

Guidelines for writing a Field Change Proposal

For submission to the Graduate School

These guidelines are designed to help you address the concerns that Cornell University and the State Education Department in Albany will have about changes in graduate academic curricula. The questions are meant to be as comprehensive as possible. In your narrative, you may address only those items that apply to your proposal

Please return your proposal as an attached file to Kat Empson, the Graduate School Deans' Office, k1e6@cornell.edu. Questions can be directed to her at 5-7374.

Title of Proposal: Design and Human Behavior Ph.D.

Proposer/Contact Information

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Field: Design & Environmental Analysis

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Program Information

	Current (if any)	Proposed
Program Title (i.e., major field; major subject)	Design and Environmental Analysis; Human-Environment Relations	Design and Environmental Analysis; Human Behavior and Design
Award (e.g., degree; certificate):	Master of Science (to continue)	Ph.D. (new)
HEGIS Code:	0201, Environmental Design	0201, Environmental Design
Program [SED]Code:		

I. Proposal Narrative

There is no standard format for writing a field change proposal. The ideal narrative reflects the character, interests, and strengths of the field and its faculty. In general, proposals should be academically sound, structurally feasible, and institutionally warranted. This checklist is meant to let you know what information your proposal should include, as understood by the Graduate School and the State Education Department in Albany. In your narrative, address only those items that apply to your proposal.

Prepare a narrative that described the proposed field change, its educational and career objectives, and its relationship to existing programs at Cornell, in New York State, and in the nation. Comment on the proposed program's intellectual and pedagogical relevance to students and to the academy. Discuss the availability of faculty, facilities, and other support services; special admission and course requirements; plans to recruit and retain students (especially those from historically underrepresented groups, and women); and provisions to ensure that each student has the instructional and financial support needed to complete the program. **(Note that the Graduate School cannot commit to fellowship support for new degree programs.)** Please consult the current version of the *Code of Legislation of the Graduate Faculty* as needed when preparing your proposal.

II. Curricular Information

1. How many committee members will a student be required to have?

Three (3)

2. How many registration units are required for your degree program(s)?

Eight (8)

3. Will students be scheduling their exams with the Graduate School?

No

4. Will students be required to submit a project (circle **yes** or **no**) or a thesis (circle **yes** or **no**)?

5. Will students submit their project or thesis to the field or to the Graduate School?

The Graduate School

6. Will a master's degree be awarded to students who pass their A exams and continue on for the Ph.D. (circle **yes** or **no**)?

7. Will a master's degree be available to a student who was admitted into a Ph.D. program but who will be not continuing on for the Ph.D. (circle **yes** or **no**)?

For those students who do not continue on for a Ph.D., a Master's degree will be awarded to students who have completed all course work at a satisfactory level stipulated

by their Committee to that point; and completion of a thesis, which may be done in absentia at the student's discretion. No further funding will be awarded at that point.

8. Do graduates of your program qualify for professional licensure? (If so, which ones.)

No

9. Will the Papers Option be available to Ph.D. candidates? If yes, please describe.

Yes. Two to three papers, with specific number and type of papers to be determined by the student's Thesis Committee.

10. What is the effective beginning date of the proposed curricular change?

As early as possible following approvals (e.g., Our goal is to announce the program and begin soliciting applications Fall 2008).

11. How long will currently registered students (or students on leave) have to complete a degree under the current structure?

Under the current Master's of Science degree, students are expected to finish in two years (including the summer following their fourth semester in residence), or within 7 years if a leave of absence is involved.

III. Student Enrollment and Funding

12. Describe the projected student enrollment over time and ***indicate the sources and amounts of funding for those students for the duration of their degree programs.***

Please address all costs associated with student enrollment (internal and external fellowships, assistantships, stipends, and financial aid) for both domestic and international students. ***Note that the Graduate School can not provide fellowships or stipends for new degree programs.***

We expect the Ph.D. program to be small and highly selective. In the first few years we expect to admit 1-2 students, with enrollment growing to ~5-7 students in total over time. We recognize that all students admitted to the proposed Ph.D. program will need to receive full funding for five years. Funding will come from the following sources: 1) The College of Human Ecology has already allocated an additional GRA line to our Field, to be used to support a Ph.D. student; 2) the DEA Field has discussed and agreed that 1-2 of the existing TA lines are likely to be allocated to Ph.D. students. We expect that these lines will come from the Human-Environment Relations (HER) Master's students; that is, some funding for Master's students in HER is likely to be reallocated to the Ph.D. program; 3) we expect our HER faculty to include GRA support for Ph.D. students in their externally funded research grants; 4) with a Ph.D. degree, our students will be able to compete for College and University fellowships open only to Ph.D. students.

IV. Program Format

13. If your proposal requires a change in format or delivery mode (e.g., distance learning), describe the availability of relevant courses, faculty, resources, or support services.

It does not require a change in format or delivery mode.

14. If your proposal is based, even in part, on distance learning technologies, please describe those and indicate the percentage of instruction that will be delivered through those technologies.

NA

15. If your proposal involves a change of (instruction) location, specify that location and describe the availability of relevant courses, faculty, resources, or support services.

NA

16. If your proposal involves a change in the program calendar -- from, say, two academic years to one calendar year -- describe that change in detail. Demonstrate that the program remains sound in terms of content as well as structure (i.e., minimum number of contact hours; required number of credits, courses, and registration units; availability of faculty, staff, and support services). Address the special needs of international students re: obtaining visas and compliance with all INS regulations. Address the resolution of grievances that might arise if, for example, a student can not meet the degree requirements in the allotted time because of program design.

No change is proposed for the existing Master's of Science degree. This is a new program. Therefore, all students entering will understand, from the beginning, the nature of the requirements (e.g., residence units, examinations).

17. If you are proposing either a joint or dual degree option, additional information will be needed. Please contact the Graduate School.

NA

V. Staffing and Operations

18. Does your field faculty have endowed appointments only, contract college appointments only, or both? Will the field membership change as a result of this proposal? (If so, describe.)

Currently, the DEA Field has only contract college appointments. Over time we will invite, as appropriate, faculty from other Fields within the Cornell community to join this new Ph.D. program "Human Behavior and Design."

19. Will any faculty need to make changes to their concentrations and areas of research as recorded on their faculty cards? (If yes, faculty cards on file with the Graduate School will need to be updated.).

Yes, to add the Ph.D. subject and concentration in Human Behavior and Design.

20. Comment on the need for additional staff, space and/or financial resources relevant to the implementation of your proposal and describe how you will meet those needs.

No additional staff, equipment, or space is required to implement the proposed Ph.D. program. With respect to financial resources, esp. graduate student financial support, please see #12, above.) As noted above, the Ph.D. program is expected to start and remain small (e.g., from 1-5 students slowly ramping up over time depending on funding support).

VI. Institutional Concerns

21. Comment on the University's institutional need for this change in, or addition to, the graduate curriculum.

Currently the Design & Environmental Analysis Field offers only a Master's of Science (for our Human-Environment Relations program) and a Master's of Arts (for our Interior Design program). In a world-class research university, we believe 1) it is important that graduate programs where a research-based Ph.D. is the terminal degree have one. We do not currently; 2) The addition of this Ph.D. program is likely to make Cornell University one of the top two or three programs nationally and internationally offering Ph.D. degrees in the area of Human Behavior and Design; 3) shifts in academic and industry expectations regarding the need and value of a Ph.D. in this new program have generated new and expanded career directions in both academia and industry that graduates of this program will be well-placed to fill. In doing so, Cornell is likely to play a leadership role in the continued development and evolution of a young and dynamic field. In a recent (and very positive) external review of the DEA Field, the panel of external reviewers recognized all of the above and strongly recommended in their final report that the DEA Field establish a Ph.D. As the letter of support from the Dean and Associate Dean of the College of Human Ecology, they strongly and enthusiastically support this recommendation.

22. Describe the positive effects of this change on other fields or Cornell faculty.

The addition of this new Ph.D. program offers faculty and students in other units at Cornell (e.g. Hotel School, Art Architecture and Planning, the Sloan Health Administration Program, Communications and Information Science, Cognitive Science) an additional intellectual base for interaction and collaboration involving doctorate studies that currently does not exist.

23. Address the negative effects, if any, of this change on other fields or Cornell faculty and explain how those effects will be mitigated.

No negative effects are anticipated. Rather, we believe the addition of this new Ph.D. program is a win-win for the DEA Field, the College of Human Ecology, and Cornell generally.

24. In the event that your proposal does not receive approval, how [else] might you accomplish the goals it represents?

We will continue to serve as members of other Fields offering PhDs at Cornell, thereby creating the occasional opportunity to guide a Ph.D. thesis. This approach, however, does not support the more sophisticated and intensive research focus of a dedicated Ph.D, and the associated increased potential for attracting significant external research funding; nor does it provide the visibility and potential to serve a broader constituency.

VII. Attachments

25. Attach a sample multi-year curriculum and schedule of course for the typical student enrolled in this program. Include evidence that minimum State requirements are met re: contact hours, credits, etc., if applicable

SAMPLE CURRICULUM

Students are expected to spend most of their time in conducting research, with the first two years involving class work. The number and specific courses students take will depend on the student's previous education, degrees, and experience; and on the requirements set by their Committee Chair and Minor Members. For that reason, rather than a detailed curriculum schedule, listed below are some of the common courses a student's advisor is likely to recommend. The courses recommended by Minor members are likely to vary widely, and therefore are not listed below.

Selected Curriculum

Year 1

- *DEA 656: Research Methods in Human Environment Relations*
- *PSYCH 541: Statistics in Current Psychological Research*
- *DEA 668 Design Theory and Criticism Seminar*
- *DEA 650: Programming Methods in Design*
- *DEA 651: Human Factors: Ergonomics-Anthropometrics*
- *DEA 653: Planning and Managing the Workplace*

Year 2

- *PSYCH 472: Multiple Regression*

- *ILRST 410: Techniques of Multivariate Analysis*
- *DEA 661: Environments and Health Through the Life Course*
- *DEA 645: Dancing Mind/Thinking Heart*
- *DEA 652: Human Factors: Ambient Environment*
- *DEA 999 Doctoral Thesis and Research*
- *Subjects recommended by Thesis Chair and Minor Members*

Year 3-5:

Focus on field and/or laboratory research.

- *DEA 999 Doctoral Thesis and Research*
- *Subjects recommended by Thesis Chair and Minor Members*

26. List and describe new academic courses for which you will seek approval, if applicable.

None are necessary to launch the proposed Ph.D. program. As new faculty are hired, new courses will be developed in conjunction with discussion with members of the graduate Field.

27. Please include evidence of a faculty vote and address the results including the thinking behind negative votes or abstentions.

All tenure track faculty (representing both the Human-Environment Relations and Interior Design program) who are currently members of the Field of Design and Environmental Analysis were asked to vote on the proposed new Ph.D. in Human Behavior and Design on October 16, 2006: Yes, No, Abstain. The Field vote was unanimous in favor of the new Ph.D. program, with zero “No” or “Abstain” votes.

28. Attach a current and a revised FIELD/Subject and concentration list.

Design [M.A.]

Interior Design

Human-Environment Relations [M.S.]

Applied research in human-environment relations

Facilities planning and management

Housing and design

Human factors and ergonomics

Human Behavior and Design [Ph.D.]

Human behavior and design

29. Attach copy text for eventual publication on the graduate school website and on-line application.

The Design and Environmental Analysis (DEA) Graduate Field

The Design and Environmental Analysis (DEA) graduate Field at Cornell is comprised of a multi-disciplinary faculty that includes social and environmental psychologists, human factors/ergonomists, architects, and interior designers. The Field is committed to using a broad-based and diverse set of social science and design methodologies to understand how the planning, design and management of the built environment affects individuals, groups, organizations, and communities; and how this knowledge can help generate safe, healthy, and productive living, working, learning, and healing environments.

The Human Behavior and Design Ph.D. Program

The Human Behavior and Design (HBD) Ph.D. program integrates theory and research from the social sciences and design to increase our understanding of the ways in which the planning, design, and use of the built environment can contribute to safer, healthier, and more productive behaviors; as well as to environments that are efficient and sustainable. HBD is an applied science with a theoretical base of knowledge in four areas:

A) *Human Factors/Ergonomics*; analysis of how the human body and physiology both shape and are affected by the design and use of the built environment and furniture, equipment and technology that is part of it.

B) *Social and Environmental Psychology*: analysis of the social and psychological effects of the built environment's design on human behavior, and health and well-being.

C) *Facility Planning and Management*; the planning, design, and management of complex facilities and their impact on the performance of the built environment; on the business performance of the organization; and the health, safety, and effectiveness of individuals, groups, and the organization using the environment.

D) *Design*: the creation of buildings and their interior environments and equipment to support desired activities and experiences; and to do so in a way that promotes environmental sustainability.

30. Attach evidence of support from all relevant faculty.

As noted above, the entire Design and Environmental Analysis Field faculty were asked to vote on the proposed Ph.D program. The vote was unanimous in support of the Ph.D. program. That included the entire Human-Environment Relations faculty who will serve as the core of the Ph.D. program, as well as the Interior Design faculty.

31. Attach support letters from your college Dean and others as relevant.

See Appendix A: Letters Attached

32. (For new major fields and new degree programs): Provide the names and addresses of three [non-Cornell] professors who could serve as potential external reviewers if this is required by Albany.

All of below were members of the recent external review team for Design and Environmental Analysis. One of their major recommendations was that we initiate a Ph.D. program.

Professor Joy Dohr
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Appendix A: Letters of Support from College Deans (see attached)