NEW GRADUATE CONCENTRATION PROPOSALS
ARIZONA STATE UNIVERSITY
GRADUATE EDUCATION

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 amanda.morales-calderon@asu.edu.

Please type.

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

College/School/Division Name: College of Public Service and Community Solutions

Academic Unit Name: College of Public Service and Community Solutions
(or proposing faculty group for interdisciplinary proposals)

Existing Graduate Degree and Major under which this concentration will be established:

Master of Public Safety Leadership and Administration (MPSLA) in Public Safety Leadership and Administration

Proposed Concentration Name:
Executive Police Administration

Requested Effective Term and Year: Fall 2016
(*e.g. Fall 2014*)

Do Not Fill in this information: <u>Office Use Only</u> **Plan Code:**	**CIP Code:**

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).*

The Executive Police Administration concentration in the Master of Public Safety Leadership and Administration is designed to provide law enforcement professionals with the highly specialized knowledge and practical skills required to rise to leadership positions in a 21st-century law enforcement organization. This concentration enhances the leadership, management, and administrative skills, knowledge, and ability of present and future senior and mid-level managers. The core courses develop cognitive skills at the graduate level. The specialized courses address the critical areas in the management of a contemporary law enforcement agency. Students in the MPSLA program will share core courses that stress management, administration, policy, data analysis, personnel, and finance. However, each concentration is intended to emphasize the educational and professional goals for these students. These concentrations allow students to specialize more fully on those areas in which they are interested all within the wider umbrella of the public safety field.

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.?*

The current design of the MPSLA degree program focuses exclusively on one aspect of public safety services law enforcement. The proposed revision would create three concentrations to reflect subject area specializations that

correspond to professional career paths in distinct public safety domains. The proposed concentrations are: Executive Police Administration, Executive Fire Administration, and Emergency Medical Services – Mobile Integrated Healthcare.

There are four reasons for creating concentration specialties within this degree program: (1) the concentrations reflect the substantive difference in professional areas related to the degree (police, fire, and EMS) and thus offer different career development opportunities for students, (2) the knowledge, skills and abilities developed through a common core of general public administration courses (a topic discussed below) will be strengthened with specialized knowledge and expertise covered through concentration offerings, (3) the pool of potential students is expanded considerably by offering specialized career path development through three distinct public safety concentrations, and (4) designing the program as proposed represents a more innovative content and structure approach than is offered by similar degree programs that typically focus on only one aspect of the public safety domain or lump all students into a generic "public safety" degree.

The executive police administration concentration focuses on the criminal justice system and enhances the leadership, management, and administrative knowledge, skills, and abilities of present and aspiring senior and mid-level managers in local, state, or federal law enforcement agencies, as well as related fields such as corrections or probation. According to the U.S. Bureau of Labor Statistics (BLS), employment of police and detectives was expected to increase by 7% from 2010 to 2020, with job growth directly related to government budget allocations for public safety at the state and local levels. Although demand will still be high for individuals in this field, state and federal jobs may be becoming more competitive. A career in police administration requires at least a bachelor's degree in a relevant field, and a master's degree will likely improve an applicant's chances of obtaining a position. For those currently employed and seeking promotion opportunities, an advanced degree will make the candidate much more competitive. Coursework in public administration, business, criminal justice, or law enforcement would be an asset in a career in law enforcement management. Very few institutions across the nation offer advanced degrees in specifically police administration. This proposed concentration enables Arizona State University and the College of Public Service and Community Solutions to become a national and international leader in educating the future leaders in the field.

B. **Please identify other <u>related</u> 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.*)

We do not anticipate that the concentration will have any impact on existing programs at ASU. The unique nature of the concentration with a directed focus on administration of public safety organizations such as police departments will be appealing in ways no other program offered at the University will be. We will primarily be targeting public safety professionals who are interested in professional development to enhance their careers. We are targeting an entirely different market for this program than for the Emergency Management and Homeland Security programs that have recently been approved. This concentration will meet the need of police officers and other first responders who are interested in moving into administration. As mentioned, an advanced degree is becoming increasingly necessary those to who wish to be promoted.

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.)*

This is not an interdisciplinary concentration. All courses are offered by the College of Public Service and Community Solutions. In addition, only students admitted to the Master of Public Safety Leadership and Administration program (MPSLA) are eligible to pursue the concentration.

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?**

33 credit hours

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).*

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

Degree(s): Minimum of a bachelor's or master's degree in criminology or criminal justice, public administration or public service, sociology or social work, public safety or fire service management, parks and recreation management, applied sciences, or another closely related field from a regionally accredited college or university

GPA: Minimum of a 3.00 cumulative GPA (scale is 4.00=A) in the last 60 hours of a student's first bachelor's degree program.

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. Applicants whose native language is not English (regardless of current residency) must provide proof of English proficiency

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

Foreign Language Exam: Not required

Letters of Recommendation: Two

Students must also provide:
* A written statement, at least one-page in length, which describes the applicant's educational and career goals and long-term professional development strategy
* Current employment in an organization in this field or at least two years prior professional experience in this or a related field AND/OR a bachelor's degree in a related area

Applicants must fulfill the requirements of both the Division of Graduate Education and the College of Public Service and Community Solutions.

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.*

   N/A

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).*

Students will demonstrate an understanding of the dominant practices in police leadership and administration. They will be able to employ necessary management and leadership skills to effectively lead these public safety organizations. Students will develop theoretical and pragmatic knowledge regarding organization administration such as budgeting, finance and human resources. They will also develop the ability to understand and use basic data analysis tools. Each course will have its own level of assessment through a combination of examinations, class projects and essays to demonstrate the students' comprehension of material. As this is a graduate degree, students will not only need to understand but be able to apply what they have learned in real world settings.

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).*

Specific assessment outcomes and measurements include:

OUTCOME 1 Graduates from this program will examine and comprehend readings on classic and contemporary theories of organizations and management.
    Measure 1.1 Students in PAF 508 will write a paper regarding organizational behavior.
        Performance Criterion 1.1 80% of students will earn a rating of 80% or higher on final paper in PAF 508.
    Measure 1.2 Students in the culminating experience courses CPP 593 OR PAF 593 Applied Project will synthesize and apply core knowledge, skills, and abilities relating to organizational and management theory to a public safety problem.
        Performance Criterion 1.2 80% of students in CPP 593 or PAF 593 will successfully complete an applied project as evaluated by the course instructor.

OUTCOME 2 Graduates from this program will demonstrate an understanding of basic administrative functions.
    Measure 2.1 Students in PAF 506 will take a final exam evaluating their understanding of public finance principles.
        Performance Criterion 2.1 80% of students will earn a rating of 80% or higher on final exam in PAF 506
    Measure 2.2 Students in the culminating experience courses CPP 593 OR PAF 593 Applied Project will synthesize and apply core knowledge, skills, and abilities relating to administrative functions to a public safety problem.
        Performance Criterion 2.2 80% of students in CPP 593 or PAF 593 will successfully complete an applied project as evaluated by the course instructor.

OUTCOME 3 Graduates from this program will be able to synthesize information and evaluate public safety practices.
    Measure 3.1 Students in CRJ 510 will take a final exam evaluating their ability to evaluate public safety policies and practices.
        Performance Criterion 3.1 80% of students will earn a rating of 80% or higher on final exam in CRJ 510.
    Measure 3.2 Students in the culminating experience courses CPP 593 OR PAF 593 Applied Project will synthesize and apply core knowledge, skills, and abilities to a public safety problem.
        Performance Criterion 3.2 80% of students in CPP 593 or PAF 593 will successfully complete an applied project as evaluated by the course instructor.

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**
PAF 505	Public Policy Analysis	N	**3**
PAF 506	Public Budgeting and Finance	N	**3**
PAF 507	Public Human Resource Management	N	**3**
PAF 508	Organization Behavior	N	**3**
PAF 571	Geographic Information Systems (GIS) and Analysis	N	**3**
Required Concentration Courses			**Credit Hours**
(Prefix & Number)	*(Course Title)*	*(New Course?) Yes or No?*	**(Insert Section Sub-total)** **12**
CRJ 501	Seminar in Criminal Justice	N	3

CRJ 510	Criminal Justice Planning and Program Evaluation	N	3
CRJ 516	Seminar in Criminal Justice Organization and Management	N	3
CRJ 518	Seminar on Race/Ethnicity, Crime, and Justice	N	3

Elective or Research Courses Choose one course from the list below.			**Credit Hours**
(Prefix & Number)	*(Course Title)*	*(New Course?) Yes or No?*	**(Insert Section Sub-total)** **3**
CRJ 512	Seminar in Policing	N	3
CRJ 513	Seminar in Courts and Sentencing	N	3
CRJ 514	Seminar in Corrections	N	3
CRJ 520	Seminar on Violent Crime	N	3
CRJ 521	Seminar on the Nature of Crime	N	3
CRJ 553	Terrorism and Weapons of Mass Destruction	N	3
CRJ 555	Police & Int'l Terrorism	N	3
PAF 531	Community Conflict Resolution	N	3
PAF 552	Integrated Emergency Management	N	3
PAF 574	Diversity, Ethics, and Leading Public Change	N	3
Any graduate-level CPP, CRJ, or PAF course with program approval		N	3
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)** **3**
CPP 593 Applied Project or PAF 593 Applied Project			3
Other Requirements ***E.g.*** *- Internships, clinical requirements, field studies as applicable*			**Credit Hours** **(Insert Section Sub-total)**
N/A			
Total required credit hours			**33**

SAMPLE PLAN OF STUDY

TERM 1 – 12 credits	TERM 2 – 12 credits
CRJ 501 Seminar in Criminal Justice (3) PAF 505 Public Policy Analysis (3) PAF 507 Public Human Resource Management (3) PAF 508 Organization Behavior (3)	CRJ 510 Criminal Justice Planning and Program Evaluation (3) CRJ 516 Seminar in Criminal Justice Organization and Management (3) PAF 506 Public Budgeting and Finance (3) PAF 571 Geographic Information Systems (GIS) and Analysis (3)
TERM 3 – 9 credits CPP 593 or PAF 593 Applied Project (3) CRJ 518 Seminar on Race/Ethnicity, Crime, and Justice (3) Elective (3) *	*Choose elective from: CRJ 512, CRJ 513, CRJ 514, CRJ 520, CRJ 521, CRJ 553, CRJ 555 Police & Int'l Terrorism, PAF 531, PAF 552, PAF 574, or other approved graduate-level CPP, CRJ, or PAF course.

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 <u>completely</u> online, clearly state that in this section, and fill out the applicable section in the Operational Appendix.*

This program will be delivered entirely online through ASU Online as well as in person at the ASU Downtown Phoenix campus.

H. **Please <u>describe</u> 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.).**

The culminating experience is an applied project course (CPP 593 or PAF 593) that will allow students to:
- Define and construct a solution for a problem or unmet need within the emergency management/homeland security communities
- Employ knowledge and skills within a specific area of emergency management and/or homeland security to achieve a problem solution and/or mitigate discipline shortfalls
- Demonstrate ability to communicate in writing and/or orally at a level commensurate to graduate expectations
- Conduct research as needed to fill gaps in literature
- Employ project management practices to complete the approved applied project
- Be able to author a finished project report within the constraints and guidelines of a specific format—as outlined by the instructor for the course.

The final work product of this course will vary. Examples might include authoring plans, conducting an exercise, developing standard operations procedures for specific agency, etc.

Each project will be individually tailored to achieve the general objectives of this culminating degree requirement.

The final project will include:

1. Introduction which includes statement of the problem, scope of work, objectives of project, assumptions, and limitations.
2. Thorough overview of Literature
3. Methodology
4. Discussion
5. Conclusions and recommendations for future research or development

I. **Please** <u>describe</u> **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).*

We expect no students taking electives outside the College of Public Service and Community Solutions, so impact on other departments is negligible**.**

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?*

The concentration will be administered by the program's graduate chair who, along with the program support an administrative staff, is responsible for the overseeing and implementing all college-level programs in the department. The graduate chair 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 director with approval of Graduate Education. Curriculum changes to core course requirements, as well as the culminating experience course must be submitted to and approved by Graduate Education. The program advisor is responsible for any initial advising on the program, electives, and career information. In addition, the programs' full-time administrative staff will be responsible for monitoring student progress, providing information regarding job placement opportunities, processing petitions, plans of study, graduation applications, and other relevant graduate forms and procedures.

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

Anticipated enrollment in the MPSLA in Executive Police Administration concentration is 75 students by Year 3. We anticipate enrolling between 25-50 new students into this concentration each year. The flexibility of the program being offered through ASU Online should make this a popular degree option for current and aspiring police administrators across the country. Nearly 27% of all currently enrolled students in the online MPSLA program during Fall 2015 worked in public safety related careers, and nearly 70% of these were within police or law enforcement. If this proposed concentration is made available online, it is possible that many of those students will pursue this concentration instead.

3-YEAR PROJECTED ANNUAL ENROLLMENT			
	1ˢᵗ Year	2ⁿᵈ Year.	3ʳᵈ Year.
# Students	25	50	75

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.*

Online Support: Current ASU Online support and resources are sufficient to support this program.
Current Library Relevant Holdings: Current library resources are sufficient to support this program.

Additional Library Acquisitions Needed: None. Current library resources are sufficient to support this program.

Existing Physical Facilities: Current classroom facilities on the Downtown Phoenix campus are adequate to support this program.

Additional Facilities Required or Anticipated: Current classroom facilities on the Downtown Phoenix campus are adequate to support this program for the first three years.

Other Support Now Available: Current support staff includes an Assistant Director, Administrative Assistant, Academic Support Specialist, as well as other college-level support staff including retention, recruitment, instructional designers, and communications

Other Support Needed, Next Three Years: Current support staff is sufficient to support the faculty and student service resources required for this program.

We expect no students taking electives outside the college, so impact in other departments is negligible.

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

Name	*Title*	*Area(s) of Specialization as they relate to proposed concentration*
Brian Gerber	Associate Professor	Disaster policy and management, homeland security and administration, environmental regulatory policy
Scott Somers	Professor of Practice	Emergency management, public safety administration, public management
Barry Bozeman	Professor	Organization theory, public management
Nicole Darnall	Professor	Public policy, management
Kevin Desouza	Professor	Policy informatics, organizational design
Chris Hayter	Assistant Professor	Technology policy
Gerald Miller	Professor	Government budgeting and finance
Akheil Singla	Assistant Professor	Public finance, public sector management
Linda Williams	Assistant Professor	Public administration and law, organizational theory, public management
Justin Ready	Assistant Professor	Criminal justice, crime, police technology
Michael Scott	Clinical Professor	Policing
Cody Telep	Assistant Professor	Crime, criminal justice, policing, evaluation

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.)

Please see support memos in Appendix II.

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

DEPARTMENT CHAIR or SCHOOL DIRECTOR

12-18-15

Dr. Kathleen Andereck
SIGNATURE   DATE

DEAN (Please print or type)

12-18-15

Dr. Kathleen Andereck
SIGNATURE   DATE

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

DEAN OF GRADUATE EDUCATION

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

APPENDIX I

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 Master of Public Safety Leadership and Administration is a graduate degree program designed primarily for public safety professionals. An advanced degree is an important key to career progression within public safety administration. Those with an advanced degree have an advantage that makes a difference as they seek to advance in their professions – a practical understanding of public safety organization administration. Graduates of this program should expect to find employment and advancement in all levels of government agencies from local to the private sector. The Executive Police Administration concentration provides law enforcement professionals with the highly specialized knowledge and practical skills required to rise to leadership positions in a 21st-century law enforcement organization. This concentration enhances the leadership, management, and administrative skills, knowledge, and ability of present and future senior and mid-level managers and address the critical areas in the management of a contemporary law enforcement agency.

Breakdown of requirements for the academic catalog:

Core (15)
    PAF 505 Public Policy Analysis (3)
    PAF 506 Public Budgeting and Finance (3)
    PAF 507 Public Human Resource Management (3)
    PAF 508 Organization Behavior (3)
    PAF 571 Geographic Information Systems (GIS) and Analysis (3)
Concentration Courses (12)
    CRJ 501 Seminar in Criminal Justice (3)
    CRJ 510 Criminal Justice Planning and Program Evaluation (3)
    CRJ 516 Seminar in Criminal Justice Organization and Management (3)
    CRJ 518 Seminar on Race/Ethnicity, Crime, and Justice (3)
Elective or Research (3)*
Culminating Experience (3)**
    CPP 593 Applied Project (3) or
    PAF 593 Applied Project (3)

* students choose one courses from a restricted list or any graduate-level CPP, CRJ, or PAF course with program approval
**students choose one of the applied project courses listed

2. **Contact and Support Information:**

Office Location (Building & Room): **UCENT 780**	Campus mail code: **3520**
Campus Telephone Number: **602-496-0600**	Program Director (Name **and** *ASU ID): **Brian Gerber (bgerber2)**
Program email address: publicservice.recruitment@asu.edu	Program Support Staff (Name **and** *ASU ID): **Stephanie Alvey (sread1)**
Program website address: https://publicservice.asu.edu/content/public-safety-leadership-administration-mpsla	Admissions Contact (Name **and** *ASU ID): **Anthony Talarico (atalaric)**

3. **Campus(es) where program will be offered:**

    * **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.

    ☐ **ASU Online only (all courses online)** – (Office of the Provost and ASU Online approval is needed)

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

☒ Downtown ☐ Polytechnic

☐ Tempe ☐ West

☒ **Both** on-campus **and** ☒ ASU Online **(*)** – Office of the Provost and ASU Online approval is needed for this option. (Check applicable campus from options listed).

4. **Application and iPOS Recommendations:** List the Faculty and Staff that will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

Name	ADMSN	POS
Chris Hiryak	X	X
Stephanie Alvey	X	X
Anthony Talarico	X	X

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

Public safety, police administration, law enforcement, public management, public administration, criminology, criminal justice

6. **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**   ☐ **Interdisciplinary Studies**
☐ **Arts**   ☒ **Law & Justice**
☐ **Business**   ☐ **Mathematics**
☐ **Communication & Media**   ☐ **Psychology**
☐ **Education & Teaching**   ☐ **STEM**
☐ **Engineering & Technology**   ☐ **Science**
☐ **Entrepreneurship**   ☐ **Social and Behavioral Sciences**
☐ **Health & Wellness**   ☐ **Sustainability**
☐ **Humanities**

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

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

(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

Support Memos

College of Public Service and Community Solutions – Official Submission

From: Kathleen Andereck [mailto:kandereck@asu.edu]
Sent: Tuesday, December 22, 2015 3:09 PM
To: curriculumplanning@asu.edu
Subject: FW: MPSLA concentration proposals

Attached you will find proposals for three new concentrations in the Master of Public Safety Leadership and Administration. As well there are support letters or emails for all the concentrations from the School of Public Affairs, the School of Criminology and Criminal Justice, and the College of Public Service and Community Solutions. There is also an email of support from College of Health Solutions for the concentration in Emergency Medical Services-Mobile Integrated Healthcare. These three concentrations recently received approval in the Academic Plan though have not yet been approved by EdPlus for the online versions. Thanks!

Kathy

****

Kathleen Andereck

Director of Curricular Initiatives, College of Public Service and Community Solutions

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

From: Christopher Hiryak
Sent: Friday, December 18, 2015 5:46 PM
To: Kathleen Andereck
Subject: MPSLA concentration proposals

Hi Kathy – attached are the signed proposals for the following MPSLA concentrations:

- Executive Fire Administration
- Executive Police Administration
- Emergency Medical Services – Mobile Integrated Healthcare

I'm also attaching the supporting statements from SPA and CHS.

Thanks,
Chris
_____

Chris Hiryak

Assistant Director, Academic Services

College of Public Service and Community Solutions
Arizona State University

http://publicservice.asu.edu

ASU college of **public service**
& community solutions
ARIZONA STATE UNIVERSITY

December 22, 2015

On behalf of the College of Public Service and Community Solutions, please note our support for the new concentrations in the Master of Public Safety Leadership and Administration. The proposal has been approved by the appropriate committees.

Sincerely,

Kathleen Andereck
Director and Professor, School of Community Resources and Development
Director of Curricular Initiatives, College of Public Service and Community Solutions

Office of the Dean
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(602) 496-0600   FAX (602) 496-0955
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Christopher Hiryak

From: Karen Mossberger
Sent: Monday, December 07, 2015 10:29 AM
To: Christopher Hiryak; Kathleen Andereck
Subject: Master of Public Safety Leadership and Administration

Dear Colleagues:

The School of Public Affairs is pleased to support the inclusion of our courses in the concentrations being offered in the Master of Public Safety Leadership and Administration. These courses include PAF 505, PAF 506, PAF 507, PAF 508, and PAF 571 and PAF 560. We will offer these through ASU Online for the MPSLA, in addition to our face-to-face sections and icourses.

Please let me know if you have any further questions about our participation in and support for this degree program.

Sincerely,

Karen Mossberger, Ph.D.
Director and Professor, School of Public Affairs
Arizona State University
411 N. Central, Room 450
Phoenix, AZ 85004
602-496-1101
Karen.mossberger@asu.edu
https://spa.asu.edu
@KMossberger

Subject: FW: new concentrations

From: Hank Fradella
Sent: Tuesday, December 22, 2015 1:47 PM
To: Kathleen Andereck
Subject: RE: new concentrations

Kathy,

Please consider this email message an expression of formal support from the School of Criminology and Criminal Justice for the proposed new graduate concentrations in the Emergency Management and Public Safety master's degree programs. These all look great and will serve the local public safety community well.

With best wishes,

Hank

Henry F. Fradella, J.D., Ph.D.
Professor and Associate Director
School of Criminology and Criminal Justice
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411 North Central Avenue, Suite 600
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Email: Hank.Fradella@asu.edu

Please note that contents of state email ARE NOT PRIVATE, but a matter of public record. Thus, any email you send to this state-issued email address is publicly accessible.

From: Casey Evans
Sent: Thursday, January 21, 2016 11:38 AM
To: Kathleen Andereck
Subject: Program Concentration Approval: Master of Public Safety Leadership and Administration

Hello Kathleen,

Congratulations!

Your program concentration requests for the Master of Public Safety Leadership and Administration have received approval from Dean Phil Regier.
The concentrations are in the following areas:

- ~~Policing and Criminal Justice~~ Executive Police Administration
- Executive Fire Administration
- EMS and Mobile Integrated Healthcare

In order to move forward, we need to secure Provost approval. To do so, we will need the plancode for each of the concentration area. When those plancodes are secured, please send them my way so that we can secure final Provost approvals.

Some additional materials that we will need:

Step One: Documents
- A course listing for each concentration area.
- The names of faculty developers for the first semester of development. Our development cycle is structured for 6 months, so the sooner we get the names the more time we have to create a solid structure and schedule of development. (Please feel free to give us as many names as you have, you are not limited to only the first semester).
- Program Fact Sheet: The Fact Sheet is necessary to ensure that our enrollment and student support coaches have the appropriate information to inform your potential and existing students about programmatic policies and nuances. Please use the attached document as a template.
  Please send all of this information to Casey Evans at casey.l.evans@asu.edu.

Step Two: Let's Meet!
- Let's schedule a time to meet to discuss the on-boarding process. This on-boarding meeting will be an opportunity for us to get together and discuss your program, and expectations for EdPlus. We want to have the best partnership possible, and look forward to our collaboration. Please let me know a time that works best for you between now and March 1st.

Once again, congratulations! We are excited to work with you on your new program.

Please don't hesitate to reach out should you have any questions.

Thank you!

Casey Evans

Program Manager, Online Program Launch and Support

EdPlus at ASU

Arizona State University

Phone: (480) 884-1631

Casey.l.evans@asu.edu

A R I Z O N A   S T A T E   U N I V E R S I T Y

"Education at scale and speed for everyone, everywhere."

Casey Evans

Program Manager, Online Program Launch and Support