



**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.**

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

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate Academic Programs** in Graduate College. Mail code: 1003 and electronic copies to [eric.wertheimer@asu.edu](mailto:eric.wertheimer@asu.edu) or [amanda.morales-calderon@asu.edu](mailto:amanda.morales-calderon@asu.edu).

**Please type.**

<b>Contact Name(s):</b> Colleen Clemency Cordes	<b>Contact Phone(s):</b> (602) 496-1356
<b>College:</b> College of Health Solutions (housed in the Dean's office)	
<b>Department/School:</b> N/A	
<b>Name of proposed Certificate:</b> Integrated Behavioral Health - Clinical	
<b>Requested Effective Term and Year:</b> Spring 2018 (e.g. Fall 2014)	
<b>Do Not Fill in this information: Office Use Only</b>	
<b>CIP Code:</b>	

**1. OVERVIEW.** Below, please provide a brief overview of the certificate, including the rationale and need for the program, potential size and nature of the target audience, information on comparable programs (at ASU and/or peer institutions), how this program would relate to existing programs at ASU, and any additional appropriate information.

The proposed certificate in **Integrated Behavioral Health - Clinical** is designed to provide training to master's level clinicians or students (e.g. social workers, counselors, marriage and family therapists, clinical psychologists, allied health providers) who aspire to work in integrated primary care behavioral health. Integrated healthcare has expanded significantly in recent years in conjunction with the expansion of the Primary Care Medical Home (PCMH) model and other funding initiatives that reimburse primary care practices for better managing the whole-healthcare of their patients, including treatment of mental health concerns and enhanced behavior change coaching that result in improved health outcomes. Despite the growing need for behavioral health providers, there remain few opportunities for specific clinical training in the field. Currently, much of the primary care behavioral health workforce consists of individuals licensed as social workers and counselors, and psychologists (Kessler et al., 2013); however, few have received specific training in the model of Primary Care Behavioral Health, which requires clinicians to provide brief, focused interventions in primary care clinics for a wide scope of health concerns (e.g. diabetes, cardiovascular disease, etc.).

Existing certificate programs on primary care behavioral health integration are offered through the University of Massachusetts Medical School's Center for Integrated Primary Care (<http://www.umassmed.edu/cipc/>) and Fairleigh Dickinson University (<http://integratedcare.fdu.edu/index.html>). Both certificate programs are based on continuing education credits rather than academic credits, and are therefore primarily focused on distance-learning approaches to didactic education. In comparison, the proposed Integrated Behavioral Health- Clinical certificate is designed to provide students with a deeper understanding of models of primary care behavioral health, training on evidence-based approaches to behavioral healthcare, population based health, and medical literacy to ensure applicants have a working knowledge of the business of healthcare delivery in addition to appropriate treatment approaches. All are key skills necessary for success in the integrated primary care arena.

**2. ADMINISTRATION AND RESOURCES**

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

The Doctor of Behavioral Health (DBH) program administration will hold primary responsibility for all faculty and graduate support staff for the Integrated Behavioral Health-Clinical graduate certificate. Recommendations for admissions will be made by DBH faculty based on a review of application materials (as outlined below), and the current DBH Student Services Assistant will enter admissions decisions into Peoplesoft. Graduate advisement will initially be conducted by current DBH Core faculty as consistent with the DBH program's model; however, with growth and expansion of the Integrated Behavioral Health - Clinical certificate program and additional behavioral health and integration-focused programs, it is anticipated that a Graduate Advisor will eventually be hired to assist in this process.

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

*Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this certificate, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate program.*

Primary responsibility for this program will be through the DBH program administration through the CHS dean's office, but few additional needs for the Integrated Behavioral Health – Clinical certificate are currently anticipated. Curriculum is already developed as part of the DBH core and elective coursework. If successful, the College of Health Solutions may hire Instructors or other non-tenure eligible teaching faculty to deliver the curriculum (e.g. additional sections), as well as a Graduate Advisor to assist in the general advisement of students. The College of Health Solutions' Dean's Office is in support of this certificate.

### 3. ADMISSIONS PROCEDURES AND CRITERIA

- A. Admission criteria** – Applicants must meet the admissions criteria for 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](http://graduate.asu.edu/sites/default/files/GraduatePolicies_1.pdf))

Required application materials will include:

- Undergraduate transcripts
- Graduate transcripts
- Personal statement (requirements outlined on the online application)
- One letter of professional recommendation
- Current resume or curriculum vita
- Submission of licensure form and copy of license

**Degree(s):** Applicants are eligible to apply to the program if they have earned a master's degree, in a related field such as social work, counseling, family therapy, clinical psychology, or nursing, from a regionally accredited institution. All applicants are required to hold a master's degree that results in behavioral health licensure or license-eligibility. In rare cases, applicants will be considered with a master's degree and licensure unrelated to their degree (e.g. applicant with a master's in public health and licensure as a registered dietician). Consistent with the current admissions process for the DBH program, licensure and/or licensure eligibility is determined by the student's submission of an online form that is part of the supplemental application and a copy of their board-issued license.

**GPA:** Applicants must have a 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, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program. **English Proficiency Requirement for International Applicants:** (See Graduate College policies and procedures)

([http://graduate.asu.edu/admissions/international/english\\_proficiency](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:

**To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

Fall            year: 2018

Spring          year: 2018

Summer        year: 2018

**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?

It is anticipated that in the first year of establishment, 20 students will enroll in the certificate program. It is anticipated that with marketing efforts, enrollment will stabilize at approximately 50 students/year by year 3.

**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.**

The certificate program will be offered completely online.

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

There is no culminating experience.

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

Upon completion of the certificate program in Health Integration, students will be able to:

C01. Apply the Primary Care Behavioral Health (PCBH) model and population health management to effectively and efficiently treat patients, utilizing triage and referrals to community resources as appropriate

C02. Employ evidence-based protocols and outcomes measurement tools to track physical and mental health outcomes

C03. Implements high impact improvement in primary care practices through implementation of clinical pathways for evidence-based screening and assessment

C04. Employ evidence-based medical and behavioral health practices to design interventions for conditions that have a high impact on primary care practice

**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>).**

C01. Apply the Primary Care Behavioral Health (PCBH) model and population health management to effectively and efficiently treat patients, utilizing triage and referrals to community resources as appropriate

Measure: 80% of students will achieve an 85% or better on the IBC 611 (Population-Based Behavioral Health Management) Final assignment, demonstrating their ability to design key components of population health management: patient identification, stratification, intervention, clinical and cost outcomes and if applicable, return on investment (ROI).

C02. Employ evidence-based protocols and outcomes measurement tools to track physical and mental health outcomes

Measure: 80% of students will achieve an 85% or better on the IBC 604 (Clinical Medicine/Pathophysiology) Midterm Paper/Clinical Consult Quick Reference Guide assignment

C03. Create clinical pathways that begin with evidence-based screening & assessment for conditions that have a high impact on primary care practice

Measure: 80% of students will achieve an 85% or better on the IBC 603 (Brief Interventions in Primary Care) Intervention Design and Pitch assignment

C04. Employ evidence-based medical and behavioral health practices to design interventions for conditions that have a high impact on primary care practice

Measure: 80% of students will achieve an 85% or better on the IBC 603 (Brief Interventions in Primary Care) Role-Play assignment

In addition to the above assessment plans, enrolled students will also complete course evaluations, and the DBH program administration will engage students who complete the certificate in exist surveys related to the impact of the certificate on their career trajectory.

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

Students enrolled in the Integrated Behavioral Health - Clinical certificate will be advised to take no fewer than 6 credits/semester, thereby possibly completing their certificate requirements in three semesters while maintaining continuous enrollment. Students are expected to maintain a GPA of 3.00 or better during their time in the certificate program; failure to do so will result in academic probation and potential dismissal from the certificate program.

**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 12 graduate-level credit hours taken as a non-degree student at ASU, including as a part of a certificate program, may be used towards a future graduate degree at ASU).**

Students who enroll in this certificate, and subsequently choose to enroll in the DBH program, will be able to use up to 12 credits from the Integrated Behavioral Health - Clinical certificate towards the DBH degree, and students in the Integrated Behavioral Health- Clinical certificate may select DBH electives as interested.

**H. Below, please list all required and elective courses in the appropriate boxes (you may attach additional pages if necessary).**

Please ensure that all new core course proposals have been submitted to the Provost's office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas. Please note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.

<b>Required Core Courses</b>			<b>Credit Hours</b>
<i>(Prefix &amp; Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<b>(Insert Section Sub-total) 12</b>
IBC 601	Models of Integrated Primary Care	N	3

IBC 603	Brief Interventions in Primary Care	N	3
IBC 604	Clinical Medicine/Pathophysiology	N	3
IBC 611	Population-Based Behavioral Health Management	N	3
<b>Electives</b> <i>Students select 1 course from the list below for 3 credit hours</i>			<b>Credit Hours</b>
<i>(Prefix &amp; Number)</i>	<i>(Course Title)</i>	<i>(New Course?) Yes or No?</i>	<b>(Insert Section Sub-total) 3</b>
IBC 598	Topic: Motivational Interview for Behav. Care Prov	N	3
IBC 610	Behavioral and Psychological Assessment in Primary Care	N	3
<b><u>Culminating Experience (if applicable)</u></b>			<b>Credit Hours (Insert Section Sub-total)</b>
Not Applicable			<b>0</b>
<b>Total required credit hours</b>			<b>15</b>

**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
Colleen Clemency Cordes	Doctor of Behavioral Health (DBH)	Director, Clinical Associate Professor
CR Macchi	DBH	Clinical Assistant Professor
Ronald O'Donnell	DBH	Clinical Professor
Lesley Manson	DBH	Clinical Assistant Professor
Sue Dahl-Popolizio	DBH	Clinical Assistant Professor
Toni Dougherty	DBH	Faculty Associate
DeAnn Smetana	DBH	Faculty Associate

**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 (see below)
- B. Statements of support from all deans and heads of impacted academic units (see below)

**7. APPROVALS** - If the proposal submission involves multiple units, please include letters of support from those units.

DEPARTMENT CHAIR or SCHOOL DIRECTOR (PRINT/TYPE)	
SIGNATURE	DATE

<b>DEAN (PRINT/TYPE)</b> Julie Liss	
<b>SIGNATURE</b> 	<b>DATE</b> 2/22/17

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

DEAN, GRADUATE COLLEGE	
<b>SIGNATURE</b>	<b>DATE</b>

**Please note:** Proposals for new certificates also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate, and the Office of the Provost before they can be put into operation.

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

GF1112G-89

## APPENDIX I

### OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

(This information is used to populate the [Graduate Programs Search](#) website.)

**1. Provide a brief** (catalog type - no more than 150 words) **program description.**

The certificate in **integrated behavioral health - clinical** is designed to provide training to clinicians who aspire to work in integrated primary care behavioral health. Despite the growing need for behavioral health providers who can promote the physical and mental health of primary care patients, there remain few opportunities for specific clinical training in the field. Currently, much of the workforce consists of individuals licensed as social workers and counselors; however, few have received specific training in brief, focused interventions delivered in primary care clinics for a wide scope of health concerns. This certificate is designed to provide students with a deeper understanding of models of primary care behavioral health, training on evidence-based approaches to behavioral healthcare, and population based health, and medical literacy to ensure applicants have a working knowledge of the skills necessary for success in the integrated primary care arena.

**Breakdown of requirements for the academic catalog:**

**Required Core (12 credit hours)**

IBC 601 Models of Integrated Primary Care (3)  
IBC 603 Brief Interventions in Primary Care (3)  
IBC 604 Clinical Medicine/Pathophysiology (3)  
IBC 611 Population-Based Behavioral Health Management (3)

**Electives (3 credit hours)**

**Additional Curriculum Information**

Please see the academic unit for the approved course list for electives. Other coursework may be used with the approval of the academic unit.

**2. Contact and Support Information:**

Office Location (Building & Room): <b>HLTHS 462</b>	Campus mail code: <b>3020</b>
Campus Telephone Number: <b>(602) 496-1354</b>	Program Director (Name <b>and</b> *ASU ID): <b>Colleen Cordes (ceclemen)</b>
Program email address: <b>IBHcertificate@asu.edu</b>	Program Support Staff (Name <b>and</b> *ASU ID): <b>Brenda Madison (bdmadiso)</b> <b>Rachel Joles (rdesmara)</b>
Program website address: <b>chs.asu.edu/ibhcertificate</b>	Admissions Contact (Name <b>and</b> *ASU ID): <b>Jessie Helmes (jpewitt)</b>

\* ASU ID (e.g. SHJONES)

**3. 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
Jessie Helmes	X	X
Rachel Joles		X

4. **Campus(es) where program will be offered:** \*  Downtown  Tempe  
 Online (only)  West  
 Polytechnic

\* **To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

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

behavioral health, integrated health, primary care behavioral health, behavioral health consultant

6. **Area(s) of Interest:**

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

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

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

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



## **APPENDIX II**

### **Sample Plan of Study**

Spring 2018:

Session A: IBC 603: Brief Interventions in Primary Care

Session B: IBC 601: Models of Integrated Primary Care

Summer 2018:

Session C: IBC 611: Population-Based Behavioral Health Management

Fall 2018:

Session A: IBC 610: Behavioral and Psychological Assessment in Primary Care

Session C: IBC 604: Clinical Medicine/Pathophysiology

**APPENDIX III**

**Support Letters**

**Official Submission**

**College of Health Solutions**

**From:** Kate Lehman  
**Sent:** Thursday, January 26, 2017 1:25 PM  
**To:** Curriculum Planning  
**Subject:** graduate certificates in Integrated Behavioral Health

Hello:

I have attached the paperwork for the graduate certificates in Integrated Behavioral Health – Clinical and Management.

Thank you,

**Kate Lehman**

Senior Director, Academic Initiatives

550 North 3rd Street, Ste. 511 | Phoenix, AZ 85004-9020

Work: 602.496.0241 | Fax: 602.496.0544 | [Kate.Lehman@asu.edu](mailto:Kate.Lehman@asu.edu)

<https://chs.asu.edu>



**From:** Julie Liss <[JULIE.LISS@asu.edu](mailto:JULIE.LISS@asu.edu)>  
**Date:** Monday, February 6, 2017 at 3:50 PM  
**To:** Colleen Cordes <[colleen.clemency@asu.edu](mailto:colleen.clemency@asu.edu)>  
**Subject:** Letters of Support - Certificate in Integrated Behavioral Health - Management and -Clinical

Dear Colleen,

This note is to verify our enthusiastic support for DBH's for-credit certificate offerings in Integrated Behavioral Health-Management, and Integrated Behavioral Health-Clinical. We understand that these for-credit certificates must be offered through the College, as DBH is a program, and we support and approve of this arrangement.

Looking forward to the success of both certificates!

Sincerely,

Julie

School of Nutrition and Health Promotion – Support

Wednesday, June 15, 2016 at 9:33:31 AM Mountain Standard Time

---

**Subject:** RE: Integrated Behavioral Health Certificates  
**Date:** Wednesday, June 15, 2016 at 8:00:26 AM Mountain Standard Time  
**From:** Linda Vaughan  
**To:** Colleen Cordes

I support the two graduate certificates described below. Good luck!

---

**From:** Colleen Cordes  
**Sent:** Tuesday, June 14, 2016 3:54 PM  
**To:** Linda Vaughan; Victor Trastek; Lisa Spanierman; Keith Cmic; George Runger; Michelle Carney; Brenda Hosley  
**Subject:** Integrated Behavioral Health Certificates

I hope this email finds you well. The DBH program is proposing the establishment of two for-credit graduate certificates for launch in Fall 2017:

- Integrated Behavioral Health – Clinical
- Integrated Behavioral Health – Management

These proposed certificates would be offered exclusively online, using only existing coursework from the DBH program (Clinical and Management concentrations). I would appreciate your review and support for these proposed certificates.

Please do not hesitate to let me know if you have any questions or concerns.

\*\*\*\*\*

Colleen Clemency Cordes, Ph.D.  
Director, Clinical Associate Professor  
Doctor of Behavioral Health Program  
College of Health Solutions  
Arizona State University  
(602) 496-1356  
Colleen.clemency@asu.edu

## School of Social Work – Support



School of Social Work | College of Public Service & Community Solutions  
411 N. Central Avenue, Suite 800 | Phoenix, AZ 85004-0689 | p 602.496.0800 | f 602.496.0960 | ssw.asu.edu

February 20, 2017

I am writing to express my support for the College of Health Solutions' Certificate Program in Integrated Behavioral Health – Clinical. The proposed certificate is designed to provide training to master's level clinicians or students (e.g. social workers, counselors, marriage and family therapists, clinical psychologists, allied health providers) who aspire to work in integrated primary care behavioral health.

The certificate program has a unique design in that it aims to ensure that students completing the certificate have a working knowledge of both the business of healthcare delivery and appropriate treatment approaches for use in integrated health setting. There is a definite need in the field for practitioners with these types of skills.

The School of Social Work has no objection to the proposed certificate program. I have reviewed the proposal and no overlap with our degrees or coursework was identified.

Sincerely,

A handwritten signature in black ink that reads "Robin Bonifas".

Robin Bonifas, PhD, MSW, LICSW  
Associate Professor and Associate Director for Curriculum & Instruction  
School of Social Work



MEMORANDUM

To: Colleen Cordes  
From: Casey Evans  
Date: February 9, 2017  
Subject: Graduate Certificate in Integrated Behavioral Health - Clinical

Dear Colleen,

Congratulations!

The Graduate Certificate in Integrated Behavioral Health - Clinical has received support from Dean Philip Regier to be offered through ASU Online. This program must complete university governance reviews for formal approval. Please include this support memo along with your proposal submission when it is submitted formally to the university (to [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)) by your dean or their designee.

Please note that in order to proceed with implementation you must receive final approval to launch an online program from the University Provost.

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

Thank you!

Casey Evans  
Associate Director, Program and Project Management  
EdPlus at ASU  
Arizona State University  
Phone: (480) 884-1631  
[Casey.l.evans@asu.edu](mailto:Casey.l.evans@asu.edu)

CC: Kim Naig

**Counseling and Counseling Psychology, College of Integrative Sciences and Arts – Support**

---

**From:** Lisa Spanierman  
**Sent:** Monday, February 6, 2017 6:57:12 PM  
**To:** Colleen Cordes  
**Subject:** Re: Certificate in Integrated Behavioral Health - Clinical

Hi Colleen,  
I support the proposed graduate certificate program.  
Best,  
Lisa

## New College of Interdisciplinary Arts and Sciences – Impact Statement

**From:** Todd Sandrin <[Todd.Sandrin@asu.edu](mailto:Todd.Sandrin@asu.edu)>  
**Date:** Wednesday, February 8, 2017 at 1:36 PM  
**To:** Colleen Cordes <[colleen.clemency@asu.edu](mailto:colleen.clemency@asu.edu)>  
**Subject:** RE: Certificate in Integrated Behavioral Health - Clinical

Hi Colleen,

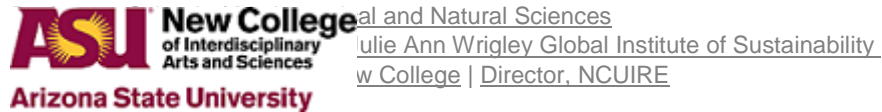
Thank you for connecting with us regarding your plans to develop a Certificate in Integrated Behavioral Health – Clinical. The New College of Interdisciplinary Arts & Sciences anticipates no negative impacts on its programs.

Please do not hesitate to let me know if I can be of further assistance.

Best regards,

Todd

**Todd R. Sandrin, Ph.D.**



Arizona State University  
4701 W. Thunderbird Rd. | Glendale, AZ 85306  
602.543.6934 | [Todd.Sandrin@asu.edu](mailto:Todd.Sandrin@asu.edu)

Department of Psychology, College of Liberal Arts and Sciences – Support

**From:** Laurie Chassin <[laurie.chassin@asu.edu](mailto:laurie.chassin@asu.edu)>  
**Sent:** Thursday, February 9, 2017 7:59:13 AM  
**To:** Colleen Cordes; Greg Wise; Donna Velasquez; Michelle Carney; Lisa Spanierman  
**Subject:** Re: Certificate in Integrated Behavioral Health - Clinical

Hi Colleen,  
I have heard back from both our chair and our associate chair and there are no concerns with this proposal.  
Hope that helps  
Laurie

On 2/6/2017 4:52 PM, Colleen Cordes wrote:

Colleagues,

I hope this email finds you well. The DBH program administration is proposing the establishment of a for-credit graduate certificate in Integrated Behavioral Health – Clinical for launch in Spring 2018, and the Graduate College recommended we outreach for your support.

The proposed certificates would be offered exclusively online, using only existing coursework from the DBH program. I would appreciate your review and support for this proposed certificate.

Please do not hesitate to let me know if you have any questions or concerns.

\*\*\*\*\*

Colleen Clemency Cordes, Ph.D.  
Director, Clinical Associate Professor  
Doctor of Behavioral Health Program  
College of Health Solutions  
Arizona State University  
(602) 496-1356  
[Colleen.clemency@asu.edu](mailto:Colleen.clemency@asu.edu)



**College of Nursing and Health Innovation – Support**

---

**From:** Donna Velasquez  
**Sent:** Tuesday, February 7, 2017 7:12:24 AM  
**To:** Colleen Cordes  
**Subject:** RE: Certificate in Integrated Behavioral Health - Clinical

Hi Colleen,

I think this looks very good and I am supportive. Is this something that would be appropriate for primary care providers delivering medical care (NPs, DOS, MDs, Pas)? If so, I think they would need to be targeted more explicitly. Thanks.

**From:** Colleen Cordes  
**Sent:** Monday, February 06, 2017 4:53 PM  
**To:** Greg Wise <[Greg.Wise@asu.edu](mailto:Greg.Wise@asu.edu)>; Donna Velasquez <[Donna.Velasquez@asu.edu](mailto:Donna.Velasquez@asu.edu)>; Michelle Carney <[Michelle.Carney@asu.edu](mailto:Michelle.Carney@asu.edu)>; Lisa Spanierman <[Lisa.Spanierman@asu.edu](mailto:Lisa.Spanierman@asu.edu)>; Laurie Chassin <[laurie.chassin@asu.edu](mailto:laurie.chassin@asu.edu)>  
**Subject:** Certificate in Integrated Behavioral Health - Clinical

Colleagues,

I hope this email finds you well. The DBH program administration is proposing the establishment of a for-credit graduate certificate in Integrated Behavioral Health – Clinical for launch in Spring 2018, and the Graduate College recommended we outreach for your support.

The proposed certificates would be offered exclusively online, using only existing coursework from the DBH program. I would appreciate your review and support for this proposed certificate.

Please do not hesitate to let me know if you have any questions or concerns.

\*\*\*\*\*

Colleen Clemency Cordes, Ph.D.  
Director, Clinical Associate Professor  
Doctor of Behavioral Health Program  
College of Health Solutions  
Arizona State University  
(602) 496-1356  
[Colleen.clemency@asu.edu](mailto:Colleen.clemency@asu.edu)

## **(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](mailto: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](mailto: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](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](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](http://graduate.asu.edu/faculty_staff/policies) to access Graduate Policies and Procedures.