



NEW GRADUATE CONCENTRATION PROPOSALS
ARIZONA STATE UNIVERSITY
GRADUATE EDUCATION

This form should be used for academic units wishing to propose a new concentration for existing graduate degrees.

A concentration is a subspecialty within a degree and major. It indicates the fulfillment of a designated, specialized course of study, which qualifies the student with skills and training in one highly concentrated area of the major. Concentrations are formally recognized educational designations (including the assignment of a university plan code for reporting/record-keeping purposes and appearance on the ASU transcript). Concentrations are distinguished from more informal academic distinctions such as “emphases,” “tracks,” “foci,” “options,” etc.

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate Academic Programs**, mail code 1003 and electronic copies to eric.wertheimer@asu.edu or amanda.morales-calderon@asu.edu. **Please type.**

Contact Name(s): Colleen Clemency Cordes	Contact Phone(s): 602-496-1356
College/School/Division Name: College of Health Solutions	
Academic Unit Name: College of Health Solutions <small>(or proposing faculty group for interdisciplinary proposals)</small>	
Existing Graduate Degree and Major under which this concentration will be established: Doctor of Behavioral Health (DBH) in Behavioral Health	
Proposed Concentration Name: Management	
Requested Effective Term and Year: Fall 2015 <small>(e.g. Fall 2014)</small>	
Do Not Fill in this information: <u>Office Use Only</u> Plan Code:	CIP Code:

1. Overview

- A. Provide a brief description (*not to exceed 150 words*) of the new concentration (including the focus of the new concentration, relationship to other concentrations within this degree program, etc.).**

The DBH program was developed for master’s-level clinicians interested in furthering their education through specific training in integrated primary care. Since its inception, the program has grown and evolved with the ever-changing healthcare marketplace, resulting in an expansion of program focus and recruitment. As the program now enrolls students without clinical credentials, we are seeking to establish a formalizing of the DBH Management concentration. This concentration would include additional management didactic coursework and a 240 hour management internship, available to any student, regardless of whether or not they hold a clinical license.

2. Impact Assessment

- A. Explain the unit’s need for the new concentration (e.g., market demand, research base, direction of the discipline, and interdisciplinary considerations). How will the new concentration complement the existing degree program, including enrollment, national ranking, etc.?**

This concentration serves to distinguish initially between DBH students with clinical background and DBH students without the appropriate licensure credentials; however, established clinicians are also eligible for this concentration. This formal designation of a concentration on a management student’s transcripts will allow for enhanced credibility upon graduation, and an ability to delineate between program foci. The new concentration will help designate students with additional management didactics, training, and experience, thereby establishing their potential for leadership roles in an evolving healthcare marketplace. The additional curriculum will complement the current core curriculum, which is focused on population-based healthcare and entrepreneurship in integrated primary care behavioral health.

- B. Please identify other related ASU programs and describe how the new concentration will complement these existing ASU programs?** (If applicable, statements of support from affected academic unit administrators should be included with this proposal submission.)

Given that this concentration is consistent with current curriculum offerings, it is not anticipated that this doctoral concentration, focusing exclusively on management of behavioral care in the integrated primary care environment, will impact other departments. To date, no other program at ASU exists with this focus. Programs with healthcare delivery focus include the Masters of Science of Healthcare Delivery, and the Masters of Healthcare Innovation; however, neither of these programs are focused on doctoral-level training, nor are either focused exclusively on integrated primary care.

- C. Is this an interdisciplinary concentration? If yes, please address the relationship of the proposed concentration to other existing degree programs and any parallel or similar concentrations in those degree programs.** (Please include relevant Memoranda of Understanding regarding this interdisciplinary concentration from all applicable academic units.)

Not applicable

3. Academic Requirements and Curriculum

- A. What are the total minimum hours required for the major and degree under which the proposed concentration will be established?**

The DBH program is an 84 credit doctoral program with students with 30 credits applied to the iPOS from students' master's degrees, resulting in the completion of 54 credits while enrolled at ASU.

- B. Please provide the admissions criteria for the proposed concentration.** If they are identical to the admission criteria for the existing major and degree program under which this concentration will be established, you may attach a copy of these criteria as they appear on the departmental website, or other source (please indicate source). Please also list all undergraduate and graduate degrees and/or related disciplines that are required for admission to this concentration program.

Management concentration admissions requirements are located at: <http://asuonline.asu.edu/dbh/admissions/how-to-getstarted> and include

- Master's degree from a regionally accredited postsecondary institution in the U.S., or an equivalent degree from a recognized international postsecondary institution
- Master's level professionals who are either currently employed or aspire to be employed in a management role within healthcare.
- Personal statement
- YouSeeU video questions
- Professional writing sample (e.g. paper from master's degree, grant application) run through originality software
- Three professional letters of recommendation
- An updated CV or resume
- Program policies acknowledgements
- Complete a video/webcam admissions interview (if indicated)

Degree(s): Master's degree; there is no specific master's degree required for admission; however, applicants are anticipated with the following degrees, among others:

- Master of Business Administration
- Master of Public Health
- Master's in Counseling
- Master's in Healthcare Administration
- Master's in Social Work

GPA: Minimum of a 3.00 cumulative GPA (scale is 4.0=A) in the last 60 hours of a student's first bachelor's degree program. Minimum of 3.00 cumulative GPA (scale is 4.0 = A) in the applicable Master's degree.

English Proficiency Requirement for International Applicants: (See Graduate Education policies and procedures) (http://graduate.asu.edu/admissions/international/english_proficiency):

Required Admission Examinations: GRE GMAT Millers Analogies None required

- C. If the proposed concentration is part of a larger, interdisciplinary agenda, please provide additional admission information related to students who may enter with various academic backgrounds, including expected entry-level competencies. As applicable, please also address the courses that must be taken to remedy any relevant deficiencies for incoming students.**

N/A

- D. What knowledge, competencies, and skills (learning outcomes) should graduates have when they complete this proposed concentration program? Examples of program learning outcomes can be found at (<https://uoeee.asu.edu/programoutcomes>).**

Upon completion of the management concentration, students will be able to:

1. Demonstrate the ability to bring diverse stakeholders together and provide strategic leadership to implement and achieve population health targets
 2. Create programs that effectively utilize the resources of a healthcare organization, including collaboration among teams of varying professional backgrounds
 3. Provide effective management of integrated programs through knowledge of organizational behavior, operations, personnel, and practice management
 4. Apply the Primary Care Behavioral Health (PCBH) model and population health management to design, implement, and evaluate programs that effectively and efficiently treat patients, utilizing triage and referrals to community resources as appropriate
 5. Promote the integration of behavioral health assessment, processes, and behavior change tools and resources in emerging health information technology, including the electronic medical record, tele-monitoring, and eHealth
 6. Develop a sustainable business case for integration including return on investment and medical cost offset
 7. Demonstrate to organizations, payers, providers, and the community that behavioral health services are part of the strategic plan, healthcare plan, business plan, and performance improvement plan
 8. Conduct and report on analyses of utilization and costs of integrated healthcare delivery programming and services
 9. Create population-based programs that demonstrate a working knowledge of current health policy and payment systems
 10. Implement healthcare technology to improve organizational and clinical processes through data-driven program evaluation
 11. Apply population-based health programs to achieve the Triple Aim of improved patient experience of care, improved population health, and reduce the cost of healthcare
 12. Utilize effective consultation to engage key organization stakeholders (e.g. CEO, CFO, COO, Medical/Clinical leadership, primary care physicians, allied health, support staff) to promote principles of integrated behavioral health in the healthcare system
 13. Collaboratively demonstrate how primary care or other integrated care systems can initiate changes leading to substantial improvement in access, patient and provider satisfaction, and the quality of clinical care
- E. How will students be assessed and evaluated in achieving the knowledge, competencies, and skills outlined in 3.D. above? Examples of assessment methods can be found at (<http://www.asu.edu/oue/assessment.html>).**

Outcome 1: Demonstrate the ability to bring diverse stakeholders together and provide strategic leadership to implement and achieve population health targets

Measure: 80% of students will receive an average score of 4 or higher, where 1 = non-proficient and 5 = master proficiency on the Doctor of Behavioral Health Program Management Staff Evaluation of Student Intern: Management Track, items I.2 (demonstrates effective verbal expressive skills in consultations with medical and management personnel), I.4 (demonstrates effective communication skills as evidenced by descriptive workflows, meeting notes, program planning and tracking notes, and/or project summary reports), and II.3 (demonstrates knowledge of organizational structure, workflows, areas of need/dysfunction)

Outcome 2: Create programs that effectively utilize the resources of a healthcare organization, including collaboration among teams of varying professional backgrounds

Measure: 80% of students will receive an average score of 4 or higher, where 1 = non-proficient and 5 = master proficiency on the Doctor of Behavioral Health Program Management Staff Evaluation of Student Intern: Management Track, items V.1 (demonstrates understanding of and ability to comfortably operate within the primary care culture), V.2 (demonstrates an awareness of team roles)

Outcome 3: Provide effective management of integrated programs through knowledge of organizational behavior, operations, personnel, and practice management

Measure: 80% of the students will receive an average score of 4 or higher, where 1 = non-proficient and 5 = master proficiency on the Doctor of Behavioral Health Program Management Staff Evaluation of Student Intern: Management Track, items II.2 (Demonstrates proficiency in the development and application of workflows that implement resolutions to simple and complex management concerns), II.3 (demonstrates knowledge of organizational structure, workflows, areas of need/dysfunction), and V.2. (demonstrates ability to evaluate current management processes and outputs).

Outcome 4: Apply the Primary Care Behavioral Health (PCBH) model and population health management to design, implement, and evaluate programs that effectively and efficiently treat patients, utilizing triage and referrals to community resources as appropriate

Measure: 80% of students will receive a 85% or better on the IBC 712 (Population Based Health Management) Final Assignment

Outcome 5: Promote the integration of behavioral health assessment, processes, and behavior change tools and resources in emerging health information technology, including the electronic medical record, tele-monitoring, and eHealth

Measure: 80% of students will receive a 85% or better on the IBC 691 (Healthcare Information Management) Final Examination

Outcome 6: Develop a sustainable business case for integration including return on investment and medical cost offset

Measure: 80% of the students will receive a 85% or better on the IBC 691 (Cost Offset and ROI for Behavioral Intervention) Final Written Assignment (Business plan)

Outcome 7: Demonstrate to organizations, payers, providers, and the community that behavioral health services are part of the strategic plan, healthcare plan, business plan, and performance improvement plan

Measure: 80% of students will receive a 85% or better on the IBC 720 (Behavioral Health Entrepreneurship) final business plan

Outcome 8: Conduct and report on analyses of utilization and costs of integrated healthcare delivery programming and services

Measure: 80% of students will receive a 85% or better on the IBC 691 (Topic: Cost Offset and ROI for Behavioral Intervention) Assignment 2

Outcome 9: Create population-based programs that demonstrate a working knowledge of current health policy and payment systems

Measure: 80% of students will receive a 85% or better on the IBC 712 (Population Based Health Management) Final Project

Outcome 10: Implement healthcare technology to improve organizational and clinical processes through data-driven program evaluation

Measure: 80% of students will receive an average of 85% or better on the IBC 691 (Health Information Management) Quizzes

Outcome 11: Apply population-based health programs to achieve the Triple Aim of improved patient experience of care, improved population health, and reduce the cost of healthcare

Measure: 80% of students will receive a 85% or better on the IBC 714 (Quality and Performance Measurement, Improvement, and Incentives in Health Care) Final Performance Improvement Plan

Outcome 12: Utilize effective consultation to engage key organization stakeholders (e.g. CEO, CFO, COO, Medical/Clinical leadership, primary care physicians, allied health, support staff) to promote principles of integrated behavioral health in the healthcare system

Measure: 80% of students will receive a 85% or better on the IBC 691 (Effective Consultation in Behavioral Health) Final Assignment

Outcome 13: Collaboratively demonstrate how primary care or other integrated care systems can initiate changes leading to substantial improvement in access, patient and provider satisfaction, and the quality of clinical care

Measure: 80% of students will receive a 85% or better on the IBC 701 (Models of Integrated Primary Care) Final Assignment

F. Please provide the curricular structure for the proposed concentration.

- Additionally, please ensure that all **new** required course proposals have been submitted to the Provost's office through the Curriculum ChangeMaker online course proposal submission system for approval before this concentration is put on the University Graduate Council and CAPC agendas.

Required Core Courses for the Degree			Credit Hours
<i>(Prefix & Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<i>(Insert Section Sub-total) 12</i>
IBC 712	Population Based Health Management	N	3
IBC 714	Quality and Performance Measurement, Improvement, and Incentives	N	3
IBC 718	Healthcare Systems: Organization, Delivery & Economics	N	3
IBC 720	Behavioral Health Entrepreneurship	N	3
Required Concentration Courses			Credit Hours
<i>(Prefix & Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<i>(Insert Section Sub-total) 18</i>
IBC 724	Behavioral Healthcare Management	N	3
IBC 691 OR IBC 740 (IBC 740 to be submitted to Changemaker in upcoming months)	Topic: Cost Offset and ROI for Behavioral Intervention	N	3
IBC 701	Models of Integrated Primary Care	Y	3

IBC 691 OR IBC 730 (IBC 730 to be submitted to Changemaker in upcoming months)	Topic: Financial Management in Healthcare	N	3
IBC 691 OR IBC 716 (IBC 716 to be submitted to Changemaker in upcoming months)	Topic: Healthcare Information Management	N	3
IBC 660	Healthcare Legal, Ethical, and Professional Issues	N	3
<u>Elective or Research Courses</u> <i>(as deemed necessary by supervisory committee)</i>			<u>Credit Hours</u>
<i>(Prefix & Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	(Insert Section Sub-total) 18
IBC 602	Healthcare Statistics	N	3
IBC 691	Topic: Effective Consultation in Behavioral Health	N	3
IBC 691 OR IBC 726 (IBC 726 to be submitted to Changemaker in upcoming months)	Topic: Contract Negotiation in Healthcare	Y	3
IBC 634	Strategies & Techniques of Behavior Change in Primary Care	N	3
MHI 538	Innovation and the Individual	N	3
IBC 691 OR IBC 732 (IBC 732 to be submitted to Changemaker in upcoming months)	Topic: Leadership in Healthcare	N	3
<u>Culminating Experience</u> <i>E.g. - Capstone project, applied project, thesis (masters only) – 6 credit hours) or dissertation (doctoral only) – 12 credit hours) as applicable</i>			<u>Credit Hours</u> (Insert Section Sub-total) 3
IBC 793: Applied Project (Culminating Project)			3
<u>Other Requirements</u> <i>E.g. - Internships, clinical requirements, field studies as applicable</i>			<u>Credit Hours</u> (Insert Section Sub-total) 3
IBC 684: Internship			3
<i>For doctoral programs – as approved by the student's supervisory</i>			30

<i>committee, the program can allow 30 credit hours from a previously awarded master's degree to be used for this program. As applicable, please indicate the total credit hour allowance that will be used for this program.</i>	(from accredited master's programs only)
Total required credit hours	84

- G. Please describe the primary course delivery mode, (e.g., online, face-to-face, off-site etc.). Please note:** *If this proposed initiative will be offered **completely** online, clearly state that in this section, and fill out the applicable section in the Operational Appendix. Consistent with the current DBH program, the Management Concentration will be offered entirely online.*
- H. Please describe the culminating experience(s) required for completion of the existing degree and major, and the proposed concentration** (e.g., thesis, dissertation, comprehensive exams, capstone course(s), practicum, applied projects, etc.).

The Culminating Project is an applied project. Students complete the Culminating Project over the duration of their time in the program, with three one-credit offerings of IBC 793 taken at various time points to assist in the development of appropriate hypotheses, methodology consistent with the integrated primary care setting, and then finally data collection, analysis, and report. Students defend their project at the completion of their third credit of IBC 793. There are no comprehensive exams for the Management concentration.

- I. Please describe any other requirements for completion of the existing degree and major, and the proposed concentration** (e.g., internships, foreign language skills, etc.).

All Management concentration students will complete a 240 hour internship at a primary care clinic or other medical setting. This internship provides students with an opportunity to experience the implementation and evaluation of integrated behavioral care in a hands-on manner. While on the internship experience, students continue to have weekly one hour small group consultation around management concerns with DBH Faculty Associates (under the oversight of the DBH Internship Coordinator and DBH Clinical Assistant Professor) via a Health Insurance Portability and Accountability Act (HIPAA) compliant video-conferencing system

- J. For interdisciplinary programs, additional sample curricular structures must be included as appendix items to this proposal relating to students with various academic backgrounds who may pursue the proposed concentration, including expected mastery of core competencies (e.g., course work, skills, and/or knowledge).**

N/A

4. Administration and Resources

- A. How will the proposed concentration be administered (including recommendations for admissions, student advisement, retention etc.)? Describe the administering body in detail, especially if the proposed concentration is part of a larger interdisciplinary initiative. How will the graduate support staffing needs for this proposed concentration program be met?**

The proposed concentration will be administered under the current DBH program, with full-time clinical faculty members serving as the primary graduate advisors of enrolled student. The admissions process for this concentration will similarly be maintained as consistent with the current DBH program, utilizing specific admission criteria appropriate for this domain.

Support staff for the concentration will be under the current DBH program format, inclusive of a Student Support Services Assistant responsible for admissions and internship programming, an Academic Success Analyst for all student iPOS concerns, course planning, etc., and an Administrative Assistant.

B. How many students will be admitted immediately following final approval of the concentration? What are enrollment projections for the next three years?

Enrollment expectations are on trend with the current DBH admission process, with roughly 100% of all current DBH students eligible for this concentration (and representative of 30% of enrolled students). Given the five start dates (consistent with ASU Online practices), it is anticipated that a total of 25 students will be admitted into the clinical concentration in the first year, with stable to slightly increasing admissions over the following three years.

C. What are the resource implications for the proposed concentration, 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 concentration 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 concentration.

Given that this concentration is housed under the current DBH program and is consistent with the initial vision for the department, resource implications are limited. As an online program, library holdings, equipment, and lab space are not needed. Personnel, particularly additional management faculty, may be required in the long-term to accommodate concentration growth; however, the current personnel for the DBH program are sufficient to manage this concentration at this time.

D. Please list the primary faculty participants in this proposed concentration.

<i>Name</i>	<i>Title</i>	<i>Area(s) of Specialization as they relate to proposed concentration</i>
Colleen Clemency Cordes, Ph.D.	Interim Director, Clinical Associate Professor	Integrated primary care, behavioral health consultation, evidence-based practices
Ronald R. O'Donnell, Ph.D.	Clinical Professor	Health outcomes, population-based health
Lesley Manson, Psy. D.	Clinical Assistant Professor	Integrated primary care behavioral health, Consultation, Behavioral Health management
C.R. Macchi, Ph.D.	Internship Coordinator, Clinical Assistant Professor	Medical family therapy, evidence-based interventions
Sue Dahl-Popolizio	Clinical Assistant Professor	Integrated healthcare for allied health professionals, occupational health, entrepreneurship
Thomas Barrett , DBH	Faculty Associate	Healthcare leadership, management implementation and oversight
Toni Dougherty, DBH	Faculty Associate	Primary care behavioral health integration, systems integration, models of care
Donna Vaughan, DBH	Faculty Associate	Management of primary care behavioral health teams
Rodger Kessler, Ph.D.	Clinical Associate Professor	Financial models of care, outcome

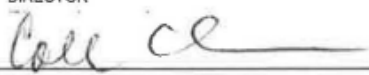
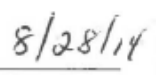


Management, healthcare systems

For a more complete list of DBH faculty associates, please see: <https://chs.asu.edu/dbh/directory>

- E. Is there a graduate faculty structure for this concentration program that will differ from the original degree program graduate faculty structure (for PhD programs only)? If yes, please include the name of the graduate faculty group and whether they will participate in offering this concentration. No

5. Additional Material — Please attach any additional information that you feel relates to the proposed concentration. (Please label accordingly, i.e., Appendix or Attachment A, B, etc.)

Please see attached support memos from impacted units.

Approvals (if the proposal submission involves multiple units, please include letters of support from those units)	
DEPARTMENT CHAIR or SCHOOL DIRECTOR  SIGNATURE	 DATE
DEAN (Please print or type)  SIGNATURE	 DATE

The following section will be completed by Graduate Education following the recommendations of faculty governance bodies.

VICE PROVOST FOR GRADUATE EDUCATION SIGNATURE	DATE
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Please note: Proposals for new concentrations also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (Information item only), 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.

GF1112E-92

APPENDIX OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS

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

1. Provide a brief (catalog type - no more than 150 words) program description.

The Doctor of Behavioral Health Program – Management concentration is an innovative doctoral degree that provides current and aspiring healthcare managers with treating around integrated primary care behavioral health. Its unique curriculum focuses on healthcare policies and systems, quality improvement strategies to achieve the “Triple Aim” of healthcare, and entrepreneurship in order to comprehensively address the evolving needs of the healthcare system, and effective and accountable leadership. Graduates of the Management concentration are positioned to transform healthcare delivery through the development of evidence-based programs that promotes whole-patient healthcare.

Breakdown of requirements for the academic catalog:

Core (12)

IBC 712 Population Based Health Management (3)

IBC 714 Quality and Performance Measurement, Improvement, and Incentives (3)

IBC 718 Healthcare Systems: Organization, Delivery & Economics (3)

IBC 720 Behavioral Health Entrepreneurship (3)

Concentration (18)

Electives or Research (18)

Other requirements - IBC 684 Internship (3)

Previously awarded master's degree from a regionally accredited university or other courses approved by the supervisory committee (30)

Culminating experience - IBC 793 Applied Project (3)

Total credit hours: 84

2. Contact and Support Information:

Office Location (Building & Room): NIH-1, 315	Campus mail code: 3020
Campus Telephone Number: 602-496-1354	Program Director: Colleen Cordes
Program email address: dbh@asu.edu	Program Support Staff: Brenda Madison Rachel Joles
Program website address: chs.asu.edu/dbh	Admissions Contact: Jessie Pewitt

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

* **To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked.

X **ASU Online only (all courses online)** – (Office of the Provost and ASU Online approval is needed)

4. **Application and iPOS Recommendations:** List the Faculty and Staff that will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

Name	ADMSN	POS
Jessie Pewitt	X	X
Rachel Joles		X

5. **Keywords:** (List all keywords that could be used to search for this program. Keywords should be specific to the proposed program.)

Integrated behavioral health

Integrated primary care

Healthcare Management

Healthcare Leadership

Health outcomes

6. **Area(s) of Interest:**

* **To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

- 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 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 checked="" 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 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 checked="" type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Social and Behavioral Sciences |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Humanities | |

(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.

- Establishment of new curricular initiative requests; degrees, concentrations, or certificates
- Rename requests; existing degrees, concentrations or certificates
- Disestablishment requests; existing degrees, concentrations or certificates

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.

- New degree, concentration and certificate templates (contain proposal template and operational appendix) can be found at the Provost's Office Curriculum Development website: [Academic Programs link](#)

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 may be impacted by the proposed program 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 (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 Graduate Education strongly recommends that academic units establish after the program is approved for implementation.

Set-up a Graduate Faculty Roster for new PhD Programs – This roster will include the faculty eligible to mentor, co-chair or chair dissertations. For more information, please go to http://graduate.asu.edu/graduate_faculty_initiative.

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. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to http://graduate.asu.edu/faculty_staff/policies to access Graduate Policies and Procedures.

School of Letters and Sciences
Counseling and Counseling Psychology
Support Statement

Subject: RE: DBH Academic Plan Proposals
Date: Friday, August 8, 2014 at 4:32:34 PM Mountain Standard Time
From: Terence Tracey
To: Colleen Cordes

I have no problem with the concentrations.

Terence J. G. Tracey, Ph.D., ABPP
Professor and Faculty Head
Counseling and Counseling Psychology
School of Letters and Sciences
Arizona State University
446 Payne Hall, mc-870811
Tempe, AZ 85287-0811
(480) 965-6159
Terence.Tracey@asu.edu
<http://tracey.faculty.asu.edu/index.html>

From: Colleen Cordes
Sent: Thursday, August 07, 2014 2:59 PM
To: Terence Tracey
Subject: DBH Academic Plan Proposals

Terry,

Hope this email finds you well. The DBH Program is requesting Counseling Psychology's support for two proposals that we would like to add to the Academic Strategic Plan. In particular, we are requesting support for:

- DBH Clinical Concentration (formalization of current track into concentration within the Doctor of Behavioral Health Program)
- DBH Management Concentration (formalization of current track into concentration within the Doctor of Behavioral Health Program)

Please let me know if you or your team have any questions about the attached proposals,

Colleen Clemency Cordes, Ph.D.
Interim Director, Clinical Associate Professor
Nicholas A. Cummings Behavioral Health Program (DBH)
College of Health Solutions
Arizona State University
Colleen.clemency@asu.edu
(602) 496-1356

Tuesday, August 12, 2014 at 11:53:29 AM Mountain Standard Time

Subject: Re: DBH Academic Plan Proposals

Date: Tuesday, August 12, 2014 at 11:04:28 AM Mountain Standard Time

From: Trevis Certo

To: Colleen Cordes

I foresee no problems with this proposal and support it.

Trevis

On Aug 7, 2014, at 3:00 PM, Colleen Cordes <Colleen.Clemency@asu.edu> wrote:

Trevis,

The DBH Program is requesting W.P Carey's Management Programs support for two proposals that we would like to add to the Academic Strategic Plan. The DBH Program focuses on the delivery of integrated behavioral primary care (for more information about the current program, which includes a management track see chs.asu.edu/dbh) In particular, we are requesting support for:

- DBH Management Concentration (formalization of current track into concentration within the Doctor of Behavioral Health Program)
- Master's of Integrated Behavioral Care Delivery

Please let me know if you or your team have any questions about the attached proposals,

Colleen Clemency Cordes, Ph.D.
Interim Director, Clinical Associate Professor
Nicholas A. Cummings Behavioral Health Program (DBH)
College of Health Solutions
Arizona State University
Colleen.clemency@asu.edu
(602) 496-1356

<Master of Integrated Health Delivery Proposal - FINAL.pdf><DBH Management Concentration Proposal - FINAL.pdf>

Department of Management – Support Statement

ASU Online Impact Statement

Thursday, August 14, 2014 at 12:17:05 PM Mountain Standard Time

Subject: Re: FW: DBH Concentrations
Date: Thursday, August 14, 2014 at 12:14:32 PM Mountain Standard Time
From: Kari Barlow
To: Patricia Feldman
CC: Rebecca Newton, m.valdez@asu.edu, Colleen Cordes

Hello
These proposals look fine.
Thanks for keeping us informed.
Kari

On Aug 12, 2014 4:46 PM, "Patricia Feldman" <Feldman@asu.edu> wrote:

Hi Colleen,

Thanks and I am forwarding your note to Kari Barlow for review and next steps.

Patty

From: Colleen Cordes
Sent: Tuesday, August 12, 2014 3:40 PM
To: Patricia Feldman
Subject: DBH Concentrations

Hi Patty,

I'm not sure if you are the right person to outreach to for this, but DBH is hoping to formalize our current management and clinical tracks into concentrations. Attached are the two proposals for each concentration that will be going for approvals in the upcoming weeks with CHS and further.

Can you point me in the direction of who we need to have review these for approval, as they are both intended to be offered as part of DBH and therefore ASU Online?

Thanks for your help/guidance,

: Colleen Clemency Cordes, Ph.D.
: Interim Director, Clinical Associate Professor
Nicholas A. Cummings Behavioral Health Program (DBH)
College of Health Solutions
Arizona State University



August 19, 2014

To: Colleen Clemency Cordes, Ph.D., Interim Director, Nicholas A. Cummings Behavioral Health Program (DBH), College of Health Solutions, Arizona State University

From: Brenda Morris, EdD, RN, CNE, Associate Dean, Academic Affairs

Re: Letter of support for new DBH clinical concentrations; and MS of Integrated Behavioral Care Delivery

Dear Dr. Cordes,

On behalf of the College of Nursing and Health Innovation, I am writing to express our support of the proposed new Clinical and Management concentrations in the DBH program; and the proposed Masters of Integrated Behavioral Care Delivery. These new concentrations and Master's degree are complimentary to the Doctor of Nursing Practice in Psychiatric/Mental Health.

These are very exciting programs which may lend themselves to collaboration opportunities between our colleges. Best wishes as you launch these new programs.

Sincerely,

Brenda C. Morris, EdD, RN, CNE
Brenda C. Morris, EdD, RN, CNE
Associate Dean, Academic Affairs

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E-mail: nursingandhealth@asu.edu WEB: www.nursing.asu.edu

School of Nutrition and Health Promotion-Support Statement

Monday, August 11, 2014 at 10:02:10 AM Mountain Standard Time

Subject: RE: DBH Academic Plan Proposals
Date: Monday, August 11, 2014 at 7:43:54 AM Mountain Standard Time
From: Linda Vaughan
To: Colleen Cordes

I am pleased to support the proposals for the DBH Clinical Concentration and the DBH Management Concentration. Neither overlap or duplicate any degree programs in the School of Nutrition and Health Promotion.

From: Colleen Cordes
Sent: Thursday, August 07, 2014 2:57 PM
To: Linda Vaughan
Subject: DBH Academic Plan Proposals

Linda,

The DBH Program is requesting SNHP's support for three proposals that we would like to add to the Academic Strategic Plan. In particular, we are requesting support for:

- DBH Clinical Concentration (formalization of current track into concentration within the Doctor of Behavioral Health Program)
- DBH Management Concentration (formalization of current track into concentration within the Doctor of Behavioral Health Program)
- Master's of Integrated Behavioral Care Delivery

Please let me know if you or your team have any questions about the attached proposals,

Colleen Clemency Cordes, Ph.D.
Interim Director, Clinical Associate Professor
Nicholas A. Cummings Behavioral Health Program (DBH)
College of Health Solutions
Arizona State University
Colleen.clemency@asu.edu
(602) 496-1356