

This template is to be used only by programs that have received specific written approval from the Provost's office to proceed with internal proposal development and review. The proposal template should be completed in full and submitted to the University Provost's Office [[mailto: curriculumplanning@asu.edu](mailto: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.

MASTER'S DEGREE PROGRAM

College/School:	College of Health Solutions
<i>Note: Program ownership is coded at the College/School level first and may not be a center, department or division apart from it.</i>	
Department/Division/School:	Dean's Office, College of Health Solutions (CHL)
Proposing faculty group (if applicable):	

Name of proposed degree program:	Master of Science (MS) in Strength and Conditioning
Proposed title of major:	Strength and Conditioning
Master's degree type:	MS - Master of Science
If Degree Type is "Other", provide degree type and proposed abbreviation:	MS
Is a program fee required?	Yes, a program fee is required.
<i>Note: for more information about program fee requests, visit https://provost.asu.edu/curriculum-development/changemaker/form-instructions#fees</i>	
Is the unit willing and able to implement the program if the fee is not approved? Yes	

Requested effective term and year:	Fall	2021
(The first semester and year for which students may begin applying to the program)		
Delivery method and campus or location options: <i>select all locations that apply</i>		
<input checked="" type="checkbox"/> Downtown Phoenix	<input type="checkbox"/> Polytechnic	<input type="checkbox"/> Tempe <input type="checkbox"/> West <input type="checkbox"/> Other: _____
<input type="checkbox"/> Both on-campus and <input type="checkbox"/> ASU Online* - (check applicable campus(es) from options listed above)		
<input type="checkbox"/> ASU Online only (<u>a</u> ll 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: <u>Office Use Only</u>	CIP Code:
Plan Code:	

PROPOSAL CONTACT

Name:	Rachel Larson	Title:	Lecturer
Phone number:	(480)862-4044	Email:	rachel.larson11@asu.edu

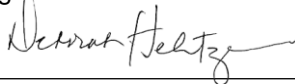
DEAN APPROVAL(S)

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 degree 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:**

College of Health Solutions/Deborah Helitzer

Signature:**Date:** 12/16/2020

Please note: Proposals for new degrees also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate (2 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. PURPOSE AND NATURE OF PROGRAM

A. Provide a brief program description:

The field of strength and conditioning focuses on understanding and optimizing physical abilities for active groups including athletic and tactical populations. The ability to work with individuals at close to maximum effort requires specialized knowledge and skills related to these specific populations. The National Strength and Conditioning Association (NSCA) identifies the need for the strength and conditioning coaches to be more knowledgeable about all areas of human physiology and movement mechanics in order to keep up with the ever-expanding technologies used to track and monitor the participant. Optimizing human health and performance for athletic competitors and occupational athletes is often overlooked in the broader health community, and the ability to work with individuals at close to maximum effort requires specialized knowledge and skills related to these specific populations. As such, the NSCA will require specified preparation for strength and conditioning coaches by 2030 to promote advanced training and understanding of human physiology and movement mechanics. The specification will include completing an NSCA accredited master's or bachelor's degree program. This proposed MS in Strength and Conditioning degree program will enable ASU to be recognized and ranked nationally as the standard for education in the strength and conditioning field, fulfilling the University mission for national standing in education. Additionally, this degree program will fulfill requirements for graduates to obtain advanced level certification through the NSCA and prepare students to sit for the Certified Performance and Sport Scientist (CPSS) certification exam.

Students will be well-equipped with the knowledge to properly utilize the advances in health and performance monitoring systems to optimize exercise program development. Graduates of this degree will be able to appropriately tailor programs to the need of the individual and will receive practical experience to hone their coaching skills and motivate individuals to achieve higher workloads and improved performance. This experiential learning will be through a fully immersive internship under the direction and guidance of a practicing strength and conditioning specialist. Students will utilize their acquired skills to make an impact on the local community who will look to ASU as a resource in the strength and conditioning field. The MS in Strength and Conditioning will prepare students to become leaders in sports performance and will utilize college connections in the growing field of athletics and performance.

B. Will concentrations be established under this degree program? Yes ☐ No ☒

(Please provide additional concentration information in the curricular structure section – number 7.)

2. PROGRAM NEED

Explain why the university should offer this program (include data and discussion of the target audience and market).

According to the Bureau of Labor Statistics, there is a bright outlook for those going into coaching careers with an above average 10-14% predicted increase in openings over the next 10 years. Recent legislation enacted by the NCAA mandates the Certified Strength and Conditioning Specialist (CSCS) certification for all performance coaches. Similar enactments have been followed by Major League Baseball (MLB) and the National Basketball Association (NBA). The National Football League (NFL) is also considering following these actions. Tragically, an average of eight deaths per year occur during sports performance training at the high school level, attributable to inadequate education and supervision of coaches and trainers. Eventually, the need to have educated and certified performance coaches at all levels of sport will be the norm and not the exception. Recognizing this need for more highly educated coaches, the National Strength and Conditioning Association (NSCA) will begin accrediting programs for strength and conditioning in spring of 2022, with mandatory accreditation to become a CSCS by 2030. The strength and conditioning master's degree program will prepare students to become leaders in the sports performance field and provide CHS with an advanced degree program in the growing athletics field. There are currently no existing graduate programs in the state of Arizona that offer specialization in strength and conditioning. At this time, ASU is not able to compete for students with this ever- growing area of interest. In fall 2019 ASU launched an undergraduate degree in Sports Science and Performance Programming. The program has since grown to over 200 students. There are also discussions to expand the undergraduate degree and offer it on multiple campuses which, would further increase enrollment. This is a large target audience to draw from. In addition, since there are no other existing strength and conditioning master's programs in the state of Arizona, we will be positioned to gain students from undergraduate programs throughout the state. Based on data from Emsi Analyst, strength and conditioning fits within the CIP code for Sport and Fitness Administration/Management (31.0504) which, has the highest overall score within the national market.

This score demonstrates strong growth potential based on labor and market demands for a degree in Strength and Conditioning. Emsi projects an increase in jobs related to this area from 996,336 in 2017 to 1,122,769 in 2024 which is an increase of 126,433 jobs (12.7% increase). The Bureau of Labor Statistics is already seeing historic growth in this field.

The MS in Strength and Conditioning degree is designed to prepare students for the job market by making them eligible to sit for both their CSCS and Certified Performance and Sport Scientist (CPSS) certifications. The CPSS certification will launch in 2021 and will require a master's degree in order to sit for the exam. Student's coursework through this degree will teach them how to critically evaluate the new technologies that are constantly being created in the field of sports performance such as: biometric tracking, velocity-based training devices, GPS data, and biomechanical analysis equipment. They will gain fundamental skills to not only be a strength and conditioning coach (CSCS) but also to pursue a sports scientist (CPSS) career. In addition, there is another certification by the National Strength and Conditioning Association (NSCA) available, targeted towards tactical performance professionals and those working with high activity occupations, i.e., military, police, firefighters, EMT's. The tactical strength and conditioning facilitator (TSAC-F) certification is becoming the gold standard for planning performance programs for this underserved population. More specifically, the newly launched ARMY holistic health and fitness (H2F) program is hiring over 200 qualified strength and conditioning coaches around the country. Requirements for these jobs are a masters degree in a strength and conditioning related field, and a TSAC-F or CSCS certification. Other military branches are following the same suit and hiring NSCA certified professionals. Graduates of the masters in strength and conditioning degree would have the knowledge and qualifications to sit for any of these NSCA certifying exams. The job market in all areas of strength and conditioning is positive, as the recognition for the specialized skills required to work with those clients who are at the peak of their performance capabilities is better understood.

3. IMPACT ON OTHER PROGRAMS

Attach any letters of collaboration or support from impacted programs (see checklist sheet). Please submit as a separate document.

College of Integrative Sciences and Arts
Fulton Schools of Engineering
Herberger Institute for Design and the Arts
Mary Lou Fulton Teachers College
New College of Interdisciplinary Arts & Sciences

The College of Liberal Arts & Sciences
Sandra Day O'Connor College of Law

4. PROJECTED ENROLLMENT

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

Note: The Arizona Board of Regents (ABOR) requires that nine master's degrees be awarded every three years. Thus, the projected enrollment numbers must account for this ABOR requirement.

5-YEAR PROJECTED ANNUAL ENROLLMENT					
Please utilize the following tabular format	1 st Year	2 nd Year (Yr. 1 continuing + new entering)	3 rd Year (Yr. 1 & 2 continuing + new entering)	4 th Year (Yrs. 1, 2, 3 continuing + new entering)	5 th Year (Yrs. 1, 2, 3, 4 continuing + new entering)
Number of Students Majoring (Headcount)	12	28	42	52	60

5. ACCREDITATION OR LICENSING REQUIREMENTS (if applicable)

Provide the names of the external agencies for accreditation, professional licensing, etc. that guide your curriculum for this program, if any. Describe any requirements for accreditation or licensing.

The National Strength and Conditioning Association (NSCA) will begin accrediting programs for strength and conditioning in spring 2022, with mandatory accreditation required to become a certified strength and conditioning specialist (CSCS) by 2030. This degree program has been designed to meet the requirements of the proposed accreditation standards and will be eligible for early participation in the accreditation process, allowing ASU to be one of the pioneers in this field.

6. 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 for Assessment Plan.

7. CURRICULAR STRUCTURE

A. Curriculum Listing

Required Core Courses for the Degree			
Prefix and Number	Course Title	New Course?	Credit Hours
KIN 520	Applied Sport Psychology	No	3
KIN 530	Exercise and Sport Physiology	No	3
KIN 540	Sport Biomechanics	No	3
NTR 555	Nutrition and the Athlete	No	3
SSP 501	Data Collection, Analysis and Interpretation in Strength and Conditioning	Yes	3
SSP 530	Advanced Performance Programming	No	3
SSP 534	Measurement and Monitoring in Sport and Fitness	No	3
SSP 560	Performance Sports Coaching	Yes	3

Section sub-total:	24
Culminating Experience(s)	Credit Hours
<i>E.g. – Capstone course, portfolio, written comprehensive exam, applied project, thesis (must be 6 credit hours with oral defense)</i>	
A written comprehensive exam that will cover the 3 coaching application courses SSP530, SSP534, SSP560.	0
Section sub-total:	0
Other Requirements	Credit Hours
<i>E.g. – internships, clinical requirements, field studies, foreign language exam as applicable</i>	
SSP 584 Internship	6
[This will be a fully immersive experience working under a certified strength and conditioning specialist. Hours will be spent learning all aspects of the job in addition to best practices for improving athletic performance.]	
Section sub-total:	
Total required credit hours	30

1. List all required core courses and total credit hours for the core (required courses other than internships, thesis, 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.

B. Will concentrations be established under this degree program? ☐ Yes ☒ No

8. COURSES

A. Course Prefix(es): Provide the following information for the proposed graduate program.

- i. Will a new course prefix(es) be required for this degree program?

Yes ☐ No ☒

If yes, complete the [Course Prefixes / Subjects Form](#) for each new prefix and submit it as part of this proposal submission. Form is located under the courses tab.

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

SSP 501 Data Collection, Analysis and Interpretation in Strength and Conditioning (3)

Discusses the use of evidence-based practice and scientific principles to assess athletes, analyze the results and interpret the data for application. This course will provide students with a comprehensive understanding of the theories and methods which provide the framework for implementing strength and conditioning programs. Students will also explore research methods and examine ethical and cross- cultural considerations when collecting testing data.

SSP 560 Performance Sports Coaching (3)

Discusses the use of evidence-based practice and scientific principles to design the optimal training session for athletes. Application of lessons learned from motor learning, skill acquisition and sport psychology shift the focus of training sessions to learning rather than performance outcomes.

9. FACULTY, STAFF, AND RESOURCE REQUIREMENTS
A. Faculty

- i. **Current Faculty** – Complete the table below for all current faculty members who will teach in the program. If listing faculty from an academic unit outside of the one proposing the degree, please provide a support statement from that unit.

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Floris Wardenaar	Assistant Professor	PhD	Sports Nutrition	Medium
Kristin Hoffner	Principal Lecturer	MS	Sports Psychology, specialized work experience in the field of sports psychology	Low
Edward Ofori	Assistant Professor	PhD	Biomechanics	Medium
Jason Siegler	Associate Professor	PhD	Exercise Physiology, Testing technology	High
Rachel Larson	Lecturer	PhD	Resistance Training, Strength and Conditioning Programming, Biomechanics	High
Joseph Marsit	Senior Lecturer	MS	Exercise Physiology, Strength and Conditioning Programming, 15 plus years of practical experience in addition to being CSCS certified.	Low
Chris Ramos		PhD	Biomechanical engineering, testing and technology	Low
Donna Cataldo		PhD	Exercise Physiology, Cardiovascular Physiology	Low
Alicia Montalvo		PhD	Sports Medicine, Athletic Training	Low
Daniel Peterson		PhD	Biomechanics, Motor control and learning	Low

- ii. **New Faculty** - Describe the new faculty hiring needed during the next three years to sustain the program. List the anticipated hiring schedule and financial sources for supporting the addition of these faculty members.

Sports Scientist to teach SSP 501 and SSP 534 and to support the research goals for the athletic affinity network. Based on growth of the program, a new tenure track position with experience in sport science will need to be hired for 2022-23 academic year. This position should be partially supported by the anticipated growth of student enrollment in both the graduate and undergraduate degrees as well as funding from research endeavors. New faculty will need to be CSCS designated to fulfill the requirements of the accreditation program and help support graduate research interests. This will be submitted with the Fall 2021 faculty hiring plans.

- iii. **Administration of the program** - Explain how the program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available staff support.

All admissions will be managed by ASU's Graduate Admissions Office. The College of Health Solutions maintains a centralized advising/academic support staff. There are currently multiple full time Academic Advising Coordinators/Specialists/Managers and support staff available for advisement of students. Scheduling of courses will be administered by the same academic support staff who currently perform that function for the college; these staff input the data provided by faculty who coordinate and delineate course offerings and faculty assignments. There will be a faculty director overseeing the program and advising students.

- 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. Current resources utilized by our undergraduate programs are sufficient to launch the MS in Strength and Conditioning degree. Future faculty will be desired for the 2022-23 academic year as noted previously. Also, as new technologies emerge the addition of these will be requested to make the program competitive nationwide.

APPENDIX I
OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS
(This information is used to populate the [Graduate Programs Search](#)/catalog website.)

1. Proposed title of major: Strength and Conditioning

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

Lead the field of human performance by advancing your knowledge of strength and conditioning theory and application. Learn the art and science of coaching athletes to achieve their goals through programming, recovery, and injury prevention.

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 Master of Science in strength and conditioning focuses on specialized knowledge of human physiology and movement mechanics to optimize the physical abilities of active groups, including athletic and tactical populations, and prevent injury-related problems. Required courses address advances in health and performance monitoring, how to design successful exercise and recovery programs for maximum physical performance, and coaching strategies that motivate increased individual effort in sport or work. Students will gain practical experience to hone their coaching skills and refine their abilities to motivate individuals to achieve the increased workloads that are necessary for performance improvement. This program prepares students to sit for one of these certification examinations offered through the National Strength and Conditioning Association: Certified Strength and Conditioning Specialist, Tactical Strength and Conditioning Facilitator, or Certified Performance Sports Scientist.

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 delivery option.

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:

Applicants must fulfill the requirements of both the Graduate College and the College of Health Solutions.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in exercise science, kinesiology, sports science, exercise physiology, human movement, physical education or related field, from a regionally accredited institution. Applicants with a bachelor's degree in another area may apply and be

considered if they can demonstrate that they have experience in strength and conditioning.

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. (modify or expand if applicable)

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. two letters of recommendation
4. written statement
5. professional resume
6. proof of English proficiency

Additional Application Information

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

If an applicant does not have a bachelor's degree in one of the areas listed above, but has strength and conditioning experience, please include it either in their professional resume and or written statement.

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

Program admission deadlines website address: A website will be developed and is coming soon to include specifics about the program and deadlines.

8. Curricular Requirements:

Curricular Structure Breakdown for the Academic Catalog:

(To be completed by the Graduate College)

30 credit hours and a (culminating experience here)

Required Core (24 credit hours)

KIN 520 Applied Sport Psychology (3)
KIN 530 Exercise and Sport Physiology (3)
KIN 540 Sport Biomechanics (3)
NTR 555 Nutrition and the Athlete (3)
SSP 501 Data Collection, Analysis and Interpretation in Strength and Conditioning (3)
SSP 530 Advanced Performance Programming (3)
SSP 534 Measurement and Monitoring in Sport and Fitness (3)
SSP 560 Performance Sports Coaching (3)

Other Requirements (6 credit hours)

SSP 584 Internship (6)

Culminating Experience (0 credit hours)

Written Comprehensive Exam

Additional Curriculum Information

The written comprehensive exam will cover the three coaching application courses SSP 530, SSP 534, SSP 560.

The internship will be a fully immersive experience working under a certified strength and conditioning specialist. Hours will be spent learning all aspects of the job in addition to best practices for improving athletic performance.

9. Comprehensive Exams:

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

Yes, as the culminating experience

10. Allow 400-level courses: Yes ☒ No

Note: No more than 6 credit hours of 400-level coursework may be included on a graduate student plan of study.

11. Committee:

Required number of thesis committee members (must be at least 3 including chair or co-chairs): N/A

Required number of non-thesis option committee members (must be a minimum of one): 3

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

human performance
sports science
exercise science
athletic performance
sports performance
performance coach
strength coach
certified strength and conditioning specialist
tactical performance specialist

13. Area(s) of Interest

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

☐ [Architecture & Construction](#)
☐ [Arts](#)

☐ [Interdisciplinary Studies](#)
☐ [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 checked="" 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 | |

14. Contact and Support Information:

Office Location - Building Code & Room: <small>(Search ASU map)</small>	HLTHN 401
Campus Telephone Number: <small>(may not be an individual's number)</small>	602-496-3300
Program Email Address: <small>(may not be an individual's email)</small>	chsgrad@asu.edu
Program Website Address: <small>(if one is not yet created, use unit website until one can be established)</small>	https://chs.asu.edu/programs/graduate
Program Director (Name):	Rachel Larson
Program Director (ASURITE):	rmhealey
Program Support Staff (Name):	Rachel La Vine
Program Support Staff (ASURITE):	rlavine
Admissions Contact (Name):	Charles Hale
Admissions Contact (ASURITE):	cahale1

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

NAME	ASURITE	ADMSN	POS
Charles Hale	cahale1	X	
Rachel Larson	rmhealey		X

APPENDIX II**Assessment Plan**

MS in Strength and Conditioning (MS1583960746)
MS1583960746

Approved

NH-College of
Health Solutions

Learning Outcome 1: Graduates in the Master of Science in Strength and Conditioning degree will demonstrate competence in the analysis of performance related skills and abilities specific to each individual and/or sport.

- **Concepts:** Graduates will effectively evaluate the needs of an athlete based on their sport and predisposition to injury. Students will be competent in following the needs analysis method outlined by the National Strength and Conditioning Association.
- **Competencies:** Graduates will master the skills of both biomechanical and physiological lab and field testing of athletes while assessing sport specific needs through both qualitative and quantitative measurement and monitoring. They will apply the scientific method as they utilize high-accuracy tools to analyze and interpret athlete biometric data and training data.
- **Process:** Faculty teaching sports biomechanics (KIN540) will be collecting data. Data will be analyzed to determine the stated amount of students are successful on the case study report. Scores from the rubric in Measurement and Monitoring in Sport and Fitness (SSP 534) will be collected by our instructional design team to determine combined total scores. Scores from the rubric in Data collection, analysis and Interpretation in Strength and conditioning (SSP501) will be collected by our instructional design team to determine overall student average.
- **Measures:** Within their first year, students will effectively create as their final assignment in KIN540, a biomechanical performance analysis summary and athlete report based on case study reports or practical examples. 85% of students will score 80% or higher on the final case study report in the Sports Biomechanics course (KIN540) using a faculty developed rubric. Within their first year, students will identify appropriate measurement variables based on the athletes and sport, to create and evidence based performance assessment for a team. 85% of students will score 80% or higher on the team assessment project in the Measurement and Monitoring in Sport and Fitness course (SSP 534) using a faculty developed rubric. Within the first semester, students will construct a detailed needs analysis to demonstrate their competence of utilizing this method and required tools as a final project in the Data Collection, Analysis, and Interpretation in Strength and Conditioning course (SSP501). At least 85% of students will score 80% or higher on their case study needs analysis project in Data Collection, Analysis, and Interpretation in Strength and Conditioning course (SSP501) based on the faculty developed rubric.

Learning Outcome 2: Graduates of the MS in Strength and Conditioning will demonstrate the ability to evaluate the performance needs related to sport or tactical (police, military, firefighter) populations and create advanced strength and conditioning programs to enhance performance and reduce participant's risk of injury.

- **Concepts:** Graduates will analyze the needs of different populations and design evidence based programs following the guidelines outlined by the National Strength and Conditioning Association. They will also construct strength and conditioning programs based on theories of periodization.
- **Competencies:** Graduates will demonstrate the ability to perform sport and tactical athlete assessment data analysis and interpretation, and implement a variety of strength and conditioning programming theories. They will be competent in physiological systems of the body, and metabolic and muscular adaptations of resistance training.

Download Date:
February 2, 2021 9:35 AM

MS in Strength and Conditioning (MS1583960746)
MS1583960746
Approved

NH-College of
Health Solutions

- **Process:** Faculty teaching Exercise and Sport Physiology (KIN530) will be collecting data. Data will be analyzed to determine the stated amount of students are successful on the final exam. Scores from the rubric in Advanced Performance Programming (SSP530) will be pulled by our instructional design team to determine combined total scores on the final case study assignment.
- **Measures:** In the first year of their program, students will successfully complete the final exam in the Exercise and Sport Physiology course. The final exam will be structured to ensure it is an accurate reflection of the knowledge and competencies required to attain a CSCS certification through the National Strength and Conditioning Association. 90% or more of Strength and Conditioning students will score 80% or higher on the final exam in the Exercise and Sport Physiology course (KIN 530). In the second year of the program, students will demonstrate the ability to practically apply the foundational scientific principles by completing the total program final case study assignment in the Advanced Performance Programming course (SSP 530). At least 85% of students will score 80% or higher on the final case study assignment in the Advanced Performance Programming Course (SSP 530) based on the faculty developed rubric.

Learning Outcome 3: Graduates of the MS in Strength and Conditioning program will be able to appropriately identify and apply the correct coaching intervention based on their evaluation of the participant and create original solutions to performance needs.

- **Concepts:** These concepts will be used: communication skills, coaching and leadership theories, knowledge of scientific principles, evaluation and interpretation of testing results, and application of programming philosophies.
- **Competencies:** Analyzing athlete performance needs, interpreting test results, utilizing relative training theories to create evidenced based training programs. Communication and leadership skills to implement and coach appropriate training practices.
- **Process:** Faculty overseeing experiential learning (internship) will be collecting data from site supervisors to make sure requirements are met. Scores from the rubric in Performance Sports Coaching (SSP 560) will be pulled by our instructional design team to determine combined total scores.
- **Measures:** In the second year of the program, students will complete a capstone internship experience and be evaluated by their site supervisor. Students will demonstrate competency in those skills related to coaching a participant on performance enhancement and reducing injury. At least 90% of Strength and Conditioning students will receive a score of 4 (frequently exceeds expectations) or higher from their site supervisor on their final performance evaluation on those areas related to coaching and performance programming (SSP 584). At the end of the first year in the program, students will apply the correct coaching intervention by successfully completing case studies throughout the Performance Sports Coaching course (SSP 560). At least 85% of students will accumulate an average of 80% for all 3 case studies in the coaching science course (SSP 560) based on the faculty developed rubric.

Download Date:
February 2, 2021 9:35 AM

APPENDIX III**Statements of Collaboration and Impact****College of Health Solutions – Official Submission**

From: [Kate Brown](#)
To: [Curriculum Planning](#)
Cc: [Amanda Morales-Calderon](#); [Erin Froncek](#); [Kimberly Fullerton](#); [Rachel Larson](#); [Stavros Kavouras](#); [Kimberly Doney](#); [Rachel La Vine](#)
Subject: CHS Academic Plan - MS Strength and Conditioning proposal
Date: Thursday, January 28, 2021 2:21:49 PM
Attachments: [Proposal to Establish MS Strength and Conditioning \(signed\).pdf](#)
[Proposal to Establish MS Strength and Conditioning \(signed\).docx](#)

Good afternoon,

Attached is the proposal to establish an MS Strength and Conditioning for fall 2021, including letters of support and collaboration added at the end of the document.

The two new courses (SSP 501 and SSP 560) have been submitted in Curriculum Changemaker also (including letters of support and collaboration).

Please let me know if I can answer any questions, and many thanks for your review and consideration.

Kind regards,
Kate

Kate Brown, MEd (she/her)
Director, Academic Success and Innovation
Arizona State University | College of Health Solutions
550 N. 3rd Street, Phoenix, AZ 85004 | Health North Room 514
O:480-727-4672 C:602-538-3325 | katebrown@asu.edu | chs.asu.edu

 **College of
Health Solutions**
Arizona State University

College of Integrative Sciences and Arts

From: [Duane Roen](#)
To: [Deborah Helitzer \(Dean\)](#)
Cc: [Kate Brown](#)
Subject: RE: MS Strength and Conditioning
Date: Monday, December 14, 2020 7:11:49 PM
Attachments: [image001.png](#)

Deborah,

CISA is delighted to support Health Solutions' proposal for an MS in Strength and Conditioning, as well as the two proposed courses—SSP 501 and SSP 560.

And we offer best wishes for a wonderful year in 2021.

Duane

Duane Roen

Dean, College of Integrative Sciences
and Arts Vice Provost, Polytechnic
campus

Arizona State University

Mail Code: 2780

7271 E Sonoran

Arroyo Mall Mesa, AZ

85212-6415

P: 480-727-1415

From: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>

Sent: Monday, December 14, 2020

6:30 PM **To:** Duane Roen

<Duane.Roen@asu.edu> **Cc:** Kate

Brown <KateBrown@asu.edu>

Subject: MS Strength and
Conditioning

Dear Duane -

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [**SSP 501** and **SSP 560**]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's support for this program and both courses **by Thursday December 31st**.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah

Deborah L. Helitzer, Sc.D.

Dean and Professor

College of Health Solutions

Arizona State University

550 North 3rd Street

Phoenix AZ 85004

602.496.2511

deborah.helitzer@asu.edu

Web: chs.asu.edu

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



Fulton Schools of Engineering

From: Kyle Squires
Sent: Saturday, February 6, 2021 11:30 AM
To: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>
Cc: James Collofello <JAMES.COLLOFELLO@asu.edu>; Kate Brown <KateBrown@asu.edu>; Daniel Eckstrom <Daniel.Eckstrom@asu.edu>
Subject: RE: MS in Strength and Conditioning

Hi Deborah,
Thanks - FSE has no objections. The program and courses appear interesting, and I hope that the degree will gain traction and be a success. Good luck!
-- Kyle

From: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>
Sent: Friday, February 5, 2021 2:25 PM
To: Kyle Squires <squires@asu.edu>
Cc: James Collofello <JAMES.COLLOFELLO@asu.edu>; Kate Brown <KateBrown@asu.edu>; Daniel Eckstrom <Daniel.Eckstrom@asu.edu>
Subject: MS in Strength and Conditioning

Dear Kyle,

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [**SSP 501** and **SSP 560**]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's support for this program and both courses.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah

Deborah L. Helitzer, Sc.D.

Dean and Professor

College of Health Solutions

Arizona State University

Email: deborah.helitzer@asu.edu

Phone: 602.496.2511

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

Herberger Institute for Design and the Arts

From: [Stephani Etheridge Woodson](#)
To: [Deborah Helitzer \(Dean\)](#); [Steven Tepper \(Dean\)](#)
Cc: [Kate Brown](#); [Tyna Chu](#)
Subject: Re: MS in Strength and Conditioning
Date: Wednesday, February 17, 2021 5:26:47 PM
Attachments: [image001.png](#)
[image002.png](#)

I apologize for not getting back to you sooner I created a significant lag and I hope it did not cause extra anxiety.

The Herberger Institute for Design and the Arts has reviewed your degree proposal and your two new courses[SSP 501 and SSP 560], and we support this program and look forward to having dance students participate in some of your classes. We have no concerns about overlap and believe SSP 560 holds particular promise for our MFA students pursuing teaching or teaching artistry certification.

with appreciation, Stephani

Stephani Etheridge Woodson
Interim Associate Dean of Students
Herberger Institute for Design and the Arts
The FDT Evelyn Smith Professor | School of Music, Dance and Theatre
Director, Design and Arts Corps | herbergerinstitute.asu.edu/design-and-arts-corps
She/Her/Hers

**COVID-19 Resources for Students**

From: "Deborah Helitzer (Dean)" <Deborah.Helitzer@asu.edu>
Date: Wednesday, February 17, 2021 at 3:22 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>
Cc: Kate Brown <KateBrown@asu.edu>, Tyna Chu <Tyna.Chu@asu.edu>
Subject: FW: MS in Strength and Conditioning

Hi Stephani,

I am following up on the email I sent to you on February 4, 2021 regarding the MS in Strength and Conditioning proposal. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's

support for this program and both courses.

Please let me know if you have any questions.

Deborah

From: "Deborah Helitzer (Dean)" <Deborah.Helitzer@asu.edu>

Date: Friday, February 5, 2021 at 2:27 PM

To: Stephani Etheridge Woodson <swoodson@asu.edu>

Cc: Kate Brown <KateBrown@asu.edu>, Daniel Eckstrom <Daniel.Eckstrom@asu.edu>

Subject: MS in Strength and Conditioning

Dear Stephani,

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [SSP 501 and SSP 560]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's support for this program and both courses.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah

Deborah L. Helitzer, Sc.D.

Dean and Professor

College of Health Solutions

Arizona State University

Email: deborah.helitzer@asu.edu

Phone: 602.496.2511

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

Mary Lou Fulton Teachers College

From: [Carole Basile \(Dean\)](#)
To: [Deborah Helitzer \(Dean\)](#)
Cc: [Kate Brown](#)
Subject: Re: MS Strength and Conditioning
Date: Monday, December 14, 2020 7:30:25 PM
Attachments: [image001.png](#)

The MLFTC supports this proposal and has no concerns. We wish you the best as the program moves forward.

**Carole G.
Basile
Dean
Arizona State University
Mary Lou Fulton Teachers College**
[P.O. Box 871811, Tempe, AZ 85281-1811](#)

O: [480.965.3463](tel:480.965.3463) | M: [480.310.6887](tel:480.310.6887)

On Dec 14, 2020, at 6:24 PM, Deborah Helitzer (Dean)
<Deborah.Helitzer@asu.edu> wrote:

Dear Carole,

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [**SSP 501** and **SSP 560**]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses.

Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's support for this program and both courses
by Thursday December 31st.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah

Deborah L. Helitzer, Sc.D.

Dean and Professor

College of Health Solutions

Arizona State University

550 North 3rd Street

Phoenix AZ 85004

602.496.2511

deborah.helitzer@asu.edu

Web: chs.asu.edu

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

New College of Interdisciplinary Arts and Sciences

From: [Todd Sandrin \(DEAN\)](#)
To: [Deborah Helitzer \(Dean\)](#)
Cc: [Kate Brown](#)
Subject: Re: MS Strength and Conditioning
Date: Thursday, December 17, 2020 10:33:05 AM
Attachments: [image001.png Outlook-oaxitztv.png](#)

Dear Deborah -

ASU New College is highly supportive of and enthusiastic about this innovative new degree program and the two new courses you detail.

I look forward to our continued work together to advance CHS programs across

ASU. Best regards,
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](#)



[Instagram](#) | [Twitter](#)

From: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>
Sent: Monday, December 14, 2020 6:26 PM
To: Todd Sandrin (DEAN) <Todd.Sandrin@asu.edu>
Cc: Kate Brown <KateBrown@asu.edu>
Subject: MS Strength and Conditioning

Dear Todd –

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [**SSP 501** and **SSP 560**]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating

your unit's support for this program and both courses **by Thursday December 31st**.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah

Deborah L. Helitzer, Sc.D.

Dean and Professor

College of Health Solutions

Arizona State University

550 North 3rd Street

Phoenix AZ 85004

602.496.2511

deborah.helitzer@asu.edu

Web: chs.asu.edu

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



The College of Liberal Arts and Sciences

From: [Patrick Kenney](#)
To: [Deborah Helitzer \(Dean\)](#)
Cc: [Kate Brown](#)
Subject: Re: MS Strength and Conditioning
Date: Monday, December 14, 2020 8:32:15 PM
Attachments: [image001.png](#)

Yes, The College supports this program.

Pat Get [Outlook for iOS](#)

From: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>
Sent: Monday, December 14, 2020 6:27:56 PM
To: Patrick Kenney
<pkenney@asu.edu> **Cc:** Kate Brown
<KateBrown@asu.edu> **Subject:** MS
Strength and Conditioning

Dear Pat -

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [**SSP 501** and **SSP 560**]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's support for this program and both courses **by Thursday December 31st**.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah
Deborah L. Helitzer, Sc.D.
Dean and Professor
College of Health Solutions
Arizona State University
550 North 3rd Street
Phoenix AZ 85004
602.496.2511
deborah.helitzer@asu.edu
Web: chs.asu.edu

Sandra Day O'Connor College of Law

From: Tamara Herrera
Sent: Sunday, February 7, 2021 3:03 PM
To: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>; Douglas Sylvester (Dean) <Douglas.Sylvester@asu.edu>
Cc: Kate Brown <KateBrown@asu.edu>; Daniel Eckstrom <Daniel.Eckstrom@asu.edu>
Subject: RE: MS in Strength and Conditioning

Dear Dean Helitzer,

The College of Law has reviewed the proposed MS in Strength and Conditioning and supports this proposal.

Please let me know if you need anything additional. As always, I am happy to help.

Tamara

Tamara Herrera
Associate Dean of Academic Affairs
Clinical Professor of Law
Sandra Day O'Connor College of Law
Arizona State University
111 E. Taylor Street
Phoenix, Arizona 85004-4467
tamara.herrera@asu.edu
480-727-7194

From: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>
Sent: Friday, February 5, 2021 2:28 PM
To: Douglas Sylvester (Dean) <Douglas.Sylvester@asu.edu>
Cc: Tamara Herrera <Tamara.Herrera@asu.edu>; Kate Brown <KateBrown@asu.edu>; Daniel Eckstrom <Daniel.Eckstrom@asu.edu>
Subject: MS in Strength and Conditioning

Dear Doug,

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [**SSP 501** and **SSP 560**]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's support for this program and both courses.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah

Deborah L. Helitzer, Sc.D.

Dean and Professor

College of Health Solutions

Arizona State University

Email: deborah.helitzer@asu.edu

Phone: 602.496.2511

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



Edson College of Nursing and Health Innovation

From: [Katherine Kenny](#)
To: [Deborah Helitzer \(Dean\)](#)
Cc: [Tyna Chu](#); [Kate Brown](#); [Judith Ochieng](#)
Subject: RE: Letter of support for MS Strength and Conditioning
Date: Tuesday, February 23, 2021 6:53:50 AM
Attachments: [image002.png](#)
[image003.png](#)

Dear Deborah – thank you for asking Edson College of Nursing and Health Innovation to review your proposed MS Strength and Conditioning and the two new proposed courses, SSP 502 and SSP 560. We do not see any overlap nor conflict with programs and courses offered in our college. On behalf of the Edson College, we support the proposed degree and courses. All the best to you as you move through the University Approval process.

Sincerely,

Kathy

Katherine (Kathy) Kenny, DNP, RN, ANP-BC, FAANP, FAAN
Associate Dean of Academic Affairs
Clinical Professor



550 N. 3rd Street | Phoenix, AZ 85004
(P) 602-496-1719
(F) 602-496-0545
Katherine.kenny@asu.edu
<https://nursingandhealth.asu.edu/>

From: [Katherine Kenny](#)
To: [Judith Karshmer \(Dean\)](#); [Deborah Helitzer \(Dean\)](#)
Cc: [Tyna Chu](#); [Kate Brown](#)
Subject: RE: Letter of support for MS Strength and Conditioning
Date: Thursday, February 18, 2021 12:46:25 PM
Attachments: [image005.png](#)
[image001.png](#)
[image002.png](#)

I'm on it! Thanks

Kathy

Katherine (Kathy) Kenny, DNP, RN, ANP-BC, FAANP, FAAN
Associate Dean of Academic Affairs
Clinical Professor



500 North 3rd Street | Phoenix, AZ 85004
Ph: 602.496.1719 katherine.kenny@asu.edu
<https://nursingandhealth.asu.edu>

From: Judith Karshmer (Dean) <Judith.Karshmer@asu.edu>
Sent: Thursday, February 18, 2021 12:32 PM
To: Deborah Helitzer (Dean) <Deborah.Helitzer@asu.edu>
Cc: Katherine Kenny <Katherine.Kenny@asu.edu>; Tyna Chu <Tyna.Chu@asu.edu>; Kate Brown <KateBrown@asu.edu>
Subject: Re: Letter of support for MS Strength and Conditioning

Thanks Deborah, sounds like an interesting degree! Kathy will follow-up with the letter (thanks Kathy!)

Judy

--

Judith F. Karshmer, PhD, PMHCNS-BC, FAAN
Dean & Professor



500 North 3rd Street | Phoenix, AZ 85004
Ph: 602.496.2200 | judith.karshmer@asu.edu
<https://nursingandhealth.asu.edu>

From: "Deborah Helitzer (Dean)" <Deborah.Helitzer@asu.edu>
Date: Thursday, February 18, 2021 at 10:42 AM

To: "Judith Karshmer (Dean)" <Judith.Karshmer@asu.edu>

Cc: Kathy Kenny <Katherine.Kenny@asu.edu>, Tyna Chu <Tyna.Chu@asu.edu>, Kate Brown
<KateBrown@asu.edu>

Subject: Letter of support for MS Strength and Conditioning

Dear Judy,

I am writing to ask for your unit's support for a new program proposal, an **MS in Strength and Conditioning**, as well as two new courses [**SSP 501** and **SSP 560**]. As part of the proposal and process, we would like to request a letter of support and collaboration for the program as well as both new courses. Please find the proposals attached.

If you have no objection, we would appreciate a brief email message from you stating your unit's support for this program and both courses.

Please let me know if you have any questions or require further information. Thank you for your time and consideration.

Warm regards and stay safe,

Deborah

Deborah L. Helitzer, Sc.D.

Dean and Professor

College of Health Solutions

Arizona State University

Email: deborah.helitzer@asu.edu

Phone: 602.496.2511

For information or appointments, please contact Daniel Eckstrom (Daniel.Eckstrom@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 or degree programs may be impacted by the proposed 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 or their designee (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. To be included in the handbook are the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and a link to the Graduate Policies and Procedures website: http://graduate.asu.edu/faculty_staff/policies.