

This form should be used for academic units wishing to propose a new concentration for existing graduate degrees. A concentration is a subspecialty within a degree and major. It indicates the fulfillment of a designated, specialized course of study, which qualifies the student with skills and training in one highly concentrated area of the major. Concentrations are formally-recognized educational designations (including the assignment of a university plan code for reporting/record-keeping purposes and appearance on the ASU transcript). Concentrations are distinguished from more informal academic distinctions such as “emphases,” “tracks,” “foci,” “options,” etc.

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

GRADUATE CONCENTRATION

College/School:	Herberger Institute for Design and the Arts
<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:	CARCH – The Design School
Proposing faculty group (if applicable):	N/A

Existing graduate degree and major under which this concentration will be established:	Master of Science in Design (MSD) in Design
Name of proposed concentration:	Experience Design
Requested effective term and year: Fall	2022
<i>(The first semester and year for which students may begin applying to the concentration)</i>	
Is a program fee required?	Yes

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

Is the unit willing and able to implement the program if the fee is denied?	Yes, we are able to implement the program.
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Delivery method and campus or location options:

- Campus immersion (select all that apply)
 - Downtown Phoenix Polytechnic Tempe West Other: ASU @Mesa City Center
- Both** campus and digital immersion (check applicable campus(es) from options listed above)
- Digital immersion only (all courses online and managed by ASU Online)

Note: Once students elect a campus or digital option, they will not be able to move between the modalities. Approval from the Office of the University Provost and Philip Regier (Executive Vice Provost and Dean) is required to offer programs through ASU Online. This approval begins by submitting the Request for Digital Immersion Consideration form in [Curriculum ChangeMaker](#). An EdPlus letter of support must be included with this proposal to demonstrate preliminary approval for digital immersion. Contact EdPlus at edplusprogrammanagement@asu.edu for additional information regarding the online request process.

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

research methods, worldbuilding, storytelling, and scenario development to provide the context to shape, the data to inform, and the content to populate these experiences. These unique skillsets will be developed both through discipline-specific courses and through the project-based experiences in the shared core, where all the students will be taking the same courses but have unique contributions and responsibilities. The differentiation of disciplines through the distinct concentrations is critical to both the legibility to prospective students and the career paths of graduates.

This combination of form and content aligns this program exceedingly well with the ASU Charter and Design Aspirations by advancing discoveries in technology and understanding that simultaneously have public value and generate that value by engaging across disciplines and directly with the community. The student teams and faculty leaders will leverage advanced technologies to visualize new futures for our world, based on social equity and environmental justice via methods that enhance student success by giving each student agency and opportunity to effect real change - including through entrepreneurial endeavors.

At the conclusion of this program, students will emerge well-qualified into one of the fastest-growing industries on the planet, where they will find fulfilling careers in applying these practices to gaming and creative media, web/application design, user/consumer experience, entertainment design/themed entertainment, product design, scientific and medical simulation, architectural visualization, and beyond.

2. IMPACT ASSESSMENT

- A. Explain the unit's need for the new concentration** (e.g., market demand, research base, direction of the discipline, and interdisciplinary considerations). How will the new concentration complement the existing degree program, including enrollment, national ranking, etc.?

Though the emerging nature of these fields and the transdisciplinary nature of this program make identification of specific market sectors and career data difficult, it is clear that this discipline will see explosive growth over the years to come, further amplified by the COVID pandemic's impetus for the development of technologies and practices for remote/immersive experiences. In addition, this program also aligns perfectly with emerging and potential university partnerships with companies like Dreamscape Immersive, Aaron Sims Creative, Moment Factory and others. Also, this program aligns with the desires and ambitions of the City of Mesa (funder of the facility) in the development of their planned Digital Innovation District, and loose versions of these program descriptions have been publicly presented in conversations with the City of Mesa leadership.

Full Emsi datasets available here: <https://cutt.ly/lycqMR7>

Select available Emsi Data:

For Master's programs with a focus in related areas, 2018-2023 occupational growth for careers in:

- software development has increased by 16.91% with 913,961 jobs in 2018 and 93,198 annual openings at median hourly earnings of \$48.50;
- graphic design has increased by 4.08% with 302,120 jobs in 2018 and 31,384 annual openings at median hourly earnings of \$20.62;
- web development has increased by 9.81% with 169,090 jobs in 2018 and 15,596 annual openings at median hourly earnings of \$28.19;
- film and video editing has increased by 9.54% with 41,448 jobs in 2018 and 5,110 annual openings at median hourly earnings of \$27.10.

Top posting companies for digital arts master's programs include:

Oracle Corporation at 598,043 / 130,602 for Total/Unique (June 2018-May 2019);

Anthem, Inc. at 284,591 / 115,588 for Total/Unique (June 2018-May 2019);

Virtual Vocations at 102,918 / 81,035 for Total/Unique (June 2018-May 2019);
 Cybercoders, Inc. at 264,843 / 43,614 for Total/Unique (June 2018-May 2019);
 Amazon.com, Inc. at 237,048 / 33,421 for Total/Unique (June 2018-May 2019).

B. Please identify other related ASU programs and describe how the new concentration will complement these existing ASU programs? If applicable, statements of support from affected academic unit administrators should be included with this proposal submission.

Due to the transdisciplinary nature of both this program and the fields of emerging media technologies and extended reality, there are either many programs across ASU and the state that are similar or none at all, depending on the precise value of “similar.” The knowledges and practices of this curriculum will overlap to some degree with programs in gaming, graphic information technology, media arts/intermedia, and design, but none of the programs elsewhere in the state have the precise focus on extended reality/immersive experience design, and none share the transdisciplinary and socially-engaged format of this program. However, we have partnered with a number of these areas in the development of this program, and the principal goal of the ASU @ Mesa City Center facility is to serve as a transdisciplinary crossroads for work in all related areas. In this manner, this program, along with the other programs planned for Mesa City Center, complements the existing landscape of programs by providing design and technology collaborators/connections for programs concerned with futures and futures collaborators/connections for programs in design and technology.

C. Is this an interdisciplinary concentration? If yes, please address the relationship of the proposed concentration to other existing degree programs and any parallel or similar concentrations in those degree programs. (Please include relevant Memoranda of Understanding regarding this interdisciplinary concentration from all applicable academic units.)

Yes, this concentration is fundamentally transdisciplinary and was developed over more than a year by a group of faculty from the School for the Future of Innovation in Society, the School of Arts, Media and Engineering, and the Fulton Schools of Engineering, among others. Though this concentration will be held by The Design School, students will take courses in collaboration with their peers in the MS in Digital Culture (Extended Reality Technologies) and the MS in Futures and Design as well as elective courses offered by partner units, including Graphic Information Technology and the School of Arts, Media and Engineering.

3. STUDENT LEARNING OUTCOMES AND ASSESSMENT

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

See Appendix II.

4. CURRICULAR STRUCTURE

Please ensure that all *new core* course proposals have been submitted to the Provost’s office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas.

Core Courses for the Degree			
<i>Ensure the core listed below is the same as for the standalone degree</i>			
Prefix and Number	Course Title	New Course?	Credit Hours

DSC 501	Qualitative Research in Design	No	3
<i>Section sub-total:</i>			3
Required Concentration Courses			
Prefix and Number	Course Title	New Course?	Credit Hours
DSC 550	Prototyping Futures	Yes	3
DSC 551	Immersive Experience Design I	Yes	3
HDA 581	Emerging Media Colloquium	Yes	1 (x3)
<i>Section sub-total:</i>			9
Research Methods			
<i>Other courses may be used with approval of the academic unit.</i>			
Prefix and Number	Course Title	New Course?	Credit Hours
DSC 500	Research Methods	No	3
<i>Section sub-total:</i>			3
Electives			
<i>Sample list below; other courses may be used with the approval of the academic unit</i>			
Prefix and Number	Course Title	New Course?	Credit Hours
AME 535	Mobile Development	No	3
GIT 502	New Media Internet Technologies	No	3
AME 598	Topic: Interactive Materials	No	3
GRA 598	Topic: VCD Seminar: Contemporary Issues	No	3
GRA 561	Methods in Visual Communication I	No	3
GRA 562	Methods in Visual Communication II	No	3
GIT 542	Usability and User Experience	No	3
TWC 514	Visualizing Data and Information	No	3
GIT 540	Cross-media Design Solutions	No	3
AME 598	Topic: Interaction Design Research and Practice I	No	3
AME 570	Programming for Social and Interactive Media	No	3
IND 550	Furniture Design	No	3
IND 544	Human Factors Systems and Documentation	No	3
TWC 544	User Experience	No	3
TWC 536	Project Management	No	3
DSC 598	Special Topics (varies)	No	1-4
DSC 590	Reading and Conference	No	1-4
<i>Section sub-total:</i>			11
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), dissertation (must be 12 credit hours with oral defense)</i>			

DSC 593 Applied Project (6 credits) OR optional DSC 599 Thesis (6 credits) upon application and approval	6
<i>Section sub-total:</i>	6
Other Requirements <i>E.g. – internships, clinical requirements, field studies, foreign language exam as applicable</i>	Credit Hours
A minimum of 4 credit hours working on faculty-led research (DSC 592), in individualized instruction (DSC 590), design/implementation of public programs (HDA 580 Practicum), or internship (DSC 584).	4
<i>Section sub-total:</i>	4
Total required credit hours	36

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

B. Please describe the culminating experience(s) required for completion of the existing degree and major, and the proposed concentration (e.g., thesis, dissertation, comprehensive exams, capstone course, portfolio, applied project).

Students complete applied projects that are engaged directly with industry and/or community partners. Planning for these applied projects will begin a year in advance, with the program faculty and staff assisting students in cultivating their particular teams and partnerships. Though the product of these projects will vary depending on project partner and the specific team composition, each will leverage extended reality technologies and immersive design practices to imagine a new future or propose a solution for a real-world challenge. These may take the form of games, immersive installations, mobile applications, or VR experiences, among others.

Students in this Experience Design concentration program can alternatively select a six-credit DSC 599 Thesis option if their academic and career trajectory is focused more on research or further graduate study. This thesis option is available by application and upon approval by the program faculty.

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

Each student in this program must complete a minimum of 4 credit hours working on faculty-led research (DSC 592), in individualized instruction (DSC 590), design/implementation of public programs (HDA 580 Practicum), or internship (DSC 584) over the course of this program. The intent of this requirement is for the students to develop and maintain skills at working in transdisciplinary, collaborative teams, engaging with communities/industry/research, and developing a network of connections within the program and the local context.

5. COMPREHENSIVE EXAMS

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

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

N/A

6. COURSES

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

DSC 550 Prototyping Futures (3 credit hours): In this project-based course, students will work in interdisciplinary teams to explore and envision the future of communities, industries, technologies and other elements of our society. In this process, students will develop their understanding of the application of extended reality technologies, practices and methodologies for design, and tools for applying research to constructing prototypical scenarios for the future, in addition to gaining experience in effective collaboration. This course is about critical, methodological and narrative skills - the ability to move fluidly through domains, create low-fidelity prototypes, and devise creative solutions to complex problems by envisioning new realities.

DSC 551 Immersive Experience Design I (3 credits): This course will focus on the practices of design for immersive experiences using different media including but not limited to extended reality technologies. In the course, the students will work on interdisciplinary projects using and developing their skills on composition/aesthetics of environmental design, programmatic/spatial requirements in both real and virtual universes, modeling/simulation of spaces/objects in 3D animated environments, motion graphics, 3D printing/rapid prototyping, storytelling, and worldbuilding. They will develop their abilities to manage projects, work effectively in teams, transform research into creative/technological products, and transform research into creative/technological products.

HDA 581 Emerging Media Colloquium (3 credits): This course is designed to focus on professional and community development outcomes for the graduate programs in emerging media. Over the course of this semester, students will have significant contact with partners and guests from industry and community, be able to discuss and expand their interests and views with their faculty and peers, share and discuss progress on research and professional projects, create a personal professional development plan, and refine and present their portfolio of work for public review. In addition, this course will serve as a point of connection between student cohorts and faculty for the purposes of social/community development and wellness.

7. ADMINISTRATION AND RESOURCES

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

A graduate studies committee composed of representation from each of the participating units (The Design School; the School of Arts, Media and Engineering; the School for the Future of Innovation in Society; and the Graphic Information Technology program of the Polytechnic School) will oversee a first level of review of curriculum for the program and provide recommendations to The Design School curriculum committee and the Herberger Institute Dean. This committee will also review admissions applications, cultivation of community/industry partners, communities of care/retention, and award of scholarships/fellowships as available. The faculty director of this program and the other ASU@ Mesa City Center programs will be the director of the Mesa City Center facility, Jacob Pinholster.

Graduate advisement and communications staff resident at the ASU @ Mesa City Center facility will support and advise the graduate studies committee in these areas. Hiring for this new graduate support staff position is planned for next year.

The thesis/applied project experience and new required concentration courses (DSC 550, DSC 551 and HDA 581) are to be predominantly supported by committed funding for new faculty hired to support the program or existing affiliated faculty released from their existing teaching responsibilities through utilization of committed funding. Existing faculty who are supporting the launch of this program should be given consideration and their units should receive support to cover their existing teaching responsibilities in an effort to support their participation. Existing required courses DSC 500 and DSC 501, while already in place and being taught on an annual basis, should be provided support via the committed funding for Teaching Assistants as enrollments grows with this new cohort of students.

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

3-YEAR PROJECTED ANNUAL ENROLLMENT			
Please utilize the following tabular format	1st Year	2nd Year <small>(Yr. 1 continuing + new entering)</small>	3rd Year <small>(Yr. 1 & 2 continuing + new entering)</small>
Number of Students in concentration (Headcount)	25	35	50

C. Resource requirements needed to launch and sustain the program: Describe any new resources required for this concentration’s success such as new staff, new facilities, new library resources, new technology resources, etc. and include projected budget needs. If multiple units/programs will collaborate in offering this concentration, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this concentration.

The needs for this concentration is intrinsically and inextricably linked to the development of the ASU @ Mesa City Center facility which is planned to open in fall 2022. The facilities, equipment, and staffing structures of that facility have been designed to fit the needs of this program (among others). Likewise, this program has been designed specifically for that facility and context. Staff and faculty hires have been discussed with the university planner and provost. All told, the building and its programs will require approximately 11-13 new staff positions and 8-11 new faculty hires between January 2021 and May 2024.

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

Name	Rank	Highest Degree	Area of Specialization/Expertise	Estimated Level of Involvement
Jacob Pinholster	Associate Professor	MFA	Digital Media Design, Collaborative Practice	High
Mauricio Mejia	Associate Professor	PhD	Design Thinking, User Experience	Medium
Christina Carrasquila	Senior Lecturer	MS	Interactive Visual Media	Medium
Stacey Kuznetsov	Assistant Professor	PhD	Human Computer Interaction, Civic Engagement	Medium
Shawn Lawson	Associate Professor	MFA	Animation, Digital and Media Arts	Medium
Max Bernstein	Lecturer	MFA	Interactive Digital Media	Medium

8. REQUIRED SUPPORTING DOCUMENTS

(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)

Please include the following with your proposal:

- A.** Statements of support from all deans – See Appendix III
- B.** Impact statements of heads of impacted academic units (programs with similar names/content, utilizing courses, faculty, etc.) – See Appendix III

APPENDIX I

OPERATIONAL INFORMATION FOR GRADUATE PROGRAMS

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

1. **Proposed name of concentration:** Experience Design

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

This program focuses on design practices for virtual experiences in extended reality technologies, including environmental design, programmatic in both real and virtual universes, rapid prototyping, storytelling, and worldbuilding. Students will develop human-centered design methods to improve user experience, developing abilities to effectively manage team projects, transforming research into creative products.

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 program is unique among emerging media programs through the application of these technologies and practices in socially engaged and transdisciplinary modalities, taking tools that evolved primarily from and for entertainment and applying them to the modeling of real-world challenges and futures. Students of this program will develop human-centered design methods to improve user experience using theories and concepts from cognition and psychology, in addition to developing the ability to manage projects, work effectively in teams, and transform research into creative and technological products.

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

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

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

Note: Office of the Provost approval is needed for ASU Online campus options.

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

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

Downtown Phoenix Polytechnic Tempe West Other: ASU @ Mesa City Center

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 Herberger Institute for Design and the Arts.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in design and media arts 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.

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. portfolio
4. letter of intent
5. resume
6. contact information of two references
7. 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. International students are required to submit proof of English proficiency through either the TOEFL or the IELTS if their native language is not English. The minimum score for admission to the program is 80 (internet-based) or 550 (paper-based) on the TOEFL or an overall band score of 6.5 on the IELTS. Other information for international applicants can be found at <https://admission.asu.edu/international/graduate/english-proficiency>

The portfolio, letter of intent, resume and contact information of two references must be submitted via Slideroom (<https://asudesign.slideroom.com>). The Design School requires that these be submitted in addition to the graduate application requirements.

Admission to the program is selective. Students must enroll in the semester for which they are admitted, otherwise they will need to go through the entire application process again for the year in which they are applying.

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): 2022 (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)	(year):	May 14th
<p><i>Note: Session B is only available for approved online programs.</i></p>		

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

8. Curricular Requirements:

Curricular Structure Breakdown for the Academic Catalog:

(To be completed by the Graduate College)

36 credit hours including the required applied project course (DSC 593), or
36 credit hours and a thesis

Required Core (3 credit hours)

DSC 501 Qualitative Research in Design (3)

Concentration (9 credit hours)

DSC 550 Prototyping Futures (3)

DSC 551 Immersive Experience Design I (3)

HDA 581 Emerging Media Colloquium (3)

Research Methods (3 credit hours)

DSC 500 Research Methods (3)

Electives (11 credit hours)

Other Requirements (4 credit hours)

DSC 584 Internship (4)

DSC 590 Reading and Conference (4)

DSC 592 Research (4)

HDA 580 Practicum (4)

Culminating Experience (6 credit hours)

DSC 593 Applied Project (6) or

DSC 599 Thesis (6)

Additional Curriculum Information

For other requirements, students must complete a minimum of 4 credit hours of faculty-led research (DSC 592), individualized instruction (DSC 590), the design and implementation of public programs (HDA 580), or an internship (DSC 584).

9. Allow 400-level courses: **Yes** **No**

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

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

user experience, prototyping, augmented reality, mixed reality, alternate reality, human-centered, storytelling, virtual reality, worldbuilding, entertainment

11. Area(s) of Interest

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

[Architecture & Construction](#)

[Arts](#)

[Business](#)

[Interdisciplinary Studies](#)

[Law & Justice](#)

[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 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 checked="" 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 | |

12. Contact and Support Information:

Office Location - Building Code & Room: <i>(Search ASU map)</i>	CDN 162
Campus Telephone Number: (may not be an individual's number)	480-965-3436
Program Email Address: (may not be an individual's email)	designmail@asu.edu
Program Website Address: (if one is not yet created, use unit website until one can be established)	design.asu.edu
Program Director (Name):	Jacob Pinholster
Program Director (ASURITE):	jpinhols
Program Support Staff (Name):	Samantha Perkins
Program Support Staff (ASURITE):	sjperki3
Admissions Contact (Name):	Corie Cisco
Admissions Contact (ASURITE):	ccisco

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

NAME	ASURITE	ADMSN	POS
Corie Cisco	ccisco	x	x
Christy Brown	cdbrown7	x	x

**APPENDIX II
Assessment Plan****MSD in Design (Experience Design)**MSD1610662488
ApprovedHI-Herberger Institute
for Design and the Arts**Mission**

This program will focus on the practices of design for virtual environments and experiences for extended reality technologies, including composition and aesthetics of environmental design, programmatic/spatial requirements in both real and virtual universes, 3D printing/rapid prototyping, storytelling, and worldbuilding. Students will develop human-centered design methods to improve user experience using theories and concepts from cognition and psychology. They will develop their abilities to manage projects, work effectively in teams, and transform research into creative/technological products. This combination of form and content aligns this program exceedingly well with the ASU Charter and Design Aspirations by advancing discoveries in technology and understanding that simultaneously have public value and generate that value by engaging across disciplines and directly with the community. The student teams and faculty leaders will leverage advanced technologies to visualize new futures for our world, based on social equity and environmental justice via methods that enhance student success by giving each student agency and opportunity to effect real change - including through entrepreneurial endeavors. At the conclusion of this program, students will emerge well-qualified into one of the fastest-growing industries on the planet, where they will find fulfilling careers in applying these practices to gaming and creative media, web/application design, user/consumer experience, entertainment design/themed entertainment, product design, scientific and medical simulation, architectural visualization, and beyond.

Goals

This concentration has three primary goals: 1. To prepare graduates for a wide variety of career outcomes via the application of human-centered experience design methodologies and practices to a diverse array of fields and sectors. 2. To develop exemplary collaborators by engaging our students in transdisciplinary teams in the conceptualization and execution of complex, multi-stakeholder projects throughout the curriculum. 3. To produce alumni with high levels of self-efficacy and social embeddedness by charging them to produce work of value to the community and the world.

Outcome 1

Graduates will be able to evaluate and analyze human experience needs and wants using immersive concepts and technologies.

Concepts

Recognizing, collecting and effectively navigating requirements from stakeholders and constraints from technologies and context in the design and production of immersive environments. Complex sociotechnical problems and comprehend the need for sensemaking. Design and research methods appropriate to reframing problems and situations in the process. Application of immersive technologies in human experiences.

Competencies

Graduates will be able to study and understand problems, situations, and challenges collecting data about the context, stakeholders, and available technologies. Graduates will be able to practice multiple modes sensemaking such as reframing situations continuously during the process. Graduates will be able to use participatory research activities and facilitate collaborative work with other stakeholders. Graduates will create visualizations of reframed

situations to communicate effectively with stakeholders..

Assessment Process: The assessed population will include all students registered for the courses specified in the performance criteria. This sample represents a cross-section of the curriculum so that student performance is captured at multiple points and evaluated on a consistent set of faculty-developed rubrics. Staff will coordinate gathering of data from relevant faculty at the end of each semester. Collated data to be reviewed by joint curriculum committee (composed of representatives from participating schools: School of Arts, Media and Engineering; The Design School; The Polytechnic School at Fulton Schools of Engineering), which governs overall curriculum structure and program development for the ASU @ Mesa City Center programs and makes recommendations to the curriculum committees, directors and deans of The Design School and the Herberger Institute for Design and the Arts. The committee will utilize this data for continuous improvement of the programs, particularly in understanding and enriching the connection between the courses over the length of the degree and the connection of this program to its sister programs at ASU @ Mesa City Center.

Measure 1

Performance on the research report assignment presented in DSC501 Qualitative Research in Design as measured by the faculty-designed rubric.

Performance Criterion 1

This assignment will be evaluated using a faculty-developed rubric on systematic data collection and analysis, reframing evolution of the situation, participation of stakeholders in sense making. Greater than 80% of students will be graded as satisfactory on this rubric.

Measure 2

Performance on the final project in DSC551 Immersive Experience Design Studio, based on the research performed in DSC501 Qualitative Research in Design, based on the faculty-designed rubric.

Performance Criterion 2

Greater than 80% of the students will receive a rating of "Meets expectations" or better on the final project in DSC551, based on the faculty-designed rubric.

Measure 3

Performance on the midterm evaluation of the DSC593 Applied Project or DSC599 Thesis, based on the faculty-designed rubric.

Performance Criterion 3

Performance Criterion 1.3a: Greater than 80% of the students will receive a rating of Satisfactory or better from the faculty panel on the Foundational Research portion of the rubric. Performance Criterion 1.3b: Greater than 80% of the students will receive a rating of Satisfactory or better from the faculty panel on the Project Scope/Scale portion of the rubric.

Outcome 2

Graduates will be able to develop design proposals using immersive technologies and apply their understanding and practice of design, storytelling and worldbuilding to addressing problems, challenges and obstacles.

Concepts

Competencies

Principles and processes of design synthesis through both hypothetical and realized processes. The shape and nature of stories and how they affect communication, collaboration, and public understanding/impact. Fundamental concepts of worldbuilding. Importance of storytelling, design and worldbuilding in both verbal and written communications. Designerly ways of envisioning such as abductive thinking, reframing situations, thinking through making, synthesis, and critique.

Graduates will demonstrate the ability to employ design principles in the execution of their own designs and creative output. Graduates will demonstrate the ability to craft effective stories in a diverse selection of creative products. Graduates will successfully apply their understanding of worldbuilding to the construction of effective and affective immersive experiences. Graduates will be able to make effective decisions about technological requirements and production of immersive experiences. In collaboration with others, graduates will be able to envision, plan, code or otherwise author visual, experiential, and strategic artifacts (e.g. changes in policy, behaviors, processes or systems).

Assessment Process: The assessed population will include all students registered for the courses specified in the performance criteria. This sample represents a cross-section of the curriculum so that student performance is captured at multiple points and evaluated on a consistent set of faculty-developed rubrics. Staff will coordinate gathering of data from relevant faculty at the end of each semester. Collated data to be reviewed by joint curriculum committee (composed of representatives from participating schools: School of Arts, Media and Engineering; The Design School; The Polytechnic School at Fulton Schools of Engineering), which governs overall curriculum structure and program development for the ASU @ Mesa City Center programs and makes recommendations to the curriculum committees, directors and deans of The Design School and the Herberger Institute for Design and the Arts. The committee will utilize this data for continuous improvement of the programs, particularly in understanding and enriching the connection between the courses over the length of the degree and the connection of this program to its sister programs at ASU @ Mesa City Center.

Measure 1

Overall performance on the final project in GIT/DSC551 Immersive Experience Design I, based on the faculty-designed rubric.

Performance Criterion 1

Greater than 80% of the students will receive a rating of "Satisfactory" or better on the final project in GIT/DSC551 Immersive Experience Design I, based on the faculty-designed rubric.

Measure 2

Cumulative performance across all practicum requirements, including DSC590, DSC592, HDA580, based on the rubric developed by the faculty committee.

Performance Criterion 2

Longitudinal: greater than 80% of graduating students will have completed their three credit hours of practicum requirements with an average rating of "Satisfactory" or higher on the rubric.

Measure 3

Overall evaluation of the final program portfolio based on the rubric developed by the faculty curriculum committee.

Performance Criterion 3

Greater than 80% of the students will receive a rating of "Satisfactory" or higher in the review of their final portfolio.

Outcome 3

Engaging in inter- and transdisciplinary, multi-stakeholder collaboration to reframe, redefine and develop solutions to real-world challenges.

Concepts

Creative and collaborative practices to guide team and project development. Ethical engagement practices with external stakeholders. Effective processes for giving and receiving feedback as well as reflecting on the performance of themselves and others.

Competencies

Students will work in transdisciplinary, project-based teams with partners from industry and the community, collaboratively exploring the future of a neighborhood, a sector, a socio-technical system, a cultural institution, or an ecosystem. Graduates will learn to design generative inquiries, transform research into creative or technological products, develop strategies and reflect upon the implications of their work.

Assessment Process: The assessed population will include all students registered for the courses specified in the performance criteria. This sample represents a cross-section of the curriculum so that student performance is captured at multiple points and evaluated on a consistent set of faculty-developed rubrics. Staff will coordinate gathering of data from relevant faculty at the end of each semester. Collated data to be reviewed by joint curriculum committee (composed of representatives from participating schools: School of Arts, Media and Engineering; The Design School; The Polytechnic School at Fulton Schools of Engineering), which governs overall curriculum structure and program development for the ASU @ Mesa City Center programs and makes recommendations to the curriculum committees, directors and deans of The Design School and the Herberger Institute for Design and the Arts. The committee will utilize this data for continuous improvement of the programs, particularly in understanding and enriching the connection between the courses over the length of the degree and the connection of this program to its sister programs at ASU @ Mesa City Center.

Measure 1

Overall performance on the primary project of the DSC550 Prototyping Futures course, based on the faculty-designed rubric.

Performance Criterion 1

Greater than 80% of the students will receive a rating of "Meets expectations" or better on the rubric for evaluation of the project.

Measure 2

Faculty panel and external stakeholder evaluation of the product of the DSC593 Applied Project course, based on the faculty-designed rubric.

Performance Criterion 2

Performance criterion 3.2a: Greater than 80% of the students will receive a rating of "Meets Expectations" or above on the "Overall Group Rating" of the final project rubric when evaluated by the faculty panel. Performance criterion 3.2b: Greater than 80% of the students will receive a rating of "Meets Expectations" or above on the "Overall Group Rating" of the final project rubric when evaluated by the external stakeholder panel

Measure 3

Peer evaluation of individual contribution to the group in the DSC593 Applied Project course, based on the faculty-designed rubric.

Performance Criterion 3

Greater than 80% of the students will receive a rating of “Meets Expectations” or better on the “Overall Individual Contribution” section of the peer evaluation instrument.

**APPENDIX III
Statements of Collaboration and Impact****Herberger Institute of Design and the Arts – Official Submission**

From: [Stephani Etheridge Woodson](#)
To: [Curriculum Planning](#)
Subject: New Concentrations for the new camps ASU @ Mesa City Center (Fall 22)
Date: Friday, January 29, 2021 4:35:32 PM
Attachments: [MS Digital Culture \(Extended Reality Technologies new-graduate-concentration-proposal 2 unlocked.docx](#)
[MSDIXD unlocked Final.docx](#)
[Support Letters.zip](#)
[Supporting Documents.zip](#)
[image001.png](#)

Hello, please find attached our proposed new concentrations for the new campus (which we wrote in under “other” for campus. All of the new courses were sent forward after full approvals.

The planning for these proposals was disrupted by the pandemic and by the change in personnel in my position (as well as the systems change for university evaluation + their personnel changes). I discovered that the evaluation plan was not submitted during the request to plan phase (or it never got completed? I cannot find them in the system, regardless). We are waiting on Jake to get the proper permission to input these into the new structure. I will be following up with Wells or Lisa to get that expedited.

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](#)

School of Arts, Media and Engineering



To who it may concern,

As Interim Director of the School of Arts, Media, and Engineering, I have consulted with our Graduate Program Director Todd Ingalls, and reviewed the proposed programs and concentrations related to Mesa. We are happy to support the program and work with the program participants and students.

Sincerely,

A handwritten signature in black ink that reads "T. Pawan".

Pavan Turaga
Interim Director
School of Arts, Media and
Engineering

Fulton Schools of Engineering

Note: below the proposed concentration is referred to as Immersive Experience Design. The correct name is MSD in Design (Experience Design)

Friday, January 29, 2021 at 08:58:20 Mountain Standard Time

Subject: Re: Statement of support for Mesa degree programs
Date: Monday, January 25, 2021 at 12:16:16 PM Mountain Standard Time
From: Ann McKenna
To: Jake Pinholster, Kyle Squires
CC: Steven Tepper (Dean), Stephani Etheridge Woodson, Susan Squire, James Collofello

Hello Jake,
Thanks for sharing the materials. The polytechnic school is supportive of the MS degree programs in digital culture (extended reality technologies) and design (immersive design experience). We look forward to our continued partnership in advancing the Mesa City Center facility with innovative and mutually beneficial programs.
Regards,
Ann

Ann McKenna, PhD
Professor and Vice Dean for Strategic Advancement
Interim Vice Dean for Research and Innovation
Ira A. Fulton Schools of Engineering
699 S. Mill Avenue, Room 688
Tempe, AZ 85287-9309
Email: ann.mckenna@asu.edu
Phone: 480-727-5619

From: Jake Pinholster <jpinhols@asu.edu>
Date: Tuesday, January 19, 2021 at 6:06 PM
To: Kyle Squires <squires@asu.edu>
Cc: "Steven Tepper (Dean)" <Steven.Tepper@asu.edu>, Stephani Etheridge Woodson <swoodson@asu.edu>, Susan Squire <Susan.Squire@asu.edu>, Ann McKenna <Ann.McKenna@asu.edu>
Subject: Statement of support for Mesa degree programs

Dear Kyle, Ann, and Susan:

I hope your new year and new semester are going as well as can be expected in the crazy circumstances we find ourselves in!

On behalf of Dean Tepper and in my own role as director of the ASU @ Mesa City Center facility, I am writing to you today to request a letter of support for the new, transdisciplinary graduate concentrations that are being proposed for the ASU @ Mesa City Center. We are seeking approval of these degrees in this curriculum cycle in order to begin recruiting, etc., but the programs will not accept students until fall 2022 when the facility is open.

We have worked extensively with faculty from across IAFSE - particularly Christina Carrasquila in GIT - to design these programs, and we are excited for the intersection they represent between the Herberger Institute and Engineering. Brief descriptions of both programs are below, as well as links to the full PDF proposals.

If you are willing to submit a letter of support, we would ideally like to have that back from you by the end of next week (January 29th). I am also happy to provide a basic letter that you can sign off on, but I didn't want to presume.

Also, please note that you are going to receive a similar request from Dave Guston/Jamey Wetmore from SFIS in regards to the third concentration in the ASU@MCC trinity, the MS in Futures and Design, which is held in SFIS. In case you want to save some time by writing one letter that can cover all three programs.

Thank you so much - and please let me know if you have any questions.

Best
Jake

MS in Digital Culture (Extended Reality Technologies)

This program will focus on the development of innovative tools and methodologies for extended reality and immersive technologies, including simulation, visualization, interaction, computer vision, human-computer interaction, experience design, and artificial intelligence/machine learning. Students will develop a fundamental understanding of how emerging media technologies can be used to create virtual worlds that simulate our world alongside entirely new ones. They will develop skills in the programming languages and software applications necessary to these production workflows. They will develop their abilities to manage projects, work effectively in collaborative teams, transform research into creative/technological products, and reflect upon the ethical, cultural, and social frameworks within which their work occurs. These programs will be unique among emerging media programs through the application of these technologies and practices in socially engaged/transdisciplinary modalities, taking tools that evolved primarily from and for entertainment and applying them to the modeling of real-world challenges and futures.

MS in Design (Immersive Experience Design)

This program will focus on the practices of design for virtual environments/experiences for extended reality technologies, including composition/aesthetics of environmental design, programmatic/spatial requirements in both real and virtual universes, 3D printing/rapid prototyping, storytelling, and worldbuilding. Students will develop human-centered design methods to improve user experience using theories and concepts from cognition and psychology. They will develop their abilities to manage projects, work effectively in teams, and transform research into creative/technological products. This program is designed to serve as a transdisciplinary complement to the programs in Extended Reality Technologies and Design, Experience and Futures that will also occupy the ASU @ Mesa City Center facility. These programs will be unique among emerging media programs through the application of these technologies and practices in socially engaged/transdisciplinary modalities, taking tools that evolved primarily from and for entertainment and applying them to the modeling of real-world challenges and futures.

FULL PROPOSAL DOCUMENTS:

- [MS in Digital Culture \(Extended Reality Technologies\)](#)
- [MS in Design \(Immersive Experience Design\)](#)

Jacob Pinholster

Founding Director, ASU @ Mesa City Center
Associate Dean, Enterprise Design and Operations
Associate Professor, Media Design
Herberger Institute for Design and the Arts
Arizona State University

From: [Katina Michael](#)
To: [Ann McKenna](#); [Stephani Etheridge Woodson](#); [Jennifer Bekki](#)
Cc: [Jacob Pinholster](#); [Susan Squire](#); [Jameson Wetmore](#)
Subject: RE: Letter of support for your courses' inclusion in HIDA's two new concentrations
Date: Monday, March 29, 2021 1:38:23 PM
Attachments: [image001.png](#)

Dear Stephani:

- *that you are happy we are including your below courses, and*
 - SFIS is happy that you are incorporating PIT502 into your schedule.
- *that you will not cancel or disestablish said courses without letting us know and possibly offering alternatives.*
 - SFIS will not cancel PIT502 as it serves as a core course in the PIT curriculum.

Thank you again!

Katina
MSc (PIT) Program Chair

From: Ann McKenna
Sent: Monday, March 29, 2021 1:33 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>; Jennifer Bekki <jennifer.bekki@asu.edu>; Katina Michael <katina.michael@asu.edu>
Cc: Jacob Pinholster <jpinhols@mainex1.asu.edu>; Susan Squire <Susan.Squire@asu.edu>
Subject: Re: Letter of support for your courses' inclusion in HIDA's two new concentrations

Hello Stephani,
Thank you for your patience with my reply. The polytechnic school supports including the below GIT courses in your proposed MS in digital culture and MSD Design.
Best wishes,
Ann

From: Stephani Etheridge Woodson <swoodson@asu.edu>
Date: Friday, March 19, 2021 at 1:20 PM
To: Ann McKenna <Ann.McKenna@asu.edu>, Jennifer Bekki <jennifer.bekki@asu.edu>, Katina Michael <katina.michael@asu.edu>
Cc: Jacob Pinholster <jpinhols@mainex1.asu.edu>
Subject: Letter of support for your courses' inclusion in HIDA's two new concentrations

Hello! I hope you are well on this gloriously sunny AZ day. I am contacting you because the graduate college has asked for a specific letter of support from you regarding our inclusion of your courses (below) in our proposed MS in Digital Culture (Extended Reality Technologies) and MSD Design

(Experience Design). Attaching full proposals for your review.

Evidently, the Graduate College has experienced partner units disestablishing, changing or never scheduling courses integrated into other unit's graduate programs of study. Would you please affirm:

- that you are happy we are including your below courses, and
- that you will not cancel or disestablish said courses without letting us know and possibly offering alternatives.

Simply replying to this email and letting us know you agree will be sufficient. Have a lovely weekend.

GIT 502	New Media Internet Technologies
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GIT 542	Usability and User Experience
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GIT 540	Cross-media Design Solutions
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GIT 550 OR GIT 598	Digital Workflow in the Graphics Industry OR Topic: Digital Workflow Graphic Industry
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GIT 598	Topic: Interaction Design, Planning and Implementation
PIT 502	Co-Designing the Future

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



The College of Liberal Arts and Sciences

Note: below the proposed concentration is referred to as Immersive Experience Design. The correct name is MSD in Design (Experience Design)

Friday, January 29, 2021 at 09:03:35 Mountain Standard Time

Subject: Re: new, transdisciplinary graduate concentrations that are being proposed for the ASU @ Mesa City Center.
Date: Monday, January 25, 2021 at 12:51:40 PM Mountain Standard Time
From: Fabio Milner
To: Stephani Etheridge Woodson
CC: Kyle Rader, Paul LePore, Fabio Milner
Attachments: image001.png

Dear Stephani,

The College is happy to support these two concentrations.

Best wishes,
Fabio

Fabio Augusto Milner, PhD
Associate Dean of Graduate Initiatives
Assistant Director, SA Levin MCMS Center
[The College of Liberal Arts and Sciences](#)
Director of Mathematics for STEM Education
[School of Mathematical and Statistical Sciences](#)
Arizona State University
[SACNAS Board of Directors Member](#)



Armstrong Hall, Office 214
P: 480/965-5877 | F: 480/965-2110
milner@asu.edu
URL: <https://iresearch.asu.edu/profile/1278293>

From: Stephani Etheridge Woodson
Sent: Friday, January 22, 2021 4:31 PM
To: Paul LePore <Paul.Lepore@asu.edu>
Cc: Jacob Pinholster <jpinhols@asu.edu>
Subject: new, transdisciplinary graduate concentrations that are being proposed for the ASU @ Mesa City Center.

On behalf of the Herberger Institute, Dean Tepper, and Jake Pinholster, director of the ASU @ Mesa City Center facility, I am writing to request a response for the new, transdisciplinary graduate concentrations that are being proposed for the ASU @ Mesa City Center. We are seeking approval of these degrees in this curriculum cycle in order to begin recruiting, etc., but the programs will not accept students until fall 2022 when the facility is open.

The provost's office recommends that you also include a statement describing the opportunities for cross-university collaboration and optimization presented by this new program. How will the new program provide opportunities or areas for growth within the university? In what areas do you anticipate that there may be duplication of efforts or negative impact on your college? We would ideally like to have that back from you by the end of next week (January 29th).

Also, please note that you likely will receive a similar request from Dave Guston/Jamey Wetmore from SFIS in regards to the third concentration in the ASU@MCC trinity, the MS in Futures and Design, which is held in SFIS.

Thank you so much - and please let me know if you have any questions.

MS in Digital Culture (Extended Reality Technologies)

This program will focus on the development of innovative tools and methodologies for extended reality and immersive technologies, including simulation, visualization, interaction, computer vision, human-computer interaction, experience design, and artificial intelligence/machine learning. Students will develop a fundamental understanding of how emerging media technologies can be used to create virtual worlds that simulate our world alongside entirely new ones. They will develop skills in the programming languages and software applications necessary to these production workflows. They will develop their abilities to manage projects, work effectively in collaborative teams, transform research into creative/technological products, and reflect upon the ethical, cultural, and social frameworks within which their work occurs. These programs will be unique among emerging media programs through the application of these technologies and practices in socially engaged/transdisciplinary modalities, taking tools that evolved primarily from and for entertainment and applying them to the modeling of real-world challenges and futures.

MS in Design (Immersive Experience Design)

This program will focus on the practices of design for virtual environments/experiences for extended reality technologies, including composition/aesthetics of environmental design,

COVID-19 Resources for Students

College of Integrative Sciences and Arts

Tuesday, March 16, 2021 at 17:11:07 Mountain Standard Time

Subject: FW: Request for a Letter of Support
Date: Wednesday, March 10, 2021 at 12:09:29 PM Mountain Standard Time
From: Duane Roen
To: Stephani Etheridge Woodson
CC: Steven Tepper (Dean), Jacob Pinholster
Attachments: image001.png

Hi, Stephani.

Andy has more carefully read all the materials for the proposal for the MS in Design (Experience Design) and the MS in Digital Culture (Extended Realities Technologies).

Given Andy's response below, CISA is happy to support both proposals.

Best,
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: Andrew Mara
Sent: Wednesday, March 10, 2021 8:28 AM
To: Duane Roen <Duane.Roen@asu.edu>
Subject: Re: Request for a Letter of Support

Here's the longer reply:

The Extended Reality concentrations look amazing (and very supportable). I would only offer that they could consider our TWC 544 User Experience course as an elective (it is similar to one that they have from GIT, but they may want flexibility and more seats) and the TWC 536 Project Management course for the Experience Design course as a supplement to the management that they will be practicing in their teams and projects, since it would give space for their students to think about methods, principles, and implementation of project management apart from the tussle of their really interesting collaborative classes. Both of these are wonderful in the way that they add immersive, virtual, and augmented reality capacities to our current array of UX coursework. Ultimately, I would love it if they felt like including our classes as potential electives and/or if they wanted to leave a few seats for some of our UX grad students. Not a requirement for support, but welcome gestures and bridges across the campuses, if they are willing.

Andy

From: Stephani Etheridge Woodson <swoodson@asu.edu>
Sent: Tuesday, March 9, 2021 4:32 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>
Cc: Steven Tepper (Dean) <Steven.Tepper@asu.edu>; Jacob Pinholster <jpinhols@mainex1.asu.edu>
Subject: Request for a Letter of Support

Good afternoon!

The Herberger Institute for Design and the Arts requests a review and then hopefully a letter of support and/or collaboration from your college for two new (and linked) masters level concentrations that we are planning for FALL 2022 to be housed in the new Mesa building. Attached please find our proposals for the **MS in Design (Experience Design)** and the **MS in Digital Culture (Extended Realities Technologies)**. We are happy to answer any questions you might have and look forward to hearing from you.

with appreciation, Stephani, Steven and Jake

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](#)

College of Global Futures – School for the Future of Innovation in Society

Note: below the proposed concentration is referred to as Immersive Experience Design. The correct name is MSD in Design (Experience Design)

Subject: Fwd: Support statement

Date: January 29, 2021 at 8:55 AM

To: Molly Isbell mrisbell@asu.edu

Cc: Samantha Perkins sjperki3@asu.edu

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

From: David Guston <David.Guston@asu.edu> **Date:**
Mon, Jan 25, 2021 at 10:23 AM

Subject: Support statement

To: Jake Pinholster <jpinhols@asu.edu>

Cc: Kathleen Vogel <Kathleen.Vogel@asu.edu>, Jameson Wetmore <Jameson.Wetmore@asu.edu>

Jake

The School for the Future of Innovation in Society is happy to support both of the proposals you have put forward – the Concentration in Extended Reality Technologies as part of your existing MS in Digital Culture and the Concentration in Immersive Experience Design as part of your existing MS in Design. We believe that these will be exciting additions to ASU at Mesa City Center and will take advantage of the advanced facilities being built there. We are looking forward to partnering with you to provide electives for these programs and to integrating some of the courses you develop for these programs into the parallel program we are currently developing, the MS in Futures in Design.

Thanks again for putting these programs together. We look forward to working with you to provide a truly unique experience for future ASU students.

Best,

Dave

David H. Guston

Foundation Professor

Director, School for the Future of Innovation in Society

Associate Vice Provost for Discovery, Engagement and Outcomes Global

Futures Laboratory

Arizona State University

From: [Katina Michael](#)
To: [Ann McKenna](#); [Stephani Etheridge Woodson](#); [Jennifer Bekki](#)
Cc: [Jacob Pinholster](#); [Susan Squire](#); [Jameson Wetmore](#)
Subject: RE: Letter of support for your courses' inclusion in HIDA's two new concentrations
Date: Monday, March 29, 2021 1:38:23 PM
Attachments: [image001.png](#)

Dear Stephani:

- *that you are happy we are including your below courses, and*
 - SFIS is happy that you are incorporating PIT502 into your schedule.
- *that you will not cancel or disestablish said courses without letting us know and possibly offering alternatives.*
 - SFIS will not cancel PIT502 as it serves as a core course in the PIT curriculum.

Thank you again!

Katina
MSc (PIT) Program Chair

From: Ann McKenna
Sent: Monday, March 29, 2021 1:33 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>; Jennifer Bekki <jennifer.bekki@asu.edu>; Katina Michael <katina.michael@asu.edu>
Cc: Jacob Pinholster <jpinhols@mainex1.asu.edu>; Susan Squire <Susan.Squire@asu.edu>
Subject: Re: Letter of support for your courses' inclusion in HIDA's two new concentrations

Hello Stephani,
Thank you for your patience with my reply. The polytechnic school supports including the below GIT courses in your proposed MS in digital culture and MSD Design.
Best wishes,
Ann

From: Stephani Etheridge Woodson <swoodson@asu.edu>
Date: Friday, March 19, 2021 at 1:20 PM
To: Ann McKenna <Ann.McKenna@asu.edu>, Jennifer Bekki <jennifer.bekki@asu.edu>, Katina Michael <katina.michael@asu.edu>
Cc: Jacob Pinholster <jpinhols@mainex1.asu.edu>
Subject: Letter of support for your courses' inclusion in HIDA's two new concentrations

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(Experience Design). Attaching full proposals for your review.

Evidently, the Graduate College has experienced partner units disestablishing, changing or never scheduling courses integrated into other unit's graduate programs of study. Would you please affirm:

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Simply replying to this email and letting us know you agree will be sufficient. Have a lovely weekend.

GIT 502	New Media Internet Technologies
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GIT 542	Usability and User Experience
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GIT 540	Cross-media Design Solutions
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GIT 550 OR GIT 598	Digital Workflow in the Graphics Industry OR Topic: Digital Workflow Graphic Industry
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GIT 598	Topic: Interaction Design, Planning and Implementation
PIT 502	Co-Designing the Future

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



College of Global Futures

Tuesday, March 16, 2021 at 17:09:59 Mountain Standard Time

Subject: RE: Request for a Letter of Support
Date: Tuesday, March 9, 2021 at 4:59:54 PM Mountain Standard Time
From: Christopher Boone
To: Stephani Etheridge Woodson
CC: Steven Tepper (Dean), Jacob Pinholster
Attachments: image004.png, image001.png, image005.jpg

Dear all,

The College of Global Futures is pleased to support these proposals and looks forward to collaborating with you on these innovative offerings.

Chris

Christopher Boone
Dean, College of Global Futures
Professor, School of Sustainability



<https://collegeofglobalfutures.asu.edu/>
PO Box 875502, Tempe, AZ 85287-5502
Executive Assistant: Lorraine.Protocollo@asu.edu
480-965-2236

The College of Global Futures embraces ASU's mission as being a comprehensive public research university, measured not by whom it excludes, but rather by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves. We support and foster a culture of inclusiveness, tolerance, and respect that promotes equal opportunity and diversity among faculty, staff, and students and through our engagement with diverse communities within and beyond the University.



Kapucinski, Anne, R., Agrawal, Arun, Boone, Christopher, Bromaghim, Erin, Louis, Garrick E., Taylor, Dorceta E. 2020. *Strengthening Sustainability Programs and Curricula in Higher Education*. Washington, D.C.: The National Academies Press. <https://doi.org/10.17226/25821>

From: Stephani Etheridge Woodson <swoodson@asu.edu>
Sent: Tuesday, March 9, 2021 4:32 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>
Cc: Steven Tepper (Dean) <Steven.Tepper@asu.edu>; Jacob Pinholster <jpinhols@mainex1.asu.edu>
Subject: Request for a Letter of Support

Good afternoon!

The Herberger Institute for Design and the Arts requests a review and then hopefully a letter of support and/or collaboration from your college for two new (and linked) masters level concentrations that we are planning for FALL 2022 to be housed in the new Mesa building. Attached please find our proposals for the

MS in Design (Experience Design) and the **MS in Digital Culture (Extended Realities Technologies)**. We are happy to answer any questions you might have and look forward to hearing from you.

with appreciation, Stephani, Steven and Jake

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

New College of Interdisciplinary Arts and Sciences

Note: below the proposed concentration is referred to as Immersive Experience Design. The correct name is MSD in Design (Experience Design)

From: "Todd Sandrin (DEAN)" <Todd.Sandrin@asu.edu>
Date: January 29, 2021 at 5:35:29 PM MST
To: Jake Pinholster <jpinhols@asu.edu>
Cc: "Steven Tepper (Dean)" <Steven.Tepper@asu.edu>, Stephani Etheridge Woodson <swoodson@asu.edu>, Patricia Friedrich <Patricia.Friedrich@asu.edu>, Molly Isbell <mrisbell@asu.edu>
Subject: Re: Statement of support for Mesa degree programs

Hi Jake,

ASU New College is pleased to support the Herberger Institute's and the School for the Future of Innovation's development of the new graduate concentrations for the ASU @ Mesa City Center facility. The concentrations in Extended Reality Technologies, Immersive Experience Design and Futures and Design appear to be well designed for transdisciplinary engagement in addition to being well aligned with important emerging fields. These programs are also a strong complement to our upcoming BFA and MFA programs in Game Design, and we look forward to collaborating to identify shared courses and additional opportunities for students.

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](#)
<Outlook-vykdi4ng.png>

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

From: Jake Pinholster <jpinhols@asu.edu>
Sent: Tuesday, January 19, 2021 6:05 PM
To: Todd Sandrin (DEAN) <Todd.Sandrin@asu.edu>
Cc: Steven Tepper (Dean) <Steven.Tepper@asu.edu>; Stephani Etheridge Woodson <swoodson@asu.edu>
Subject: Statement of support for Mesa degree programs

Dear Todd:

I hope your new year and new semester are going as well as can be expected in the crazy circumstances we find ourselves in! I also hope that your gaming program development is going well.

On behalf of Dean Tepper and in my own role as director of the ASU @ Mesa City Center facility, I am writing to you today to request a letter of support for the new, transdisciplinary graduate concentrations that are being proposed for the ASU @ Mesa City Center. We are seeking approval of these degrees in this curriculum cycle in order to begin recruiting, etc., but the programs will not accept students until fall 2022 when the facility is open.

If you are willing to submit a letter of support, we would ideally like to have that back from you by the end of next week (January 29th). I am also happy to provide a basic letter that you can sign off on, but I didn't want to presume.

Also, please note that you are going to receive a similar request from Dave Guston/Jamey Wetmore from SFIS in regards to the third concentration in the ASU@MCC trinity, the MS in Futures and Design, which is held in SFIS. In case you want to save some time by writing one letter that can cover all three programs.

Thank you so much - and please let me know if you have any questions.

Best
Jake

MS in Digital Culture (Extended Reality Technologies)

This program will focus on the development of innovative tools and methodologies for extended reality and immersive technologies, including simulation, visualization, interaction, computer vision, human-computer interaction, experience design, and artificial intelligence/machine learning. Students will develop a fundamental understanding of how emerging media technologies can be used to create virtual worlds that simulate our world alongside entirely new ones. They will develop skills in the programming languages and software applications necessary to these production

workflows. They will develop their abilities to manage projects, work effectively in collaborative teams, transform research into creative/technological products, and reflect upon the ethical, cultural, and social frameworks within which their work occurs. These programs will be unique among emerging media programs through the application of these technologies and practices in socially engaged/transdisciplinary modalities, taking tools that evolved primarily from and for entertainment and applying them to the modeling of real-world challenges and futures.

MS in Design (Immersive Experience Design)

This program will focus on the practices of design for virtual environments/experiences for extended reality technologies, including composition/aesthetics of environmental design, programmatic/spatial requirements in both real and virtual universes, 3D printing/rapid prototyping, storytelling, and worldbuilding. Students will develop human-centered design methods to improve user experience using theories and concepts from cognition and psychology. They will develop their abilities to manage projects, work effectively in teams, and transform research into creative/technological products. This program is designed to serve as a transdisciplinary complement to the programs in Extended Reality Technologies and Design, Experience and Futures that will also occupy the ASU @ Mesa City Center facility. These programs will be unique among emerging media programs through the application of these technologies and practices in socially engaged/transdisciplinary modalities, taking tools that evolved primarily from and for entertainment and applying them to the modeling of real-world challenges and futures.

FULL PROPOSAL DOCUMENTS:

- [MS in Digital Culture \(Extended Reality Technologies\)](#)
- [MS in Design \(Immersive Experience Design\)](#)

Jacob Pinholster

Founding Director, ASU @ Mesa City Center
Associate Dean, Enterprise Design and Operations
Associate Professor, Media Design
Herberger Institute for Design and the Arts
Arizona State University

Mail Code: 2102
Tempe, AZ 85287-2002
p: 480-965-2696 c: 917-903-6210
email: jpinhols@asu.edu

Pronouns: he/him/his

ASU top 1% of world's most prestigious universities
—Times Higher Education

ASU #1 in the U.S. for innovation
—U.S. News & World Report

Edson College of Nursing and Health Innovation



19 March 2021

TO: Dean Karshmer and Associate Dean Kenny, Associate Dean Coon, and Senior Associate Dean Thatcher
Edson College of Nursing and Health Innovation

FR: Dean Tepper, Associate Dean Pinholster and Associate Dean Etheridge Woodson
Herberger Institute for Design and the Arts

RE: Partnership and Synergy b/t the MSD – Experience Design and MS Digital Culture –
Extended Reality Technologies & the MS Health Care Simulation (MS-HSC) degree

Hello all,

We are excited by the possibilities of partnership (both curricularly and project/research) with Edson's Fall 21 launch of the MS in Health Care Simulation. In particular, we look forward to a deeper dive into how your coursework can function as approved electives for our students (in particular, Foundations of Healthcare Simulation (HCS 501) and your students' participation in our courses. As current partners in the Creative Health Collaborations NEA Research Center, we are really excited by potential for extending our work together as we ramp up to our Fall 22 start for these new concentrations. We will be adding new faculty to support these concentrations and think that the transdisciplinary nature of your degree and our concentrations make perfect sense for an expansion of how VR and AR can potentially extend practices in health care and health promotion.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Etheridge Woodson".

Stephani Etheridge Woodson
Interim Associate Dean of Students
FDT Evelyn Smith Professor
Director, Design and Arts Corps | Herberger Institute for Design and the Arts
POBOX 872102
Tempe AZ 85287-2102
herbergerinstitute.asu.edu/design-and-arts-corps

Thunderbird School of Global Management

From: Lena Booth <Lena.Booth@thunderbird.asu.edu>
Date: Friday, March 19, 2021 at 12:30 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>
Cc: "Steven Tepper (Dean)" <Steven.Tepper@asu.edu>, Jacob Pinholster <jpinhols@mainex1.asu.edu>, "Sanjeev Khagram (Dean)" <Sanjeev.Khagram@thunderbird.asu.edu>
Subject: Re: Request for a Letter of Support

Dear Stephani:

Thunderbird is pleased to support these two very trendy, technology driven concentrations which we believe could significantly help prepare students for future careers. We wish you all the success in launching them.

We also hope to have the opportunity to collaborate with you in the future, to offer these concentration courses to our Master of Global Management students as specialization courses or electives.

Lena

Lena C. Booth, Ph.D. | Associate Dean of Graduate Programs and Associate Professor of Finance | Thunderbird School of Global Management | 400 E Van Buren, Suite 800 | Phoenix, AZ 85004 | Phone: 602-496-7061 | Email: lena.booth@thunderbird.asu.edu | Website: <https://thunderbird.asu.edu/>

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From: Stephani Etheridge Woodson <swoodson@asu.edu>
Date: Tuesday, March 9, 2021 at 4:31 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>
Cc: "Steven Tepper (Dean)" <Steven.Tepper@asu.edu>, Jacob Pinholster <jpinhols@mainex1.asu.edu>
Subject: Request for a Letter of Support

Good afternoon!

The Herberger Institute for Design and the Arts requests a review and then hopefully a letter of support and/or collaboration from your college for two new (and linked) masters level concentrations that we are planning for FALL 2022 to be housed in the new Mesa building. Attached please find our proposals for the **MS in Design (Experience Design)** and the **MS in Digital Culture (Extended Realities Technologies)**. We are happy to answer any questions you might have and look forward to hearing from you.

with appreciation, Stephani, Steven and Jake

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

W. P. Carey School of Business

Tuesday, March 16, 2021 at 17:13:40 Mountain Standard Time

Subject: RE: Request for a Letter of Support
Date: Sunday, March 14, 2021 at 5:13:11 PM Mountain Standard Time
From: Amy Ostrom
To: Stephani Etheridge Woodson
CC: Steven Tepper (Dean), Jacob Pinholster
Attachments: image002.png, image003.png

Hi Stephani, Steven, and Jake,

Thank you for the opportunity to review these degrees.

We support the establishment of both the MS in Design (Experience Design) and MS in Digital Culture (Extended Realities Technologies).
They look like excellent degrees.

Please let me know if you need anything else.

Best wishes,
Amy

Amy L. Ostrom, PhD

Arizona State University | W. P. Carey School of Business
Interim Dean, President's Professor and PetSmart Chair in Services Leadership
amy.ostrom@asu.edu | Ph: 480.965.6412
wpcarey.asu.edu | news.wpcarey.asu.edu
Pronouns: she/her/hers – SafeZONE Ally



Where Business is Personal®

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

Sent: Tuesday, March 9, 2021 4:32 PM

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

Cc: Steven Tepper (Dean) <Steven.Tepper@asu.edu>; Jacob Pinholster <jpinhols@mainex1.asu.edu>

Subject: Request for a Letter of Support

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Interim Associate Dean of Students

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Director, Design and Arts Corps | herbergerinstitute.asu.edu/design-and-arts-corps

She/Her/Hers



[COVID-19 Resources for Students](#)

Mary Lou Fulton Teachers College

Tuesday, March 16, 2021 at 17:09:05 Mountain Standard Time

Subject: Re: Request for a Letter of Support
Date: Tuesday, March 9, 2021 at 4:33:47 PM Mountain Standard Time
From: Carole Basile (Dean)
To: Stephani Etheridge Woodson
CC: Steven Tepper (Dean), Jacob Pinholster, Elisabeth Gee
Attachments: image001.png

The MLFTC is happy to support both programs and believe courses associated with these programs may also serve our MA in Education as we think about interdisciplinary possibilities!

Best--cb

Carole G. Basile
Dean
Arizona State University
Mary Lou Fulton Teachers College
[P.O. Box 871811, Tempe, AZ 85281-1811](mailto:cbasile@asu.edu)
O: [480.965.3463](tel:480.965.3463) | M: [480.310.6887](tel:480.310.6887)

From: Stephani Etheridge Woodson <swoodson@asu.edu>
Date: Tuesday, March 9, 2021 at 4:31 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>
Cc: Steven Tepper (Dean) <Steven.Tepper@asu.edu>, Jacob Pinholster <jpinhols@mainex1.asu.edu>
Subject: Request for a Letter of Support

Good afternoon!

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with appreciation, Stephani, Steven and Jake

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

Watts College of Public Service and Community Solutions

Tuesday, March 16, 2021 at 17:11:57 Mountain Standard Time

Subject: Re: Request for a Letter of Support
Date: Wednesday, March 10, 2021 at 11:38:00 AM Mountain Standard Time
From: William Terrill
To: Stephani Etheridge Woodson
Attachments: image001.png

Hi Stephani.

The Watts College of Public Service and Community Solutions is please support your MS in Design (Experience Design) and MS in Digital Culture (Extended Realities Technologies).

Best Regards,

William Terrill, PhD

Arizona State University

Associate Dean, Watts College of Public Service and Community Solutions

Professor, School of Criminology & Criminal Justice

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

On Tue, Mar 9, 2021 at 4:31 PM Stephani Etheridge Woodson <swoodson@asu.edu> wrote:

Good afternoon!

The Herberger Institute for Design and the Arts requests a review and then hopefully a letter of support and/or collaboration from your college for two new (and linked) masters level concentrations that we are planning for FALL 2022 to be housed in the new Mesa building. Attached please find our proposals for the **MS in Design (Experience Design)** and the **MS in Digital Culture (Extended Realities Technologies)**. We are happy to answer any questions you might have and look forward to hearing from you.

with appreciation, Stephani, Steven and Jake

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

Walter Cronkite School of Journalism and Mass Communication

Tuesday, March 16, 2021 at 17:11:33 Mountain Standard Time

Subject: RE: Request for a Letter of Support
Date: Tuesday, March 9, 2021 at 8:37:00 PM Mountain Standard Time
From: Kristin Gilger
To: Stephani Etheridge Woodson
CC: Steven Tepper (Dean), Jacob Pinholster
Attachments: image002.png, image003.png

The Cronkite School supports these two new degree programs.

Kristin Gilger
Interim Dean
Reynold Professor in Business Journalism

Walter Cronkite School of
Journalism and Mass Communication
Arizona State University
Home of Arizona PBS

mobile: 480-273-6128
email: kristin.gilger@asu.edu



From: Stephani Etheridge Woodson <swoodson@asu.edu>
Sent: Tuesday, March 09, 2021 4:32 PM
To: Stephani Etheridge Woodson <swoodson@asu.edu>
Cc: Steven Tepper (Dean) <Steven.Tepper@asu.edu>; Jacob Pinholster <jpinhols@mainex1.asu.edu>
Subject: Request for a Letter of Support

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with appreciation, Stephani, Steven and Jake

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COVID-19 Resources for Students

(NEW GRADUATE INITIATIVES)**PROPOSAL PROCEDURES CHECKLIST**

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

X 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>.

X 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

X Prepare the applicable proposal template and operational appendix for the proposed initiative.

X 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.)*

X Obtain the internal reviews/approvals of the academic unit.

- Internal faculty governance review committee(s)
- academic unit head (e.g. Department Chair or School Director)
- academic unit Dean (will submit approved proposal to the curriculumplanning@asu.edu email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

Additional Recommendations

All new graduate programs require specific processes and procedures to maintain a successful degree program. Below are items that the Graduate College strongly recommends that academic units establish after the program is approved for implementation.

Establish satisfactory academic progress policies, processes and guidelines – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to http://graduate.asu.edu/faculty_staff/policies and scroll down to the **academic progress review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.

Establish a Graduate Student Handbook for the new degree program – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook provided to students when they are admitted to the degree program and published on the website for the new degree gives students this information. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to http://graduate.asu.edu/faculty_staff/policies to access Graduate Policies and Procedures.