

**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> Heather Pfeifer	<b>Phone:</b> 410-837-5292
<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: Race/Ethnicity And Gender Issues in Law Enforcement; CRJU 633; Graduate - 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 type="checkbox"/>	Graduate <input checked="" 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>	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
X 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 <sup>9</sup>	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	ABCDEFGHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
18. Program Termination	NO, 10	d, e	ABCDEFGHIK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
X	P. Course Definition Document	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 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.

**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):
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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.

<b>Box 5: IMPACT REVIEW</b>	<b>SIGNATURES</b> (see procedures for authorized signers)	<b>DATE</b>
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:	

<b>Box 6: APPROVAL SEQUENCE</b>	<b>APPROVAL SIGNATURES</b>	<b>DATE</b>
A. Department / Division	Chair: <i>Debra R. Stanley</i>	10-23-06
B. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	11-14-06
C. College Dean	Dean: <i>Ray W. [unclear]</i>	4/20/07
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Judy Marshall</i>	11/27/06
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Michelle Sullivan</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		

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for instructions

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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> Race/Ethnicity and Gender Issues in Law Enforcement; CRJU 633; Graduate - 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 ( Race/Ethnicity and Gender Issues in Law Enforcement) 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 program and be assigned the course number - CRJU 633.

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

<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b> CRJU 633	<b>Credits:</b>

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 an explanation of how much societal race/ethnicity issues impact upon the police organization.

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 about the impact of race/ethnicity issues upon the police organization.

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

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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 633 (Proposed New Course Number)
5. Course Title: Race/Ethnicity and Gender Issues in Law Enforcement
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 impact of race/ethnicity and gender on the police organization. The course examines the various ways that a suspect or victim's race/ethnicity or gender create problems and make it difficult for the police organization to effectively meet the law enforcement needs of a particular community.
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. Why Study Race/Ethnicity and Gender Issues in Law Enforcement?
  - II. Law Enforcing: The Impact of Gender
  - III. Law Enforcing: The Impact of Race/Ethnicity
  - IV. Positioning The Police Organization to Respond  
To Race/Ethnicity and Gender Issues
13. Learning Goals: The course is designed to accomplish the following:
  - I. the student should have a better understanding of the body of literature on the impact of race/ethnicity and gender issues on the police organization;
  - II. the student should be able to interpret research findings and apply them in a critical way to the way that police organizations develop and implement policy;
  - III. and the student should be able to evaluate the topical research findings and justify their relevance to the 21<sup>st</sup> century police agency.
14. Assessment Strategies: Student progress in the course will be measured by Class discussant 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 race/ethnicity/gender issues. 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.