or part-time basis..

Thank you, in advance, for your help with this proposal. We have been asked to submit it next week and have let the UGC know we are seeking the impact/support letters, so any impact/support letter you can provide in the next two weeks would be greatly appreciated.

Please let me know if you have any questions or concerns. Have a nice weekend!

Tamara

Tamara Herrera
Associate Dean of Academic Affairs
Clinical Professor of Law
Sandra Day O'Connor College of Law
Arizona State University
111 E. Taylor Street
Phoenix, Arizona 85004-4467
tamara.herrera@asu.edu
480-727-7194

Watts College of Public Service and Community Solutions

From: [Tamara Herrera](#)
To: [Joey Dormady](#)
Subject: FW: Request for impact/support letter
Date: Tuesday, February 2, 2021 8:29:50 AM

From: William Terrill <wcterrill@gmail.com>
Sent: Monday, February 1, 2021 5:36 PM
To: Tamara Herrera <Tamara.Herrera@asu.edu>
Subject: Re: Request for impact/support letter

Hi Tamara,

The Watts College of Public Service and Community Solutions is happy to support your proposed Master of Human Resources and Employment Law (MHREL).

Best regards,
Bill

William Terrill, PhD
Arizona State University
Associate Dean, Watts College of Public Service and Community Solutions
Professor, School of Criminology & Criminal Justice
Co-Editor, *Policing: A Journal of Policy & Practice*

On Fri, Jan 29, 2021 at 9:39 AM Tamara Herrera <Tamara.Herrera@asu.edu> wrote:

Good morning, Dean Terrill,

I am writing to request an impact/support letter (email will suffice) for our proposed Master of Human Resources and Employment Law (MHREL).

A few years ago, the Sandra Day O'Connor College of Law identified a glaring need for a non-Juris Doctor graduate program that trained human resources professionals to understand the complex legal and regulatory framework of employment law. The Sandra Day O'Connor College of Law debuted the Human Resources and Employment Law emphasis under its Master of Legal Studies (MLS) digital-immersion degree in academic year 2017. The Master of Legal Studies, Human Resources and Employment Law emphasis has been a success since its launch in 2017. From fall 2018 to date, this program has yielded hundreds of applications submitted, and an average of 22 newly enrolled students for each term (Summer/Spring/Fall) over that span. The yearly cohort of new Master of Legal Studies, Human Resources and Employment Law students has reached a level of volume that warrants converting the emphasis area into a new degree. The creation of the new degree, Master of Human Resources and Employment Law (MHREL), will be essentially the same as the existing MLS program except that the new program would allow the law school to tailor, enhance, and allocate curricular, advising, and career services resources

specifically to the new degree's student body, which would lead to more efficient college administration and better overall student satisfaction and outcomes for this cohort. Like the existing MLS degree, the MHREL/O program consists of 30 credit-hours that can be completed either in-person or online in one to three years, on a full-time or part-time basis..

Thank you, in advance, for your help with this proposal. We have been asked to submit it next week and have let the UGC know we are seeking the impact/support letters, so any impact/support letter you can provide in the next two weeks would be greatly appreciated.

Please let me know if you have any questions or concerns. Have a nice weekend!

Tamara

Tamara Herrera
Associate Dean of Academic Affairs
Clinical Professor of Law
Sandra Day O'Connor College of Law
Arizona State University
111 E. Taylor Street
Phoenix, Arizona 85004-4467
tamara.herrera@asu.edu
480-727-7194

W. P. Carey School of Business

From: [Tamara Herrera](#)
To: [Lydia Montelongo](#)
Subject: FW: Request for impact/support letter
Date: Monday, February 8, 2021 8:38:59 AM
Attachments: [image002.png](#)

From: Amy Ostrom <AMY.OSTROM@asu.edu>
Sent: Monday, February 8, 2021 12:28 AM
To: Tamara Herrera <Tamara.Herrera@asu.edu> **Cc:** Joey Dormady
<Robert.Dormady@asu.edu> **Subject:** RE: Request for impact/support letter

Hi Tamara,

The Chair and other faculty in the Department of Management and Entrepreneurship and I had the opportunity to review the proposed Master of Human Resources and Employment Law.

We support the creation of this degree program.

Please let me know if you need any additional information.

Best,
Amy

Amy L. Ostrom, PhD

Arizona State University | **W. P. Carey School of Business**

Interim Dean, President's Professor and PetSmart Chair in Services Leadership

amy.ostrom@asu.edu | Ph: 480.965.6412

wpcarey.asu.edu | news.wpcarey.asu.edu Pronouns:

she/her/hers – SafeZONE Ally



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College of Global Futures

From: Christopher Boone <Christopher.G.Boone@asu.edu>
Sent: Thursday, February 18, 2021 4:02 PM
To: Tamara Herrera <Tamara.Herrera@asu.edu>
Subject: RE: Request for Impact/Support Letter

Dear Tamara,

The College of Global Futures has no objections to the proposed MHREL degree and is happy to support it.

Chris

Christopher Boone
Dean, College of Global Futures
Professor, School of Sustainability

 **College of
Global Futures™**
Arizona State University

<https://collegeofglobalfutures.asu.edu/>
PO Box 875502, Tempe, AZ 85287-5502
Executive Assistant: Lorraine.Protocollo@asu.edu
480-965-2236

The College of Global Futures embraces ASU's mission as being a comprehensive public research university, measured not by whom it excludes, but rather by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves. We support and foster a culture of inclusiveness, tolerance, and respect that promotes equal opportunity and diversity among faculty, staff, and students and through our engagement with diverse communities within and beyond the University.

The College of Liberal Arts and Sciences

From: Fabio Milner <milner@asu.edu>
Sent: Friday, February 19, 2021 11:32 AM
To: Tamara Herrera <Tamara.Herrera@asu.edu>
Cc: Fabio Milner <milner@asu.edu>; Kimberly Castillo <Kimberly.E.Castillo@asu.edu>
Subject: Re: Request for Impact/Support Statement

Dear Tamara,

The College is happy to support the Sandra Day O'Connor's College of Law proposal for a new Master of Human Resources and Employment Law (MHREL).

Best,
Fabio

Fabio Augusto Milner, PhD

Associate Dean of Graduate Initiatives

Assistant Director, SA Levin MCMS Center

[The College of Liberal Arts and Sciences](#)

Director of Mathematics for STEM Education

[School of Mathematical and Statistical Sciences](#)

Arizona State University

[SACNAS Board of Directors Member](#)



Armstrong Hall, Office 214

P: 480/965-5877 | F: 480/965-2110

milner@asu.edu

URL: <https://isearch.asu.edu/profile/1278293>

Edson College of Nursing and Health Innovation

From: Katherine Kenny <Katherine.Kenny@asu.edu>
Sent: Tuesday, February 23, 2021 6:59 AM
To: Tamara Herrera <Tamara.Herrera@asu.edu>
Subject: RE: Request for Impact/Support Letter

Dear Tamara –

Thank you for asking the Edson College of Nursing and Health Innovation to review your proposed Masters Degree – Master of Human Resources and Employment Law. We have reviewed your proposal and find no duplication nor conflict with courses currently offered in the Edson College. On behalf of our college, we support your proposal. All the best to you as you move through the University Approval Process.

Kathy

Katherine (Kathy) Kenny, DNP, RN, ANP-BC, FAANP, FAAN
Associate Dean of Academic Affairs
Clinical Professor



550 N. 3rd Street | Phoenix, AZ 85004
(P) 602-496-1719
(F) 602-496-0545
Katherine.kenny@asu.edu
<https://nursingandhealth.asu.edu/>

Fulton Schools of Engineering

From: [James Collofello](#)
To: [Tamara Herrera](#)
Cc: [Joey Dormady](#); [Lydia Montelongo](#)
Subject: RE: Request for Impact/Support Letter
Date: Monday, February 8, 2021 11:29:31 AM

The Fulton Schools of Engineering does not have any concerns with the proposed new degree.

jim

James S. Collofello
Vice Dean for Academic and Student Affairs Professor of Computer
Science and Engineering
School of Computing Informatics and Decision Systems Engineering Ira A. Fulton
Schools of Engineering
Arizona State University

College of Integrative Sciences and Arts

From: Duane Roen
Sent: Monday, February 8, 2021 4:14 PM
To: Tamara Herrera <Tamara.Herrera@asu.edu>
Cc: Joey Dormady <Robert.Dormady@asu.edu>; Lydia Montelongo <lydia.montelongo@asu.edu>
Subject: RE: Request for Impact/Support Letter

Hi, Tamara.

CISA is happy to support your proposal for a Master of Human Resources and Employment Law (MHREL).

Best wishes,
Duane

Duane Roen
Dean, College of Integrative Sciences and Arts
Vice Provost, Polytechnic campus
Arizona State University
Mail Code: 2780
7271 E Sonoran Arroyo Mall
Mesa, AZ 85212-6415
P: 480-727-1415

College of Health Solutions

From: Deborah Helitzer (Dean)
Sent: Monday, February 8, 2021 5:38 PM
To: Tamara Herrera <Tamara.Herrera@asu.edu>
Cc: Joey Dormady <Robert.Dormady@asu.edu>; Lydia Montelongo <lydia.montelongo@asu.edu>
Subject: Re: Request for Impact/Support Letter

Hi Tamara – the College of Health Solutions supports the proposal for the Master of Human Resources and Employment Law. Best of luck to you!

Warm regards and stay safe,

Deborah
Deborah L. Helitzer, Sc.D.
Dean and Professor
College of Health Solutions
Arizona State University
550 North 3rd Street
Phoenix AZ 85004
602.496.2511
deborah.helitzer@asu.edu
Web: chs.asu.edu

For appointments and information, please contact Daniel Eckstrom (Daniel.Eckstrom@asu.edu)

 **College of
Health Solutions**
Arizona State University

New College of Interdisciplinary Arts and Sciences

From: Patricia Friedrich <Patricia.Friedrich@asu.edu>

Sent: Friday, March 5, 2021 3:52 PM

To: Tamara Herrera <Tamara.Herrera@asu.edu>

Subject: Re: Request for Impact/Support Letter

Hi Tamara,

We have no concerns. Thank you!

Patty

Patricia Friedrich, PhD
She, Her, Hers
Associate Dean of Academic Programs and Faculty Affairs,
New College of Interdisciplinary Arts and Sciences
Professor of Sociolinguistics,
School of Social and Behavioral Sciences



Arizona State University
P. O. Box 37100
4701 W. Thunderbird Rd. Mail Code 3051
Phoenix, AZ, USA 85069-7100
voice 602 543-6046

APPENDIX IV

Students in the new Master of Human Resources and Employment Law program may take some of the following courses (amongst others) to fulfill the elective requirements of the degree:

- SDO 518 Fundamentals of Contract Law: Masters
- SDO 525 Torts: Masters
- SDO 510 Business Organizations: Masters
- SDO 511 Administrative Agencies & Regulations: Masters
- SDO 535 Negotiation: Masters
- SDO 546 Mediation: Masters
- SDO 598 Dispute Systems Design: Masters
- SDO 598 Psychology of Conflict: Masters
- SDO 598 Conflict Theory: Masters
- SDO 598 Professional Writing: Masters
- SDO 598 Professional Communication: Masters
- SDO 568 Integrating Legal Principles & Business Practices: Masters
- SDO 598 Data Privacy & Protection: Masters
- SDO 598 Immigration Law: Masters
- SDO 598 Privacy: Masters
- SDO 598 Organizational and Workplace Dispute Resolution: Masters

SDO 543 Business Relationships: Masters
SDO 542 Regulation of Small Businesses: Masters

APPENDIX V

Students in the new Master of Human Resources and Employment Law program may take some of the following courses (amongst others) to fulfill the elective requirements of the degree:

- LAW 629 Employment Law
- LAW 630 Employment Discrimination
- LAW 609 Administrative Law
- LAW 691 Arizona Administrative Law
- LAW 654 Business Organizations
- LAW 733 Negotiation
- LAW 706 Immigration Law
- LAW 724 Privacy
- LAW 662 ADR and Employment Law
- LAW 791 Disability Law
- LAW 791 Privacy, Big Data, & Emerging Technologies
- LAW 791 Race and the Law
- LAW 791 Health Insurance Reform
- LAW 791 Law and Psychology

(NEW GRADUATE INITIATIVES)**PROPOSAL PROCEDURES CHECKLIST**

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

- ☒ **Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals. Please see the academic strategic plan website at: <https://provost.asu.edu/curriculum-development>.**
- ☒ **Submit any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**
 - Additional information can be found at the Provost's Office Curriculum Development website: [Courses link](#)
 - For questions regarding proposing new courses, send an email to: courses@asu.edu
- ☒ **Prepare the applicable proposal template and operational appendix for the proposed initiative.**
- ☒ **Obtain letters or memos of support or collaboration (if applicable).**
 - when resources (faculty or courses) from another academic unit will be utilized
 - when other academic units or degree programs may be impacted by the proposed request
 - if the program will have an online delivery option support will be required from the Provost's office and ASU Online. *(Please complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request.)*
- ☒ **Obtain the internal reviews/approvals of the academic unit.**
 - internal faculty governance review committee(s)
 - academic unit head (e.g. Department Chair or School Director)
 - academic unit Dean or their designee (will submit approved proposal to the curriculumplanning@asu.edu email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

Additional Recommendations

All new graduate programs require specific processes and procedures to maintain a successful degree program. Below are items that the Graduate College strongly recommends that academic units establish after the program is approved for implementation.

- ☒ **Establish satisfactory academic progress policies, processes and guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to http://graduate.asu.edu/faculty_staff/policies and scroll down to the **academic progress review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.
- ☒ **Establish a Graduate Student Handbook for the new degree program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook, provided to students when they are admitted to the degree program and published on the website for the new degree, gives students this information. To be included in the handbook are the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and a link to the Graduate Policies and Procedures website: http://graduate.asu.edu/faculty_staff/policies.