



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 or amanda.morales-calderon@asu.edu.

Please type.

Contact Name(s): Karen Mossberger	Contact Phone(s): 602-496-0450
College: College of Public Programs (COPP)	
Department/School: School of Public Affairs	
Name of proposed Certificate: Emergency Management	
Requested Effective Term and Year: (e.g. Fall 2014) Fall 2014	
Do Not Fill in this information: Office Use Only	
CIP Code:	

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 graduate certificate in Emergency Management provides motivated students with skills and knowledge to manage and assume positions of leadership within the field of emergency management. More specifically, an all hazards/all-threats orientation provides the student with a generalist perspective which is critically important for today's and tomorrow's disaster managers.

Many factors have conspired to change the importance and general social salience of emergency management during the past few years. The most profound event that drastically altered the paradigm for safety and security within the U.S. was 9/11. This watershed event resulted in a massive reorganization of our Federal government as well as highlighting the nexus of public administration and the fields of emergency management. Many changes in our political and social environment demanded new and innovative approaches to population protection, prevention, and overall preparedness for disasters. Recently, Hurricane Katrina underscored the profound overlap of public administration and emergency management. Events such as active shooters in our schools as well as terrorist attacks carried out in public forums such as the Boston Marathon Bombing underscore the need for future managers and leaders who can aid in the development of needed safety and security of our social space.

The window of opportunity is open for ASU COPP to become the national leader in educating the future leaders and managers within the overlapping fields of emergency management and homeland security and ensuring an optimal and effective dynamic within the nexus of these programs. There are an extremely small number of schools within the U.S. that offer a technically oriented program in emergency management and through intra-university coordination, COPP can be the helmsman who steers this educational imperative.

The Emergency Management programs at the Polytechnic campus have been transitioned to the School of Public Affairs within the College of Public Programs. In addition to adopting the existing Polytechnic programs and faculty, a new center has been established within the college: the Center for Emergency Management and Homeland Security. This new center, combined with existing resources, positions the school and college in a unique situation to create new, distinctive, and innovative academic programs.

The certificate program will be of interest to graduate students in disciplines such as public policy, planning, political science, nonprofit management, social work, criminology, and other related fields. In addition, the market for potential

students includes those who hold a previous graduate degree and wish to supplement or update their skills and knowledge base. Finally, this certificate will be of interest to those who hold a bachelor's degree and are not able or willing to commit to a full graduate degree program. Students may apply some of these credits toward a graduate degree at a future time.

Because the intended audience for the certificate is ASU graduate students or non-degree graduate students, the certificate should not be in conflict or direct competition with either the proposed MPA concentration in Emergency Management program or the MA in Emergency Management and Homeland Security. Students interested in the certificate will likely be students enrolled in other graduate programs at ASU looking to complement their existing degree program. In addition, non-degree students can choose to enroll and complete the certificate courses as a stand-alone option. Indeed, the graduate certificate is expected to be a feeder program for the MPA. As non-degree students enroll and complete classes towards the certificate, it is anticipated that some may choose to ultimately enroll in the MPA program, either in the proposed Emergency Concentration program or another MPA concentration (such as Urban Management or Nonprofit Administration).

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 certificate will be administered by the School's Graduate Director who, along with the Master's Committee, is responsible for the overseeing and implementation of all masters-level programs in the School of Public Affairs. The Graduate Director is responsible for evaluating all admission applications and any issues relating to the curriculum. Any exceptions to program policy and curriculum are at the discretion of the Graduate Director. Each student will work with the Academic Success Specialist as their graduate advisor. The advisor is responsible for any initial advising on the program and electives. Additionally, the full-time administrative staff of the School of Public Affairs will be responsible for monitoring student progress, processing information regarding internships and job placement opportunities, processing petitions, plans of study, admissions applications, and other relevant forms and procedures.

- 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.

Current Library Relevant Holdings: Current library resources are sufficient to support this program.

Additional Library Acquisitions Needed: Current library resources are sufficient to support this program.

Existing Physical Facilities: Current classroom facilities are adequate to support this program.

Additional Facilities Required or Anticipated: Current classroom facilities are adequate to support this program.

Other Support Now Available: The School's support staff includes an Executive Assistant, Public Policy Liaison, Academic Support Specialist, Senior Specialist, Career Services Manager and Senior Office Assistant.

Other Support Needed Next Three Years: Current staff is sufficient to support this program and student service resources for the next three years.

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)

Applicants to the certificate will be accepted year-round. Students may be granted admission for Fall, Spring, and Summer semesters. Potential applicants who hold a bachelor's degree from a regionally accredited institution in are eligible to apply to the program. Target students will most likely come from related fields include political science, planning, urban and metropolitan studies, sociology, as well as other social science degrees. Although the target students would most likely come from the aforementioned degree fields– the school may accept applicants from all educational backgrounds provided they meet the minimum requirements. Current ASU graduate students are eligible for the certificate as a supplement to their existing degree program. In addition, students not enrolled in a graduate program at ASU are also eligible to apply as non-degree students provided they meet admission criteria stated above. However, MPA students in the proposed Emergency Management concentration would not be eligible for admission. Admission may be granted to applicants who have achieved a grade point average of 3.0 0 or better (on a 4.0 scale) in the last two years of work leading to a bachelor's degree.

For non-degree seeking students (those not admitted to a graduate degree at ASU):

Applicants will be required to submit an official ASU graduate application, official transcripts of undergraduate and graduate (if applicable) course work, and a statement of career and educational goals.

For graduate-degree seeking students (those admitted to a graduate program at ASU):

Applicants will be required to submit an official ASU graduate application and a statement of career and educational goals.

Degree(s): See paragraph above.

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): Same as Graduate Education policy.

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 June 1

Spring November 1

Summer April 1

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: 20

Year 2: 40

Year 3: 60

4. ACADEMIC REQUIREMENTS

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

Students will complete a total of 15 credit hours: 9 credits of required coursework and 6 credits of electives.

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.

The certificate will be delivered primarily through face-to-face meetings. However, many of the courses offered in the program are also available as iCourses.

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

There is no culminating experience required for this certificate.

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>).

OUTCOME 1	Students will be able to describe FEMA's all-hazard approach to developing mitigation, preparedness, response, and recovery strategies relating to increased global threats caused by natural and man-made disasters, urbanization, and environmental change.
Measure 1.1	Students taking PAF 552, Integrated Emergency Management, will be required to take an exam that assesses knowledge of FEMA's all-hazard orientation as well as prepare and deliver a related oral presentation on the subject to their class.
Performance Criterion 1.1	A minimum of 80 percent of the students will achieve a score of 80 percent or better on an exam as evaluated by the instructor.
Measure 1.2	Students taking PAF 555, Information Technology in Emergency Management, will be required to demonstrate knowledge of and protected use of computer/internet tools presented in class for developing preparedness and response strategies for all disaster hazards.
Performance Criterion 1.2	A minimum of 80% of class students must demonstrate working knowledge of IT tools through successfully completing an instructor-based evaluation of written and practical components which includes safely selecting, using, and evaluating use of an approved IT with at least a score of 80%.

OUTCOME 2	Demonstrate application of the dominant theories and practices in contingency planning and continuity of operations for infrastructure protection.
Measure 2.1	Students taking PAF 520, Public Management, will be able to analyze and identify appropriate responses to disaster relief by various governmental agencies and how public management is impacted by natural and man-made disasters.
Performance Criterion 2.1	A minimum of 80 percent of the students will achieve a score of 80 percent or better on a paper or case study as evaluated by the instructor.
Measure 2.2	Students taking PAF 520, Public Management, will be able to identify different types of government organizations and how policy development and implementation impact, and are impacted by, natural and man-made disasters.
Performance Criterion 2.2	A minimum of 80 percent of the students will achieve a score of 80 percent or better on an exam as evaluated by the instructor.

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>).

See section 4. D. above.

A successful student must earn a minimum cumulative 3.0 grade point average in the certificate to successfully complete the program. In addition, students will be expected to achieve a mastery level or above (3.0 GPA or higher) in outcomes outlined for each of the required classes. A master's committee that consists of department faculty is responsible for the assessment and evaluation of the program. The school uses course evaluations as a measurement tool to help steer content and learning outcomes for each required core course in the program.

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

Dismissal from the program will be recommended to Graduate Education if a student has received two (2) "C" and/or lower grades in course work taken after admission to the program.

Per ASU Graduate Education policy: "Grades of 'D', 'E', 'I' or 'W' and audited courses (graded as 'X') cannot be used to meet the requirements for a graduate program, although they are used to compute the GPAs. A student receiving a 'D' or 'E' must repeat the course in a regularly scheduled (not independent study) class if it is to be used on the plan of study.

No student may have more than two (2) incompletes at any one time. A student is barred from taking further course work until one or more of the incompletes is removed.

All work used toward the degree must be completed within six (6) consecutive 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).

Six hours of coursework for the certificate are electives. Students participating in this certificate can use 6 elective credits from another ASU degree program if the coursework is relevant and appropriate. At least 3 elective hours must be taken from the elective list (see below). The other 9 hours are required courses for the certificate program.

- 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.

Required Courses			Credit Hours
<i>(Prefix & Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	9
PAF 520	Public Management	N	3
PAF 552	Integrated Emergency Management	N	3
PAF 555	Information Technology in Emergency Management	N	3
Electives			Credit Hours
<i>(Prefix & Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	6
PAF 525	Public Entrepreneurship	N	3
PAF 531	Community Conflict Resolution	N	3

PAF 534	Urban Infrastructure	N	3
PAF 541	Program Evaluation	N	3
PAF 562	Intergovernmental Relations	N	3
PAF 571	Geographic Information Systems (GIS) & Analysis	N	3
PAF 584	Internship	N	3
PAF 591	Topic: Introduction to Policy Informatics	N	3
PAF 591	Topic: E-Public Administration	N	3
	Other electives may be substituted with approval by the School of Public Affairs		
<u>Culminating Experience (if applicable)</u>			<u>Credit Hours</u> (Insert Section Sub-total)
N/A			
Total required credit hours			15

5. PRIMARY FACULTY PARTICIPANTS - Please list all primary faculty participants for the proposed certificate, including home unit and title. You may attach additional pages if necessary.

Name	Home Unit	Title
Thomas Catlaw	School of Public Affairs	Associate Professor
Elizabeth Corley	School of Public Affairs	Associate Professor
Cathy Eden	School of Public Affairs	Professor of Practice
Chris Herbst	School of Public Affairs	Assistant Professor
Erik Johnston	School of Public Affairs	Associate Professor
Yushim Kim	School of Public Affairs	Assistant Professor
Spiro Maroulis	School of Public Affairs	Assistant Professor
Karen Mossberger	School of Public Affairs	Director
Danny Peterson	School of Public Affairs	Professor of Practice


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
- 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)	
(see attached)	
SIGNATURE	DATE

DEAN (PRINT/TYPE) Kathleen Andereck	
SIGNATURE 	DATE 1/30/14

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.

GF1112G-89

APPENDIX I

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 emergency management provides motivated students with skills and knowledge to manage and assume positions of leadership within the field of emergency management. More specifically, an all hazards/all-threats orientation provides the student with a generalist perspective which is critically important for today's and tomorrow's disaster managers. The certificate program may be of interest to students in disciplines such as public policy, planning, political science, nonprofit management, social work, criminology, and other related fields.

- 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.)

Emergency Management, Disaster Management, Disaster, Terrorism, Federal Emergency Management Agency, Emergency Operations Center

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](#)
- [Communications & Media](#)
- [Education & Teaching](#)
- [Engineering & Technology](#)
- [Entrepreneurship](#)
- [Health & Wellness](#)
- [Humanities](#)
- [Interdisciplinary Studies](#)
- [Law & Justice](#)
- [Mathematics](#)
- [Psychology](#)
- [STEM](#)
- [Science](#)
- [Social and Behavioral Sciences](#)
- [Sustainability](#)

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

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

(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.

APPENDIX II

Sample Plan of Study – Emergency Management graduate certificate

Example

Term 1	Term 2
PAF 520 Public Management PAF 552 Integrated Emergency Management	PAF 555 Information Technology in Emergency Management Certificate Elective * Certificate Elective *
*Choose from: PAF 525, PAF 531, PAF 534, PAF 540, PAF 562, PAF 571, PAF 584, PAF 591 Introduction to Policy Informatics, PAF 591 E-Public Administration	

College of Public Programs

Official Submission

From: Kathleen Andereck [<mailto:kandereck@asu.edu>]
Sent: Friday, January 31, 2014 4:19 PM
To: curriculumplanning@asu.edu
Subject: Graduate certificate in Emergency Management

Julie,

Attached is a proposal from the School of Public Affairs for a graduate certificate in Emergency Management. Also included is a signature page and the appropriate support letters.

Kathy

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

Date: January 30, 2014

To: University Curriculum Committee

From: Kathleen Andereck, Associate Dean



Re: Emergency Management Certificate

This memo is to confirm support from the College of Public Programs for the certificate in Emergency Management. Courses will be included from the School of Public Affairs. The College is pleased to be able to offer this certificate.

January 23, 2014

To: Jonathan Koppell, Dean
Kathleen Andereck, Associate Dean
College of Public Programs

From: Karen Mossberger, Director
School of Public Affairs

Attached is the proposal to establish a graduate certificate in Emergency Management. The graduate certificate in Emergency Management provides motivated students with skills and knowledge to manage and assume positions of leadership within the field of emergency management. More specifically, an all hazards/all-threats orientation provides the student with a generalist perspective which is critically important for today's and tomorrow's disaster managers. The certificate program will be of interest to graduate students in disciplines such as public policy, planning, political science, nonprofit management, social work, criminology, and other related fields. In addition, the market for potential students includes those who hold a previous graduate degree and wish to supplement or update their skills and knowledge base. Finally, this certificate will be of interest to those who hold a bachelor's degree and are not able or willing to commit to a full graduate degree program. Students may apply some of these credits toward a graduate degree at a future time.

The certificate has been reviewed and approved by the School of Public Affairs graduate committee and by the School's faculty as a whole.

The certificate relies on existing courses that are regularly offered as part of the graduate curriculum in the School of Public Affairs. Many of these courses are undersubscribed and therefore have the capacity for additional enrollment. No additional faculty or staff will be needed to implement this concentration.