



**ESTABLISHING GRADUATE CERTIFICATES**  
**ARIZONA STATE UNIVERSITY**  
**GRADUATE EDUCATION**

**This form should be used by programs seeking to establish a new graduate certificate. All sections should be completed.**

The graduate certificate is a programmatic or linked series of courses in a single field or in one that crosses disciplinary boundaries. The graduate certificate facilitates professional growth for people who already hold the baccalaureate degree, and it may be freestanding or linked to a degree program. The graduate certificate enables the university to respond to societal needs while promoting university cooperation with corporate, industrial, and professional communities.

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate Academic Programs** in Graduate Education. Mail code: 1003 and electronic copies to [eric.wertheimer@asu.edu](mailto:eric.wertheimer@asu.edu) or [amanda.morales-calderon@asu.edu](mailto:amanda.morales-calderon@asu.edu).

**Please type.**

<b>Contact Name(s): Kathleen Andereck</b>	<b>Contact Phone(s): 602-496-1056</b>
<b>College: Public Programs (housed in the Dean's office)</b>	
<b>Department/School: School of Community Resources and Development; School of Criminology and Criminal Justice; School of Public Affairs; School of Social Work</b>	
<b>Name of proposed Certificate: Program Evaluation</b>	
<b>Requested Effective Term and Year: Fall 2014</b> <i>(e.g. Fall 2014)</i>	
<b>Do Not Fill in this information: <u>Office Use Only</u></b>	
<b>CIP Code:</b>	

**1. OVERVIEW.** Below, please provide a brief overview of the certificate, including the rationale and need for the program, potential size and nature of the target audience, information on comparable programs (at ASU and/or peer institutions), how this program would relate to existing programs at ASU, and any additional appropriate information.

The certificate in Program Evaluation will provide students with a solid grounding in the applied and conceptual tools of conducting evaluation research. Professionals in the government, nonprofit and private sectors are increasingly required to demonstrate effectiveness of programs and activities; this certificate program will provide them with the necessary skills to implement evaluations. The program will provide students with a basic grounding in the applied and conceptual tools of conducting program evaluations. It is a less intensive option to the proposed MS in Program Evaluation. The certificate will be an attractive option to students in a variety of degree programs as well as professionals who may have a master degree but would like some expertise in program evaluation. There are thousands of professionals requiring these skills providing a large potential market. There are no comparable programs at ASU, and though not prevalent at other universities there are similar graduate level programs, either master degrees or graduate certificates, at University of Washington (School of Nursing), University of California Berkley (Graduate School of Education), Boston University (School of Education), Tufts University (Arts and Sciences), and University of Connecticut (Educational Psychology). This certificate will compliment many of the other programs at ASU where graduates are likely to engage in program evaluation.

**2. ADMINISTRATION AND RESOURCES**

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

The program will be administered by a committee made up of one faculty member from each of the four schools in the College of Public Programs. The committee will review applicants, admit students, and refer students to the graduate advisor in the school that is the best fit with the student's interests. Advising and administrative support will be provided by the graduate advisor and staff in that school. Students may also select their own faculty advisor as with other graduate programs. All courses for the degree are already offered by the schools and all schools have graduate advisors and support staff.

- B.** What are the resource implications for the proposed certificate, including 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 program.

**No new resources will be required.**

### 3. ADMISSIONS PROCEDURES AND CRITERIA

- A. Admission criteria** – Applicants must meet the admissions criteria for Graduate Education. Please also include any other additional admission requirements, e.g. type of undergraduate degree, minimum GPA, tests and/or entry-level skills that are required for this certificate program.

([http://graduate.asu.edu/sites/default/files/GraduatePolicies\\_1.pdf](http://graduate.asu.edu/sites/default/files/GraduatePolicies_1.pdf))

**Degree(s):** Minimum of a bachelor's or master's degree in Criminology and Criminal Justice, Social Work, Public Service, Nonprofit Management, Parks and Recreation Management, Tourism Management, Business, Education, Family Studies, Public Health, Education, Psychology, or a related social and applied sciences field from a regionally accredited College or University.

**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](http://graduate.asu.edu/admissions/international/english_proficiency)):

Same as the Graduate College requirement

**Required Admission Examinations:**  GRE  GMAT  Millers Analogies  None required

#### **B. Application Review Terms**

Indicate all terms for which applications for admissions are accepted and the corresponding application deadline dates, if any:

**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

Fall                      Deadline (month/year): June 2014

Spring                      Deadline (month/year): October 2014

Summer                      Deadline (month/year):

#### **C. Projected annual admission/enrollment**

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

Year 1—10; Year 2—20; Year 3--30

#### 4. ACADEMIC REQUIREMENTS

- A. Minimum credit hours required for certificate (15 credit hour minimum)

18 credits

- B. 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.

Face-to-face

- C. As applicable, please describe culminating experience required (e.g., internship, project, research paper, capstone course, etc.)

Students will conduct an applied project where they will be able to use their program evaluation skills and knowledge.

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

The program will prepare students to conduct sound and methodologically appropriate program evaluations. Upon completion of the program students will have acquired the skills needed to work conduct evaluations in any number of specific fields. The outcomes noted below will be achieved through effective teaching and continual evaluation and assessment of the program.

**See E. below**

- E. How will students be assessed and evaluated in achieving the knowledge, competencies, and skills outlined in 4.D. above? Examples of assessment methods can be found at (<http://www.asu.edu/oue/assessment.html>).

##### **Outcome 1**

Students will be able to design a basic research project.

##### **Measure 1.1**

Students will write a research proposal in their research methods class.

##### **Performance Criterion 1.1**

80 percent of students will achieve a 75 percent or better on a research proposal.

##### **Measure 1.2**

Students will analyze data using a statistics software package.

##### **Performance Criterion 1.2**

80 percent of students will achieve a 75 percent or better on a data analysis assignment.

##### **Outcome 2**

Students will have the ability to conduct a program evaluation.

##### **Measure 2.1**

Students will complete a final project in their program evaluation class.

##### **Performance Criterion 2.1**

80 percent of students or better will achieve a 75 percent or better on the final project in a program evaluation class as evaluated by the course instructor.

##### **Measure 2.2**

Students will complete an applied project as a capstone experience.

**Performance Criterion 2.2**

80 percent of students or more will successfully complete an applied project as evaluated by their program advisor.

- F. Please state the Satisfactory student academic progress standards and guidelines (including any time limits for completion).

Students must complete at least one course per year, and finish the program within 5 years.

- G. Will this proposed certificate program allow sharing of credit hours from another ASU degree program to be used as part of this certificate program? (Please note that a maximum of 9 graduate-level credit hours taken as a non-degree student at ASU, including as a part of a certificate program, may be used towards a future graduate degree at ASU).

Yes. A maximum of 6 appropriate graduate level credits may be applied to this program as determined by the student's advisor.

- H. Below, please list all required and elective courses in the appropriate boxes (you may attach additional pages if necessary).

Please ensure that all *new core* course proposals have been submitted to the Provost's office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas. Please note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.

<u>Required Courses</u>			<u>Credit Hours</u>
<i>(Prefix &amp; Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<b>(Insert Section Sub-total)</b> <b>6</b>
<b>One of:</b> NLM 530 PAF 541 CRJ 534	Program Evaluation and Information Management Program Evaluation Program Evaluation in Criminal Justice	No	<b>3</b>
<b>One of:</b> CRD 502 CRJ 504 PAF 502	Statistics and Data Analysis Statistical Tools for Criminology and Criminal Justice Public Service Research II	No	<b>3</b>
<u>Electives</u>			<u>Credit Hours</u>
<i>(Prefix &amp; Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<b>(Insert Section Sub-total)</b> <b>9</b>

<b>Research electives</b> <b>One of:</b> CRD 500  CRJ 503  PAF 501  SWG 519	Research Methods  Research Methods  Public Service Research I  Research Methods in Social Work	No	<b>3</b>
<b>Restricted electives</b> <b>Select two of:</b> PAF 505  PAF 540  PAF 529  PAF 572  CRJ 603  CRJ 613	Public Policy Analysis  Advanced Policy Analysis  Organization Change and Development  Urban Demography  Advanced Research Design  Qualitative Methods	No	<b>6</b>
<b><u>Culminating Experience (if applicable)</u></b>			<b>Credit Hours</b> (Insert Section Sub-total) <b><u>3</u></b>
<b>CRD/CRJ/PAF 593 Applied Project</b>			<b>3</b>
<b>Total required credit hours</b>			<b>18</b>

<b>5. PRIMARY FACULTY PARTICIPANTS</b> - Please list all primary faculty participants for the proposed certificate, including home unit and title. You may attach additional pages if necessary.		
<b>Name</b>	<b>Home Unit</b>	<b>Title</b>
Kathleen Andereck	School of Community Resources & Development	Director, Professor
Peg Bortner	School of Community Resources & Development	Associate Professor
Spiro Maroulis	School of Public Affairs	Assistant Professor
David Swindell	School of Public Affairs	Associate Professor
John Hepburn	School of Criminology and Criminal Justice	Professor
Min Xie	School of Criminology and Criminal Justice	Associate Professor
Charles Katz	School of Criminology and Criminal Justice	Professor
Natasha Mendoza	School of Social Work	Assistant Professor
Mary Gilmore	School of Social Work	Professor

**6. REQUIRED SUPPORTING DOCUMENTS**

(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)

Please include the following with your proposal:

- A. Sample plans of study for students in the proposed program—Appendix B
- B. Statements of support from all deans and heads of impacted academic units

**7. APPROVALS** - If the proposal submission involves multiple units, please include letters of support from those units.

DEPARTMENT CHAIR or SCHOOL DIRECTOR (PRINT/TYPE)

Kathleen Andereck

SIGNATURE



DATE

9/20/13

DEAN (PRINT/TYPE)

Kathleen Andereck

SIGNATURE



DATE

9/20/13

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

VICE PROVOST FOR GRADUATE EDUCATION

SIGNATURE

DATE

**Please note:** Proposals for new certificates also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate, 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.**

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## APPENDIX

### OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

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

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

The graduate certificate in Program Evaluation will provide students with a solid grounding in the applied and conceptual tools of conducting evaluation research. Professionals in the government, nonprofit and private sectors are increasingly required to demonstrate effectiveness of programs and activities; this certificate program will provide them with the necessary skills to implement evaluations. The program will provide students with a basic grounding in the applied and conceptual tools of conducting program evaluations.

2. Campus(es) where program will be offered: \*
- |                                     |               |                          |       |
|-------------------------------------|---------------|--------------------------|-------|
| <input checked="" type="checkbox"/> | Downtown      | <input type="checkbox"/> | Tempe |
| <input type="checkbox"/>            | Online (only) | <input type="checkbox"/> | West  |
| <input type="checkbox"/>            | Polytechnic   |                          |       |

\* **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

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

program evaluation, evaluation research, policy analysis, research methods

**4. 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.

- Architecture & Construction
- Arts
- Business
- Communication & Media
- Education & Teaching
- Engineering & Technology
- Entrepreneurship
- Health and Wellness
- Humanities
- Interdisciplinary Studies
- Law & Justice
- Mathematics
- Psychology
- STEM
- Science
- Social and Behavioral Sciences
- Sustainability

**B.** Select any one **additional** Area of Interest that applies to this program from the list below.

- Architecture & Construction
- Arts
- Business
- Communication & Media
- Education & Teaching
- Engineering & Technology
- Entrepreneurship
- Health and Wellness
- Humanities
- Interdisciplinary Studies
- Law & Justice
- Mathematics
- Psychology
- STEM
- Science
- Social and Behavioral Sciences
- Sustainability



**Appendix B**  
**Sample Plans of Study**

**Plan A**

**Fall**

CRD 500 Research Methods  
CRD 502 Statistical and Data Analysis  
NLM 530 Program Evaluation and Information Mgmt.

**Spring**

PAF 505 Public Policy Analysis  
CRJ 613 Qualitative Methods  
CRD 593 Applied Project

**Plan B**

**Fall**

PAF 501 Public Service Research I

**Spring**

PAF 502 Public Service Research II

**Fall**

PAF 541 Program Evaluation

**Spring**

PAF 505 Public Policy Analysis  
CRJ 603 Advanced Research Design

**Summer**

PAF 593 Applied Project

**Plan C**

**Fall**

CRJ 503 Research Methods  
CRD 504 Statistical Tools of CCJ

**Spring**

PAF 505 Public Policy Analysis  
CRJ 534 Program Evaluation in Criminal Justice  
CRJ 613 Qualitative Methods

**Summer**

CRJ 593 Applied Project

## **(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](mailto: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](mailto: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](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](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](http://graduate.asu.edu/faculty_staff/policies) to access Graduate Policies and Procedures.

## College of Public Programs Approval and Official Submission

**From:** Kathleen Andereck [<mailto:kandereck@asu.edu>]

**Sent:** Friday, September 20, 2013 4:32 PM

**To:** [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)

**Subject:** program evaluation proposals

This should be the last batch of proposals from COPP today! Here are proposals for a MS and a Graduate Certificate in Program Evaluation. You will also find a signature page for the MS and support emails from the other three School Directors in COPP in support of the proposals. The MS was approved in the program plan some time ago and the certificate has been submitted this year.

Kathy

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**Kathleen Andereck**

Associate Dean, [College of Public Programs](#)

Director and Professor, [School of Community Resources and Development](#)  
**Arizona State University**

Mail Code 4020, 411 North Central Avenue, Suite 550 Phoenix, Arizona 85004-0690

Phone: (602) 496-1056 | Fax: (602) 496-0953 | E-mail: [kandereck@asu.edu](mailto:kandereck@asu.edu)