

The completed and signed proposal should be submitted by the Dean's Office to: curriculumplanning@asu.edu. Before academic units can advertise undergraduate certificates or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Senate Curriculum and Academic Programs Committee and the University Senate, and be approved by the Executive Vice President and Provost of the University.

Definition and minimum requirements:

These are the minimum requirements for approval. Individual undergraduate certificates may have additional requirements.

An undergraduate certificate is a programmatic or linked series of courses from a single field or one that crosses disciplinary boundaries and may be free-standing or affiliated with a degree program. The certificate provides a structured and focused set of courses that can be used to enhance a student's baccalaureate experience or professional development.

An undergraduate certificate program:

- Requires a minimum of 15 semester hours of which at least 12 semester hours must be upper division
- Requires a minimum grade of "C" or better for all upper division courses
- Consists of courses that must directly relate in whole or large part to the purpose of the certificate. Example: Geographic area certificates must include only courses specific to the title of the certificate, other than a non-English language
- Is cross disciplinary; or,
 - Certified by a professional or accredited organization/governmental agency; or,
 - Clearly leads to advanced specialization in a field; or,
 - Is granted to a program that does not currently have a major

College/School/Institute: College of Liberal Arts and Sciences
Department/Division/School: T. Denny Sanford School of Social and Family Dynamics
Proposed Certificate Name: Working with Military Families
Requested effective Date: 2016-17
Delivery method: On-campus only (ground courses and/or iCourses)

Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.

Campus/Locations:

Indicate all locations where this program will be offered.

Downtown Phoenix Polytechnic Tempe West Other:

Proposal Contact

Name: Jennifer Brougham **Title:** Instructor
Phone number: 480 965 6978 **Email:** Jennifer.Brougham@asu.edu

DEAN APPROVAL(S)

This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation of the proposed organizational change.

College/School/Division Dean name: Paul LePore

Signature:  **Date:** 6/22/2015

College/School/Division Dean name:
(if more than one college involved)

Signature: _____ **Date:** ___ / ___ / 20__

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

1. Overview

A. Provide a brief description of the new certificate.

There are important complexities surrounding the dynamics of military families. Military personnel, veterans, and their families face unique issues and challenges such as navigating military culture and dealing with multiple deployments, trauma and deaths. Students interested in careers focusing on these families have a need to understand normative family processes, stress and coping. They also need specialized knowledge about military leadership, the unique dynamics and challenges faced by military families, and to be able to apply their knowledge to work effectively with this population. The working with military families certificate is a joint program between Reserve Officers' Training Corps (ROTC) and the T. Denny Sanford School of Social and Family Dynamics. Students enrolled in the program will take a unique combination of courses designed to focus on human development, marital and familial relationships, and military culture and family dynamics (offered by the Sanford School) and military leadership (offered by ROTC). Students who complete the certificate program are expected to pursue careers working to enhance the well-being of military personnel and their families facing deployments, war, combat, and stress.

B. This proposed certificate (check one):

- Is cross disciplinary; or
- Is certified by a professional or accredited organization/governmental agency; or,
- Clearly leads to advanced specialization in a field; or,
- Is granted to a program that does not currently have a major.

C. Why should this be a certificate rather than a concentration or a minor?

Students enrolled in the program take a unique combination of courses from both family and human development (FAS) and the ASU ROTC program. This program will complement the major in family and human development because these students receive a solid foundation in understanding family life, marital relationships, and child development. The majors do not, however, receive direct training in dealing with the unique culture and challenges faced by military families and veterans. Therefore, students enrolled in the certificate will gain this training by capitalizing on the ROTC courses and courses specific to the needs of military families. We expect that students who earn the certificate will pursue a career working to improve the well-being of military families and veterans.

D. Affiliation

If the certificate program is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.

The T. Denny Sanford School of Social and Family Dynamics currently offer an excellent undergraduate program in family and human development. The current program focuses on the development of individuals and families as they relate to their social worlds. The working with military families certificate will offer additional expertise for working with families facing unique challenges to military families, such as frequent moves, long deployments, and trauma. The certificate will be jointly governed by the T. Denny Sanford School of Social and Family Dynamics and the ASU ROTC programs.

E. Demand

Explain the need for the new certificate (e.g., market demand, interdisciplinary considerations).

As noted above, our nation's armed service personnel and their families face unique challenges (e.g., deployments, combat, and stress). Professionals who have expertise in understanding the well-being of individuals and families as well as the specialized needs of military personnel, veterans, and their families is needed. Specifically, students earning the certificate will develop expertise on issues related to military life, including deployment, transitions, coping with stress, military policies, psychological and physical trauma, and death.

- F. Projected enrollment
What are enrollment projections for the first three years?

	1st Year	2nd Year (Yr. 1 continuing + new entering)	3rd Year (Yr. 1 & 2 continuing + new entering)
Number of Students (Headcount)	12	20	28

2. Support and Impact

- A. Faculty governance
Provide a supporting letter from the chair of the academic unit verifying that the proposed certificate has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the certificate as presented in the proposal, without impacting core program resources.

See attached
- B. Other related programs
Identify other related ASU programs and outline how the new certificate will complement these existing ASU programs. (If applicable, statements of support from potentially-affected academic unit administrators need to be included with this proposal submission.)
There are no related programs; however, the certificate should complement a degree in family and human development and the ASU ROTC program.
- C. Letter(s) of support
Provide a supporting letter from each college/school dean from which individual courses are taken.
Daniel Roberts, Professor of Military Science
Thad Weist, Professor of Military Science

3. Academic Curriculum and Requirements

- A. Knowledge, competencies, and skills
List the knowledge, competencies, and skills (learning outcomes) students should have when they complete this proposed certificate. Examples of program learning outcomes can be found at (<http://www.asu.edu/oue/assessment.html>).

Learning Objective 1. To identify issues related to individual and family relationship well-being and dysfunction

Measurement for Learning Objective 1

- a. Select exams from required course FAS 101 (Growth and Personal Relationships) that meet Learning Objective 1 so that students are able to define characteristics that influence close relationships and to understand processes involved in forming, maintaining and dissolving close relationships.
 - a. **Criterion:** 70% of students in certificate will earn at least 70% for exam questions on topics of particular importance, including communication, stress/strain in relationships, and power in relationships.
- b. Select exams from required course FAS 331 (Marriage and Family Relationships) that meet Learning Objective 1 by focusing on issues related to present day marriage and family relationships. These issues include: qualities of successful relationships, work and family roles, and conflict and family crisis. All of these topics can be applied to work with military families (although not directly for this course).
 - a. **Criterion:** 70% of students sampled will score at least 70% based on the grading rubric for the above issues.

Learning Objective 2. To understand the contextual influences on individual and family relationships specific to military families

Measurement for Learning Objective 2

- a. Select exams from required courses in family and human development that specifically focus on issues that are specific to military families such as military culture, military families, and important contextual factors such as transitions, deployment, and trauma. Specific topics on exams include the effects of war on families and military personnel, and serving military families.
 - a. **Criterion:** 70% of students in certificate will earn at least 70% on the exams
- b. Assign a rubric for oral examination following internship presentation (see below) that demonstrates an understanding of the existing research on military families as well as showing sensitivity to the needs of military families.
 - a. **Criterion:** 70% of students will score at least 70% on the rubric

Rubric for oral presentation:

- 1. How would you rate the student’s synthesis of existing research and theory regarding military families in their presentation?

1	2	3	4	5
Insufficient	Below Average	Average	Above Average	Outstanding

- 2. How well did the student demonstrate his/her understanding of the special needs of military families?

1	2	3	4	5
Insufficient	Below Average	Average	Above Average	Outstanding

- 3. How would you rate the quality of the student’s oral presentation of his/her topic?

1	2	3	4	5
Insufficient	Below Average	Average	Above Average	Outstanding

B. Admissions criteria

List the admissions criteria for the proposed certificate. If they are identical to the admission criteria for the existing major and degree program under which this certificate will be established, please note that here.

Students in related majors can apply for the certificate through the T. Denny Sanford School of Social and Family Dynamics. Admission will be determined by the admissions committee. Students would be required to have a minimum GPA of a 3.0 for admission to the certificate program.

C. Curricular structure

Provide the curricular structure for this certificate. Be specific in listing required courses and specify the total minimum number of hours required for the certificate.

Required certificate courses

Prefix	Number	Title	Is this a new Course?	Credit Hours
FAS	101	Personal Growth in Human Relationships	No	3
FAS	331	Marriage and Family Relationships	No	3
FAS	410	Military Family Systems in a Democracy	Yes	3
MIS	401	Advanced Military Science III	No	3
Section sub-total:				12

Elective certificate courses (must take at least one of the following)

Prefix	Number	Title	Is this a new Course?	Credit Hours
CDE	232	Human Development	No	3
MIS	301	Advanced Military Science I	No	3
Section sub-total:				3

Other certificate requirements

E.g. – Capstone experience, internship, clinical requirements, field studies, foreign language skills as applicable

FAS 484 Internship (3 credits)

The internship includes a field experience and an integrative paper, providing an opportunity for students to apply what they have learned within the working with military families certificate coursework. The student will be expected to gain hands-on experience working with agencies related to their goals. At the completion of the internship, students will be required to orally present their integrative paper to a committee (a minimum of 3 members). The committee would consist of a faculty member from T. Denny Sanford School of Social and Family Dynamics; a member of one of the ROTC programs (student choice), a member of the newly formed Office of Veteran and Military Academic Engagement, or the Pat Tillman Veterans Center. The Director of Veteran Services and a professor from the School of Historical, Philosophical and Religious Studies have already volunteered to assist with this final project. It is expected that students will complete FAS 484 after completing most of the courses required for the certificate.

3

Please note that community placements for this volunteer internship have already said they would welcome the opportunity to work with Arizona State University in this worthwhile venture. See appendix A for a list of participants.

Section sub-total: 3

Total minimum credit hours required for certificate 18

D. Minimum residency requirement
How many hours of the certificate must be ASU credit? 15

E. New Courses
Provide a brief course description for each new course.

FAS 410 Military Families within a Democracy (3 credits)

In-depth overview of recent research, issues, trends relating to military families and the interactions within the military culture and societal cultures (see attached syllabus).

F.

Note: All new required courses should be submitted in Curriculum Changemaker and ready for Provost’s Office approval before this certificate is put on Curriculum and Academic Programs Committee (CAPC) agenda.

4. Administration and Resources

A. Administration

How will the proposed certificate be administered (including admissions, student advisement, retention, etc.)?

An interdisciplinary admissions committee of interested faculty will coordinate the program, review applications, and mentor students. Applications will be reviewed by the faculty to ensure that applicants meet the GPA requirements, have relevant background and interests, and have motivation to complete the program. The committee will review applications and make admissions decisions. The faculty may consult with the Undergraduate Director in the T. Denny Sanford School of Social and Family Dynamics if needed. Formal advising will be handled by the T. Denny Sanford School of Social and Family Dynamics and the Department of Military Science.

B. Resources

What are the resource implications for the proposed certificate, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this certificate please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate. None

C. Primary Faculty

List the primary faculty participants regarding this proposed certificate. For interdisciplinary certificates, please include the relevant names of faculty members from across the University.

Name	Title	Area(s) of Specialization as they relate to proposed certificate
Michelle Bravo	Executive Officer	Military Science
M. Jennifer Brougham	Instructor	Family Studies, Social Work, Military Families
Larry Dumka	Associate Professor	Family Studies
Mary Margaret Fonow	Professor	Gender Studies

5. Additional Materials

A. Complete and attach the Appendix document.

B. Provide one or more model programs of study (if appropriate).

C. Attach other information that will be useful to the review committees and the Office of the Provost.

APPENDIX

OPERATIONAL INFORMATION FOR UNDERGRADUATE CERTIFICATES

(This information is used to populate the Degree Search/catalog website.

Please consider the student audience in creating your text.)

A. **Proposed Certificate Name:**

Working with Military Families

B. **Description (150 words maximum)**

There are important complexities surrounding the dynamics of military families. Military personnel, veterans and their families face unique issues and challenges such as navigating military culture and dealing with multiple deployments, trauma and deaths. Students interested in careers focusing on these families have a need to understand normative family processes, stress and coping, and military culture and leadership. The working with military families certificate is a joint program between ROTC and the T. Denny Sanford School of Social and Family Dynamics. Students enrolled in the program will take a unique combination of courses designed to focus on human development, marital and familial relationships, and military culture and family dynamics (offered by the Sanford School), as well as military leadership (offered by ROTC). Students who complete the certificate program are expected to pursue careers working to enhance the well-being of military personnel and their families as they face deployments, war, combat and stress.

C. **Contact and Support Information**

Building Name, code and room number: ([Search ASU map](#))

COWDN 128

Program office telephone number: (*i.e.* 480/965-2100)

480/965-6978

Program Email Address:

email@thesanfordschool.org

Program Website Address:

<http://thesanfordschool.asu.edu>

D. **Program Requirements:** Provide applicable information regarding the program such as curricular restrictions or requirements, specific course lists, or academic retention requirements.

The certificate requires 18 credit hours. A “C” or better is required in all upper-division courses.

Required Courses (12 credit hours):

FAS 101 Personal Growth in Human Relationships, SB (3)

FAS 331 Marriage and Family Relationships, SB (3)

FAS 410 Military Family Systems in a Democracy (3)

MIS 401 Advanced Military Science III (3)

Electives (3 credit hours; students may choose one of the following):

CDE 232 Human Development, SB (3)

MIS 301 Advanced Military Science I, L (3)

Internship Requirement:

FAS 484 Internship (3)*

*Students will be required to complete a capstone internship project that includes a field work experience, a written integrative paper and an oral presentation.

E. **Additional Admission Requirements** If applicable list any admission requirements (freshman and/or transfer) that are higher than and/or in addition to the university minimum undergraduate admission requirements.)

Students in related majors can apply for the certificate through the T. Denny Sanford School of Social and Family Dynamics. Admission will be determined by the admissions committee. A student must have a minimum GPA of 3.00 in order to be considered for admission to the certificate.

F. **Delivery/Campus Information Delivery:**

On-campus only (ground courses and/or iCourses)

Note: Once students elect a campus or On-line option, students will not be able to move back and forth between the on-campus and the ASU Online options. Approval from the Office of the Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online.

G. **Campus/Locations:**

Indicate **all** locations where this program will be offered.

Downtown Phoenix

Polytechnic

Tempe

West

Other:

8/14/2014

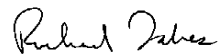
To Whom It may Concern:

As Director of the T. Denny Sanford School of Social and Family Dynamics, I am writing to provide my strongest support for this new undergraduate certificate program in “Working with Military Families”. This new certificate is much needed and will have the kind of impact that our School and ASU desire as a New American University.

The certificate has been reviewed and approved by our Undergraduate Program Committee and has received approvals through our governance procedures. Moreover, our School has the resources to support the certificate as presented in the proposal and it will not impact core program resources.

Please accept this letter as my strong endorsement of this most important new certificate.

Sincerely,



Richard Fabes, PhD
John O. Whiteman Dean's Distinguished Professor
Director, T. Denny Sanford School of Social and Family Dynamics



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
DEPARTMENT OF MILITARY SCIENCE
ARIZONA STATE UNIVERSITY
P. O. BOX 874901
TEMPE, AZ 85287- 4901

March 3, 2014

Dean Patrick Kenney
Interim Vice Provost and Dean, College of Liberal Arts and Sciences
Dean of Social Sciences, College of Liberal Arts and Sciences
Director, Institute for Social Science Research
Professor, School of Politics and Global Studies
Arizona State University
Tempe, AZ 85287-6505

Dean Kenney,

It is my distinct honor to recommend and support Professor Jennifer Brougham's development of a certificate program centered on "Working with Military Families." The T. Denny Sanford School of Social and Family Dynamics is uniquely positioned to establish the curriculum. This program will provide the students with an excellent opportunity to work through the challenges facing over 2.5 million service members and their families who have deployed since 2001.

On August 31, 2012, President Obama signed an Executive Order directing key federal departments to address the behavioral health issues affecting veterans, service members, and their families. In his executive order, improving access to mental health services for veterans, service members, and military families, he calls for an increase in the number of VA mental health providers as well as greater coordination between government and community providers.

The T. Denny Sanford School of Social and Family Dynamics recognizes the urgent need to address the reintegration challenges faced by veterans, service members, and their families. Whereas they are ready to implement a comprehensive certificate program centered on an outcome based approach curriculum focusing on scenario based learning providing the skills for our future professionals.

Please consider this endorsement on behalf of Professor Brougham's efforts, and if you have any further questions I can be contacted at (480) 965-3318 or email: daniel.m.roberts@us.army.mil.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Daniel M. Roberts", is written over a yellow rectangular highlight.

Daniel M. Roberts
Lieutenant Colonel, US Army
Professor of Military Science



DEPARTMENT OF THE ARMY
DEPARTMENT OF MILITARY SCIENCE, ARIZONA STATE UNIVERSITY
P. O. BOX 876206
TEMPE, AZ 85287-6206

June 18, 2015

SUBJECT: ASU Department of Military Science Working with Military Family Certificate Program Internship.

To Whom It May Concern,

The ASU Department of Military Science has played an integral role in the development of the Working with Military Family Certificate Program development. The department is supportive of the students participating in the certificate program and is committed to sponsoring two (2) unpaid internships within our department during an academic year. The Military Science intern will have the opportunity to work with U.S. Army Active Duty, National Guard and Reserve component officers and non-commissioned officers as well as Government employees, Government contractors and Cadets. They will gain valuable insight and experience through interaction with our Cadre, Staff and Cadets while simultaneously developing valuable critical thinking and leadership skills.

We look forward to the opportunity this certificate will bring to civilian and ROTC students alike. Should you have further questions please direct them to MAJ Michelle J. Bravo at 480-965-3318 or michelle.bravo@asu.edu.

A handwritten signature in black ink, appearing to read "Thad D. Weist", is positioned above the typed name.

THAD D. WEIST
LTC, AV
Professor of Military Science

ASU PAT TILLMAN
VETERANS CENTER
ARIZONA STATE UNIVERSITY

June 18, 2015


T. Denny Sanford School of Social and Family Dynamics
Arizona State University
ATTN: Professor Tracy L Spinrad
Director of Undergraduate Programming

I am writing this letter to express my most ardent support for the proposed Working with Military Families Certificate. This certificate is integral to Arizona State University's continued position as a leader in providing support to military and veteran students and their families.

Currently, ASU supports over 4500 military, veteran, spouse and dependent students pursuing degrees in higher education. Including our cadets and midshipmen that are enrolled in our three Reserve Officers Training Corps programs, that number approaches 5000 students. These are simply our students with a military connection. When students headed into social work programs or health fields are also considered, there is no shortage of students that might be interested in this certificate.

For our ROTC students, there are a number of career fields within the military that could be opened up by this sort of certificate. Each and every officer commissioned by our ROTC programs will be responsible for leading Soldiers, Airmen, Sailors or Marines and having a better understanding of how to support them holistically will be of benefit.

This certificate, and programs like it, can play a significant role in helping to diminish the gap between our military families and the percentage of our population that understand the stresses of the military life-style. ASU has been a leader to date in being supportive of our veterans. We have been ranked by GI Jobs as "Military Friendly" for six consecutive years. Continued development of programming, like this certificate, are critical to maintaining and leveraging our position.

Thank you for your consideration,

Steven Borden
Director

Letter for Tracy Spinrad

Professor Tracy L. Spinrad
Director of Undergraduate Programming
T. Denny Sanford School of Social and Family Dynamics

Dear Professor Spinrad:

As founding director of Arizona State University's Office for Veteran and Military Academic Engagement (OVMAE) and professor of history and global studies (in the School of International Letters and Cultures), I am excited to offer my own and the support of my Office for the Working with Military Families certificate that has been developed as a joint program between ROTC and the T. Denny Sanford School of Social and Family Dynamics. I have been following the progress on this certificate since Steve Borden introduced me to Jennifer Brougham, who shared with me her own life story and research interests and how the program came to be. The OVMAE has among its missions to bridge the gaps between military and civilian cultures in an academic setting, so the new certificate is particularly welcome as a new teaching (and possibly research) initiative also answering to that mission. It also offers opportunities for our "traditional" students and civilian society to acknowledge the costs of our ongoing wars and to train professionals with the expertise and knowledge to help military, veterans and their families who face "deployments, war, combat, and stress."

I stand ready to help out in any capstone sessions or to help connect your faculty and students with other faculty and students, especially veteran students, with related interests and expertise. We look forward to working together with you in this further step toward making ASU a veteran- and military-friendly institution and one that strives for the success of all its students in attaining their life and professional goals.

With best wishes,

Mark von Hagen

(Founding) Director, Office for Veteran and Military Academic Engagement

Professor of History and Global Studies
School of International Letters and Cultures
School of Politics and Global Studies

June 19, 2015

To whom it may concern,

Tempe Salvation Army Corps support a course/certificated that will allow the various disciplines that interact with the Veterans and Families the understanding of the cultures, transitions and the ability provide social services to our Veterans.

If you have any questions please don't hesitate to call us at (480) 967-8699 and ask for George Eastlick.

May God Bless.

Sincerely,

George Eastlick

Social Services Coordinator

APPENDIX A

Organization

City of Tempe Navigator Program

Veteran's Center

Care 7 Crisis Unit

Salvation Army

Veteran's Medical Center

AZ Coalition for Veterans, Active Duty Military Families

ROTC Army, Navy AF

City of Tempe, CARE 7

Mercy Gilbert

Chandler Regional

Luke AFB Family Services

Veteran Med Center