ARIZONA STATE UNIVERSITY

PROPOSAL TO ESTABLISH A NEW GRADUATE CONCENTRATION

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.

This proposal template should be completed in full and submitted to the University Provost's Office [mail to: curriculumplanning@asu.edu]. It must undergo all internal university review and approval steps including those at the unit, college, and university levels. A program **may not** be implemented until the Provost's Office notifies the academic unit that the program may be offered.

GRADUATE CONCENTRATION

College/School:	W. P. Carey School of Business

Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.

Department/Division/School:	WPC Graduate Programs (CBUSMBA)
Proposing faculty group (if applicable)**:**	N/A

Existing graduate degree and major under which this concentration will be established:	Master of Business Administration (MBA) in Business Administration
Name of proposed concentration:	Information Systems Management
Requested effective term and year: Fall	2020

(The first semester and year for which students may begin applying to the concentration)

Is a program fee required?	No, a program fee is not required.

Note: for more information about program fee requests, visit https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees

Is the unit willing and able to implement the program if the fee is denied?	Not applicable.

Delivery method and campus or location options: *select all locations that apply*

☐ Downtown Phoenix   ☐ Polytechnic   ☒ Tempe   ☐ Thunderbird   ☐ West   ☐ Other: _____

☐ **Both** on-campus **and** ☐ ASU Online* **-** (check applicable campus(es) from options listed above)

☐ ASU Online only (all courses online and managed by ASU Online)

Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in Curriculum ChangeMaker to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at asuonline@asu.edu who can provide you with additional information regarding the online request process.

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

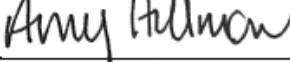### PROPOSAL CONTACT

PROPOSAL TO ESTABLISH A NEW GRADUATE CONCENTRATION

Name:	John Wisneski	**Title:**	Director, Full Time MBA; Clinical Assistant Prof
Phone number:	480-727-0825	**Email:**	John.Wisneski@asu.edu

DEAN APPROVAL(S)

This proposal has been approved by all necessary unit and college/school levels of review, and the college/school(s) has the resources to offer this degree program. I recommend implementation of the proposed concentration.

Note: An electronic signature, an email from the dean or dean's designee, or a PDF of the signed signature page is acceptable.

College/School/Division Dean name: Amy Hillman

Signature: *Amy Hillman*   **Date:** 9/12/19

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.

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1. **OVERVIEW**
   Provide a brief description *(no more than 150 words)* of the new concentration (including the focus of the new concentration, relationship to other concentrations within this degree program, etc.).

   In order to be effective business operators, students graduating from the W.P. Carey MBA program must be prepared with foundational knowledge of how to manage data and enterprise information. The Information Systems Management concentration is intended to extend this foundational knowledge that all students receive, by building additional technical skills necessary of business professionals who aspire to work specifically in the information technology department of the enterprise. The Information Systems Management concentration educates students in the strategic use of technology to create shareholder value and provides them with an outstanding foundation of technical and managerial expertise. Students will develop skills in enterprise modeling, database systems, electronic commerce, data warehousing and business process analysis. The Information Systems Management concentration will prepare them to help shape organizations in a rapidly changing, globally competitive, technologically sophisticated environment. This is one of three new proposed concentrations.

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.?

   According to the United States Bureau of Labor Statistics, the employment of information technology project managers is projected to grow 9 percent from 2016 to 2026 in the State of Arizona. The same report indicates that demand for computer and information systems managers is expected to grow anywhere from 10-14% over the same time period. In both cases, the projected increase is attributed to continued emphasis on technological innovations as a source of competitive advantage for business competing in the global economy. EMSI, an independent labor statistics modeling company, shares the same optimistic outlook, and projects growth of 14 percent from 2017 to 2027. Further, EMSI found that there were 8.99M total job postings in the fields associated with these SOC codes.

   With courses designed to help students learn how to harness the power of technology to drive businesses forward, W. P. Carey's Information Systems Management concentration relies on the expertise of scholars from our Information Systems Department who situate their research activities at the fulcrum of business and technology. Many of the top 30 business schools in the 2019 U.S. News & World Report rankings have a

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formalized Information Systems Management curriculum for students, including direct competitors such as the University of Arizona, and the University of Texas.

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.

This proposed concentration within the MBA degree attempts to leverage a subset of courses currently offered in the Master of Science in Information Management program (pending approval of name change to Information Systems Management) in such a way to accommodate students who want the flexibility to pursue a broad based degree in Business Administration, while also specializing in the functional area of Information Systems Management.

Statements of support are included from:

Thunderbird School of Global Management
Ira A. Fulton Schools of Engineering

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. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Attach a PDF copy of the assessment plan printed from the University Office of Evaluation and Educational Effectiveness assessment portal demonstrating UOEEE's approval of your assessment plan for this program. Visit the assessment portal at https://uoeee.asu.edu/assessment-portal or contact uoeee@asu.edu with any questions.
See Appendix II.

4. CURRICULAR STRUCTURE

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.

Core Courses for the Degree			
Ensure the core listed below is the same as for the standalone degree			
Prefix and Number	**Course Title**	**New Course?**	**Credit Hours**
LES 582	Ethical Issues for Managers	No	1.5
		Section sub-total:	1.5
Required Concentration Courses			
Prefix and Number	**Course Title**	**New Course?**	**Credit Hours**
CIS 502	Information Systems: Digital Innovations and Transformation	No	3
CIS 510	Business Process and Workflow Analysis	No	3
CIS 545	Managing Enterprise Systems	No	3
		Section sub-total:	9
Elective or Research Courses			

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Prefix and Number	Course Title	New Course?	Credit Hours
(as deemed necessary by supervisory committee) *Students choose from the list below. Other courses may be used with approval of the academic unit.*			
CIS 575	Emerging Technologies	No	3
CIS 505	Introduction to Enterprise Analytics	No	3
CIS 506	Information Management	No	3
CIS 508	Data Mining I	No	3
CIS 540	Enterprise Information Security and Controls	No	3
CIS 560	IT Services & Project Management	No	3
CIS 591	Topic: Information Enabled Business Modeling	No	3
CIS 565	Artificial Intelligence and Business	No	3
WPC 501	Statistics for Business	No	2.5
ACC 502	Financial Accounting	No	2.5
MGT 588	Sources of Competitive Advantage	No	2.5
ACC 503	Managerial Accounting	No	2.5
WPC 503	Managerial Communications	No	1.5
CIS 503	Decision Making with Data Analytics	No	2.5
SCM 502	Operations & Supply Chain Management	No	2.5
MGT 502	Organizational Behavior	No	2.5
FIN 502	Managerial Finance	No	2.5
MGT 526	Future World of Work	No	1
CIS 591	FIN Tech	No	1.5
MGT 594	Conference and Workshop: New Venture Challenge	No	3
WPC 591	Topic: Global Immersion project	No	3
		Section sub-total:	46.5
Culminating Experience(s) *E.g. – Capstone course, portfolio, written comprehensive exam, applied project, thesis (must be 6 credit hours with oral defense), dissertation (must be 12 credit hours with oral defense)*			**Credit Hours**
MGT 589 Strategic Management (Capstone Course)			3
		Section sub-total:	3
		Total required credit hours	**60**

1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, dissertation, capstone course, etc.)**.**
2. Omnibus numbered courses cannot be used as core courses.
3. Permanent numbers must be requested by submitting a course proposal to Curriculum ChangeMaker for approval.

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A. **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, portfolio, applied project).*

Capstone course of MGT 589 Strategic Management. Formulation of strategy and policy in the organization, emphasizing the integration of decisions in the functional areas.

B. **Please describe any other requirements for completion of the existing degree and major, and the proposed concentration** *(e.g., internships, clinical requirements, field studies, foreign language exam etc.).*
N/A

5. COMPREHENSIVE EXAMS

(Please choose what is appropriate for the degree type selected)

A. **Master's Comprehensive Exam (when applicable), please select from the appropriate option.**

N/A

6. COURSES

A. **New Courses Required for Proposed Program:** Provide course prefix, number, title, credit hours and brief description for any new courses required for this program.

No new courses required. This new concentration leverages a subset of existing courses.

7. ADMINISTRATION AND RESOURCES

A. **Administration:** 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 have a faculty lead designated to provide oversight of the curriculum as well as assessment. Course offerings and curriculum development and review will be handled by the Director and Associate Dean for the W. P. Carey Graduate Programs Office. Career advising will be managed by the W. P. Carey School of Business Career Center. Student services (i.e. matriculation, course registration, graduation coordination, approval of plans of study) will be managed by the W. P. Carey Graduate Programs Office student services team. Applications will be reviewed by the FT MBA director.

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

3-YEAR PROJECTED ANNUAL ENROLLMENT			
Please utilize the following tabular format	1st Year	2nd Year (Yr. 1 continuing + new entering)	3rd Year (Yr. 1 & 2 continuing + new entering)
Number of Students in concentration (Headcount)	10	25	40

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C. **Resource requirements needed to launch and sustain the program:** Describe any new resources required for this concentration's success such as new staff, new facilities, new library resources, new technology resources, etc. and include projected budget needs. 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.

   Current W. P. Carey School of Business staff and ASU facilities and resources should be adequate for this new concentration.

D. **Current Faculty:** Complete the table below for all current faculty members who will teach in the program.

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Alan Simon	Senior Lecturer	M.S.	Enterprise Information Management, Development Lifecycle methodologies	Medium
Benjamin Shao	Professor	Ph. D	Impacts of IT, IS Security, ICT services, IT Supply Chain Interface	High
Matthew Sopha	Clinical Associate Professor	Ph. D	Mobile application development, social influences on user interfaces, digital music	High
Pei-Yu Chen	Professor	Ph D	IT enablement, digital economy, e-commerce	High
Daniel Mazzola	Clinical Associate Professor	Ph D	CIO careers, IT systems architecture	Medium/Low
Christopher Sulla	Lecturer	MBA	Global business systems management, Cybersecurity strategy	Low

8. **REQUIRED SUPPORTING DOCUMENTS**
   (Please label accordingly, i.e., Appendix or Attachment A, B, etc.)

   Please include the following with your proposal:

   A. Statements of support from all deans

   B. Impact statements of heads of impacted academic units (programs with similar names/content, utilizing courses, faculty, etc.) – See Appendix III

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APPENDIX I

OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS

(This information is used to populate the Graduate Programs Search/catalog website.)

1. **Proposed name of concentration:** Information Systems Management

2. **Marketing description** *(Optional - 50 words maximum. The marketing description should not repeat content found in the program description.)*

    The Information Systems Management concentration educates you in the strategic use of technology to create shareholder value and provides you with an outstanding foundation of technical and managerial expertise. You develop skills in enterprise modeling, database systems, electronic commerce, data warehousing and business process analysis.

3. **Provide a brief program description** *(Catalog type (i.e. will appear in Degree Search) – no more than 150 words. Do not include any admission or curriculum information)*

    In order to be effective business operators, students who graduate from the W. P. Carey MBA program must be prepared with foundational knowledge of how to manage data and enterprise information. The Information Systems Management concentration is intended to extend this foundational knowledge that all students receive, by building additional technical skills necessary of business professionals who aspire to work specifically in the information technology department of the enterprise. The concentration educates students in the strategic use of technology to create shareholder value and provides them with an outstanding foundation of technical and managerial expertise. Students will develop skills in enterprise modeling, database systems, electronic commerce, data warehousing and business process analysis. The Information Systems Management concentration will prepare them to help shape organizations in a rapidly changing, globally competitive, technologically sophisticated environment.

4. **Delivery/Campus Information Options:** On-campus only (ground courses and iCourses)

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

    ASU Online curriculum consists of courses that have no face-to-face content. iCourses are online courses for students in on-campus programs. iCourses may be included in a program, but may not comprise the entirety of a program. On-campus programs must have some face-to-face content
    Note: Office of the Provost approval is needed for ASU Online campus options.

    ☐　　ASU Online only (all courses online and managed by ASU Online)

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

    ☐　Downtown Phoenix　☐　Polytechnic　☒　Tempe　☐　West　☐　Other: _____

    ☐　　**Both** on-campus **and** ☐ ASU Online* **-** (check applicable campus(es) from options listed above)

    *Note: Once students elect a campus or Online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. Please complete the ASU Online Offering form in Curriculum ChangeMaker to begin this request. Prior to completing the online Curriculum ChangeMaker form, please contact EdPlus at asuonline@asu.edu who can provide you with additional information regarding the online request process

6. **Admission Requirements**

    An applicant must fulfill the requirements of both the Graduate College and the W. P. Carey School of Business.

    Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution.

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Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of their 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.

Applicants are required to submit:

1. graduate admission application and application fee
2. official transcripts
3. GMAT or GRE test scores
4. two letters of recommendation
5. current resume
6. short-answer questions
7. proof of English proficiency

Additional Application Information

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

Letters of recommendation should comment on the student's motivation, commitment, achievements, work experience and opportunity for success in the program.

A personal interview, arranged by invitation only, must be completed before an offer of admission may be made.

Applicants should see the department's website for more information.

7. **Application Review Terms (if applicable session):**

Indicate the first term and year in which applications will be opened for admission. Applications will be accepted on a rolling basis after that time.

Note: It is the academic unit's responsibility to display program deadline dates on their website.

Terms	Years	University Late Fee Deadline
☒ Fall (regular) ☐ Session B	(year): 2020 (year):	July 1st October 1st
☐ Spring (regular) ☐ Session B	(year): (year):	December 1st February 8th
☐ Summer (regular) ☐ Summer B	(year): (year):	May 14th May 14th
Note: Session B is only available for approved online programs.		

Program admission deadlines website address: https://wpcarey.asu.edu/mba-programs/full-time/deadlines

8. **Curricular Requirements:**

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Curricular Structure Breakdown for the Academic Catalog:
(To be completed by the Graduate College)

60 credit hours including the required capstone course (MGT 589)

Required Core (1.5 credit hours)
LES 582 Ethical Issues for Managers (1.5)

Concentration (9 credit hours)
CIS 502 Information Systems: Digital Innovations and Transformation (3)
CIS 510 Business Process and Workflow Analysis (3)
CIS 545 Managing Enterprise Systems (3)

Electives or Research (46.5 credit hours)

Culminating Experience (3 credit hours)
MGT 589 Strategic Management (3)

9. **Allow 400-level courses:** ☐ **Yes** ☒ **No**
   Note: No more than six credit hours of 400-level coursework may be included on a graduate student plan of study.

10. **Keywords**: List all keywords that could be used to search for this concentration. Keywords should be specific to the proposed concentration – limit 10 keywords.

    Information Systems, Management Information Systems, Information Management, MIS, MBA

11. **Area(s) of Interest**

    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		

12. **Contact and Support Information:**

PROPOSAL TO ESTABLISH A NEW GRADUATE CONCENTRATION

Office Location - Building Code & Room: *(Search ASU map)*	MCRD 352
Campus Telephone Number: (may not be an individual's number)	480-965-3332
Program Email Address: (may not be an individual's email)	wpcareymasters@asu.edu
Program Website Address: (if one is not yet created, use unit website until one can be established)	https://wpcarey.asu.edu/mba-programs/full-time
Program Director (Name):	John Wisneski
Program Director (ASURITE):	wjohn
Program Support Staff (Name):	Victoria Ammons
Program Support Staff (ASURITE):	vcronin
Admissions Contact (Name):	Patrina Yang
Admissions Contact (ASURITE):	pyang29

13. **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	ASURITE	ADMSN	POS
Victoria Ammons	vcronin	NO	YES
Christine de la Cerda	cmdelace	NO	YES
Patrina Yang	pyang29	YES	NO

Assessment Plan

Note as of 10/25/19 - Per Academic Plan Approval, the official concentration name is Information Systems Management. This has been confirmed with W. P. Carey School of Business

<div style="background-color:#8b1a2c; color:#f0c040;">

University Office of Evaluation and Educational Effectiveness   06-12-2019

Academic Program Assessment Plan

</div>

MBA in Information Management

Status:UOEEE Provisional Approval

Comments:Approved

Element	Outcome	Measure	Description
AP_2Goal	0		
Outcome	1		Students will demonstrate graduate level proficiency in information management acumen.
Plan_1GenEd	1		Critical Thinking;
Plan_2Concepts	1		n/a
Plan_3Competencies	1		n/a
AP_1Process	1	1	
Measure	1	2	Students will complete an individual assignment that will assess the ability to identify a digital innovation, evaluate its ability to impact a business, and use sound judgement to arrive at a recommendation in CIS 502.
PC	1	2	At least 80% of the sampled students will achieve a score of meets or exceeds expectations using a rubric for information management acumen.
Measure	1	3	Students surveyed upon graduation (FT MBA Exit Survey) will evaluate the strength of their preparation in information management acumen.
PC	1	3	At least 80% of the surveyed students will rate their preparation as "Strong" or "Very Strong"

Element	Outcome	Measure	Description
Outcome	2		Students will demonstrate graduate level proficiency in formulating information management initiatives to address specific issues.
Plan_1GenEd	2		Critical Thinking;
Plan_2Concepts	2		n/a
Plan_3Competencies	2		n/a
AP_1Process	2	1	
Measure	2	1	Students will complete an individual assignment that will assess the ability to formulate an information management initiative that can be justified from a business perspective with measureable performance metrics in CIS 502.
PC	2	1	At least 80% of the sampled students will achieve a score of meets or exceeds expectations using a rubric for formulating information management initiatives.
Measure	2	2	Students surveyed upon graduation (FT MBA Exit Survey) will evaluate the strength of their preparation in formulating information management initiatives.
PC	2	2	At least 80% of the surveyed students will rate their preparation as "Strong" or "Very Strong"
Outcome	3		Students will demonstrate graduate level proficiency in communicating information management recommendations to address specific issues.
Plan_1GenEd	3		Verbal Communication;Written Communication;
Plan_2Concepts	3		n/a
Plan_3Competencies	3		n/a
AP_1Process	3	1	
Measure	3	1	Students will complete an individual assignment that will assess the ability to communicate information management recommendations in a clear, concise, and compelling way in CIS 502.
PC	3	1	At least 80% of the sampled students will achieve a score of meets or exceeds expectations using a rubric for communicating information management recommendations.
Measure	3	2	Students surveyed upon graduation (FT MBA Exit Survey) will evaluate the strength of their preparation in communicating information management recommendations.
PC	3	2	At least 80% of the surveyed students will rate their preparation as "Strong" or "Very Strong"

If you have questions, please e-mail assessment@asu.edu or call UOEEE at (480) 727-1731.

APPENDIX III

Statements of Collaboration and Impact

Note as of 10/25/19 - Per Academic Plan Approval, the official concentration name is Information Systems Management. This has been confirmed with W. P. Carey School of Business.

W. P. Carey School of Business – Official Submission

From: Kay Faris <KAY.FARIS@asu.edu>
Sent: Saturday, September 14, 2019 10:00 AM
To: curriculumplanning@asu.edu
Cc: Kay Faris <KAY.FARIS@asu.edu>; Bianca Birchfield <Bianca.Birchfield@asu.edu>; Kim Naig <Kim.Naig@asu.edu>
Subject: Proposal to establish a new graduate concentration in Information Management

Hi Curriculum Planning,

Please see the attached proposal for a concentration in Information Management.

Please let me know if you have any questions!

Thanks!

Kay

Kay A. Faris
Senior Associate Dean for Students
Special Advisor to the Dean
W. P. Carey School of Business
Arizona State University
Tempe, AZ 85287-3406
Phone: 480-965-7587
Fax: 480-965-3846
Kay.Faris@asu.edu

From: Amy Hillman (DEAN) <AMY.HILLMAN@asu.edu>
Sent: Monday, October 14, 2019 5:29 AM
To: Sanjeev Khagram (Dean) <Sanjeev.Khagram@thunderbird.asu.edu>
Cc: Kim Naig <Kim.Naig@asu.edu>
Subject: Re: 2nd impact statement request

Thank you!

Amy J. Hillman, PhD
Dean and
Charles J. Robel Dean's Chair
W. P. Carey School of Business
Arizona State University
amy.hillman@asu.edu
480.965.3402

> On Oct 13, 2019, at 8:58 PM, Sanjeev Khagram (Dean)
> <Sanjeev.Khagram@thunderbird.asu.edu> wrote:
>
>
> Dear Amy,
>
> Thunderbird supports this information systems concentration in the Carey MBA.
>
> With Gratitude, Sanjeev
>
> Get Outlook for iOS
>
> ---
>
> **From:** Amy Hillman (DEAN) <AMY.HILLMAN@asu.edu>
> **Sent:** Tuesday, October 8, 2019 9:43 AM
> **To:** Sanjeev Khagram (Dean)
> **Subject:** 2nd impact statement request
>
> Dear Sanjeev,
>
> We are requesting formal approval for our MBA with Information Systems
> concentration from the university. We've offered this for several years, but not as a
> formally designated "concentration" within the MBA. Given potential overlap with

your MS in Global Management, I'm writing to request a statement of impact and collaboration from you.

Warm regards,
Amy

Amy Hillman, PhD
Dean
Charles J. Robel Dean's Chair
W. P. Carey School of Business
amy.hillman@asu.edu | Ph: 480.965.3402

From:	Amy Hillman (DEAN)
To:	Kyle Squires
Cc:	Kim Naig
Subject:	Re: 2nd impact statement request
Date:	Wednesday, October 9, 2019 4:25:18 PM
Attachments:	image001.png

Thank you Kyle!

Amy J. Hillman, PhD
Dean and
Charles J. Robel Dean's Chair
W. P. Carey School of Business
Arizona State University
amy.hillman@asu.edu
480.965.3402

On Oct 9, 2019, at 2:55 PM, Kyle Squires <squires@asu.edu> wrote:

> Hi Amy,
>
> Similarly here...FSE does not foresee adverse impacts owing to the formal designation of this concentration within the MBA. We also look forward to working with you and your team to creatively connect these programs and advance student success. Thanks,
>
> -- Kyle
>
> ---
>
> **From:** Amy Hillman (DEAN) <AMY.HILLMAN@asu.edu>
> **Sent:** Tuesday, October 8, 2019 9:44 AM
> **To:** Kyle Squires <squires@asu.edu>
> **Subject:** 2nd impact statement request
>
> Dear Kyle,
>
> We are requesting formal approval for our MBA with Information Systems concentration from the university. We've offered this for several years, but not as a formally designated "concentration" within the MBA. Given potential overlap with courses in your college, I'm writing to request a statement of impact and collaboration from you.
>
> Warm regards,
> Amy
>
> **Amy Hillman, PhD**
> **Dean**
> **Charles J. Robel Dean's Chair**
> **W. P. Carey School of Business**

(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. Please see the academic strategic plan website at: https://provost.asu.edu/curriculum-development.**

☐ **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.**

☐ **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
- if the program will have an online delivery option support will be required from the Provost's office and ASU Online. (*Please complete the ASU Online Offering form in Curriculum ChangeMaker to begin this 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.

☐ **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.