

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Heather Pfeifer	Phone: 410-837-5292
DEPARTMENT / DIVISION: Criminology, Criminal Justice and Social Policy		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
NEW COURSE: Policing Special Populations; CRJU 632; Graduate - Criminal Justice		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

Box 1: TYPE OF ACTION ADD(NEW) <input checked="" type="checkbox"/> DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION Non-Credit <input type="checkbox"/> Undergraduate <input 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 ¹	NOP	a, c, e	AC
2. Course Title	NO		ABCD
3. Course Credits	NO		ABCD
4. Course Number	NO		ABCD
5. Course Level	NO		ABCD
6. Pre & Co-Requisite	NO		ABCD
7. Course Description	NOP		ABCD
<input checked="" type="checkbox"/> 8. New Course	NOP		ABCDEF
9. Deactivate a Course	NO		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 ⁹	NO,5	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)	NOQR, 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	ABCDEFHJK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
<input checked="" type="checkbox"/> N. This Cover Sheet	<input type="checkbox"/> Q. Full 5-page MHEC Proposal	<input type="checkbox"/> T. Other	
<input checked="" type="checkbox"/> O. Summary Proposal	<input type="checkbox"/> R. Financial Tables (MHEC)		
<input checked="" type="checkbox"/> P. Course Definition Document	<input type="checkbox"/> S. Contract		

- 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 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.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

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SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
NEW COURSE: Policing Special Populations; CRJU 632; Graduate - Criminal Justice

10. 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 checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input checked="" 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 K. Barbee</i>	10-23-06
B. Final faculty review body within each School	Chair: <i>Margaret J. Pritchard</i>	11-14-06
C. College Dean	Dean: <i>Lay W. King</i>	11/24/06
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>John M. Ferrell</i>	11/27/06
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Myra G. Gillman</i>	12/4/06
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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DEPARTMENT / DIVISION: Criminology, Criminal Justice and Social Policy		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
NEW COURSE: Policing Special Populations; CRJU 632; Graduate - Criminal Justice		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

The course (Policing Special Populations) has been offered at least twice as CRJU 703 (Seminar In Criminal Justice) with student enrollment exceeding 15 students each time that it was offered. It is requested that the course be added to the permanent course inventory for the MSCJ degree and be assigned the course number - CRJU 632.

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code: CRJU 632	Credits: 3

O-2: Set forth the rationale for the proposal:

The course supports the MSCJ degree as an elective and also as a course that meets the requirements for the MSCJ Law Enforcement specialization. The graduate students benefit from the course because they get exposed to the various populations that police have to manage and learn to identify good and bad tactics, relative to managing such diverse groups of people who populate a democratic society.

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 course options, relative to their course selection and giving them an opportunity to learn more detailed explanations of how and why police and citizen interactions exist as they do in a democratic society.

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: October 2, 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 632 (Proposed New Course Number)
5. Course Title: Policing Special Populations
6. Credit Hours: 3 Credit Hours
7. Catalog Description (Paragraph should reflect general aims and nature of the course)
This course examines the research literature related to the special populations and groups of people that the police organization is mandated to manage based on statutory law; operating policies and procedures and tradition and custom. The course strives to help students understand how and why police intervene in the way that they do with some sub-groups within the broader population.
8. Prerequisites: None Noted
9. Faculty qualified to teach course: Dr. Benjamin Wright; Dr. Jeffrey Ross
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 15 students.
12. Content Outline: The course will be outlined as follows - - -
 - I. Policing: Diverse Situations and People
 - II. Policing: Issues Associated With Race and/or Ethnicity
 - III. Policing: Issues Associated With Gender
 - IV. Policing: Issues Associated With Policing The Policing
13. Learning Goals: The course is designed to accomplish the following:
 - I. the student should have a better understanding of a selected body of empirical literature on the sub-populations that police encounter and have to manage;
 - II. the student should be able to interpret substantive area research findings and apply them in a critical manner;
 - III. and the student should be able to evaluate the topical research findings and demonstrate their relevance to a contemporary law enforcement agency.
14. Assessment Strategies: Student progress in the course will be measured by class discussion performance and the writing of a traditional library substantive area research paper.
15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)
The required readings for the course will be scholarly journal findings associated with how police approach and manage a diverse population. All of the substantive area readings have already been compiled, during the last two times that the course was offered as an MSCJ Seminar and have been placed on reserve reading at Langsdale Library.