



Memorandum

Date: February 15, 2013

To: Elizabeth D. Phillips, Executive Vice President and Provost of the University

From: Kwang-Wu Kim, Dean and Director of the Herberger Institute for Design and the Arts

Re: Graduate Certificate in Socially Engaged Practice in Design and the Arts Proposal

I have reviewed the attached proposal requesting the establishment of a graduate certificate in Socially Engaged Practice in Design and the Arts in the Herberger Institute for Design and the Arts.

This certificate will allow ASU students to participate in cross-disciplinary experiences that engage with communities and peers across the institute, while having a home in their major field of study. Socially Engaged Practice in Design and the Arts is an evolving area of the arts and design that uses community participation, reciprocal organizational relationships, and collaboration in public contexts to promote civic dialogue and investigate pressing issues of our time. This certificate program provides training and field experience in arts and design in civic and applied settings.

The Herberger Institute Graduate Curriculum Committee reviewed the proposal and it has their unanimous support.

My signature on the attached proposal indicates my support and approval for the establishment of this new certificate.



ESTABLISHING GRADUATE CERTIFICATES
ARIZONA STATE UNIVERSITY
GRADUATE COLLEGE

This form should be used by programs seeking to establish a new graduate certificate. All sections should be completed. Current graduate certificate guidelines may be found at http://graduate.asu.edu/faculty_staff/policies/other_opportunities.

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

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate Academic Programs** in the Graduate College. Mail code: 1003 and electronic copies to eric.wertheimer@asu.edu or Denise.Campbell@asu.edu

Please type.

Contact Name(s): Heather Landes	Contact Phone(s): (480) 965-4204
College: Herberger Institute for Design and the Arts	
Department/School: Dean's Office	
Name of proposed Certificate: Certificate in Socially Engaged Practice in Design and the Arts	
Requested Effective Term and Year: (e.g. Spring 2012) Fall 2013	
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.

Socially Engaged Practice in Design and the Arts is an evolving area of art and design that uses community participation, reciprocal organizational relationships, and collaboration in public contexts to promote civic dialogue and investigate pressing issues of our time. This certificate program provides a theoretical framework, rigorous training, and field experience in arts and design in civic and applied settings.

Students in the Herberger Institute for Design and the Arts are the target audience, although the certificate is open to students from across the university. Course credit in the in the certificate can also apply towards a student's major field of study in any of the units in the Herberger Institute, making it appealing to students already seeking a master's degree. We anticipate that student enrollment will grow from approximately six students initially to about 20 graduate students annually.

The School of Social Transformation offers a comparable program. Their website states that the "School of Social Transformation certificate programs give students across all ASU disciplines a chance to incorporate knowledge and skills related to social change, equity, and justice into their education." Similarly, the Certificate in Socially Engaged Practice in Design and The Arts cultivates cross-disciplinary collaborations from students across the arts, design and related fields, and gives students the skills to apply their craft in diverse community contexts. While nationally several programs in Socially Engaged Practice are established or emerging (including Maryland Institute College of Art's MFA in Community Arts, Portland State University's MFA in Social Practice, and Otis College of Art and Design's Graduate Degree in Public Practice), ASU is in a unique position to offer an interdisciplinary certificate that incorporates collaboratively taught courses and a program of study crafted by faculty from the Herberger Institute.

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 staff for this proposed certificate program be met?

The certificate will be offered at first only to graduate students with faculty representatives in the Socially Engaged Arts and Design Research Faculty Group in the Herberger Institute, and will be administered through said current personnel. If faculty feel compelled to open admissions later to other ASU students, the Socially Engaged Research group will at that time assess and identify additional faculty willing and able to participate in the admissions and vetting processes. Students will be paired with the Socially Engaged Arts and Design Research member representative from their school who will take the lead in advisement and retention efforts.

- B.** What are the resource implications for the proposed certificate, including any projected budget needs?

Current resources available are adequate to support this program. Current resources include a dedicated staff member (Elizabeth Johnson), as well as Stephani Etheridge Woodson, associate professor in the School of Theatre and Film, and a small discretionary budget composed of contributions by each unit of the Herberger Institute. The certificate assumes the continuation of the units' ongoing investments.

3. ADMISSIONS PROCEDURES AND CRITERIA

- A. Admission criteria** – Applicants must meet the admissions criteria for the Graduate College. 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)

GPA: At the graduate level, we will require a letter of intent, a minimum GPA of 3.5 from undergraduate study and maintenance of a 3.5 GPA in the certificate program and a written recommendation/nomination letter.

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

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

X Fall (regular)

Deadline (month/year): (Graduate College deadline)

X Spring (regular)

Deadline (month/year): (Graduate College deadline)

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?

6 students immediately, projected to grow to 15-20 in the next three years.

4. ACADEMIC REQUIREMENTS

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

15 credit hours

- 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 complete an applied project assignment through a 593 course in a Herberger Institute arts or design discipline – prefixes: ART, AME, DCE, DSC, MUP, and THP).

The applied project in a community setting will take place in an established and faculty-approved community based partner (for example the Arizona Cactus-Pine Council, the Warner A. Gabel Boys and Girls Club or South Mountain High School.)

- D. What knowledge, competencies, and skills (learning outcomes) should students have when they graduate from this proposed certificate program? Examples of program learning outcomes can be found at (<http://www.asu.edu/oue/assessment.html>).

OUTCOME: Graduate students completing the Certificate in Socially Engaged Practice in Design and the Arts build literacy with the practices and histories of activism, public service, advocacy, associations, volunteerism, and other forms of engagement, understood in cultural terms.

- Measure 1: Students will demonstrate knowledge and thoughtfulness about what democracy, citizenship, 'publicness,' and agency mean in and for arts or design in public contexts" by completing the final project of HDA 510: Seminar in Socially Engaged Practice.
 - Performance 1.1 At least 80% of students will earn a grade of B or better on the final project for HDA 510 on their first attempt.

OUTCOME: Graduate students completing the Certificate in Socially Engaged Practice will have practical experience participating in multi-partner community based sites. They will have the capacity to organize and monitor multi-partner projects that may involve several sites and different types of organizations and groups, as well as multiple timelines, tasks, and products

- Measure 1: Students will demonstrate the ability to "participate in purposeful community relationships and group networks; sustain them through inclusive and democratic planning; to negotiate difficulties with transparency in meetings, over the phone, and by email; to reflect together on the import of creative projects; and to assess project successes and failures" by completing an advanced level applied project from planning to evaluation.
 - Performance 1.1 At least 80% of students must complete applied project successfully on their first attempt

- 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 above outcomes and measures. A faculty committee will evaluate the student's final project with particular attention to the successful design, engagement, completion and outcomes of the project.

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

Students must complete all courses in the certificate with a grade of B or better.

Students must adhere to the Graduate College requirements and policies regarding time limits, withdrawal policies and procedures, misconduct in scholarly research and creative activities, and the student code of conduct.

The Herberger Institute Dean's Office may recommend to the Graduate College the dismissal of any student in the Certificate in Socially Engaged Practice in Design and the Arts program because of a lack of satisfactory academic progress or adherence to the Graduate College requirements and policies.

- 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 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

- 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. 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>
(Prefix & Number)	(Course Title)	(New Course?) Yes or No?	(Insert Section Sub-total) <u>6</u>
THP 514 or ART 542	Projects/Community Based Drama or Art and Community	No	3
HDA 510	Seminar in Socially Engaged Practice	Yes	3
<u>Electives</u>			<u>Credit Hours</u>
(Prefix & Number)	(Course Title)	(New Course?) Yes or No?	(Insert Section Sub-total) <u>6</u>
	<i>Please see attached list (*)</i>		
<p>(*) Each elective course on the list of "flagged" courses was selected because the course has a significant community engaged component. While the nature of the engagement varies by discipline, each course was nominated by a faculty representative from the academic unit offering the course, with the knowledge of how the course addresses the training needs of the 21st century artist/ citizen, looking beyond training only for the studio, museum exhibit, or stage. Additionally each course upholds and addresses the core values of socially engaged practice as identified by the faculty research group. Units wishing to add a course to this list may request the addition of the course by contacting the certificate coordinator.</p>			
<u>Culminating Experience (if applicable)</u>			<u>Credit Hours</u>
			(Insert Section Sub-total) <u>3</u>
Applied Project (A 593 course in ART, AME, DCE, DSC, MUP, THP)			3
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
Stephani Etheridge Woodson	School of Theatre and Film	Associate Professor
Mary Fitzgerald	School of Dance	Associate Professor
Gregory Sale	School of Art	Assistant Professor
Richard Mook	School of Music	Assistant Professor
Gordon Knox	ASU Art Museum	Director
Jose Bernardi	Design School	Associate Professor
Elizabeth Johnson	Herberger Institute	Coordinator, Socially Engaged Practice in Design and the Arts

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)

Heather Landes, Associate Dean

SIGNATURE



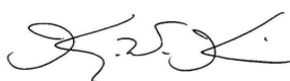
DATE

02/14/2013

DEAN (PRINT/TYPE)

Kwang-Wu Kim, Dean and Director

SIGNATURE



DATE

02/14/2013

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

EXECUTIVE VICE PROVOST FOR ACADEMIC AFFAIRS AND DEAN OF THE GRADUATE COLLEGE

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.

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

Socially Engaged Practice Graduate Flagged Courses*A compilation as of November 21, 2012*

Students should verify the enrollment requirements listed in the system prior to class registration. Elective courses at the 400-level may be allowed with prior approval from the certificate program; however, a minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above.

HERBERGER INSTITUTE FOR DESIGN AND THE ARTS COURSES

AME

AME 494	Topic: Advanced Interactive Sound
AME 494	Topic: Animating Virtual Worlds
AME 494	Topic: Integrated System Development
AME 494	Topic: Media Installations

Art

ARA 591	Topic: Art and Public Policy
ARS 591	Topic: Art and Politics
ARS 591	Topic: Border Art/Art at the Border
ARS 591	Topic: Public Art
ARS 598	Topic: Art Now
ART 542	Art and Community
ART 543	Intermedia Performance
ART 598	Topic: Art & Ecology
ART 598	Topic: Intermedia Studio
ART 598	Topic: Public Environments: X-Square

Dance

DCE 405	Rhetorical Moves
DCE 504	Dance and Ethics
DCE 598	Topic: Urban Movement Practices

Design

ADE 598	Topic: Public Environments: X-Square
APH 494	Topic: Latin American Architecture – Public Interest
HHE 510	Design and Health
HHE 540	Health Design Typologies: Case Studies
HHE 566	The Healing Experience Research Lab
INT 415	Latin American Design
LPH 494	Topic: Border Landscapes

Music

MHL 598	Topic: Urban Movement Practices
MHL 598	Topic: Hip-hop
MHL 691	Topic: Music and Sustainability
MUP 587	Ethnomusicology Ensembles: Gamelan
MUP 587	Ethnomusicology Ensembles: Latin Marimba

Other graduate level MUP courses may be approved by petition.

Theatre and Film

THE 791	Topic: Performing Identity
THE 791	Topic: Performing Race
THE 791	Topic: Ethics and Performance
THE 791	Topic: Performing Childhood
THE 791	Topic: Performance & Displacement
THP 451	Student Production Board
THP 483	Acting: Viewpoints and Composition
THP 484	Internship
THP 511	Methods of Teaching Drama
THP 514	Projects in Community-Based Drama
THP 582	Theatre for Social Change
THP 598	Topic: Arts Entrepreneurship

NON HERBERGER INSTITUTE PARTNER SCHOOLS

School of Community Resources and Development

NLM 430	Managing Nonprofit Organizations*
NLM 451	Grant Writing
NLM 560	Leadership and Ethics in the Nonprofit Sector
NLM 562	Social Entrepreneurship
PRM 422	Entertainment, Protocol, and Programming for Special Events*
PRM 423	Special Event On-Site Operations*
PRM 486	Special Events Management
PRM 487	Advanced Special Events Management*
PRM 488	Event Marketing and Promotion*
TDM 448	Heritage and Cultural Tourism*

*Requires pre-requisite coursework as required by the academic unit.

School of Public Affairs

PAF 410	Building Leadership Skills
PAF 420	Public Leadership
URB 405	Citizen Engagement & Community Building
PAF 508	Organization Behavior
PAF 525	Public Entrepreneurship
PAF 529	Organization Change and Development
PAF 531	Community Conflict Resolution
PAF 574	Diversity, Ethics & Leading Public Change
PAF 591	Topic: Citizenship Learning, Participatory Democracy & Social Change
PAF 591	Topic: The Art and Strategy of Building Community



Memorandum

Date: November 20, 2012

To: Heather Landes, Associate Dean

From: Adriene Jenik, Director, School of Art

Re: Proposal for Graduate Certificate in Socially Engaged Practice

The School of Art has ushered this proposal through our Graduate curriculum review process and we approve the establishment of a Certificate in Socially Engaged Practice. My signature below indicates my support for this proposal.

Signature of Reviewer

A handwritten signature in black ink, appearing to be "AJ", written over a horizontal line.

Date: 11-20-12



Memorandum

Date: Friday, November 16, 2012

To: Heather Landes, Associate Dean

From: Garth Paine, Interim-Director, School of Arts, Media and Engineering

Re: Proposal for Graduate Certificate in Socially Engaged Practice

As a step in the procedures governing curricular actions, the attached certificate proposal is provided for your review and response.

Please complete and sign this form indicating that your unit curriculum committee has reviewed and approved the proposal.

The School of Arts, Media and Engineering has reviewed and approved the proposal for the establishment of a Certificate in Socially Engaged Practice. My signature below indicates my support for this proposal.

A handwritten signature in black ink, appearing to read 'Garth Paine', written over a horizontal line.

Signature of Reviewer

Date: Friday, November 16, 2012



Memorandum

Date: January 8, 2013

To: Heather Landes, Associate Dean

From: Jacob Pinholster, Interim Director, School of Dance

Re: Proposal for Graduate Certificate in Socially Engaged Practice

Dear Dean Landes and the Herberger Institute Curriculum Committee:

The School of Dance curriculum committee has reviewed and approved the proposal for the establishment of a Certificate in Socially Engaged Practice. My signature below indicates my support for this proposal.

If applicable, state your requested corrections/additions you wish to have added to the proposal:

None.

Signature of Reviewer

A handwritten signature in black ink, appearing to be 'Jacob Pinholster', written over a horizontal line.

Date:

1/8/13



Memorandum

Date: 1/8/13

To: Heather Landes, Associate Dean

From: Jacob Pinholster, Director, School of Theatre and Film

Re: Proposal for Graduate Certificate in Socially Engaged Practice

Dear Dean Landes and the Herberger Institute Curriculum Committee:

The School of Theatre and Film curriculum committee has reviewed and approved the proposal for the establishment of a Certificate in Socially Engaged Practice. My signature below indicates my support for this proposal.

If applicable, state your requested corrections/additions you wish to have added to the proposal:

None.

Signature of Reviewer

A handwritten signature in black ink, appearing to be "Jacob Pinholster", written over a horizontal line.

Date:

1/8/13



Memorandum

Date: January 8, 2013

To: Heather Landes, Associate Dean

From: Craig E. Barton

Re: Proposal for Graduate Certificate in Socially Engaged Practice

As a step in the procedures governing curricular actions, the attached certificate proposal is provided for your review and response.

Please complete and sign this form indicating that your unit curriculum committee has reviewed and approved the proposal.

The School of [Add Unit] graduate curriculum committee has reviewed and approved the proposal for the establishment of a Certificate in Socially Engaged Practice. My signature below indicates my support for this proposal.

If applicable, state your requested corrections/additions you wish to have added to the proposal:

Signature of Reviewer

A handwritten signature in black ink, appearing to be 'Craig E. Barton', written over a horizontal line.

Date:

1.8.13



Memorandum

Date: November 15, 2012

To: Heather Landes, Associate Dean

From: Jody Rockmaker, Associate Director, School of Music

Re: Proposal for Graduate Certificate in Socially Engaged Practice

As a step in the procedures governing curricular actions, the attached certificate proposal is provided for your review and response.

Please complete and sign this form indicating that your unit curriculum committee has reviewed and approved the proposal.

The School of Music graduate curriculum committee has reviewed and approved the proposal for the establishment of a Certificate in Socially Engaged Practice. My signature below indicates my support for this proposal.

If applicable, state your requested corrections/additions you wish to have added to the proposal:

Signature of Reviewer

A handwritten signature in black ink, appearing to read 'Jody Rockmaker', written over a horizontal line.

Date: 11/15/2012

DATE: November 16, 2012

TO: Elizabeth Johnson, Coordinator Socially Engage Practice

FROM: Jonathan Koppell, Dean College of Public Programs

RE: Letter of Support for Certificate in Socially Engaged Practice,
Herberger Institute for Design and the Arts

I support the Certificate in Socially Engaged Practice at the Herberger Institute for Design and the Arts. I see this as a positive step to formally work together and enhance possibilities of collaboration in order to improve programs.

October 23, 2012

Elizabeth Johnson
Coordinator, Socially Engaged Practice
Herberger Institute for Design and the Arts
Arizona State University

Dear Elizabeth Johnson,

This letter is to confirm our support for the proposed Socially Engaged Practice certificate, which will be offered at both the undergraduate and graduate levels. The undergraduate level certificate includes 9 credits of Nonprofit Leadership & Management courses, 18 credits of Parks and Recreation Management courses and 3 credits of a Tourism Development & Management course. The graduate level certificate includes 6 credits of Nonprofit Leadership and Management courses. We understand that the two certificate programs will include NLM 410, NLM 430, NLM 451, PRM 315, PRM 422, PRM 423, PRM 486, PRM 487, PRM 488, TDM 448, NLM 560 and NLM 562. Our courses will be part of the elective list for the certificate programs, and we acknowledge students have the choice to take our courses or not.

We look forward to having your students in our classes and are very pleased to have this partnership with the Herberger Institute for Design and the Arts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kath Andereck', with a long horizontal flourish extending to the right.

Kathleen Andereck, PhD
Director and Professor