



New Academic Program Workflow Form

General

Proposed Name: Military Families

Transaction Nbr: 00000000000091

Plan Type: Specialization

Academic Career: Undergraduate

Degree Offered: Undergraduate Certificate

Do you want to offer a minor? N

Anticipated 1st Admission Term: Sprg 2022

Details

Department(s):

UAZS

DEPTMNT ID	DEPARTMENT NAME	HOST
2910	College of Applied Science and Technology	Y

Campus(es):

DIST

LOCATION	DESCRIPTION
CHANDLER	Chandler
YUMA	Yuma

MAIN

LOCATION	DESCRIPTION
TUCSON	Tucson

ONLN

LOCATION	DESCRIPTION
ONLN	Online

SOUTH

LOCATION	DESCRIPTION
DOUGLAS	Douglas
NOGALES	Nogales
PIMACCEAST	Pima Community College East
SIERRAVSTA	Sierra Vista

Admission application terms for this plan: Spring: N Summer: N Fall: Y

Plan admission types:

Freshman: N Transfer: Y Readmit: Y Graduate: Y

Non Degree Certificate (UCRT only): N

Other (For Community Campus specifics): N

Plan Taxonomy: 19.0704, Family Systems.

Program Length Type: Program Length Value: 0.00

Report as NSC Program:

SULA Special Program:

Print Option:

Diploma: N

Transcript: Y Undergraduate Certificate in Military Families

Conditions for Admission/Declaration for this Major:

Open to current undergraduate junior and senior students completing a bachelors degree from an accredited institution. 2.5 GPA, an application form, a statement of purpose, and a personal interview is required for admission. Also open to 'Certificate Only' students.

- a. There are no prerequisites or standardized tests required for admission.
- b. Concurrent enrollment in an undergraduate program is allowed.
- c. Academic advisors for UAOnline and CAST will also advise the certificate students. No additional advising staff will be needed to support the certificate.
- d. Students have the ability to complete the certificate in two semesters. However, certificate should be completed within three years maximum.
- e. A student may use 3 units taken in non-degree status to satisfy the certificate requirements.
- f. Up to 6 units of undergraduate credit earned in Non-Degree status may be

applied towards the certificate once the student obtains admission to a certificate program.

Requirements for Accreditation:

This program is seeing accreditation with the VA, to be benefits eligible for tuition.

Program Comparisons

University Appropriateness

The Undergraduate Certificate in Military Families fulfills the Arizona Advantage mission of the UA strategic plan. 1. Fulfills the University’s outreach mission by providing transfer students who have earned an Associates Degree with the opportunity to complete a bachelor’s level certificate, which may be a precursor to completing a Bachelor’s degree. Students who enroll in this program may be working professionals; often in the same career field that matches the content area of the certificate in which they are enrolled. As such, the proposed certificate also fulfills the land grant mission by offering the program to students beyond the geographical boundaries of the University of Arizona Tucson campus through CAST, and AZOnline, and Distance Campus locations, teaching in a fully online format. The accessibility and flexibility of the program allows nontraditional students who work full-time and/or have other commitments to complete a degree that meets their needs, a central tenet of the CAST mission.

Arizona University System

NBR	PROGRAM	DEGREE	#STDNTS	LOCATION	ACCRDT
1	Working with Military Families	CERTU	28	ASU, Tempe, AZ	Y

Peer Comparison

See attached Chart

Faculty & Resources

Faculty

Current Faculty:

INSTR ID	NAME	DEPT	RANK	DEGREE	FCLTY/%
13902474	Sheena Brown	2910	Assit. Prof	Doctor of Philosophy	.25
16902211	Michael Marks	2910	Prof. Pract.	Doctor of Philosophy	.25

Additional Faculty:

N/A

Current Student & Faculty FTE

DEPARTMENT	UGRD HEAD COUNT	GRAD HEAD COUNT	FACULTY FTE
2910	68	0	3.88

Projected Student & Faculty FTE

DEPT	UGRD HEAD COUNT			GRAD HEAD COUNT			FACULTY FTE		
	YR 1	YR 2	YR 3	YR 1	YR 2	YR 3	YR 1	YR 2	YR 3
2910	20	25	31	0	0	0	.50	.50	.50

Library

Acquisitions Needed:

N/A

Physical Facilities & Equipment

Existing Physical Facilities:

N/A

Additional Facilities Required & Anticipated:

no additional facilities required or anticipated

Other Support

Other Support Currently Available:

Support currently available by CAST will provide advising to students, general university support staff in scheduling, instructional design, enrollment services, etc.

South Student Services office, which provides advising to students, as well as by general university support staff in scheduling, instructional design, enrollment services, etc.

Other Support Needed over the Next Three Years:

N/A

Comments During Approval Process

2/8/2021 10:04 AM

PAULEWAGNER

Comments
Approved.

2/22/2021 6:52 AM

LDENNO

Comments
Approved.

2/23/2021 6:25 PM

SWIELAND

Comments
Approved. ONLN review for program onboarding pending.

3/3/2021 10:01 AM

ESANDMAR

Comments
Removed Diploma on print option because certificates do not get printed on diplomas.

3/3/2021 10:01 AM

ESANDMAR

Comments
Approved.



UNDERGRADUATE CERTIFICATE – ADDITIONAL INFORMATION FORM

Note: Certificate programs offered at the University of Arizona, at the undergraduate or graduate level, are not approved as eligible programs for federal student financial aid. Although students enrolled in certificate programs are not eligible for any federal student aid programs, students may be eligible for private loans, outside scholarships, and University of Arizona department funding. For more information, please see [Federal Student Financial Aid Eligibility for Programs](#).

- I. **CERTIFICATE DESCRIPTION-** provide a catalog description of this program to be used to market the certificate. Include information regarding the main content, knowledge areas, key questions to be explored, skillsets to be developed and opportunities for application of the subject matter. The description should match departmental and college websites, handouts, promotional materials, etc.

The certificate in Military Families provides a specific, disciplinary understanding of issues facing modern military families and cultivates skills for those working with, or intending to work in careers that support military members and their families. In this certificate program, our aim is to educate current and future professionals regarding military cultural and leadership factors, along with normative family processes, stresses and coping strategies. Students will learn to appreciate the unique experiences of military members and their families and the resultant implications for helping professionals serving this population.

- II. **PURPOSE-** discuss the primary intent of this certificate and describe what makes this program distinct from other existing programs on campus.

The undergraduate certificate in Military Families, with courses to be co-convened with existing courses in the graduate certificate in military families, provides specific, disciplinary knowledge and experience of issues facing modern military families, and in providing tangible skills for those either working in, or intending to work in careers that support military members and their families. There are 2.3 million military personnel, and an estimated 2.8 million military family members¹. Being part of the military 'family' can come with high

¹ <http://download.militaryonesource.mil/12038/MOS/Reports/2015-Demographics-Report.pdf>

emotional and psychological costs. Almost 1 in 4 active Military members are reported to show signs of a mental health condition². Over 30% of Veterans are reported to suffer from either major depression or post-traumatic stress disorders^{3,6}. Annual hospital bed days owing to mental disorders in the US military doubled between 2006 and 2010, and the military suicide rate also increased substantially during this period³. The effect of parental deployment has a significant impact on increased behavioral problems of children, who are also more likely to experience difficulties in school⁴. The parent who stays behind during a deployment is also at risk of experiencing mental health issues⁶. The Veterans Health Administration serves an estimated 9 million Veterans each year⁵, with an (estimated) additional 7,000 U.S.-based nonprofits helping Veterans and military families⁶. In 2005 22% of Veterans sought mental health treatment in the private sector rather than getting help from the VA. That number has increased coinciding with increased wait times at many of the VA mental health facilities around the country³. Further, due to significant barriers to receiving care, it is estimated that only 50% of those needing mental health services will actually receive them³.

What is now desperately needed is an appropriately trained workforce to be part of the mental health support system for active and retired military, and their families. Appropriate training includes ensuring those in support roles are fully aware of military specific contexts of the major issues faced: deployment, suicide, depression, PTSD, traumatic brain injury, divorce, relocation, and death of an active serving family member. Barriers to care such as; personal embarrassment about service related mental disabilities, long wait times to receive mental health treatment, logistical problems such as long travel distances in order to receive care, concerns over mental health treatment offered by the VA, can in part be addressed by increasing the military-focused skill base of those employed by federal, state and non-profit agencies, to specifically support health and wellness of veterans and their families.

This certificate includes coursework not currently available from other UA undergraduate programs, and addresses current issues for military families, skill building in trauma informed care, and coursework and experience in leadership, advocacy, and mentoring. This set of specialized skills and knowledge will provide an attractive and competitive supplement to students pursuing advanced degrees in all aspects of human services; social work, counseling, advocacy, administration, program development and administration, and leadership roles. Our goal is to provide students with an educational experience, that allows them to diversify and strengthen their current degree program to support acceptance into an advanced degree, and/or to enhance their workplace readiness and job opportunities.

III. PROGRAM AFFILIATION – specify whether the UA offers an affiliated undergraduate program – the affiliated program may or may not have the same name as the proposed certificate.

² *JAMA Psychiatry*. 2014;71(5):504–513. doi:10.1001/jamapsychiatry.2014.28

³ https://www.rand.org/pubs/research_briefs/RB9336.html

⁴ *Innov Clin Neurosci*. 2012 Feb; 9(2): 16–20.

⁵ <https://www.va.gov/health/aboutvha.asp>

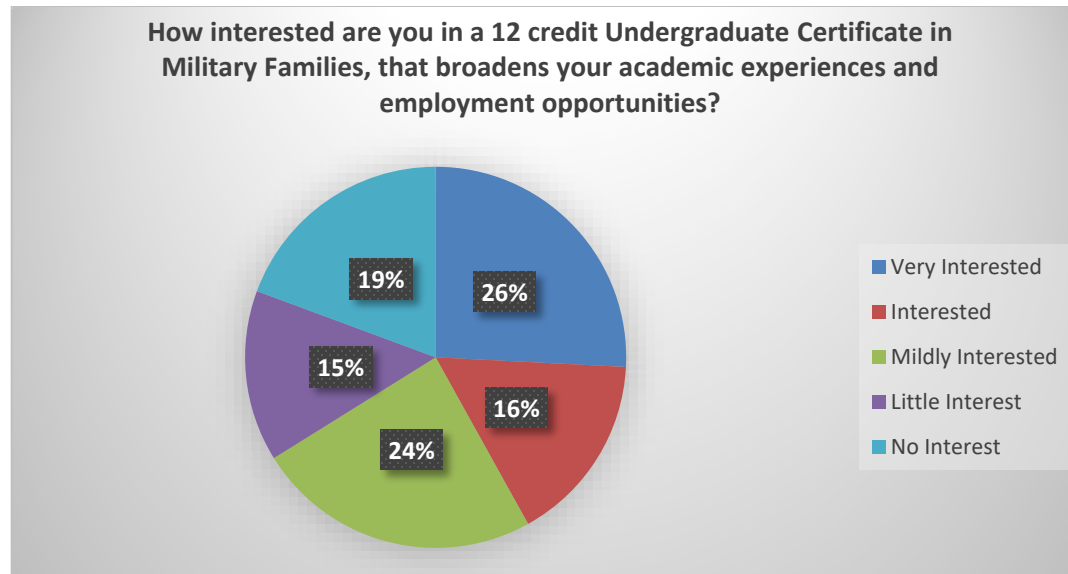
⁶ <http://www.military.com/veteran-jobs/career-advice/military-transition/nonprofit-organization-for-veterans.html>

The affiliated undergraduate program is a BAS in Human Services offered through CAST and BSC in College of Agriculture and Life Sciences, and BS Family Studies & Human Development.

IV. CERTIFICATE DEMAND– *is there sufficient student demand for the certificate?*

- a. What is the anticipated student enrollment for this certificate by the third year the certificate is offered? Please provide measurable indicators of student interest in the certificate (survey results of current students or alumni) and with reference to similar programs elsewhere. Provide market analysis or other tangible evidence to support projected enrollment numbers. Curricular Affairs can provide a job posting/demand report by skills obtained/outcomes of the proposed certificate. Please contact [Office of Curricular Affairs](#) to request the report(s) for your proposal.

i. In November 2020, we surveyed students currently enrolled in CAST programs, Family Studies and Human Development, Agricultural Education, Disabilities & Psychoeducational Studies, SERV, and ROTC. We received 62 completed surveys, with 42% of respondents Very Interested or Interested, 24% Mildly Interested, and 34% reporting Little to No Interest, in the military families undergraduate certificate. We append the summary of the survey. If all students that stated that they were interested to very interested actually completed the certificate, 26 students would enroll. Of note, comments from some respondents that reported no interest in this certificate were however supportive of the initiative, but were headed along a different career path (e.g. Cyber Security, Intelligence Information Operations). From this survey response, we feel the Undergraduate Certificate will be attractive and useful for students currently enrolled in undergraduate programs at UA.



ii. Market data provided by the Office of Curricular Affairs (appended to this proposal) show high job growth (Family Systems (19.0704)) over the next 10 years at 12.73 % in Arizona and 12.31% nationally. In Arizona, the projected employment growth (2019 - 2028) for social workers is 30.6%, and 25.8% for human service professionals.

Projected Enrollment	Year 1	Year 2	Year 3
Enrollment Estimate	20	25	31

- b. What community needs, preparation for professional certification exams, degree program recruitment, or employability enhancements will this certificate provide? Please provide evidence of feedback from potential employers regarding the value of the proposed program.

Employment opportunities exist in federal and state government, private profit and non-profit sector. These opportunities include, but are not limited to social workers, counselors, peer support specialists, patient navigators, case managers, patient

advocates, integrated care specialists, and human service professionals. This program will not lead to clinical certification in the mental health profession, rather this program is complementary to professional certification. In order to rise in rank, the military is increasingly demanding that their NCO's have more education. Aside from "terminal degrees," certification provides opportunities for NCO's to demonstrate their increased proficiency and thus increase the likelihood of making the next rank. On December 11, 2020 an informational session was held with the Commander of the Tucson "Tomahawks" Recruiting Company, and an estimated 40-50 active military members and spouses. Interest from this session, and informal discussions with education personnel from Fort Huachuca lead us to believe this certificate will be an attractive option for active military, and we will be applying for approval with the VA (as per the graduate certificate), which would allow active duty service members, veterans, and affiliated family members to utilize military tuition assistance.

- c. Will there be any collaboration with other departments or universities to maximize resources? If there is collaboration, please include a memo of support from the applicable parties.

We have collaborated with the College of Agriculture and Life Sciences; in particular: *Agricultural Education*, which houses the UA Serv Program for Veterans (Supportive Education Programs for Returning Veterans), and; *Family Studies and Human Development*, which offers undergraduate and graduate programs, with a key focus centered on outreach that strengthens families and human development across the lifespan.

We are also collaborating with *Disabilities and Psychoeducation Studies* (College of Education), focusing on undergraduate students who intend to apply to the Masters in Rehabilitation program.

Ongoing collaboration with the UA Veterans Center. Letters of support are included with this proposal.

- V. **TARGET AUDIENCE(S)**- describe the target audience(s) for this certificate and the specific audience needs this certificate aims to address. Address the relevant points below based on your target audience(s).

- i. Does this certificate meet the needs of an **industry or workforce partner**? Explain the industry needs this certificate is proposing to address. Provide a list of industry partners with whom you are working and confirmation of this support.

The stressful demands on our current military and families will increase the need for greater understanding of veterans and their families after discharge. A previous cohort of the Graduate Certificate in Military Families partnered with the Warrior Healing Center inn Sierra Vista; this is an ongoing partnership. Of equal importance are those who continue their service and the challenges they face while on active duty. Our certificate has been actively pursued by Tucson's "Tomahawk" Recruiting Center by Captain Villa (Logistics Commmander) and the NCOs under his command, and their

families.

- ii. Does this certificate provide an **introductory pathway to an existing graduate degree**? Provide the name(s) of the degree(s).

MA in Counseling: Emphasis in Rehabilitation & Mental Health or School Counseling

- iii. Does this certificate serve as **professional development for the targeted audience**? Explain how this certificate will help the audience develop professionally.

This certificate will be available to current undergraduate students providing a competitive supplement for those enrolled in a degree program (for example; human services; social work, counseling), and to those already in the workforce seeking career-specific professional development in working with military families. Front-line care providers are in need of professional development opportunities in order that they are able to provide support within appropriate and relevant military contexts. Our goal is to provide students with an educational experience, that allows them to diversify and strengthen their current degree program to support acceptance into an advanced degree, and/or to enhance their workplace readiness and job opportunities.

VI. CERTIFICATE REQUIREMENTS - complete the table below to list the certificate requirements, including number of credit hours required and any special requirements for completion. Certificate requirements should include sufficient units to provide a substantive program and an appropriate level of academic rigor and in no case be less than 12 units of credit. **Note: future changes to the curriculum originally approved for the certificate must be approved by the Undergraduate Council.**

Minimum total units required <i>*minimum 12 units</i>	12 units
Minimum upper-division units required <i>*minimum 6 units of credit must be upper division UA coursework</i>	12 units
Total transfer units that may apply to the certificate.	0
List any special requirements to declare/admission to this certificate	2.5 GPA Must be junior or senior status

(completion of specific coursework, minimum GPA, interview, application, etc.)	Application, statement of purpose, and interview required
Certificate requirements. List all required certificate requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.	<p>HUSV 411: Understanding the Modern United States Military Family (3 units, new)</p> <p>AED 420: Leadership, Mentoring and Advocacy: Principles and Practices (3 units)</p> <p>HUSV 460: Trauma Informed Care (3 units, new)</p> <p>HUSV 498A: Capstone - Military Families (3 units, new)</p>
Internship, practicum, applied course requirements (Yes/No). If yes, provide description.	Yes Applied Capstone
Additional requirements (provide description)	N/A
<p>Any double-dipping restrictions (Yes/No)? If yes, provide description.</p> <p><i>*A maximum of 6 units may double-dip with a degree requirement (major, minor, General Education) or second certificate.</i></p>	None distinct or beyond the University max of 6 units.

VII. CURRENT COURSES—using the table below, list all existing courses included in the proposed certificate. You can find information to complete the table using the [UA course catalog](#) or [UAnalytics](#) (Catalog and Schedule Dashboard> “Printable Course Descriptions by Department” On Demand Report; right side of screen). If the courses listed belong to a department that is not a signed party to this implementation request, upload the department head’s permission to include the courses in the proposed certificate and information regarding accessibility to and frequency of offerings for the course(s). Upload letters of support/emails from department heads to the

“Letter(s) of Support” field on the UAccess workflow form. Add rows to the table, as needed.

Course prefix and number (include cross-listings)	Units	Title	Course Description	Pre-requisites	Modes of delivery (online, in-person, hybrid)	Typically Offered (F, W, Sp, Su)	Dept signed party to proposal? (Yes/No)
AED 420	3	Leadership, Mentoring and Advocacy: Principles and Practices	<p>This course will provide advanced knowledge of the behavior, social influence, ethical challenges and decision-making processes related to strategic leadership. The interrelationships of leadership, mentoring and advocacy will be explored, and their roles discussed in relation to addressing challenges, effective problem solving, critical thinking, and in developing strategic foresight and systems thinking. The literature on leaders and what attributes great leaders possess is continually debated. In this course we will look at our own attributes and strengths, and how these transfer to effective leadership. Self-knowledge and self-awareness will be the basis of understanding some of the more common theories of leadership and leadership development, and the skills, values, abilities, and ethical considerations that the leader of the future will need to possess.</p> <p>Expectations: This course is a research-based curriculum requiring a high level of participant commitment</p>		online	SP	Yes

			and group participation. The key deliverables from this course are a leadership report and a capstone project proposal.				
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VIII. NEW COURSES NEEDED – using the table below, list any new courses that must be created for the proposed program. If the specific course number is undetermined, please provide level (ie CHEM 4**). Add rows as needed. Is a new prefix needed? If so, provide the subject description so Curricular Affairs can generate proposed prefix options.

Course prefix and number (include cross-listings)	Units	Title	Course Description	Pre-requisites	Modes of delivery (online, in-person, hybrid)	Status*	Anticipated first term offered	Typically Offered (F, W, Sp, Su)	Dept signed party to proposal? (Yes/No)	Faculty members available to teach the courses
HUSV 411	3	Understanding the Modern United States Military Family	This course has been designed to assist you in identifying critical challenges and stressors for military families, that have the potential for negative effects on family well-being. Through understanding the structure of the military service branches, we will also examine factors in military life that may contribute to these challenges and stressors. The knowledge gained in this course will provide you with insight into the complex experiences of today's U.S. Military Families, to assist professionals and future		Online	S	Sp22	Sp	Yes	Dr. S. Brown

			professionals to be effective in settings working with military personnel and their families, and as a foundation for those interested in pursuing professional civilian careers working with military families in a variety of settings (e.g., nonprofit organizations, the U.S. Military, and others).							
HUSV 460	3	Trauma Informed Care	Trauma Informed Care is an organizational structure & treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. Trauma Informed Care emphasizes physical, psychological and emotional safety, and helps survivors rebuild a sense of control and empowerment, while actively resisting re-traumatization. Addressing trauma is now the expectation, not the exception, in behavioral health systems. This course focuses on the workings of the autonomic nervous	HUSV 411, AED 420	Online	S	FA22	F	Yes	Dr. S. Brown

			<p>system (psychoeducation) and on learning how to self-regulate this system via capacity building skills and enhancing resilience. Examples of a trauma-informed approach and trauma-specific interventions will be discussed within a community context, and via a culturally-sensitive trauma-informed lens</p> <p>This course forms part of the requirements for completing the Undergraduate Certificate in Military Families</p>							
HUSV 498A	3	Capstone	<p>For students pursuing an undergraduate certificate in military families. A culminating experience for students involving a substantive project that demonstrates a synthesis of learning accumulated in the certificate, including broadly comprehensive knowledge of the discipline and its methodologies.</p>	HUSV 411 AED 420 HUSV 460	Online	S	FA22	F	Yes	Dr. S Brown Dr. M Marks

*In development (D); submitted for approval (S); approved (A)

Subject description for new prefix (if requested). Include your requested/preferred prefix, if any: **N/A**

IX. FACULTY INFORMATION- complete the table below. If UA Vitae link is not provided/available, attach a short CV (2-3 pages) to the end of

the proposal or upload to the workflow form. UA Vitae profiles can be found in the [UA directory/phonebook](#). Add rows as needed.

NOTE: full proposals are distributed campus-wide, posted on committee agendas and should be considered “publicly visible”. Contact [Office of Curricular Affairs](#) if you have concerns about CV information being “publicly visible”.

Faculty Member	Involvement	UA Vitae link or “CV attached”
Dr. Sheena Brown	Teach HUSV 411, HUSV 460, HUSV 498A Faculty advisor	CV attached
Dr. Michael Marks	Teach AED 420, HUSV 460, HUSV 498A Faculty advisor	CV attached

- 1. STUDENT LEARNING OUTCOMES AND CURRICULUM MAP** – describe what students should know, understand, and/or be able to do after completing this certificate. Provided a detailed curricular map linking student outcomes to specific courses and class activities. Consider working with [Office of Instruction and Assessment](#) to create a curricular map using Taskstream.

Student Learning Outcomes

1. Define trauma and understand its impact on the brain and behavior, with the recognition that many behaviors and responses expressed by survivors are directly related to traumatic experiences (HUSV 460)
2. Explore and assess concepts and procedures of trauma-informed approaches, in a variety of community contexts (HUSV 460)
3. Develop and enhance leadership capacity, through mastery of core leadership competencies, personal transformation, and cultural competency (AED 420)
4. Apply theories of leadership in an applied community setting (in leadership, mentoring and/or advocacy) to bridge academic and career settings (HUSV 498A)
5. Assess the emotional and lifestyle impact of the deployment cycle on service members (active, reserve and retired), and their children and families (HUSV 411)
6. Explore and assess support services available to active military service members, returning veterans and their families (HUSV 411)

Student Learning Outcomes						
I = Introduce; P = Practice; A = Assess						
	1	2	3	4	5	6
HUSV 411					I/P	I/P
AEDV 420			I/P	I/P		
HUSV 460	I/P	I/P				
HUSV 498A	A	A	A	A	A	A

- X. ASSESSMENT PLAN FOR STUDENT LEARNING**– identify factors that indicate that completion of the certificate enhances the undergraduate experience. Describe measures for programmatic assessment, and provide a detailed plan for assessing certificate outcomes.

Students will be assessed during and at the completion of each course. Successful completion of AED 420 incorporates the development of a capstone proposal, which must be approved by the instructor before students may enroll in HUSV 498A. For the online submission of assignments and for conducting exams, Examy is available to all instructors to ascertain the identity of individual students submitting materials.

Certificate outcomes will be assessed annually. On acceptance into the undergraduate certificate, students will complete an entry survey to assess their current skills and knowledge. This will provide baseline data for a program level assessment at

the completion of the certificate via an exit survey.

Students will be asked to provide contact information on the exit survey at the conclusion of the certificate.

Post-graduation assessments will follow the methodology and format described by Maher & Geraci (2011)⁷. In summary, surveys will be sent to graduates at 1 and 3 years post-graduation and will contain both qualitative (reflect on value of learning experiences), and quantitative questions (demographics, career development, employment, value of undergraduate certificate to employment).

Surveys will be sent to employers of graduates. Questions will focus on the value of the undergraduate certificate in terms of meeting the needs of clients served by the agency. These surveys are particularly valuable for employers that have covered the cost of tuition for their employees. These surveys will provide critical feedback on the certificate courses, and allow us to keep informed with the needs of the community.

XI. MARKETING AND RECRUITMENT - provide a detailed and robust marketing strategy for this certificate.

1. Advertising to Current Declared Majors in CAST
2. Targeted advertising to UA programs & Colleges (e.g. FSHD, CALS, DPS, ROTC)
3. Advertising through UA email listservs and social media accounts
4. Outreach to military affiliates (e.g. Tucson Recruitment Center; Ft Huachuca, Davis Monthan)

CONTACTS AND ADMINISTRATION

- a. List the name and contact information for the primary point of contact for the certificate.
Dr. Sheena Brown, 520-440-3809, sheenab@email.arizona.edu
- b. List the name and contact information for the person or persons who will serve in the role of Director of Undergraduate Studies (DUS) for the certificate (this is not always the same as the DUS for affiliated programs or head of the managing academic unit.)
Dr. Sheena Brown, 520-440-3809, sheenab@email.arizona.edu

⁷ Education Advisory Board. Assessment of Post-Graduation Student Outcomes: Measurement and Communication of Graduate Success Custom Research Brief. Retrieved from <http://www.uky.edu/ie/sites/www.uky.edu.ie/files/uploads/Assessment%20of%20Post%20Graduation%20Student%20Outcomes.pdf>

- c. If known, list the members of the certificate oversight committee for this certificate. *Note: undergraduate certificate oversight committees shall consist of a minimum of 3 members, 2 of which are faculty and at least one of the 2 is participating faculty in the certificate program. The oversight committee is responsible for 1) qualifications of participating faculty, 2) coordination of admissions recommendations with the Office of Admissions, and 3) curricular changes.*

Dr. Sheena Brown

Dr. Michael Marks

Dr. Cody Nicholls

Undergraduate Certificate Peer Comparison Chart- Select two peers for completing the comparison chart from (in order of priority) [ABOR-approved institutions](#), [AAU members](#), and/or other relevant institutions recognized in the field. The comparison chart will be used to identify typically required coursework, themes, and experiences for certificate programs within the discipline. The comparison programs are not required to have the same certificate name as the proposed UA program. Information for the proposed UA program must be consistent throughout the proposal documents.

Certificate name, institution	Proposed UA Program: Undergraduate Certificate in Military Families	Peer 1: Working with Military Families Certificate, ASU	Peer 2: Undergraduate Certificate in Military Resilience, Liberty University
Current# of enrolled students		Headcount in year 1 estimated at 12. Year 1 & year 2 continuing + new admits: 28	unknown
Certificate program description	<p>The certificate in Military Families provides a specific, disciplinary understanding of issues facing modern military families and cultivates skills for those working with, or intending to work in careers that support military members and their families. In this certificate program, our aim is to educate current and future professionals regarding military cultural and leadership factors, along with normative family processes, stresses and coping strategies. Students will learn to appreciate the unique experiences of military members and their families and the resultant implications for helping professionals serving this population.</p>	<p>From: https://provost.asu.edu/sites/default/files/capc/1623/establishment_undergrad_certificate_class_working_with_military_families.pdf</p> <p>https://webapp4.asu.edu/programs/t5/requirementroadmaps/ASU00/LA_WWMFCERT/null/ALL/2020?init=false&nopassive=true</p> <p>There are important complexities surrounding the dynamics of military families. Military personnel, veterans, and their families face unique issues and challenges such as navigating military culture and dealing with multiple deployments, trauma and deaths. Students interested in careers focusing on these families have a need to understand normative family processes, stress and coping. They also need specialized knowledge about military leadership, the unique dynamics and challenges faced by military families, and to be able to apply their knowledge to work effectively with this population. The working with military families certificate is a joint program between Reserve Officers' Training Corps (ROTC) and the T. Denny Sanford School of Social and Family Dynamics. Students enrolled in the</p>	<p>From: https://www.liberty.edu/online-at-liberty/undergraduate-certificate-in-military-resilience/</p> <p>https://www.liberty.edu/registrar/wp-content/uploads/sites/119/2020/05/CTMR-CRT-D.pdf</p> <p>Liberty University's Undergraduate Certificate in Military Resilience is designed to provide you with the essential training needed to assist service members, veterans, and their families who may need healing from the physical and mental wounds that often accompany military service. Our military resiliency training is offered through Liberty University's Institute for Military Resilience (IMR) with relevant, faith-based curriculum and resources. The military resilience certificate program provides the necessary skills and knowledge you need to make a difference in the lives of those who serve our country, as well as their families. You will learn how to handle delicate situations involving mental and behavioral health as well as marriage and family situations. Basic techniques and</p>

		program will take a unique combination of courses designed to focus on human development, marital and familial relationships, and military culture and family dynamics (offered by the Sanford School) and military leadership (offered by ROTC). Students who complete the certificate program are expected to pursue careers working to enhance the well-being of military personnel and their families facing deployments, war, combat, and stress.	methods you can use when assisting in the transitional phase from the military into the home and community will be covered.
Target careers	Employment opportunities exist in federal and state government, private profit and non-profit sector. These opportunities include, but are not limited to social workers, counselors, peer support specialists, patient navigators, case managers, patient advocates, integrated care specialists, and human service professionals.	We expect that students who earn the certificate will pursue a career working to improve the well-being of military families and veterans.	Not specified
Minimum total units required	12	18	18
Minimum upper-division units required	12	12	15
Total transfer units that may apply to certificate	0	3	0
List any special requirements to declare/admission to this certificate (completion of specific coursework, minimum GPA, interview, application, etc.)	2.5 GPA Must be junior or senior status Application, statement of purpose, and interview required	Students in related majors can apply for the certificate through the T. Denny Sanford School of Social and Family Dynamics. Admission will be determined by the admissions committee. Students would be required to have a minimum GPA of a 3.0 for admission to the certificate program	All courses must be completed through Liberty University 2.0 GPA No grade of "D" may be applied to the certificate Submission of Certificate Completion Application at beginning of final semester
Certificate requirements. List all certificate requirements including core and electives. Courses listed must include course prefix, number, units, and	HUSV 411: Understanding the Modern United States Military Family (3 units, new) AED 420: Leadership, Mentoring and Advocacy: Principles and Practices (3 units) HUSV 460: Trauma Informed Care (3 units, new)	Required certificate courses 1. FAS 101 Personal Growth in Human Relationships (3 units) 2. FAS 331 Marriage and Family Relationships (3 units) 3. FAS 410 Military Family Systems in a Democracy (3 units) 4. MIS 401 Advanced Military Science III	1. MILT 275 The Resilient Warrior (3 units) 2. MILT 325 Resilient Marriage & Family (3 units) 3. MILT 375 Military Career & Community Transition (3 units) 4. MILT 475 Military Mental & Behavioral Health (3 units)

title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.).	HUSV 498A: Capstone - Military Families (3 units, new)	5. FAS 484 Internship (3 units) Elective certificate courses (must take at least one of the following) 1. CDE 232 Human Development (3 units) 2. MIS 301 Advanced Military Science I (3 units)	5. CRIS 302 Foundational Principles of Crisis Response (3 units) 6. CRIS 304 PTSD & Combat Related Trauma (3 units)
Internship, practicum, applied course requirements (Yes/No). If yes, provide description.	Yes Applied Capstone	Yes Internship	No
Additional requirements (provide description)	N/A	On-campus only	N/A

*Note: comparison of additional relevant programs may be requested.



BUDGET PROJECTION FORM

Name of Program or Unit: Undergraduate Military Certificate

	1ST Year 2020 - 2021	2ND Year 2021 - 2022	3RD Year 2022 - 2023	4RD Year 2023 - 2024
METRICS				
Net increase in annual college enrollment UG	20	25	31	36
Total HUSV RCM SCH UG	45	54	72	81
Total HUSV RCM Majors UG	10	12	16	18
Total Online SCH UG	90	117	135	162
Total Distance SCH UG	45	54	72	81

FUNDING SOURCES				
Continuing Sources				
UG RCM Revenue (net of cost allocation)	12,723	15,292	18,031	23,635
Grad RCM Revenue (net of cost allocation)				
Program Fee RCM Revenue (net of cost allocation)				
F and A Revenues (net of cost allocations)				
UA Online Revenues	28,800	37,440	43,200	51,840
Distance Learning Revenues	12,420	14,904	19,872	22,356
Reallocation from existing College funds (attach description)				
Other Items (attach description)				
Total Continuing	\$ 53,943	\$ 67,636	\$ 81,103	\$ 97,831
One-time Sources				
College fund balances				
Institutional Strategic Investment				
Gift Funding				
Other Items (attach description)				
Total One-time	\$ -	\$ -	\$ -	\$ -
TOTAL SOURCES	\$ 53,943	\$ 67,636	\$ 81,103	\$ 97,831

EXPENDITURE ITEMS				
Continuing Expenditures				
Faculty	34,475	35,165	35,868	36,585
Adjunct Faculty	-	-	-	-
Other Personnel	1,125	1,148	1,170	1,194
Student Employee				
Employee Related Expense	11,178	11,402	11,630	11,863
Graduate Assistantships				
Other Graduate Aid				
Operations (materials, supplies, phones, etc.)				
Additional Space Cost				
Other Items (attach description)				
Total Continuing	\$ 46,778	\$ 47,714	\$ 48,668	\$ 49,642

	1ST Year 2020 - 2021	2ND Year 2021 - 2022	3RD Year 2022 - 2023	4RD Year 2023 - 2024
<u>One-time Expenditures</u>				
Construction or Renovation				
Start-up Equipment				
Replace Equipment				
Library Resources				
Other Items (attach description)				
Total One-time	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 46,778	\$ 47,714	\$ 48,668	\$ 49,642
Net Fiscal Effect	\$ 7,165	\$ 19,922	\$ 32,434	\$ 48,189

Faculty	FTE	Base Salary	CT	ECH
Sheena Brown	0.25	\$ 75,000	2	\$ 18,750
Michael Marks	0.25	\$ 62,900	2	\$ 15,725

\$ 34,475

Admin Support

Carol Lehman	0.03	\$ 45,000		\$ 1,125.00
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Adjunct

\$ -

January 6, 2021

Dear Dr. Sheena Brown and Dr. Michael Marks

I am pleased to support your efforts to establish an undergraduate certificate program focusing on veterans and military families. Such a program certainly enhances the reputation of the University of Arizona's commitment to serve our veterans and their families.

As the Assistant Dean for Career and Academic Services in the College of Agriculture and Life Sciences (CALS) the merit of such a certification is a valuable asset to students interested in pursuing careers in many helping professions, and especially those interested in social work, family studies and human development, or community outreach as it applies to pursuing careers with a specialty serving active duty military, veterans, and their families. The certification program will boost and expand opportunities for students who complete the program and wish to further their education or pursue their careers.

Sincerely,



James E. Hunt, Ph.D. Associate Professor, Career Track
Assistant Dean, Career and Academic Services
Fellow, Bart Cardon Academy for Teaching Excellence
College of Agriculture and Life Sciences
University of Arizona
520.626.3631
jeh@email.arizona.edu





January 6, 2020

Dear Dr. Sheena Brown and Dr. Michael Marks,

I am pleased to write a letter of support for the undergraduate certificate on veterans and military families. For many years, The University of Arizona has implemented a nationally recognized set of initiatives aimed at improving the educational experiences of student veterans. Our Veterans Education and Transition Services (VETS) is state-of-the-art center comprised of academic, social, and administrative programs and services that ultimately has created a veteran-friendly campus at The University of Arizona.

In my opinion, it is important that the nationally recognized knowledge and expertise at The University of Arizona is translated into curriculum that undergraduate students can benefit from, learning how to support veterans and their families. As the faculty chair of the Counseling Program in the College of Education, I can attest to the merit of this undergraduate certification. It would be a valuable opportunity for students in our undergraduate major, who upon graduation often work for non-profit groups serving veterans and their families.

In closing, I am excited that this undergraduate certificate resource will be available to students interested in pursuing careers that serve active duty military, veterans, and their families. The certification program will boost and expand opportunities for students, who will be better prepared to further their education or pursue careers in human service.

Sincerely,

Michael T. Hartley, Ph.D., C.R.C. (Pronouns: He/Him/His)
Associate Professor, The University of Arizona
The Counseling Master's Degree Program, https://www.coe.arizona.edu/ma_ch
The Counselor Education and Supervision Doctoral Degree Program,
https://www.coe.arizona.edu/dps/ces_doc
Office: Room 422, Ed. Bldg, 1430 E. 2nd Street, Tucson, AZ 85721
Phone: 520-621-5166
Email: mthartley@email.arizona.edu





DEAN OF STUDENTS OFFICE

Robert L. Nugent Building
1212 E. University Blvd.
PO Box 210040
Tucson, AZ 85721-0040

Ofc: 520-621-7057
Fax: 520-621-9866

<https://deanofstudents.arizona.edu>

January 6 2021,

Dear Dr. Sheena Brown and Dr. Michael Marks

I am pleased to support your efforts to establish an undergraduate certificate program focusing on veterans and military families. Such a program certainly enhances the reputation of the University of Arizona's commitment to serve our veterans and their families. As Assistant Dean of Students for Military and Veteran Engagement, the merit of such a certification is a valuable asset to students interested in a military certification program and I am excited that this resource will be available to students interested in pursuing careers with a specialty serving active duty military, veterans, and their families. The certification program will boost and expand opportunities for students who complete the program and wish to further their education or pursue their careers.

Sincerely,

A handwritten signature in black ink that reads 'Richard C. Nicholls'.

Richard 'Cody' Nicholls, Ph.D.
Assistant Dean of Students,
Military and Veteran Engagement



THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE & LIFE SCIENCES
**Norton School of Family
& Consumer Sciences**
Family Studies & Human Development

650 N. Park Avenue
P.O. Box 210078
Tucson, AZ 85721-0078

Ofc: (520) 621-1075
Fax: (520) 621-9445

cals.arizona.edu/fcs

January 6, 2021

Dear Dr. Sheena Brown and Dr. Michael Marks,

I am pleased to support your efforts to establish an undergraduate certificate program focusing on veterans and military families. Such a program certainly enhances the reputation of the University of Arizona's commitment to serve our veterans and their families.

As the Undergraduate Director of the Norton School of Family and Consumer Sciences and a faculty member in the family studies and human development program, I know firsthand that this program will be a valuable asset to students within my School and through the university. The value of such a certification is a considerable asset to students interested in pursuing careers where they work directly with military families, including as family support workers, non-profit organizations focused on families, and those pursuing clinical careers in social work, marriage and family therapy, and counseling. Having a unique specialty and certificate in this realm will make undergraduate students more competitive on the job market and in pursuing graduate school for clinical careers.

Some of my former students have worked with you, and as veterans themselves, have benefitted greatly from the wonderful work you do in your current roles. With the establishment of this certificate program, the positive influence of your work would grow to support students (veterans and others) pursuing human service careers mentioned above, and also to facilitate support for veterans and their families in the community who are served by students with specialized knowledge from this program.

I am excited to support the development of this program, as the benefits it will bring to students, veterans, military families, the community, and our institution will be long-lasting and valuable.

Sincerely,

Darin J. Knapp, Ph.D., CFLE, LAMFT

Associate Professor of Practice | Family Studies & Human Development
Undergraduate Director | Norton School of Family and Consumer Sciences
The University of Arizona
650 N. Park Avenue
Tucson, AZ 85721-0078
520-621-7141
darink@email.arizona.edu