

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Kathleen J. Block, Ph.D.	<b>Phone:</b> 6083
<b>DEPARTMENT / DIVISION:</b> Criminology, Criminal Justice and Social Policy		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):		
NEW COURSE: Minorities, Crime and Justice; CRJU 451; Undergraduate - Criminal Justice		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course <sup>1</sup>	NOPa, c, eAC		ABCD
	2. Course Title	NO	<del>abc</del>	ABCD
	3. Course Credits	NO	<del>abc</del>	ABCD
	4. Course Number	NO	<del>abc</del>	ABCD
	5. Course Level	NO	<del>abc</del>	ABCD
	6. Pre & Co-Requisite	NO	<del>abc</del>	ABCD
	7. Course Description	NOP	<del>abc</del>	ABCD
x	8. New Course	NOP	<del>abc</del>	ABCDEF
	9. Deactivate a Course	NOQ	e	ABCDEF
	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension <sup>9</sup>	NOQ	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOSR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDEFHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NORS, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	a, c, d, e	Varies

**Box 4: DOCUMENTATION (check boxes of documents included)**

X	N. This Cover Sheet	Q. Full Description/Rationale/Contract	
X	O. Summary Proposal	R. Full 5-page MHEC Proposal	U. Other
X	P. Master Course Document	S. Financial Tables (MHEC)	

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.
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**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

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<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
NEW COURSE: Minorities, Crime and Justice; CRJU 451; Undergraduate - Criminal Justice

11. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - proposed date after which no new students will be admitted into the program;
  - accommodation of currently enrolled students in the realization of their degree objectives;
  - treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - reallocation of funds from the budget of the affected program; and
  - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Debra L Stanley</i>	<i>12-1-06</i>
B. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	<i>12-18-06</i>
C. College Dean	Dean: <i>Laura W. Thurman</i>	<i>1/3/07</i>
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>John M. Kendall</i>	<i>1/18/07</i>
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Michelle Sullivan</i>	<i>1/23/07</i>
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

**DOCUMENT O: SUMMARY PROPOSAL**

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<b>DEPARTMENT / DIVISION:</b> Criminology, Criminal Justice and Social Policy		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected):		
<b>NEW COURSE:</b> Minorities, Crime and Justice; CRJU 451; Undergraduate - Criminal Justice		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

**O-1: Briefly describe what is being requested:**  
 The course (Minorities, Crime and Justice) has been offered at least twice as CRJU 454 (Special Topic on Criminal Behavior) with student enrollment exceeding 20 students each time that it was offered. It is requested that the course be added to the permanent course inventory for the BSCJ degree and be assigned the course number - CRJU 451.

For new courses or changes in existing courses (needed by Registrar)		
<b>OLD Title:</b> Criminal Behavior: Minorities, Crime and Justice	<b>Course # / HEGIS Code:</b> CRJU 454	<b>Credits:</b> 3
<b>NEW Title:</b> Minorities, Crime and Justice	<b>Course # / HEGIS Code:</b> CRJU 451	<b>Credits:</b> 3

**O-2: Set forth the rationale for the proposal:**  
 The course supports the BSCJ degree as a Criminal Justice major elective and gives the student majors exposure to and a detailed presentation on diversity issues in the Criminal Justice System. The students and University will benefit from this course being added to the BSCJ inventory of courses by giving student majors an opportunity to learn more about the interaction among gender, race and ethnicity and how it impacts upon individuals identified within the Criminal Justice System as employees, victims, suspects and offenders.  
  
 The course has already been offered, at least two times with no adverse impact upon other academic and administrative units within the University. The proposed change will have more of a positive impact on student majors by providing them with more options relative to their course selection and giving them an opportunity to study issues that have relative importance to their proposed career field.

## **Document P: Required Format for Course Definition Document**

Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs  
Effective Date: September 14, 2006  
Reviewed by: University Faculty Senate

Include in your course definition items one through 15 using as much space as needed.

1. Date Prepared: September 22, 2006
2. Prepared by: Benjamin Wright, Associate Professor of Criminal Justice
3. Department: Division of Criminology, Criminal Justice and Social Policy
4. Course Number(s), including HEGIS code(s): CRJU 451 (Proposed New Course Number)
5. Course Title: Minorities, Crime and Justice
6. Credit Hours: 3 Credit Hours
7. Catalog Description (Paragraph should reflect general aims and nature of the course)  
An analysis of race, ethnicity and gender issues and how they impact the criminal justice system. An examination of how race, ethnicity and gender issues revolve around questions associated with evidence of disparity, disproportionality and discrimination within the criminal justice system.
8. Prerequisites: CRJU 301
9. Faculty qualified to teach course: Dr. Benjamin Wright; Dr. Heather Pfeifer
10. Course Type / Component ( clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop)  
Traditional Lecture style course.

**(FORM P: Page 2):**

11. Suggested approximate class size  
More than or equal to about 20 students
12. Content Outline: The course will be outlined as follows (see attached Syllabus for more detail):
  - I. Is There Discrimination in the Criminal Justice System?
  - II. Minorities at the Police Phase
  - III. Minorities at the Pre-Trial and Trial Phase
  - IV. Minorities at the Sentencing Phase
  - V. Minorities at the Corrections Phase
  - VI. Equal Justice Under the Law
13. Learning Goals: The course is designed to accomplish the following:
  - I. the student should be able to differentiate between disparity, disproportionality, and discrimination and its impact on each phase of the Criminal Justice System;
  - II. the student should be able to evaluate the current state of the criminal Justice research literature, relative to empirical findings of disparity, disproportionality and/or discrimination;
  - III. and the student should be able to identify observed instances of either disparity, disproportionality and/or discrimination that occurs at a specific phase in the criminal justice system.
14. Assessment Strategies: Traditional assessment methods, such as in-class exams and traditional library substantive area research papers will be relied upon to track student progress in the course.
15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)  
The required readings for the course will be scholarly journal findings associated with racial and ethnic minorities as employees, victims, and offenders at each phase within the Criminal Justice System. All of the substantive area readings have already been compiled, during the last two times that it was offered as a CJ Special Topic, and have been placed on reserve reading at Langsdale Library.