(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: <u>Courses link</u>
- For questions regarding proposing new courses, send an email to: <u>courses@asu.edu</u>

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: <u>Academic Programs link</u>

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 <u>curriculumplanning@asu.edu</u> email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

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

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.faculty eligible to mentor,

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 College Policies and Procedures website. Please go to http://graduate.asu.edu/faculty_staff/policies to access Graduate College Policies and Procedures.

<u>Check Box Directions</u> – To place an "X" in the check box, place the cursor on the left-side of the box, right click to open the drop down menu, select *Properties*, under *Default value*, select *Checke<u>d</u>* and then select *Ok*.

GF0812D-90



This template is to be used only by programs that have received specific written approval from the University Provost's Office to proceed with internal proposal development and review. A separate proposal must be submitted for each individual new degree program.

DEGREE PROGRAM

College/School(s) offering this degree: College of Public Programs (the program will be housed in the Dean's office)

Unit(s) within college/school responsible for program: Schools of Community Resources and Development, Criminology and Criminal Justice, Public Affairs, and Social Work

If this is for an official joint degree program, list all units and colleges/schools that will be involved in offering the degree program and providing the necessary resources: Schools of Community Resources and Development, Criminology and Criminal Justice, Public Affairs, and Social Work in the College of Public Programs

Proposed Degree Name: Program Evaluation

Master's Degree Type: Master of Science

Proposed title of major: Program Evaluation

Is a program fee required? Yes \Box No \boxtimes

Requested effective term: Fall and year: 2014

(The first semester and year for which students may begin applying to the program)

PROPOSAL CONTACT INFORMATION (Person to contact regarding this proposal)

Name: Kathleen Andereck

Phone: 6-1056

Title: Associate Dean

email: kandereck@asu.edu

DEAN APPROVAL

This proposal has been approved by all necessary unit and College/School levels of review, and the College/School(s) has the resources to offer this degree program. I recommend implementation of the proposed degree program. (*Note: An electronic signature, an email from the dean or dean's designee, or a PDF of the signed signature page is acceptable.*)

College Dean name: Kathleen Andereck, Associate Dean

College Dean Signature	Kat lale	Date: 9/18/13
College Dean name: (if more than one college involved)	/	
College Dean Signature		Date:

ARIZONA STATE UNIVERSITY PROPOSAL TO ESTABLISH A NEW GRADUATE DEGREE

This proposal template should be completed in full and submitted to the University Provost's Office [mail to: <u>curriculumplanning@asu.edu</u>]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program <u>may not</u> be implemented until the Provost's Office notifies the academic unit that the program may be offered.

DEGREE PROGRAM INFORMATION

Master's Type: MS (E.g. MS, MA, MAS, PSM, or other)

Proposed title of major: Program Evaluation

1. PURPOSE AND NATURE OF PROGRAM:

A. Brief program description

The MS 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 degree program will provide them with the necessary skills to implement evaluations. The program is entirely focused on evaluation, analysis and research methods skills and not on any specific content area.

B. Will concentrations be established under this degree program? Yes No (Please provide additional concentration information in the operational appendix – number 5A.)

2. **PROGRAM NEED -** Explain why the university should offer this program (include data and discussion of the target audience and market).

The MS in Program Evaluation will provide students with a solid grounding in the applied and conceptual tools of conducting program evaluations. It is designed to provide graduate level instruction and experience in conducting evaluation research with training in a broad spectrum of evaluation research methods. Upon graduation, students will be specialists in this area of research and their training will have broad applicability for public and private sector programs and policies, as well as such programs and policies initiated by nonprofit and non-governmental organizations.

The program is being proposed in response to the increasing demands for accountability in the public, nonprofit and private sectors. The demand for professionals trained in evaluation research is particularly strong in local and state government but is also increasingly critical for nonprofits and NGOs. With increasing frequency organizations are required to demonstrate effectiveness of programs for continued funding and accountability to constituents. Students in this degree program will receive instruction in research methods, program assessment, quantitative techniques, program implementation, and policy analysis. Students also will choose an advanced area of specialization from quantitative methods, qualitative methods, or geospatial methods. The applied project will require an evaluation of a specific program, policy, or practice chosen from the cognate areas of specialization.

The new degree will appeal to many professionals in the region, as well as ASU graduates including those from Arts and Sciences, Business, Education, and Public Programs.

3. IMPACT ON OTHER PROGRAMS - Attach any letters of collaboration/support from impacted programs. (see Checklist coversheet)

No programs will be affected by this degree. While there are several evaluation courses across ASU as part of graduate degree programs, there are no other master's programs with a specific focus on program evaluation.

4. PROJECTED ENROLLMENT - How many new students do you anticipate enrolling in this program each year for the next five years? Please note, The Arizona Board of Regents (ABOR) requires nine masters and six doctoral degrees be awarded every three years. Thus, the projected enrollment numbers must account for this ABOR requirement.

5-YEAR PROJECTED ANNUAL ENROLLMENT					
Please utilize the following tabular format.	1 st Year	2 nd Year (Yr 1 continuing + new entering)	3 rd Year (Yr 1 & 2 continuing + new entering)	4 th Year (Yrs 1, 2, 3 continuing + new entering)	5 th Year (Yrs 1, 2, 3, 4 continuing + new entering)
Number of Students Majoring (Headcount)	6	15	20	30	30

5. STUDENT LEARNING OUTCOMES AND ASSESMENT:

A. List the knowledge, competencies, and skills students should have attained by graduation from the proposed degree program. (You can find examples of program Learning Outcomes at (http://www.asu.edu/oue/assessment.html).

The program will prepare students to conduct sound and methodologically appropriate program evaluations. By the end of the program students will be able to successfully conduct a program evaluation using the appropriate research design, methods and analysis. 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.

B. Describe the plans and methods to assess whether students have achieved the knowledge, competencies and skills identified in the Learning Outcomes. (You can find examples of assessment methods 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 conduct a literature review for a study.

Performance Criterion 1.1

80 percent of students will achieve a 75 percent or better on a literature review assignment.

Measure 1.2

Students will write a methods section for a study.

Performance Criterion 1.2

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

Outcome 2

Students will demonstrate basic data analysis using a statistics software package Measure 2.1 Students will analyze data using a statistics software package. Performance Criterion 2.1 80 percent of students will achieve a 75 percent or better on a data analysis assignment.

Measure 2.2

Students will complete appropriate data analysis as part of their applied project.

Performance Criterion 2.2

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

Outcome 3

Students will have the ability to conduct a program evaluation.

Measure 3.1

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

Performance Criterion 3.1

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 3.2

Students will complete an evaluation project as their applied project in consultation with their advisor.

Performance Criterion 3.2

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

ACCREDITATION OR LICENSING REQUIREMENTS (if applicable): Provide the names of the external agencies for accreditation, professional licensing, etc. that guide your curriculum for this program, if any. Describe any requirements for accreditation or licensing.
 N/A

7. FACULTY, STAFF, AND RESOURCE REQUIREMENTS:

A. Faculty

i. **Current Faculty -** List the name, rank, highest degree, area of specialization/expertise and estimate of the level of involvement of all current faculty members who will teach in the program.

Faculty will be from the four schools in the College of Public Programs. Usually each faculty member will teach one course per year. Those currently teaching the requisite courses as well as others with appropriate expertise includes:

Kathleen Andereck, Director and Professor SCRD, PhD, research methods Peg Bortner, Associate Professor SCRD, PhD, program evaluation Ariel Rodriguez, Assistant Professor SCRD, PhD, evaluation Spiro Maroulis, Assistant Professor SPA, PhD, policy analysis David Swindell, Associate Professor SPA, PhD, program evaluation, policy analysis Chris Herbst, Assistant Professor SPA, policy analysis, research methods John Hepburn, Professor CCJ, PhD, research methods Min Xie, Associate Professor CCJ, PhD, data analysis, statistics Justin Ready, Assistant Professor CCJ, PhD, research methods & statistics Charles Katz, Professor CCJ, PhD, research methods Michael Shafer, Professor SSW, PhD, program evaluation Gary Sweeten, Associate Professor CCJ, PhD, research methods, statistics Mary Gilmore, Professor SSW, PhD, research methods, statistics Natasha Mendoza, Assistant Professor SSW, empirical foundations

- **ii.** New Faculty Describe the new faculty hiring needed during the next three years to sustain the program. List the anticipated hiring schedule and financial sources for supporting the addition of these faculty members. None
- **iii.** Administration of the program Explain how the program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available staff support.

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. All courses for the degree are already offered by the schools and all schools have graduate advisors and support staff.

B. Resource requirements needed to launch and sustain the program: Describe any new resources required for this program's success such as new staff, new facilities, new library resources, new technology resources, etc None

8. COURSES:

- A. Course Prefix(es): Provide the following information for the proposed graduate program.
 - i. Will a new course prefix(es) be required for this degree program? Yes □ No ⊠
 - ii. If yes, complete the <u>Course Prefixes / Subjects Form</u> for each new prefix and submit it as part of this proposal submission.
- **B.** New Courses Required for Proposed Degree Program: Provide course prefix, number, title, and credit hours and description for any new courses required for this degree program. None

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 MS in Program Evaluation provides students with a solid grounding in the applied and conceptual tools of conducting program evaluations. It is designed to provide graduate level instruction and experience in conducting evaluation research with training in a broad spectrum of evaluation research methods. Upon graduation, students will be specialists in this area of research and their training will have broad applicability for public, nonprofit, and private sector programs and policies.

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

(Please note that Office of the Provost approval is needed for ASU Online campus options.)

ASU Online only (<u>all</u> courses online)

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

\boxtimes	Downtown	Polytechnic
	Tempe	West

Both on-campus **and** ASU Online (*) - (Check applicable campus from options listed.)

(*) Please note: Once students elect a campus option, students will not be able to move back and forth between the on-campus (in-person) or hybrid options and the ASU Online campus option.

3. Admission Requirements:

Degree: 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. Modify or expand if applicable.

English Proficiency Requirement for International Applicants: The English proficiency requirements are the same as the Graduate College requirement. (see Graduate College requirement <u>http://graduate.asu.edu/admissions/international/english_proficiency</u>): X Yes No

If applicable, list any English proficiency requirements that are supplementary to the Graduate College requirement.

Foreign Language Exam:

Foreign Language Examination(s) required? Yes No

If yes, list all foreign languages required:

Required Admission Examinations: GRE GMAT Millers Analogies None required (Select all that apply.)

None required. Part of the audience for this program is working professionals that would like to increase their knowledge and skills in program evaluation. In our experience, the GRE is a huge

barrier for these kinds of people. For example, in the School of Community Resources and Development we added a GRE requirement for our Master of Nonprofit Studies, and within 3 years we went from 80 to 30 students. We think the other materials we are asking for will be a good enough indication of the student's quality and preparation.

Letters of Recommendation: Xes No Two letters of recommendation

Other: A personal statement of 3 pages or less outlining relevant educational experience, educational goals, field(s) of interest, and reasons for interest in the program.

4. Application Review Terms (if applicable Session): Indicate all terms for which applications for Admissions are accepted and the corresponding application deadline dates, if any:

Fall (regular)	Deadline (month/year): Deadline (month/year):	June 2014
Spring (regular)	Deadline (month/year): Deadline (month/year):	October 2014

Summer I Deadline (month/year):

Summer II Deadline (month/year):

5. Curricular Requirements:

(Please expand tables as needed. Right click in white space of last cell. Select "Insert Rows Below")

5A. Will concentrations be established under this degree program?
Yes
No

Required Core Courses for the Degree			Credit Hours
(Prefix & Number)	(Course Title)	(New Course?) Yes or No?	(Insert Section Sub-total) 6
Select one evaluation class: NLM 530	Program Evaluation and Information Management		
PAF 541	Program Evaluation	No	3
CRJ 510	Criminal Justice Planning & Program Evaluation		,
SWG 623	Agency and Community Based Research in Social Work		

5B. Curricular Structure:

Select one statistics class:			
CRD 502	Statistics and Data Analysis		
CRJ 504	Statistical Tools for Criminology and Criminal Justice	No	3
PAF 502	Public Service Research II		
Elective			
(as deemed nec	essary by supervisory committee)		Credit Hours
(Prefix & Number)	(Course Title)	(New Course?) Yes or	(Insert Section Sub-total)
		No?	18
Select one research methods class:			
CRD 500	Research Methods		
CRJ 503	Research Methods	No	3
PAF 501	Public Service Research I		
SWG 519	Research Methods in Social Work		
Select a minimum of 6 hours of methods electives:			
PAF 573	Advanced Regression		
CRJ 511	Applied Data Analysis in Criminal Justice		
CRJ 604	Advanced Statistical Analysis	No	6
CRJ 605	Topics in Quantitative Methods		
CRJ 613	Qualitative Methods		
	Other qualitative methods elective courses chosen with advisor input		
Select three of:			
PAF 505	Public Policy Analysis		
PAF 540	Advanced Policy Analysis		
PAF 571	Geographic Information Systems and Analysis	No	9
PAF 572	Urban Demography		
CRJ 603	Advanced Research Design		
Culminating Experience			Credit Hours
<i>E.g.</i> - Capstone course, applied project, <u>thesis</u> (<u>masters only</u> – 6 credit hours) or <u>dissertation</u> (<u>doctoral only</u> – 12 credit hours) as applicable			(Insert Section Sub-total) <u>6</u>
			2

CRD/CRJ/PAF 593 Applied Project	6
Other Requirements E.g Internships, clinical requirements, field studies as applicable	<u>Credit Hours</u> (Insert Section Sub-total)
<u>For doctoral programs</u> – when approved by the student's supervisory committee, will this program allow 30 credit hours from a previously awarded master's degree to be used for this program? If applicable, please indicate the 30 credit hour allowance that will be used for this degree program.	
Total required credit hours	30

- List all required core courses and total credit hours for the core (required courses other than internships, thesis, dissertation, capstone course, etc.).
- Omnibus numbered courses cannot be used as core courses.
- Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval. Courses that are new, but do not yet have a new number can be designated with the prefix, level of the course and X's (e.g. ENG 5XX or ENG 6XX).

6. Comprehensive Exams:

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

N/A

(Written comprehensive exam is required)

Oral comprehensive exam is required – in addition to written exam

No oral comprehensive exam required - only written exam is required

- 7. Allow 400-level courses: Yes No (No more that 6-credit hours of 400-level coursework can be included on a graduate student plan of study.)
- **8. Committee:** Required Number of Thesis or Dissertation Committee Members (must be at least 3 including chair or co-chairs): 1
- **9. 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

10. Area(s) of Interest

- A. Select one (1) primary Area of Interest from the list below that applies to this program.
 - Architecture & Construction Interdisciplinary Studies Law & Justice Arts Mathematics Business Communication & Media Psychology STEM **Education & Teaching** Engineering & Technology Science Entrepreneurship Social and Behavioral Sciences Health and Wellness Sustainability Humanities

- B. Select 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

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- STEM
-] Science
 - Social and Behavioral Sciences
 - Sustainability

College of Public Programs Official Submission

From: Kathleen Andereck [mailto:kandereck@asu.edu] Sent: Friday, September 20, 2013 4:32 PM To: 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

Kathleen Andereck Associate Dean, <u>College of Public Programs</u> Director and Professor, <u>School of Community Resources and Development</u> 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 Kathleen Andereck Associate Dean, College of Public Programs Director and Professor, School of Community Resources and Development Arizona State University

From: Scott Decker
Sent: Wednesday, September 18, 2013 10:59 AM
To: Kathleen Andereck; Karen Mossberger (kmossber@asu.edu) (kmossber@asu.edu); Steven Anderson
Subject: Re: program evaluation degree

CCJ supports this wholeheartedly. Scott

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.

From: Kathleen Andereck
Sent: Wednesday, September 18, 2013 12:22 PM
To: Scott Decker; Karen Mossberger (kmossber@asu.edu) (kmossber@asu.edu); Steven Anderson
Subject: program evaluation degree

Scott, Karen and Steve,

As you know we are finally getting the MS in Program Evaluation done as well as a certificate. Classes will be coming from all of our four schools. Can each of you please reply to me and indicate your support for the programs? Thanks much. Kathy

Kathleen AndereckAssociate Dean, College of Public ProgramsDirector and Professor, School of Community Resources and DevelopmentArizona State UniversityMail Code 4020, 411 North Central Avenue, Suite 550 Phoenix, Arizona 85004-0690Phone: (602) 496-1056 | Fax: (602) 496-0953 | E-mail: kandereck@asu.edu

Kathleen Andereck Associate Dean, College of Public Programs Director and Professor, School of Community Resources and Development Arizona State University

From: Karen Mossberger
Sent: Wednesday, September 18, 2013 10:27 AM
To: Kathleen Andereck; Scott Decker; Karen Mossberger (kmossber@asu.edu) (kmossber@asu.edu); Steven Anderson
Subject: RE: program evaluation degree

Dear Kathy -

The School of Public Affairs enthusiastically endorses this MS and certificate. We look forward to offering courses in this program.

Best,

Karen

From: Kathleen Andereck [kandereck@asu.edu]
Sent: Wednesday, September 18, 2013 10:22 AM
To: Scott Decker; Karen Mossberger (kmossber@asu.edu) (kmossber@asu.edu); Steven Anderson
Subject: program evaluation degree

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Kathleen Andereck Associate Dean, <u>College of Public Programs</u> Director and Professor, <u>School of Community Resources and Development</u> 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: <u>kandereck@asu.edu</u> Kathleen Andereck Associate Dean, College of Public Programs Director and Professor, School of Community Resources and Development Arizona State University

From: Steven Anderson Sent: Wednesday, September 18, 2013 10:36 AM To: Kathleen Andereck Subject: RE: program evaluation degree

Hello Kathy,

The School of Social fully supports the development of new MS and certificate programs in Program Evaluation. We believe that many of our students will be interested in courses provided through these programs, and also have courses in the School that may be useful to include.

Best,

Steve

From: Kathleen Andereck
Sent: Wednesday, September 18, 2013 10:22 AM
To: Scott Decker; Karen Mossberger (kmossber@asu.edu) (kmossber@asu.edu); Steven Anderson
Subject: program evaluation degree

Scott, Karen and Steve,

As you know we are finally getting the MS in Program Evaluation done as well as a certificate. Classes will be coming from all of our four schools. Can each of you please reply to me and indicate your support for the programs? Thanks much. Kathy

Kathleen Andereck Associate Dean, <u>College of Public Programs</u> Director and Professor, <u>School of Community Resources and Development</u> 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: <u>kandereck@asu.edu</u>