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WSU Registrar

Washington State University
MAJOR CHANGE FORM - - REQUIREMENTS

(Submit original signed form and **TEN** copies to the Registrar's Office, zip 1035.)

See <https://www.ronet.wsu.edu/ROPubs/Apps/HomePage.ASP> for this form

*Submit an additional copy to the Faculty Senate Office, French Administration 338, zip 1038.

Department Name Criminal Justice and Criminology

1. CHECK PROPOSED CHANGES.

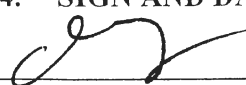
- * ☐ Change department/program name from _____ to _____
- * ☐ New degree or program in _____
- * ☐ Change name of degree from _____ to _____
- * ☐ Drop degree or program in _____
- * ☒ Extend existing degree or program to WSU Online campus
- ☐ New Major in _____
- ☐ Change name of Major from _____ to _____
- ☐ Revise Major requirements in _____
- ☐ Drop Major in _____
- ☐ Revise certification requirements for the Major in _____
- ☐ New Option in _____
- ☐ Revise requirements for the Option in _____
- ☐ Drop Option in _____
- ☐ New Minor in _____
- ☐ Revise Minor requirements in _____
- ☐ Drop Minor in _____
- ☐ New Undergraduate Certificate in _____
- ☐ Revise Undergraduate Certificate requirements in _____
- ☐ Drop Undergraduate Certificate in _____
- ☐ Other _____

Effective term/year Fall 2012

David Brody	(509) 335-4075	brody@wsu.edu
Contact Person	Contact Phone No.	Contact email

2. GIVE REASONS FOR EACH REQUEST MARKED ABOVE. (Attach additional paper if necessary; see reverse side.) Extending MA in Criminal Justice to WSU Online to meet demand and make degree available to place bound students.

4. SIGN AND DATE APPROVALS.

 2/13/12
  2/13/12

 Chair Signature/date Dean Signature/date General Education Com/date

 Catalog Subcom/date

 Academic Affairs Com/date

 Graduate Studies Com/date

 Senate/Date

PROPOSAL TO EXTEND A WSU PULLMAN DEGREE PROGRAM VIA DISTANCE DEGREE PROGRAMS (DDP)

Send this completed proposal electronically to the OFFICE OF THE PROVOST (donnac@wsu.edu).

Degree Title: Masters' of Arts in Criminal Justice

Department(s) or Program(s): Criminal Justice and Criminology

College(s): CLA

Contact Name: David Brody, Chair

email: brody@wsu.edu

phone: 8-7952

1. DESCRIPTION AND RATIONALE – *briefly explain:*

(a) Delivery Model:

All courses for the degree will be delivered online through WSU's Learning Management System.

(b) Rationale for extending the degree:

Market research indicates demand for the degree. Delivering the degree online provides access to qualified place-bound individuals state wide, nationally and internationally.

(c) The collaborative relationship, if any, with other educational partners.

None

2. NEEDS ASSESSMENT – *Identify, and explain rationale for, estimates of student demand for the program.*

According to a 2011 research report conducted by the market research firm Eduventures, the number of graduate degrees awarded in criminal justice is growing but is still relatively small. There are a high percentage of for-profit and private colleges and universities competing in this market. According to Eduventures, "the pace and penetration of an online criminal justice master's degree cautions saturation risk," but the degree does experiences growth year to year. Further, they found that larger public universities (like WSU) appear to be at a competitive advantage in offering a graduate degree in criminal justice. In addition to market research, there is strong support from individuals in a unique position to sustain the program. Don Pierce, Executive Director of Washington Association of Sheriffs and Police Chiefs and Debbie Mealy, Deputy Director, Washington State Criminal Justice Training Commission have written in

support of WSU developing and delivering an online master's degree in criminal justice.

FTE calculation assumes a student average credit load of 6 credits each term based on enrollment history of distance students in graduate level online courses.

Projected Number of Students and Degrees

	Site	Year 1	Year 2	Year 3	Year 4	Year 4*
Headcount Enrollments	Pullman	22	24	24	24	24
	DDP	14	28	40	45	45
FTE** Enrolled	Pullman	20	22	22	22	22
	DDP	8.4	16.8	24	27	27
Degrees Awarded	Pullman	10	12	12	12	12
	DDP	N/A	2	10	17	20

* Year of full enrollment

** ANNUAL AVERAGE FTE. For undergraduates, divide total annual credits by 2 to get annual average credits, then by 15 to get AAFTE. For graduates, divide total annual credits by 2 to get annual average credits, then by 10 to get AAFTE.

***Enrollment estimates are based on information gathered from WSU Criminal Justice Advisory Board, inquiries made to the department from interested potential students, and demand identified by WSU Online.

3. CURRICULUM - explain and provide rationale for any differences between campus-based and distance programs in:

All learning outcomes and course/program requirements are identical to the on-campus degree.

- (a) how university and departmental requirements are satisfied,
The only difference is the mode of delivery and electronic submission of assignments.
- (b) the content of required courses.
No difference

4. RESOURCE ASSESSMENT – *Identify basic resources needed to deliver this program online.*

- (a) **Faculty** – In order to extend this program to online delivery, what is your faculty hiring plan - both transitionally and long-term - for tenure-track, clinical, adjunct faculty and TAs?

The degree can be developed and implemented with existing faculty and temporary money from CLA and CDPE (development costs). Temporary instructional resources will be provided to support faculty teaching in the new online program. In the first year of delivery 2 online courses will be offered each term, with offerings increasing with demand. Given the department's current faculty structure and anticipated demand for the program, additional faculty will be needed to meet long-term demand.

- (b) **Curriculum** – What resources will be available to develop and maintain the necessary online courses?

- The CrmJ department assigns WSU Faculty to develop and teach the courses that make up the online degree.
- WSU Online provides support to faculty in the development and delivery of the online course:
 - An eLearning Consultant, with expertise in instructional design of online courses will work 1:1 with faculty members developing online courses to ensure that best practices and pedagogical recommendations for successful online learning are understood.
 - The WSU Online media team will work with faculty to create appropriate media and interactive activities to promote learning and enhance engagement.
 - The same eLearning Consultant will continue to support the faculty member during delivery as issues unique to the online learning environment arise.
 - WSU Online provides face to face orientation and trainings and online tutorials to support online instructors.
 - Managing proctored exams for the course, if needed.
 - 24/7 technical support.
 - Ongoing maintenance or updating of courses, each semester of offering is provided by WSU Online.
- WSU Online provides support to students:
 - Acquiring required resources, such as textbooks and media
 - Arranging for proctored exams.
 - Academic Consultants provide advising for WSU Online degree seeking students.
 - 24/7 technical support

5. STUDENT LEARNING OUTCOMES – *Identify program learning outcomes, means of assessing outcomes and process for using results to improve the program. (If the same as the on-campus program insert those here.)*

Learning Outcomes and Assessment

1. **Learning Outcome 1** Students understand the interdisciplinary nature of criminal justice and theoretical, legal, ethical, and policy issues in law enforcement, courts, and corrections and the role discretionary decision-making plays in the operation of criminal justice institutions.

The nature of M.A. curriculum fosters assessment of Learning Outcome 1. Students initially take foundational seminars involving Criminal Justice Processes and Institutions (CRMJ 530) and Criminological Theory (CRMJ 555). These seminars lay the groundwork for the institution specific seminars which focus on police (CRMJ 570), courts (CRMJ 560), and corrections (CRMJ 541). Through assessment of weekly writing assignments, discussions of assigned readings, and a combination of research papers and examinations, faculty assess the level of mastery of the theoretical and substantive aspects of criminal justice.

Student achievement of Learning Outcome 1 is also assessed through the writing of a Master's essay (very similar to thesis) and oral defense of said essay. The essay process allows the student's three person committee to consider the student's capacity to integrate institutional specifics and system wide theoretical and policy considerations into a cohesive, thoroughly researched essay.

2. **Learning Outcome 2** Students are able to construct a research design that would either evaluate an agency program or investigate an empirical or theoretical issue relating to the criminal justice system;

Learning Outcome 2 will be assessed through performance in required classes and evaluation of the Master's essay. Specifically, Research Methods in Criminal Justice (CRMJ 503) and the Seminar in Evaluation Research (CRMJ 540) require students to construct research designs and program evaluations. These items are graded by the course instructor to ensure they meet the criteria laid out in this learning outcome. Moreover, the student's M.A. committee will evaluate this learning outcome is assessing the Master's essay and oral defense.

3. **Learning Outcome 3** Students have knowledge and understanding of statistical methods, processes, and tests to understand and interpret scientific research findings from the criminal justice and criminology literature.

Learning Outcome 3 will be measured largely by student performance on take home assignments and exams in Quantitative Methods (CRMJ 504). Additionally, students' ability to discuss assigned research articles in seminars

and their ability to utilize and discuss appropriate research articles in seminar papers and the Master's essay.

4. **Learning Outcome 4** Students exhibit effective communication skills in both formal and informal written and oral communication in academic and professional settings.

Learning Outcome 4 will be assessed throughout the student's matriculation period. The vast majority of classes require students to articulate points of view and analyses of assigned materials between each other and the instructor. Students' ability to effectively communicate orally is assessed by their ability to present research papers in seminars as well as successfully defend their Master's essay at an oral defense. Written communication is assessed through evaluation seminar papers and the Master's essay.

In addition to the assessment practices stated above, the following practices will be used as part of the assessment process

- Student academic files will be reviewed annually by the Graduate Director to ensure that progress is being made toward degree completion and to identify poor seminar performance related to the stated learning outcomes.
- Master's essays and oral defenses will be evaluated using a standard rubric focusing on the program's learning outcomes.
- The graduate director will conduct an exit interview with each student at the end of their degree program (whether through graduation or leaving WSU) to identify perceived strengths and weaknesses in the MA program
- Master's essays will be provided to members of the Criminal Justice Advisory Committee (12 criminal justice system leaders from across Washington) for feedback on quality and fulfillment of expectations.
- Assessment results and processes will be reviewed annually by the Graduate Studies Committee

6. DIVERSITY -- *Identify strategies for promoting diversity in the DDP program.*

WSU is committed to the promotion of diversity within the student population and online classroom. Online education is often viewed as a means of delivering education to underrepresented populations. The online environment lends itself to mitigating racial, gender, age and cultural stereotypes in community building.

7. FUNDING -- *Describe the funding model for this distance program and justify the budget requirements.*

The program will be developed and implemented with existing resources. Additional faculty will be hired as needed, in consultation with the Dean, depending on program demand and revenue generated. Any such needs will be supported through revenue generated.

The Graduate DDP model allocates funding only for student AAFTE served at a distance, in excess of the college baseline. Students dually enrolled in on-campus and on-line courses are not eligible for funding.

[When finished, copy these two tables to the Workbook for Analyzing Demand and Cost, Section V]

Table 5 Salary Cost Detail - Year 1

Name	Monthly salary	# of months	Annual Salary	Buyout Pgm %	Annual Pgm salary
Administration:					
David Broday	7,030	12	84,354	0.10	8,435
Subtotal Administration	7,030		84,354		8,435
Faculty:					
Unidentified Professor	9,274	9	83,463	0.20	16,693
Unidentified Assoc Professor	7,015	9	63,131	0.20	12,626
Two Unidentified Asst Professors	6,218	12	74,611	0.40	29,844
Faith Lutze - Advisor	7,778	9	70,000	0.10	7,000
Develop one courses during Fall for Spring, \$5,000			Fixed amount		5,000
Subtotal Faculty	30,284		291,205		71,163
TA/RA's:					
Two half Time Grad Assist	3,000	12	36,000	1.00	36,000
Subtotal TA/RA	3,000		36,000		36,000
Clerical staff:					
Dana Torgeson - Coordinator	4,169	12	50,027	0.10	5,003
Subtotal Clerical	4,169		50,027		5,003
Total	44,482		461,586		120,601

Table 5 Salary Cost Detail - Year 5 - Full Enrollment

Name	Monthly salary	# of months	Annual Salary	Buyout Pgm %	Annual Pgm salary
Administration:					
David Brody	7,030	12	84,354	0.25	21,089
Subtotal Administration	7,030		84,354		21,089
Faculty:					
Unidentified Professor	9,274	9	83,463	0.20	16,693
Unidentified Assoc Professor	7,015	9	63,131	0.20	12,626
Two Unidentified Asst Professors	6,218	12	74,161	0.40	29,844
Faith Lutze - Advisor	7,778	9	70,000	0.10	7,000
Subtotal Faculty	21,010		207,292		66,163
TA/RA's:					
Unidentified	3,000	12	36,000	1.00	36,000
Subtotal TA/RA	3,000		36,000		36,000
Clerical staff:					
Dana Torgeson - Coordinator	4,169	12	50,027	0.10	5,003
Subtotal Clerical	4,169		50,027		5,003
Total	35,208		377,673		128,255