



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

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. The graduate certificate enables the university to respond to societal needs while promoting university cooperation with corporate, industrial, and professional communities.

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 CERTIFICATE

College/School: Watts College of Public Service and Community Solutions

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: School of Criminology and Criminal Justice (CCRIMJUS)

Proposing faculty group (if applicable): N/A

Name of proposed graduate certificate: Graduate Certificate in Homeland Security

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.

Requested effective term and year: Fall 2020

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

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 edplusprogrammanagement@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 TO ESTABLISH A NEW GRADUATE CERTIFICATE

PROPOSAL CONTACT

Name:	Jesenia Pizarro-Terrill	Title:	Associate Professor and Director of Master's Programs
Phone number:	(602) 496-0045	Email:	Jesenia.Pizarro@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 certificate program.

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: William Terrill

Signature:

Date:

9/29/19

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 (two readings), 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.

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 School of Criminology and Criminal Justice currently offers an undergraduate certificate in homeland security. We also offer a range of online courses at the graduate level concerning homeland security issues that students often take as electives. Students frequently inquire about whether they could earn a certificate in this area of specialization. As a result, the proposed certificate is being developed in response to student calls for such an option as the overall career outlook in this field is strong. According to the Bureau of Justice Statistics' [Careers in Homeland Security](#), career opportunities in homeland security are abundant in the U.S. Department of Homeland Security's (including air marshals, asylum officers, immigration officers, Customs and Border Patrol agents, FEMA specialists, Information Analysis and Infrastructure Protection Directorate specialists, Office of the Inspector General auditors, TSA investigators and intelligence operations specialists, program analysts, U.S. Coast Guard contract specialists, and U.S. Secret Service criminal investigators), the Central Intelligence Agency, the National Security Agency, the U.S. Department of Labor, U.S. Department of State's Bureau of Diplomatic Security, and in both state and local governments. Overall, the protective service occupations is anticipated to grow at 3 percent, resulting in about 95,200 new jobs by 2028 ([Bureau of Labor Statistics, 2019](#)) and security positions are growing at a rate of at least 4% annually ([Bureau of Labor Statistics, 2019](#)). According to [Payscale](#), salaries at the Department for Homeland Security for those holding post-baccalaureate educations range from \$57,000 to \$127,000, with the median salary for intelligence analysts being \$79,096.

The Homeland Security Certificate will provide students with the skills and credentials necessary to prepare them to enter fields specializing in Homeland Security. Students will receive extended education in topics pertaining to Homeland Security such as Domestic and International Terrorism, Cyber Terrorism, and advanced crime courses. These courses will better equip students to take advantage of career opportunities that require this specialization.

Graduates of this program should expect to find employment within government agencies such as the Department of Homeland Security (DHS) which is comprised of agencies, such as the Secret Service, Coast Guard, and Customs



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

and Border Protection (CBP). Most of the personnel in this field work at the local, state or federal level to implement and maintain public and national safety. Some homeland security personnel work will also work for private organizations that deal with emergency response, law enforcement and information technology.

The certificate program will be of interest to graduate students in disciplines such as criminology and criminal justice (the MA in Criminal Justice degree program and the MS in Criminology and Criminal Justice), MPA in Public Administration students, private security, and other related fields. In addition, the market for potential students includes criminal justice graduate students who wish to pursue a specialization in homeland security, or those who hold a previous graduate degree and wish to supplement or update their skills and knowledge base. Finally, this certificate will be of interest to those who hold a bachelor's degree and are not able or willing to commit to a full graduate degree program. This certificate program is specifically designed to appeal to current ASU students (who can add-on a certificate to a current degree program) as well as a broader audience.

In order to remain competitive, we reviewed peer institutions for similar homeland security graduate certificate programs. Penn State, University of Maryland and George Mason University all offer online graduate certificates in homeland security. The certificate programs generally range between 12-18 credits.

2. ADMINISTRATION AND RESOURCES

A. Administration

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?

Students interested in the online Graduate Certificate in Homeland Security will be directed to the graduate advising team in the School of Criminology and Criminal Justice. ASU Online personnel, the Graduate Advising team in the School of Criminology and Criminal Justice, and Dr. Jesenia Pizarro (the Director of Master's Programs for the school) will assist interested students in applying for the certificate. They will also explain that students may apply for admission concurrently with the Master of Arts in Criminal Justice or other closely related Master's programs. Students will also have the option to apply for the certificate program as a non-degree certificate-seeking student. Dr. Pizarro will coordinate the admissions process with Ms. Shannon Stewart, the Graduate Academic Success Coordinator for the School of Criminology and Criminal Justice.

B. Resource requirements needed to launch and sustain the program

Describe any new resources required for this program's success such as new staff, new facilities, new library resources, new technology resources, etc. 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.

No additional resources will be required.

C. Projected Enrollment:

How many new students do you anticipate enrolling in this program each year for the next three years?

3-YEAR PROJECTED ANNUAL ENROLLMENT			
	1st Year	2nd Year	3rd Year
Please utilize the following tabular format		(Yr. 1 continuing + new entering)	(Yr. 1 & 2 continuing + new entering)



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

Number of students in certificate (Headcount)	20	40	60
---	----	----	----

3. STUDENT LEARNING OUTCOMES AND ASSESSMENT

- A. List the knowledge, competencies and skills** students should have attained by graduation from the proposed degree program. (Examples of program Learning Outcomes can be found at <https://uoeee.asu.edu/>. Go to the Assessment accordion dropdown and select Assessment Plan to view sample outcomes.)

Through the completion of the required coursework, students will be prepared to work in a variety of settings and capacities in areas that require knowledge and understanding of current international and domestic terrorism issues, global security, intelligence analysis, cybersecurity issues, crime prevention and law enforcement.

Learning Outcomes:

1. Graduates from this certificate will evaluate homeland security issues from both national and international perspectives.
2. Graduates from this certificate will evaluate a range of factors contributing to domestic terrorism and possible responses to such threats.
3. Graduates from this certificate will evaluate a range of factors contributing to international terrorism and possible responses to such threats.

- B. Describe the plans and methods to assess** whether students have achieved the knowledge, competencies and skills identified in the Learning Outcomes listed above. Please list measures and scales for each outcome. (You can find examples of assessment methods at <https://uoeee.asu.edu/>. Go to the Assessment accordion dropdown and select Assessment Plan to view sample measures.)

Program Competencies

This certificate will provide students with the fundamentals of emergency response to terrorist events. The program will also provide a historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these types of threats. Roles of government agencies and application of resources will also be explored.

Outcome 1: Graduates from this certificate will evaluate homeland security issues from both national and international perspectives.

Measure 1.1: Students in CRJ 554 Seminar in Homeland Security will take a final course exam.

Performance Criterion 1.1: 80% of students will earn a rating of 80% or higher on the final course exam in CRJ 554.

Measure 1.2: Students in CRJ 554 Seminar in Homeland Security will complete course evaluations that indicate satisfaction with their learning in the course.

Performance Criterion 1.2: The median response to the statement contained in standard question #7, "I have a good understanding of homeland security issues from both national and international perspectives." will be between 1.0 and 2.0.

Outcome 2: Graduates from this certificate will evaluate a range of factors contributing to domestic terrorism and possible responses to such threats.

Measure 2.1: Students in CRJ 557 Seminar in Domestic Terrorism will write a final research paper.

Performance Criterion 2.1: 80% of students will earn a rating of 80% or higher on the final research paper in CRJ 557.



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

Measure 2.2: Students in CRJ 557 Seminar in Domestic Terrorism will complete course evaluations that indicate satisfaction with their learning in the course.

Performance Criterion 2.2: The median response to the statement contained in standard question #7, *"I have a good understanding of homeland security issues from both national and international perspectives."* will be between 1.0 and 2.0.

Outcome 3: Graduates from this certificate will evaluate a range of factors contributing to international terrorism and possible responses to such threats.

Measure 3.1: Students in CRJ 558 Seminar in International Terrorism will write a final research paper.

Performance Criterion 3.1: 80% of students will earn a rating of 80% or higher on the final research paper in CRJ 558.

Measure 3.2: Students in CRJ 558 Seminar in International Terrorism will complete course evaluations that indicate satisfaction with their learning in the course.

Performance Criterion 3.2: The median response to the statement contained in standard question #7, *"I have a good understanding of homeland security issues from both national and international perspectives."* will be between 1.0 and 2.0.

Note: as recommended by the Undergraduate College, CCJ will amend its evaluation questions to better assess learning outcomes and the assessment plan will reflect median score.

4. ACADEMIC REQUIREMENTS

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

18

B. As applicable, please describe culminating experience if required (e.g., applied project, portfolio, capstone course, etc.)

N/A

C. Please state the satisfactory student academic progress standards and guidelines (including any time limits for completion). All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit, maintaining continuous enrollment.

All graduate students are expected to make systematic progress toward completion of their graduate program. All coursework must be completed within a six year time limit while maintaining continuous enrollment. Student must maintain a minimum 3.00 for all GPAs. Student will be placed on department academic probation if minimum GPA requirements are not met.

D. 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. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program.)

Yes. Credits earned in this certificate program may be shared (up to the maximum 12 credit hours) subject to ASU policies and procedures. Each student will be handled on a case-by-case basis.



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

- E. 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.

Note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.

Required Core Courses for the Certificate			
Prefix and Number	Course Title	New Course?	Credit Hours
CRJ 554	Homeland Security	No	3
CRJ 557	Seminar in Domestic Terrorism	No	3
CRJ 558	Seminar in International Terrorism	No	3
CRJ 553	Terrorism and Weapons of Mass Destruction	No	3
<i>Section sub-total:</i>			12
Elective or Research Courses			
<i>(As deemed necessary by supervisory committee. Other courses may be used with approval of the academic unit)</i>			
Prefix and Number	Course Title	New Course?	Credit Hours
PAF 552	Integrated Emergency Management	No	3
PAF 561	Interoperability for Emergency Managers	No	3
GSC 502	Security Studies	No	3
CRJ 598	Special Topics: Seminar in Cyber Terrorism	No	3
Students may optionally take a summer study abroad experience in counterterrorism in Israel for elective credit. Students would take the following courses:			
CRJ 555	Police and International Terrorism	No	3
CRJ 556	Etiology of Martyrdom	No	3
<i>Section sub-total:</i>			6
Culminating Experience (if applicable)			Credit Hours
<i>E.g. – Capstone course, portfolio, written comprehensive exam or applied project</i>			
N/A			0
<i>Section sub-total:</i>			0
Total required credit hours			18

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

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



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Dr. Brian Gerber	Associate Professor	PhD	Emergency Management and Homeland Security ("EMHS")	High. Directs EHMS programs for Watts College
Dr. Garth den Heyer	Instructor	D.P.A.	Homeland Security and Counter-Terrorism	High. Teaches CRJ 554 and 558
Dr. Rebecca Loftus	Lecturer	PhD	Counter-Terrorism	Low. Co-leads summer study abroad experience in Israel
Dr. Charles Loftus	Instructor	PhD	Homeland Security and Counter-Terrorism	High; Teaches CRJ 555 & 557 and co-leads summer study abroad experience in Israel
Bernard Zapor	Faculty Associate	MS	Counter-Terrorism	Moderate. Teaches CRJ 553
Krista Couture	Faculty Associate	MS	Counter-Terrorism	Moderate. Teaches CRJ 553
William Drohan	Faculty Associate	MS	Counter-Terrorism	Moderate. Teaches CRJ 554.

5. COURSES

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

None. All of the courses for the proposed certificate currently exist.

6. 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.)



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

APPENDIX I

OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

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

1. Proposed name of certificate: Graduate Certificate in Homeland Security

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

The Graduate Certificate in Homeland Security will provide you with the skills and credentials necessary to prepare for careers specializing in Homeland Security. You will be able to study topics relating to current international and domestic terrorism issues, global security, intelligence analysis, cybersecurity issues, crime prevention and law enforcement.

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)*

The Graduate Certificate in Homeland Security is focused on homeland security as a field, applicable to all levels of government (federal, state, local) and to positions in private sector organizations with functional and operational related to organizational security. Students will be able to study topics relating to current international and domestic terrorism issues, global security, intelligence analysis, cybersecurity issues, crime prevention and law enforcement.

4. Delivery/Campus Information Options: ASU Online only

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 edplusprogrammanagement@asu.edu who can provide you with additional information regarding the online request process*

If the certificate program is ground only, it will only be open to international students who are already enrolled in a degree program at ASU and they must complete the certificate before the degree is awarded. If this certificate is ground only, please indicate this in the additional application information below.

6. Admission Requirements

An applicant must fulfill the requirements of both the Graduate College and the Watts College of Public Service and Community Solutions .

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in criminology, criminal justice, homeland security, counter-terrorism or related field, from a regionally accredited institution.



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

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. letter of intent
4. professional resume
5. two letters of recommendation
6. proof of English proficiency

Additional Application Information

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

The letter of intent, resume, and letters of recommendation are not needed if the applicant is already matriculated in an ASU master's degree program.

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
<input checked="" type="checkbox"/> Fall (regular) <input checked="" type="checkbox"/> Session B	(year): 2020 (year): 2020	July 1st October 1st
<input checked="" type="checkbox"/> Spring (regular) <input checked="" type="checkbox"/> Session B	(year): 2021 (year): 2021	December 1st February 8th
<input checked="" type="checkbox"/> Summer (regular)	(year): 2021	May 14th
<p><i>Note: Session B is only available for approved online programs.</i></p>		

Program admission deadlines website address: <https://ccj.asu.edu/programs/graduate>

8. Curricular Requirements:

Curricular Structure Breakdown for the Academic Catalog:

(To be completed by the Graduate College)

18 credit hours



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

Required Core (12 credit hours)

- CRJ 553 Terrorism and Weapons of Mass Destruction (3)
- CRJ 554 Homeland Security (3)
- CRJ 557 Seminar in Domestic Terrorism (3)
- CRJ 558 Seminar in International Terrorism (3)

Electives or Research (6 credit hours)

Additional Curriculum Information

Students should see the academic unit for available elective and research coursework.

Students may choose to participate in a study abroad experience in counter-terrorism in Israel during the summer term that may be used to fulfill elective coursework. Students will enroll in CRJ 555 Police and International Terrorism and CRJ 556 Etiology of Martyrdom.

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

CYBERSEC - Cybersecurity

EMERGENMGT - Emergency Management

FEDEMERMGT - Federal Emergency Management Agency

HOMELSEC - Homeland Security

PUBLIC SAF - Public Safety

SECURITY - Security

TERRORISM - Terrorism

10. Area(s) of Interest

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

- | | |
|--|--|
| <input type="checkbox"/> Architecture & Construction | <input type="checkbox"/> Interdisciplinary Studies |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Law & Justice |
| <input type="checkbox"/> Business | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Communication & Media | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Education & Teaching | <input type="checkbox"/> STEM |
| <input type="checkbox"/> Engineering & Technology | <input type="checkbox"/> Science |
| <input type="checkbox"/> Entrepreneurship | <input checked="" type="checkbox"/> Social and Behavioral Sciences |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Humanities | |

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

- | | |
|--|---|
| <input type="checkbox"/> Architecture & Construction | <input type="checkbox"/> Interdisciplinary Studies |
| <input type="checkbox"/> Arts | <input checked="" type="checkbox"/> Law & Justice |
| <input type="checkbox"/> Business | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Communications & Media | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Education & Teaching | <input type="checkbox"/> STEM |
| <input type="checkbox"/> Engineering & Technology | <input type="checkbox"/> Science |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Social and Behavioral Sciences |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Humanities | |



PROPOSAL TO ESTABLISH A NEW GRADUATE CERTIFICATE

11. Contact and Support Information:

Office Location - Building Code & Room: <i>(Search ASU map)</i>	UCENT Suite 600
Campus Telephone Number: (may not be an individual's number)	602-496-2356
Program Email Address: (may not be an individual's email)	gradsccej@asu.edu
Program Website Address: (if one is not yet created, use unit website until one can be established)	https://ccj.asu.edu/
Program Director (Name):	Dr. Jesenia Pizarro
Program Director (ASURITE):	jmpizarr
Program Support Staff (Name):	Shannon Stewart
Program Support Staff (ASURITE):	shastew
Admissions Contact (Name):	Shannon Stewart
Admissions Contact (ASURITE):	shastew

12. 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
Dr. Jesenia Pizarro	jmpizarr	x	x
Shannon Stewart	shastew	x	x
Shonda Hertle	shertle	x	x

(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 program. Below are items that 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.

APPENDIX II

Statements of Collaboration and Impact

Watts College of Public Service and Community Solutions – Official Submission

From: [William Terrill](#)
To: curriculumplanning@asu.edu; [William Terrill](#); [Christopher Hiryak](#)
Subject: Graduate certificate in Homeland Security
Date: Sunday, September 29, 2019 2:31:07 PM
Attachments: [Watts - CRJ - Global Studies Statement of Support.pdf](#)
[Watts - CRJ - EMHS Statement of Support.pdf](#)
[Watts - CRJ.pdf](#)

Please find attached.

William Terrill, PhD

Arizona State University

Interim Associate Dean, Watts College of Public Service and Community Solutions

Professor, School of Criminology & Criminal Justice

North American Editor, *Policing: A Journal of Policy & Practice*

Watts College of Public Service and Community Solutions

Brian Gerber, Senior Academic Director for the MA in Emergency Management and Homeland Security Program

Hank Fradella

From: Brian Gerber
Sent: Thursday, September 19, 2019 9:51 AM
To: Hank Fradella
Cc: Shannon Stewart; Jesenia Pizarro-Terrill
Subject: RE: Graduate Certificate in Homeland Security

Hello Hank

Thanks for this message. I've reviewed the document attached with your message below and I have no changes or edits to suggest.

Please accept this message as my formal statement of support.

In terms of the MAGS program: Daniel Rothenberg and Jeff Kubiak are the two points of contact for a statement of support request. Please let me know if you would like an introduction—I speak with Jeff and Daniel regularly.

Congratulations on moving this forward and I'm really pleased our college will be making this available to students.

Regards,
Brian

Brian J. Gerber, PhD

Senior Academic Director, M.A. in Emergency Management & Homeland Security <https://publicservice.asu.edu>

Co-Director: Center for Emergency Management & Homeland Security <https://cemhs.asu.edu/>

College of Public Service & Community Solutions | Arizona State University

Phone: (602) 496-0566 | E-mail: Brian.Gerber@asu.edu | 411 N. Central Ave., Phoenix AZ 85004



From: Hank Fradella <Hank.Fradella@asu.edu>
Sent: Thursday, September 19, 2019 9:07 AM
To: Brian Gerber <Brian.Gerber@asu.edu>
Cc: Shannon Stewart <Shannon.Stewart@asu.edu>; Jesenia Pizarro-Terrill <Jesenia.Pizarro@asu.edu>
Subject: Graduate Certificate in Homeland Security
Importance: High

Brian,

Greetings! I hope this message finds you well.

As you and I discussed last spring, we are moving forward with developing a graduate certificate in homeland security. Our proposal is attached. Kindly review it and let me know if you have any changes. If not, please respond to this email with a statement of support for the certificate being created. We will need to send that statement to the Provost's Office as part of the curriculum development process.

Also, you will see that, as you suggested, we included a course from the Global Security program. Thus, we will need a statement of support from that program as well. Would you let me know who your contact is in that program so I can reach out to him/her and seek a statement of support from the Global Security program?

Thank you!

Hank



[Henry F. Fradella, J.D., Ph.D.](#)

Professor and Associate Director, [School of Criminology and Criminal Justice](#)

Affiliate Professor of Law, [Sandra Day O'Connor College of Law](#)

Professor, [Program on Law and Behavioral Science](#)

Faculty Honors Advisor, [Barrett, The Honors College](#)

Editor-in-Chief, [Criminal Law Bulletin](#)

Arizona State University

Mail Code 4420

411 North Central Avenue, Suite 600

Phoenix, AZ 85004-0685

Direct-Dial Phone: (602) 496-0237

Departmental Phone: (602) 496-2369

Departmental Fax: (602) 496-2366

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.

Watts College of Public Service and Community Solutions
School of Public Affairs

From: [William Terrill](#)
To: [Hank Fradella](#)
Subject: Fwd: Graduate Certificate in Homeland Security
Date: Monday, October 28, 2019 11:49:20 AM
Attachments: [image001.png](#)

William Terrill, PhD
Arizona State University
Interim Associate Dean, Watts College of Public Service and Community Solutions
Professor, School of Criminology & Criminal Justice
North American Editor, *Policing: A Journal of Policy & Practice*

----- Forwarded message -----
From: Donald Siegel <Donald.Siegel.1@asu.edu>
Date: Mon, Oct 28, 2019 at 11:38 AM
Subject: RE: Graduate Certificate in Homeland Security
To: William Terrill <wcterrill@gmail.com>

No concerns-looks great

Dr. Donald Siegel
Foundation Professor of Public Policy and Management and Director
School of Public Affairs
Arizona State University
411 North Central Avenue, Suite 450
Phoenix, AZ, 85004

The College of Liberal Arts and Sciences

1/10/2020

Gmail - Graduate Certificate in Homeland Security

Graduate Certificate in Homeland Security

5 messages

William Terrill <wcterrill@gmail.com>

Fri, Jan 10, 2020 at 3:53 PM

To: pkenney@asu.edu, William Terrill <William.Terrill@asu.edu>

Good Afternoon Patrick,

I am writing to request an support/impact statement from the College of Liberal Arts regarding a proposal from our School of Criminology and Criminal Justice for a new Graduate Certificate in Homeland Security.

Would you please review the attached and let me know if you have any concerns or questions?

Thank you.

Sincerely,

Bill

William Terrill, PhD

Arizona State University

Interim Associate Dean, Watts College of Public Service and Community Solutions

Professor, School of Criminology & Criminal Justice

Co-Editor, *Policing: A Journal of Policy & Practice*



Establishing-Graduate-Certificate in Homeland Security - Rev 10-25-2019.docx

584K

Patrick Kenney <pkenney@asu.edu>

Fri, Jan 10, 2020 at 4:05 PM

To: William Terrill <wcterrill@gmail.com>

Looks fine, Pat

Get [Outlook for iOS](#)

School of Politics and Global Studies, The College of Liberal Arts and Sciences

Hank Fradella

From: Jeffrey Kubiak <jjkubiak@asu.edu>
Sent: Wednesday, September 25, 2019 3:27 PM
To: Hank Fradella
Cc: Brian Gerber; Daniel Rothenberg
Subject: Re: introduction & statement of support

Hello Hank,

We definitely support the creation of the grad certificate in Homeland Security and would be delighted to collaborate. We request that the GSC 502 course not be listed as a requirement for the reasons we discussed. We certainly can support the course as an elective in the certificate program. We would want to cap student enrollment at some level below 5 each offering, but would very much enjoy having criminal justice students in our class.

Please keep us posted on the progress and let's talk more about collaborating on courses in the future.

Best,
Jeff Kubiak and Daniel Rothenberg

[Jeff Kubiak, PhD](#)

Professor of Practice, School of Politics and Global Studies
Co-Director, MA in Global Security
Senior Fellow, Center on the Future of War
Arizona State University
Twitter: @jtkubs

On Thu, Sep 19, 2019 at 10:18 AM Hank Fradella <Hank.Fradella@asu.edu> wrote:

Thank you, Brian.

Jeff and Daniel, it's nice to "meet" you, even if only electronically for the moment. I write in the hopes that you will be able to provide a short statement of support (even if just by responding to this email message) for the creation of the proposed graduate certificate in homeland security to compliment the undergraduate one we currently offer. As you will see from the curriculum proposal attached to this email message, we included GSC 502 as a required course at Brian Gerber's suggestion. If, however, you would prefer that we make that course an elective, rather than a requirement, or if you prefer we omit it entirely, we can do either. But I suspect the law enforcement community would benefit greatly from the content of that course, so I hope you will support its inclusion.

Thank you in advance for your consideration.

With best wishes,

Hank

Ira A. Fulton Schools of Engineering

From: [William Terrill](#)
To: [Hank Fradella](#)
Subject: Fwd: Graduate Certificate in Homeland Security.
Date: Tuesday, October 29, 2019 10:29:15 AM

William Terrill, PhD

Arizona State University

Interim Associate Dean, Watts College of Public Service and Community Solutions

Professor, School of Criminology & Criminal Justice

North American Editor, *Policing: A Journal of Policy & Practice*

----- Forwarded message -----

From: Kyle Squires <squires@asu.edu>
Date: Mon, Oct 28, 2019 at 9:55 PM
Subject: RE: Graduate Certificate in Homeland Security.
To: William Terrill <wcterrill@gmail.com>

Hi Bill,

Thanks for contacting me about the proposal. This looks interesting and we look forward to potential collaborations - no concerns. Good luck!

-- Kyle

New College of Interdisciplinary Arts and Sciences

From: [William Terrill](#)
To: [Hank Fradella](#)
Subject: Fwd: Graduate Certificate in Homeland Security
Date: Wednesday, October 30, 2019 11:33:00 AM

William Terrill, PhD

Arizona State University

Interim Associate Dean, Watts College of Public Service and Community Solutions

Professor, School of Criminology & Criminal Justice

North American Editor, *Policing: A Journal of Policy & Practice*

----- Forwarded message -----

From: Todd Sandrin (DEAN) <Todd.Sandrin@asu.edu>
Date: Wed, Oct 30, 2019 at 11:07 AM
Subject: RE: Graduate Certificate in Homeland Security
To: William Terrill <wcterrill@gmail.com>
Cc: Patricia Friedrich <Patricia.Friedrich@asu.edu>

Bill,

New College anticipates no negative impact and is delighted that this interesting new certificate will soon be available to ASU students.

Best,

Todd

Todd R. Sandrin, Ph.D.

Dean, [New College of Interdisciplinary Arts and Sciences](#)
Vice Provost, [West campus](#)

Professor, [School of Mathematical and Natural Sciences](#)
Senior Sustainability Scientist - [Julie Ann Wrigley Global Institute of Sustainability](#)

W. P. Carey School of Business

From: [William Terrill](#)
To: [Hank Fradella](#)
Subject: Fwd: Graduate Certificate in Homeland Security
Date: Monday, October 28, 2019 12:36:35 PM

William Terrill, PhD

Arizona State University

Interim Associate Dean, Watts College of Public Service and Community Solutions

Professor, School of Criminology & Criminal Justice

North American Editor, *Policing: A Journal of Policy & Practice*

----- Forwarded message -----

From: Amy Hillman (DEAN) <AMY.HILLMAN@asu.edu>
Date: Mon, Oct 28, 2019 at 12:25 PM
Subject: Re: Graduate Certificate in Homeland Security
To: William Terrill <wcterrill@gmail.com>
Cc: Jonathan Kopell <jonathan.kopell@asu.edu>

Hello Bill,

The W. P. Carey School is supportive of your graduate certificate in Homeland Security and suspect a number of our masters students will be interested in this.

Warm regards,
Amy

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

College of Integrative Sciences and Arts

From: [William Terrill](#)
To: [Hank Fradella](#)
Subject: Fwd: Graduate Certificate in Homeland Security
Date: Tuesday, October 29, 2019 10:31:13 AM

William Terrill, PhD

Arizona State University

Interim Associate Dean, Watts College of Public Service and Community Solutions

Professor, School of Criminology & Criminal Justice

North American Editor, *Policing: A Journal of Policy & Practice*

----- Forwarded message -----

From: Duane Roen (Dean) <Duane.Roen@asu.edu>
Date: Mon, Oct 28, 2019 at 9:52 PM
Subject: RE: Graduate Certificate in Homeland Security
To: William Terrill <wcterrill@gmail.com>

Bill,

After checking with the appropriate faculty head, I am happy to offer CISA's full support for your proposal for a graduate certificate in Homeland Security.

The certificate looks great! I hope that it attracts lots of students.

Best,

Duane

Sandra Day O'Connor College of Law

From: [William Terrill](#)
To: [Hank Fradella](#)
Subject: Fwd: Graduate Certificate in Homeland Security
Date: Tuesday, November 12, 2019 8:17:46 PM

FYI

----- Forwarded message -----

From: Douglas Sylvester (Dean) <Douglas.Sylvester@asu.edu>
Date: Tue, Nov 12, 2019 at 5:07 PM
Subject: RE: Graduate Certificate in Homeland Security
To: William Terrill <wcterrill@gmail.com>

Bill:

Apologies for the delay. You may use this email as our statement of support for this certificate.

DS

From: William Terrill <wcterrill@gmail.com>
Sent: Monday, October 28, 2019 11:04 AM
To: Douglas Sylvester (Dean) <Douglas.Sylvester@asu.edu>; William Terrill <wcterrill@gmail.com>
Subject: Graduate Certificate in Homeland Security

Good Morning Douglas,

I am writing to request an impact statement from the Sandra Day O'Connor College of Law regarding a proposal from our School of Criminology and Criminal Justice for a new Graduate Certificate in Homeland Security.

Would you please review the attached and let me know if you have any concerns or questions?

Sincerely,

Bill

William Terrill, PhD

ASU EdPlus Support



MEMORANDUM

To: William Terrill
From: Carolyn Culley
Date: 1/9/2020
Subject: Homeland Security (Graduate Certificate)

Dear William,

Congratulations!

The Homeland Security Graduate Certificate program has received support from Dean Phil 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) by your dean or their designee.

Please note that in order to proceed with implementation, final approval must be supplied by the university provost.

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

Carolyn Culley
Associate Director, Academic Program Management
EdPlus at ASU
Arizona State University
Phone: (480) 884-0156
Carolyn.Culley@asu.edu

CC: Hank Fradella
Rebecca Loftus
Jon Pratt
CurriculumPlanning@asu.edu