

Phone number: 602-496-1719

Email: katherine.kenny@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: Judith Karshmer, PhD

Signature: See email (Appendix III)

Date: 10/23/2019

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.

This certificate prepares students for a career as food safety and protection inspectors. Unlike the certificate in Food Policy and Sustainability Leadership that focuses on sustainable food systems, this certificate focuses on the downstream evaluation of the production, processing and preparation of food and food products. The foundation for this proposal is based on discussions and feedback from industry experts and various local and federal regulatory agencies. The college explored the certificate's content with credentialing organizations and local regulatory oversight agencies. As a result, the proposed certificate includes their recommendations for specialized training and knowledge in the protection and safety of food. The curriculum is aligned with local, state, and national health and safety initiatives, and integrates with the regulatory focus of the Food and Drug Administration's oversight. It offers students a pathway to a career that is poised to grow significantly within the next decade and offers a competitive salary. The University of Southern California (USC) offers a similar graduate certificate that is affiliated with its Regulatory Science program. ASU's certificate is differentiated from USC's certificate by its curriculum alignment with professional associations to allow students the opportunity to obtain stackable credentials.

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?

Admission for this degree program will be monitored by the Edson Student Services team. Applicants will follow a stringent admission policy that is comparable to all other Edson degree programs as well as meeting the Graduate College admission requirements. Advising for this program is the responsibility of our Regulatory Science faculty and administrative assistant. A program director will oversee the program and implement a community advisory committee to advise on content, direction and implementation of the program.

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 new resources are required at this time.

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			
Please utilize the following tabular format	1st Year	2nd Year <small>(Yr. 1 continuing + new entering)</small>	3rd Year <small>(Yr. 1 & 2 continuing + new entering)</small>
Number of students in certificate (Headcount)	15	20	25

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.) Please see attached assessment plan approved by the University Office of Evaluation and Educational Effectiveness.

- 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.) Please see attached assessment plan approved by the University Office of Evaluation and Educational Effectiveness.

4. ACADEMIC REQUIREMENTS

- A. Minimum credit hours required for certificate** (15 credit hour minimum)
15
- B. As applicable, please describe culminating experience if required** (e.g., applied project, portfolio, capstone course, etc.)
No culminating experience is required.
- 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.

Maintain a minimum of 3.0 GPA both on IPOS and Graduate GPA per academic session. If either GPA falls below 3.0 (including first term in the program), the student, along with the graduate advisor, must develop an academic performance improvement plan that includes the conditions for making satisfactory academic progress in the certificate program by the completion of the next term. This plan must be approved by the program director. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs are at or above 3.0. If satisfactory academic progress is not met by the next term, the student may be recommended to the Graduate College for dismissal.

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, this proposed certificate has courses in common with the MS Regulatory Science degree and the proposed MS Regulatory Science (Food Safety) concentration. Additionally, this certificate will have common courses with the MS in Clinical Research Management and the MS Clinical Research Management (Regulatory Science) degrees.

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
HCR 543	Food Safety and Protection	Yes	3
HCR 558	Regulatory Writing	No	3
HCR 544	Assessing Food Safety and Developing Policy Procedures and Training	Yes	3
SFS 560 or HCR 550	Tools and Tactics for Food Policy Change or Quality Assurance for Production of Food, Products, & Supplements	Yes	3
<i>Section sub-total:</i>			12
Other Requirements			Credit Hours
<i>E.g. – internships, clinical requirements, field studies, foreign language exam as applicable</i>			
HCR 584 Internship or HCR 563 Fundamentals of Regulatory Affairs			3
<i>Section sub-total:</i>			3
Total required credit hours			15

- 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.

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
------	------	----------------	----------------------------------	--------------------------------

Dean Chiarelli	Clinical Assistant Professor	Master of Arts	Food safety	60%
JoAnn Pfeiffer	Clinical Associate Professor	Doctorate	FDA Regulations	35%
Cris Wells	Clinical Professor	Doctorate	FDA Regulations	10%
Jeanette Ward	Faculty Associate	MS	Regulatory Writing	100%
Barbara Marusiak	Faculty Associate	Doctorate	FDA Regulations	25%
Debra King	Faculty Associate	MS	Regulatory Affairs	50%

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.

HCR 543: Food Safety and Protection (3 credit hours). The course introduces food safety from the point of view of Retail Food Safety Inspectors. It addresses careers in food safety & protection, food & waterborne pathogens, food safety laws and regulations, hazard analysis, food safety inspection steps, investigations, report writing, and response to food emergencies.

HCR 544: Assessing Food Safety and Developing Policy Procedures and Training (3 credit hours). The course introduces food safety from the point of view of Retail Food Safety Inspectors. In-depth, it addresses HACCP [Hazard Analysis Critical Control Point] programs, assessment of food safety practices, policies & procedures, root cause analysis with corrective action plans, training, and processes for investigations.

HCR 550: Quality Assurance for Production of Food, Products, and Supplements (3 credit hours). Covers current applicable regulations and the regulatory framework that ensure the safety and quality of dietary supplements for the consumer. Course will review FDA regulations including Good Manufacturing Practices, quality in the development and manufacture of dietary supplements, labeling requirements, advertising, product quality, premarket notification, marketing, and post marketing of dietary supplements.

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 - (see Attachment III)
- B.** Impact statements of heads of impacted academic units (programs with similar names/content, utilizing courses, faculty, etc.) - (see Attachment III)

APPENDIX I

OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

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

1. **Proposed name of certificate:** Food Safety and Protection

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

N/A

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)*

This certificate prepares students for a career as food safety and protection inspectors. This certificate includes specialized training and knowledge in the protection and safety of food. The curriculum is aligned with local, state, and national health and safety initiatives, and integrates with the regulatory focus of the Food and Drug Administration's oversight.

4. **Delivery/Campus Information Options:** Digital immersion 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 asuonline@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 Edson College of Nursing and Health Innovation .

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in a science-based degree or related field, from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (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. three letters of recommendation
4. professional resume
5. written statement
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

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

Program admission deadlines website address: <https://nursingandhealth.asu.edu/>

8. Curricular Requirements:

Curricular Structure Breakdown for the Academic Catalog:

(To be completed by the Graduate College)

Required Core (12 credit hours)

- HCR 543 Food Safety and Protection (3)
- HCR 544 Assessing Food Safety and Developing Policy Procedures and Training (3)
- HCR 558 Regulatory Writing (3)
- SFS 560 Tools and Tactics for Food Policy Change (3) or HCR 550 Quality Assurance for Production of Food, Products, & Supplements (3)

Other Requirements (3 credit hours)

- HCR 563 Fundamentals of Regulatory Affairs (3) or
- HCR 584 Internship (3)

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.

Food, safety, protection, FDA

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 type="checkbox"/> Social and Behavioral Sciences |
| <input checked="" 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 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 | |

11. Contact and Support Information:

Office Location - Building Code & Room: <i>(Search ASU map)</i>	Health South (HLTHS) Room 308
Campus Telephone Number: (may not be an individual's number)	602-496-2644
Program Email Address: (may not be an individual's email)	nursingandhealth@asu.edu
Program Website Address: (if one is not yet created, use unit website until one can be established)	https://nursingandhealth.asu.edu/
Program Director (Name):	JoAnn Pfeiffer
Program Director (ASURITE):	jpfeiff4
Program Support Staff (Name):	Kathleen Malles
Program Support Staff (ASURITE):	Kmalles
Admissions Contact (Name):	Mark Samely
Admissions Contact (ASURITE):	msamely

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
Cris Wells	wells	X	X
JoAnn Pfeiffer	jpfeiff4	X	X
Mark Samely	msamely	X	X

APPENDIX II

Assessment Plan

University Office of Evaluation and Educational Effectiveness
Academic Program Assessment Plan
Graduate Certificate in Food Safety and Protection

06-25-2019

Status: UOEEE Provisional Approval

Comments: Concise language meets all program assessment plan requirements.

Element Outcome Measure Description

AP_2Goal	0		
Outcome	1		Students will demonstrate the ability to develop food safety policies, procedures, and training.
Plan_2Concepts	1		Graduates of the Graduate Certificate in Food Safety and Protection Graduate Certificate will demonstrate expertise in analyzing, assessing, and inspecting food safety and protection, as well as additional knowledge and skills presented in the Certificate core courses.
Plan_3Competencies	1		Students will demonstrate competence in problem analysis, regulatory oversight, technical writing, and inspection techniques in the Food Safety industry.
AP_1Process	1	1	
Measure	1	1	Rubric for HCR 558: Standard Operating Procedure Written Assignment
PC	1	1	At least 80% of Graduate Certificate in Food Safety and Protection Program students will achieve a rubric score on the second tier or higher (first tier) on each HCR 558 written Standard Operating Procedure Assignment for rubric criterion relating to the development and operationalization of a Standard Operating Procedure.
Measure	1	2	Rubric for HCR 543: Food Inspection Case Studies
PC	1	2	At least 80% of the Graduate Certificate in Food Safety and Protection Program students will achieve a rubric score on the second tier or higher (first tier) on each HCR 543 written Food Inspection Case Study Assignment for rubric criterion relating to the analysis and resolution of food inspection cases.

Element Outcome Measure Description

Outcome	2		Students will demonstrate an ability to assess food safety.
Plan_2Concepts	2		Graduates of the Graduate Certificate in Food Safety and Protection Program will demonstrate expertise in analyzing, assessing, and inspecting food safety and protection, as well as additional knowledge and skills presented in the MS degree core courses.
Plan_3Competencies	2		Students will demonstrate competence in food hazard analysis, regulatory oversight, technical writing, and process and procedure techniques in the Food Safety industry.
AP_1Process	2	1	
Measure	2	1	Rubric for HCR 543: Retail Food Safety Inspections Process Assignment
PC	2	1	At least 80% of Graduate Certificate in Food Safety and Protection Program students will achieve a rubric score on the second tier or higher (first tier) on each HCR543 written retail food safety inspections process assignment for rubric criterion related to best practices in inspecting food safety.
Measure	2	2	Rubric for HCR 544: Food safety hazards assignment.
PC	2	2	At least 80% of Graduate Certificate in Food Safety and Protection Program students will achieve a rubric score on the second tier or higher (first tier) on each HCR544 written food safety hazards assignment for rubric criterion related to assessing food safety hazards.

Outcome	3		Students will demonstrate an ability to investigate foodborne illness
Plan_2Concepts	3		Graduates of the Graduate Certificate in Food Safety and Protection Program will demonstrate expertise in analyzing, assessing, and inspecting food safety and protection, as well as additional knowledge and skills presented in the MS degree core courses.
Plan_3Competencies	3		Students will demonstrate competence in test interpretation, investigational techniques, and technical writing, in the Food Safety industry.
AP_1Process	3	1	
Measure	3	1	Rubric for HCR 543: Outbreak Investigation Written Assignment
PC	3	1	At least 80% of Graduate Certificate in Food Safety and Protection Program students will achieve a rubric score on the second tier or higher (first tier) on each HCR543 written outbreak investigation assignment for rubric criterion related to investigational techniques in analyzing foodborne illness.
Measure	3	2	Rubric for HCR543: Interpreting test results written assignment
PC	3	2	At least 80% of Graduate Certificate in Food Safety and Protection Program students will achieve a rubric score on the second tier or higher (first tier) on each HCR543 written "interpreting test results" assignment for rubric criterion related to best practices in assessing test results.

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

APPENDIX III

Statements of Collaboration and Support

Edson College of Nursing and Health Innovation – Dean Endorsement

From: [Judith Karshmer \(DEAN\)](#)
To: [Susan Draughn](#)
Subject: Re: approval needed
Date: Wednesday, October 23, 2019 12:50:47 PM

Approved

Judith F. Karshmer, PhD, PMHCNS-BC, FAAN
Dean & Professor
Edson College of Nursing & Health Innovation
Arizona State University

—
Sent from my iPhone

On Oct 23, 2019, at 3:49 PM, Susan Draughn <Susan.Draughn@asu.edu> wrote:

Hi Judy –
Attached are the proposals to establish a new graduate concentration for MS Regulatory Science (Food Safety) and to establish a new graduate certificate for Food Safety and Protection.

Please indicate your approval by return email and I will include it with the submission of both proposals.

Thanks.

Susan Draughn
Executive Coordinator

<image003.png>

550 North 3rd Street | Phoenix, AZ 85004
Work: 602.496.0907 | Fax: 602.496.0545 |
susan.draughn@asu.edu

<FoodSafetyestablishing-graduate-certificatesSD10212019.docx>
<MSRegScience(FoodSafety)graduate-concentration-proposalSD10212019.docx>

Edson College of Nursing and Health Innovation – Official Submission

From: [Susan Draughn](#)
To: [Curriculum Planning](#)
Cc: [Katherine Kenny](#)
Subject: Establish a new degree and new concentration
Date: Wednesday, October 23, 2019 12:56:11 PM
Attachments: [Graduate Certificate in Food Safety and Protection 2019625 0944.pdf](#)
[MS in Regulatory Science \(Food Safety\) 2019624 1215.pdf](#)
[image003.png](#)
[FoodSafetyestablishing-graduate-certificatesSD10212019.docx](#)
[MSRegScience\(FoodSafety\)graduate-concentration-proposalSD10212019.docx](#)
[Re_approval_needed.pdf](#)

Attached are the proposals to establish a new graduate concentration for MS Regulatory Science (Food Safety) and to establish a new graduate certificate for Food Safety and Protection.

I have included Dean Karshmer's approval email and the UOEEE approval.

Please let me know if any other materials are needed.

Thanks.

Susan Draughn

Executive Coordinator

ASU Edson College of
Nursing and Health Innovation
Arizona State University

550 North 3rd Street | Phoenix, AZ 85004
Work: 602.496.0907 | Fax: 602.496.0545 |
susan.draughn@asu.edu

School of Sustainability

To be provided prior to University Graduate Council support to proceed.

College of Health Solutions

From: [JoAnn Pfeiffer](#)
To: [Susan Draughn](#)
Cc: [Cris Wells](#)
Subject: FW: Regulatory Science Program - Edson College Request
Date: Wednesday, February 05, 2020 11:20:55 AM

Susan:

Here is the letter from CHS for the Food Safety Program.

JoAnn

From: Simin Levinson <Simin.Levinson@asu.edu>
Sent: Wednesday, February 5, 2020 10:51 AM
To: JoAnn Pfeiffer <jpfeiff4@asu.edu>
Cc: Kate Lehman <KATE.LEHMAN@asu.edu>; Julie Liss <JULIE.LISS@asu.edu>; Kate Brown <KateBrown@asu.edu>
Subject: RE: Regulatory Science Program - Edson College Request

Hello,

CHS Nutrition faculty have had the opportunity to review the proposals for the MS Regulatory Science (Food Safety) concentration and the Food Safety graduate certificate. These programs are not in conflict with the existing graduate programs or certificates offered in Nutrition and we are providing our support for the program and certificates being proposed.

Best,
Simin Levinson

Simin Levinson, MS RD CSSD
Clinical Associate Professor
University Senate President – Downtown Campus
Academic Program Lead, Nutrition Programs
Arizona State University | College of Health Solutions
500 N. 3rd Street, Phoenix, AZ 85004 | Health South Room 416
602-496-1865 | simin.levinson@asu.edu | chs.asu.edu



From: Kate Lehman
Sent: Saturday, January 11, 2020 9:48 AM
To: Julie Liss <JULIE.LISS@asu.edu>; Simin Levinson <Simin.Levinson@asu.edu>; Tamiko Azuma <TAMIKO.AZUMA@asu.edu>; Kate Brown <KateBrown@asu.edu>
Subject: RE: Regulatory Science Program - Edson College Request

Julie:

I wish we would have thought of it! It will be a good master's for some of our Nutritional Science BS students. It doesn't overlap, at least in my opinion, with the foci of the MS Nutritional Science degree we offer.

Best,

Kate Lehman

Senior Director Academic Affairs and Innovation
Academic Integrity Officer
Arizona State University | College of Health Solutions
550 N. 3rd Street, Phoenix, AZ 85004 | Health North Room 514
602-496-0241 | kate.lehman@asu.edu | chs.asu.edu



From: Julie Liss <JULIE.LISS@asu.edu>
Sent: Saturday, January 11, 2020 7:22 AM
To: Simin Levinson <Simin.Levinson@asu.edu>; Tamiko Azuma <TAMIKO.AZUMA@asu.edu>; Kate Brown <KateBrown@asu.edu>; Kate Lehman <KATE.LEHMAN@asu.edu>
Subject: FW: Regulatory Science Program - Edson College Request

Good morning! Please take a look at attachments and note below and provide feedback for a response to Edson.
Thank you!
Julie

From: "Deborah Helitzer (Dean)" <Deborah.Helitzer@asu.edu>
Date: Thursday, January 9, 2020 at 8:35 PM
To: Julie Liss <JULIE.LISS@asu.edu>
Subject: Fwd: Regulatory Science Program - Edson College Request

Please respond.

Deborah Helitzer, ScD
Dean and Professor
College of Health Solutions
Arizona State University
550 N 3rd Street

Phoenix, AZ 85004
[602.496.2511](tel:602.496.2511)
deborah.helitzer@asu.edu
Web: chs.asu.edu

For appointments and information, please contact Daniel Eckstrom (Daniel.Eckstrom@asu.edu)

Sent from my iPhone

Begin forwarded message:

From: JoAnn Pfeiffer <jpfeiff4@asu.edu>
Date: January 9, 2020 at 7:53:26 AM MST
To: "Deborah Helitzer (Dean)" <Deborah.Helitzer@asu.edu>
Subject: Regulatory Science Program - Edson College Request

Dean Helitzer:

Edson College of Nursing and Health Innovation is requesting an impact/support statement from your college for our proposed Food Safety Certificate and Concentration, focused on food inspections, retail food safety, manufacturing quality, and FDA oversight (see attached). It will fall under the Regulatory Science Master's Program.

Please feel free to contact me with any questions you have.

Thank you for your responses by 1/17.

JoAnn

JoAnn Pfeiffer, DrSC
Director/Associate Professor
Clinical Research Management & Regulatory Science
Arizona State University
(602) 496-0547

Watts College of Public Service and Community Solutions

To be provided prior to University Graduate Council support to proceed.

W. P. Carey School of Business

To be provided prior to University Graduate Council support to proceed.

ASUOnline/EdPlus



MEMORANDUM

To: Cris Wells
From: Carolyn Culley
Date: 1/9/2020
Subject: Food Safety and Protection (Graduate Certificate)

Dear Cris,

Congratulations!

The Food Safety and Protection 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: Nancy Kiernan
JoAnn Pfeiffer
Kathy Kenny
CurriculumPlanning@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. 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.