NEW GRADUATE CONCENTRATION PROPOSALS
ARIZONA STATE UNIVERSITY
GRADUATE COLLEGE

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

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

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

Please type.

Contact Name(s): Kathleen Andereck	**Contact Phone(s): 602-496-1056**

College/School/Division Name: College of Public Programs

Academic Unit Name: School of Community Resources and Development
(or proposing faculty group for interdisciplinary proposals)

Existing Graduate Degree and Major under which this concentration will be established:
MS in Community Resources and Development

Proposed Concentration Name:
Nonprofits/NGOs

Requested Effective Term and Year: Fall 2013
(*e.g. Fall 2014*)

Do Not Fill in this information: Office Use Only **Plan Code:**	**CIP Code:** 31.0101

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1. Overview

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

All of the proposed concentrations under the MS in Community Resources and Development have a community development underpinning which serves as the common denominator for the degree. The nonprofits/NGOs (*) concentration will focus on the role of nonprofit organizations and NGOs in community development and their contribution to community well-being. Specific areas of interest, defined by faculty expertise, include volunteerism, philanthropy, social entrepreneurship, social enterprise, organization leadership and management, and the contribution of arts to community development. This concentration under the MS in Community Resources and Development will have a strong research and theory orientation that will differentiate it from the professionally oriented Master of Nonprofit Studies.

(*) Non-governmental organizations

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2. Impact Assessment

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

We are renaming our MS degree from Recreation and Tourism Studies to Community Resources and Development; the rename will be effective for Fall 2013. We believe this will broaden the scope, and therefore the appeal, of the program. It will enhance the breadth of the degree to also include our nonprofit emphasis and to be more similar to our PhD of the same name while pointing out the School's community development groundings. To make the foci of the degree clear we are proposing four new concentrations that will describe the broad fields of interest in which students may engage. This will assist with marketing the degree given its unusual name while still calling attention to the nature of the School and the degree. It will also result in increased enrollment by attracting a wider range of students while also specifying the areas of study in which our faculty engages.

B. Please identify other **related** ASU programs and describe how the new concentration will complement these existing ASU programs? **(If applicable, statements of support from affected academic unit administrators should be included with this proposal submission.)**
No related programs

C. Is this an interdisciplinary concentration? If yes, please address the relationship of the proposed concentration to other existing degree programs and any parallel or similar concentrations in those degree programs. **(Please include relevant Memoranda of Understanding regarding this interdisciplinary concentration from all applicable academic units.)**
No

3. Academic Requirements and Curriculum

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

30 hours for the thesis option; 36 hours for the non-thesis option

B. Please provide the admissions criteria for the proposed concentration. If they are identical to the admission criteria for the existing major and degree program under which this concentration will be established, you may attach a copy of these criteria as they appear on the departmental website, or other source (please indicate source).

See attached criteria from the School website.

Please also list all undergraduate and graduate degrees and/or related disciplines that are required for admission to this concentration program.

Degree(s): *Nonprofit Management, Community Development, Urban Planning, Sustainability, Public Administration, Social Work, Sociology, International Development, other related social science fields*

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 College policies and procedures) (http://graduate.asu.edu/admissions/international/english_proficiency):

Required Admission Examinations: ☒GRE ☐GMAT ☐Millers Analogies ☐ None required

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

Students with a variety of academic backgrounds may be admitted to the MS degree program. We expect students to have a basic understanding of the field related to the concentration. As with our current MS degree, we review students' transcripts to determine deficiencies and if we feel they lack a basic understanding of the field they must take six credits of undergraduate courses. The specific courses depend on the students' undergraduate degree program but would most likely include: NLM 310 Volunteer Management and NLM 430 Managing Nonprofit Organizations

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

Assessment is listed under E.

E. How will students be assessed and evaluated in achieving the knowledge, competencies, and skills outlined in 3.D. above? Examples of assessment methods can be found at (http://www.asu.edu/oue/assessment.html).

Outcome 1

Students analyze critical topics and issues pertinent to community development.

> **Measure 1.1 (Direct)**
>
> Students will successfully complete a final project in CRD 552.
>
> > **Performance Criterion 1.1 (Required, and a second one is optional.)**
> >
> > 80 percent of students or more will achieve an 80 percent or better on the final project.
>
> **Measure 1.2 (Direct or indirect)**
>
> Practicum students will successfully complete a practicum project.
>
> > **Performance Criterion 1.2 (Required, and a second one is optional.)**
> >
> > 90 percent of students will pass their practicum defense on the first attempt.
>
> M**easure 1.3 (Direct or indirect)**
>
> Thesis students will successfully complete a thesis project.
>
> > **Performance Criterion 1.3 (Required, and a second one is optional.)**
> >
> > 90 percent of students will pass their thesis defense on the first attempt

Outcome 2

Students will demonstrate knowledge of research methods in community development

> **Measure 2.1 (Direct)**
>
> Students will successfully complete a research proposal in CRD 500 Research Methods.
>
> > **Performance Criterion 2.1 (Required, and a second one is recommended.)**
> >
> > 80 percent of students will achieve an 80 percent or better on a research proposal as evaluated by the course instructor.
>
> **Measure 2.2 (Direct or indirect)**
>
> Students will take an examination on statistical analysis in CRD 502 Statistical and Data Analysis.
>
> > **Performance Criterion 2.2 (Required, and a second one is recommended.)**
> >
> > 80 percent of students will achieve a 80 percent or better on the exam.

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

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

Required Core Courses for the Degree			Credit Hours
(Prefix & Number)	*(Course Title)*	*(New Course?)* Yes or No?	**(Insert Section Sub-total)** **15**
CRD 500	Research Methods	No	**3**
CRD 502	Statistical and Data Analysis	No	**3**
CRD 552	Critical Issues (rename expected spring 2014)	No	**3**
CRD 555	Theoretical Perspectives in Community Development	No	**3**
	Advanced inquiry (for thesis option)	No	**3**

CRD 530	Community Services Management (non-thesis option) (rename expected spring 2014)	No	**3**
Required Concentration Courses			**Credit Hours**
(Prefix & Number)	*(Course Title)*	*(New Course?)* Yes or No?	**(Insert Section Sub-total)** **6**
NLM 510	Foundations of Nonprofit Management	No	3
NLM 562	Social Entrepreneurship	No	3
Elective or Research Courses *(as deemed necessary by supervisory committee)*			**Credit Hours**
(Prefix & Number)	*(Course Title)*	*(New Course?)* Yes or No?	**(Insert Section Sub-total)** **3 or 9**
	Electives (thesis)	No	3
	Electives (non-thesis)	No	9
Culminating Experience ***E.g.*** *- Capstone project, applied project,* ***thesis*** *(****masters only**** – 6 credit hours) or* ***dissertation*** *(****doctoral only**** – 12 credit hours) as applicable*			**Credit Hours** **(Insert Section Sub-total)** **6**
CRD 599 Thesis (thesis option)			6
Capstone - CRD 580 Practicum (non-thesis option)			6
Other Requirements ***E.g. -*** *Internships, clinical requirements, field studies as applicable*			**Credit Hours** **(Insert Section Sub-total)**
For doctoral programs *– as approved by the student's supervisory committee, the program can allow 30 credit hours from a previously awarded master's degree to be used for this program. As applicable, please indicate the total credit hour allowance that will be used for this program.*			
Total required credit hours			**30 (Thesis)** **or** **36 (Non-Thesis)**

G. Please describe the primary course delivery mode, (e.g., online, face-to-face, off-site etc.). **Please note:** If this proposed initiative will be offered **completely** online, clearly state that in this section, and fill out the applicable section in the Operational Appendix.

Face-to-face

H. Please **describe** the culminating experience(s) required for completion of the existing degree and major, and the proposed concentration (e.g., thesis, dissertation, comprehensive exams, capstone course(s), practicum, applied projects, etc.).

Students may either do a thesis or a non-thesis, capstone option (CRD 580) a practicum for both the existing degree and the proposed concentration. The practicum includes an internship type of experience with an applied research oriented project such as a program evaluation or focus groups for a marketing plan.

For both the thesis and the practicum, students have a graduate committee of a chair/advisor and two other members included on from outside the school. The advisor oversees the student's progress throughout his or her program. Defenses are held for both the proposal and the final thesis or practicum project. The proposal defense is a meeting with the committee the thesis or practicum defense is open to the public. They both involve a presentation by the student followed by questions from attendees and the committee.

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

None

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

4. Administration and Resources

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

Applications for the MS in Community Resources and Development are reviewed by the entire graduate faculty of the School. The faculty meets with the graduate program director and admission decisions are made regarding each student based on the School criteria, fit with the program, and advising capacity. At that time one faculty member agrees to serve as a student's advisor for the degree program. The School's administrative assistant, working in conjunction with the graduate program director, provides staff support for the MS degree and its concentrations.

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

We anticipate most students will select the Tourism concentration which is the general trend now. As well, with four concentrations in addition to the general degree and the number of PRM faculty, five students in this one concentration is sufficient.

Nonprofit/NGO Concentration		MS CRD Total	
Admission	Enrollment	Admission	Enrollment
Year 1 – 2	Year 1 – 2	Year 1 – 11	Year 1 – 10
Year 2 – 3	Year 2 –4	Year 2 –16	Year 2 –22
Year 3 – 3	Year 3 –5	Year 3 – 22	Year 3 – 33

C. What are the resource implications for the proposed concentration, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this concentration please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this concentration.
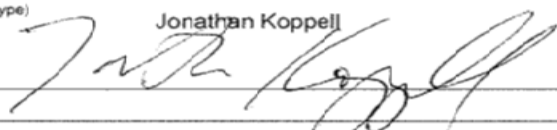
No additional resources will be required

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

Name	Title	Area(s) of Specialization as they relate to proposed concentration
Robert Ashcraft	Associate Professor	Philanthropy, organization leadership, volunteerism
Mark Hager	Associate Professor	Volunteerism, nonprofit organization behavior, philanthropy, arts development
Richard Knopf	Professor	Community development, program evaluation
Laurie Mook	Assistant Professor	Social accounting, social enterprise
Rhonda Phillips	Professor	Community development, community well-being, social entrepreneurship, community arts and cultural development
Gordon Shockley	Associate Professor	Social entrepreneurship, sociology of the arts
Lili Wang	Assistant Professor	Collaborative governance

E. Is there a graduate faculty structure for this concentration program that will differ from the original degree program graduate faculty structure (*for PhD programs only*)? If yes, please include the name of the graduate faculty group and whether they will participate in offering this concentration.

(not applicable)

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

Approvals *(if the proposal submission involves multiple units, please include letters of support from those units)*

DEPARTMENT CHAIR or SCHOOL DIRECTOR   Kathleen Andereck

2/15/13

SIGNATURE   DATE

DEAN (Please print or type)   Jonathan Koppell

SIGNATURE   DATE

The following section will be completed by the 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 concentrations also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (Information item only), and the Office of the Provost before they can be put into operation.

The final approval notification will come from the Office of the Provost.

GF1112E-92

Proposal to Establish New Graduate Program

(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.

MS in Community Resources and Development Admission Requirements and Application Process

Applications to the MS program are accepted in the fall and spring and students may be granted admission for Fall or Spring semesters. Submit an application to ASU's Graduate College by March 1 (for fall semester) or October 1 (for spring semester):

• Apply for admission to the Graduate College. (http://graduate.asu.edu/admissions/how_to_apply). On the online application you will submit all your information. You will be required to pay a $70 nonrefundable application fee (non-U.S. citizen fee is $90). You will receive an e-mailed acknowledgement letter from the Graduate College that will include an ID number and information on how to access your My ASU page. You may check your application status on My ASU.

• You must have a bachelor's degree with a minimum grade point average equivalent to a "B" (3.0) average. Official transcripts for all graduate and undergraduate work must be submitted to the Graduate College in sealed envelopes, stamped and verified by the issuing institutions.

Send transcripts to: Arizona State University Graduate College, Admissions Administration B-Wing, Room 170, PO Box 871003 Tempe, Arizona 85287-1003

• GRE test scores are required. GRE institution code: 4007. For information about the GRE, see the ETS website. While there is no minimum score required we do consider your GRE as part of the overall application.

• In the online application process you will be required to submit a statement of academic and professional goals, approximately 3 pages, single spaced (submitted online with application). Please explain your educational and professional background, research interest, academic and professional goals, and how this program will fulfill your career goals. Successful statements should make clear why you have chosen to do an MS in Community Resources and Development.

• In addition, a current resume will be required outlining your previous professional and academic activities.

• During the online application process, you will be asked to provide the e-mail addresses for three references who can write about your personal qualities and qualifications for graduate studies, such as career history, credentials, leadership strengths, communication skills and ability to plan and conduct research. Letters from family or personal friends are generally inappropriate. Recommendations from previous academic professors or supervisors are acceptable. There should be at least two referees who are academic professors. Your three recommenders will be e-mailed a link to complete an online recommendation form.

• International students whose native language is not English must submit TOEFL or IELTS scores - TOEFL institution code: 4007. The minimum TOEFL requirement is 550 (PBT) or 80 (iBT). The minimum IELTS requirement is an overall band score of 6.5 (no individual band below a 6.0). The TOEFL or IELTS must have been taken with the last two years. Applicants who have earned bachelor's degrees or higher from an accredited university in the United States do not need to submit evidence of English proficiency. See additional details for international students.

• You must provide proof of Measles Immunization before attending classes.

Please note: Because ASU receives applications from many highly qualified students, some applicants may be denied admission for reasons not related to their academic performance (e.g., program capacity, mentor availability, program match).

The Graduate College application evaluation process takes approximately four weeks before a file is processed and forwarded to the Graduate Program Director.

Only complete application files will be reviewed and considered for admission. All of these data points will be evaluated as a whole to determine admission.

You may start your application now by going to the Graduate College website.