

CONNECTICUT BOARD OF REGENTS FOR HIGHER EDUCATION
Connecticut State Colleges & Universities
APPLICATION FOR NEW PROGRAM APPROVAL

SECTION 2: PROGRAM PLANNING ASSESSMENT

Alignment of Program with Institutional Mission, Role and Scope

(Provide concise statements)

Workforce and State Economic Development is a key element of CCSU's mission. Our existing B.A. in Criminology and M.S. in Criminal Justice have prepared over 2,000 students to successfully enter criminal justice and related fields at the local, state, and federal levels. An increasing number of professions require students with advanced degrees who have the knowledge to make informed decisions about criminal justice policy and the skills to implement evidence-based practices. The Accelerated 5-year B.A./M.S. enables students to seamlessly attain both the undergraduate and advanced degree, and meet workforce needs more efficiently. By providing this option, we expect to attract highly motivated students who will be successful in their chosen fields while increasing enrollment in both our undergraduate and graduate programs.

Addressing Identified Needs

- How does the program address CT workforce needs and/or the wellbeing of CT communities – and include a description/analysis of employment prospects for graduates of this proposed program *(Succinctly present as much factual evidence and evaluation of stated needs as possible)*

According to Jobs EQ, between 6 and 27% of occupations linked with Criminal Justice/Safety Studies (CIP 43.0104) possess a postgraduate degree. These occupations are listed below, and where possible include the [2016-2026 employments projections from the CT Department of Labor](#).

SOC code	Occupation	% with Postgraduate Degree	Employment Projection
33-1011	First-Line Supervisors of Correctional Officers	11%	-15.4%
33-1012	First-Line Supervisors of Police and Detectives	20%	2.0%
33-3021	Detectives and Criminal Investigators	24%	1.1%
33-3051	Police and Sheriff's Patrol Officers	11%	1.6%
33-3052	Transit and Railroad Police	11%	n/a
33-9021	Private Detectives and Investigators	27%	1.2%
33-9031	Gaming Surveillance Officers and Gaming Investigators	6%	-0.8%
33-9032	Security Guards	7%	1.2%

With the exception of First-Line Supervisors of Correctional Officers, employment appears consistent or modestly growing.

- How does the program make use of the strengths of the institution (e.g. curriculum, faculty, resources) and of its distinctive character and/or location?

The Accelerated B.A./M.S. capitalizes on our existing B.A. program that places over 100 students each year in internships with local, state and federal criminal justice agencies. Our M.S. program prepares students for leadership positions in the criminal justice field (e.g., police chiefs, agency directors) and continued study at the doctoral level. Our faculty possess expertise in a wide range of areas (e.g., policing strategies, cybercrime, correctional counseling, juvenile justice, program evaluation, organizational leadership) and are actively engaged in research and consulting with numerous municipal and state criminal justice agencies (e.g., State of CT Judicial Branch, CT Department of Correction). Being centrally located positions us well to be a source for education and outreach for agencies throughout CT and the region.

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- Equity (eliminating achievement disparities among different ethnic/racial, economic and gender groups) is one of the Board of Regents' Goals. In addition to current institutional efforts already underway, what distinct actions will the proposed program undertake to advance equitable student success?

The purpose of this accelerated pathway is to provide students of all backgrounds with the opportunity to finish a Bachelor's and Master's degree within 5 years.

- Describe any transfer agreements with other CSCU institutions that will be instituted as a result of the approval of this program *(Please highlight details in the Quality Assessment portion of this application, as appropriate)*

n/a

- Indicate what similar programs exist in other CSCU institutions, and how unnecessary duplication is being avoided

No other CSU offers a postgraduate degree in Criminology/Criminal Justice.

Cost Effectiveness and Availability of Adequate Resources

(Complete the PRO FORMA Budget – Resources and Expenditure Projections on page 6 and provide a narrative below regarding the cost effectiveness and availability of adequate resources for the proposed program. Add any annotations for the budget form below, as well.)

ⁱProjected enrollments are based on actual enrollment trends for the Criminology BA from the past 5 years:

AY 2015-16				AY 2016-17				AY 2017-18				AY 2018-19				AY 2019-20			
F15		Sp16		F16		Sp17		F17		Sp18		F18		Sp19		F19		Sp20	
FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
522	112	485	103	508	106	473	101	517	96	452	99	526	101	474	98	497	92	467	99

We built in attrition at the rate of 6% each Spring semester and assumed that PT enrollment would remain steady at approximately 16%. We also assumed that students who would be drawn to Central because of the Accelerate program would be first-time, full-time students.

ⁱⁱTuition revenue was conservatively estimated with AY 2019-20 in-state undergraduate rates. For full-time undergraduate students, tuition was \$2,962 per term plus the University General Fee less accident insurance (\$1908). We assumed that PT students would take six credits per semester, resulting in \$3,163 of revenue per student (\$247 tuition per credit, \$298 general fee per credit, and \$58 registration fee). No tuition increases for 2020-22 were built into the budget.

ⁱⁱⁱA program coordinator from the full-time faculty will receive up to three credits of reassigned time per semester for coordinating the program. Replacement costs for a part-time faculty member to meet instructional demand at the undergraduate level was estimated to be \$13,661 per academic year (AY 2019-20 Group c lecturer rate \$1,738 x 6 credits x 1.31 fringe).

^{iv}Instructional costs are based on the total number of instructional credits typically offered within Criminology, which includes

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one General Education course and services over 100 minors. The expected increase of 10 students would likely necessitate 6 additional instructional credits in Year 2 and an additional 12 credits in Year 3. These additional credits were budgeted as part-time sections. Full-time instructional costs were estimated using the median annual salary (\$78,375) of current full-time faculty and 73.28% estimated fringe (\$57,433). Each instructional credit for FT faculty was estimated at \$5,659 $((\$78,375 + \$57,433) / 24 \text{ credits})$.

^vAn administrative professional is anticipated to spend approximately 50% of their time in direct support of the Criminology BA. With 73.28% fringe and a 3% COLA added each year, expected expenses range from \$56,137 to \$59,556.

^{vi}Given that the Library resources already support our robust undergraduate program, additional requests would occur through the Library's typical requisition process and would not require additional funds to support.

^{vii}Other costs include a 3-year marketing plan of approximately \$1,000 every year as part of a larger campaign to publicize all upcoming accelerated programs.

Student Recruitment / Student Engagement

What are the sources for the program's projected enrollments. Describe the marketing, advisement and other student recruitment activities to be undertaken to ensure the projected enrollments are achieved.

The Criminology BA is one of the largest majors at CCSU and the Criminal Justice MS has had relatively consistent, healthy enrollment over the past 5 years.

Historical Fall enrollments:

	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Criminology BA	634	614	613	627	589
Criminal Justice MS	36	39	27	28	26

If applicable, what student engagement strategies will be employed to advance student retention and completion in program?

Students apply to the accelerate program in their junior year of the undergraduate program. The department will continue to facilitate student engagement through its current successful methods.

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SECTION 3: PROGRAM QUALITY ASSESSMENT

Learning Outcomes - L.O. *(Please list up to seven of the most important student learning outcomes for the program and concisely describe assessment methodologies to be used in measuring the outcomes. If the program will seek external accreditation or qualifies graduates to opt for a professional/occupational license, please frame outcomes in attention to such requirements. With as much detail as possible, please map these learning outcomes to courses listed under the "Curriculum" section of this application)*

For Criminology BA:

1. Demonstrate knowledge regarding criminological theory, criminal justice system, causes of criminal behavior, and professional conduct.
2. Develop an appreciation for the role of science in advancing knowledge in the field of criminology and criminal justice.
3. Communicate in oral and written forms in a professional and articulate manner.
4. Critically evaluate information and use sound, ethical judgment to solve practical problems in the field.
5. Demonstrate an understanding of diverse populations and cultures, and how their experiences differ throughout the criminal justice system.

Program Administration *(Describe qualifications and assigned FTE load of administrator/faculty member responsible for the day-to-day operations of the proposed academic program. Identify individual for this role by name or provide time frame for prospective hiring)*

The Accelerated BA/MS will be administered as part of our existing MS program. All administrative functions would fall under our existing Graduate Director, Dr. Reginald Simmons, who has served in this role for 5 years. The Criminal Justice Graduate Director currently receives 3 load credits per semester to administer the program. The Accelerated option would not require any additional administrative load.

Faculty *(Please complete the faculty template provided below to include current full-time members of the faculty who will be teaching in this program and, as applicable, any anticipated new positions/hires during the first three years of the program and their qualifications)*

How many new full-time faculty members, if any, will need to be hired for this program?

0

What percentage of the credits in the program will they teach?

n/a

What percent of credits in the program will be taught by adjunct faculty?

Approximately 22%-25%.

Describe the minimal qualifications of adjunct faculty, if any, who will teach in the program

For courses in the B.A. program, the minimal qualification for adjuncts is a M.A. or M.S. degree. For courses in the M.S. program, the minimal qualification is J.D., Ph.D., other terminal degree.

Special Resources *(Provide a brief description of resources that would be needed specifically for this program and how they will be used, e.g. laboratory equipment, specialized library collections, etc. Please include these resources in the Resources and Expenditures Projections spreadsheet)*

None required.

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Curriculum for Criminology BA

*(Please list courses for the proposed program, including the core/major area of specialization, prerequisites, electives, required general education courses (undergraduate programs), etc. Using numerals, map the Learning Outcomes listed in the previous section to relevant program courses in this table. Mark any new courses with an asterisk * and attach course descriptions. Mark any courses that are delivered fully online with a double asterisk ** Please modify this format as needed)*

Course Number and Name	L.O. # ¹	Pre-Requisite	Cr Hrs	Course Number and Name	L.O. #	Cr Hrs
Program Core Courses				Other Related/Special Requirements*		
CRM 110: Introduction to the Criminal Justice System	1		3	PHIL 144: Moral Issues		3
CRM 230: Law Enforcement & Society	1		3	STAT 104: Elementary Statistics or STAT 200: Business Statistics or STAT 215: Statistics for Behavioral Sciences I		3
CRM 231: Criminal Procedure and the Courts	1		3			
CRM 238: Corrections	1		3			
CRM 260: Criminology	1		3			
CRM 322: Research Methods in Criminal Justice	2,3		4			
CRIM 435: Supervised Field Studies in Criminal Justice I	1-5		3			
Core Course Prerequisites				Elective Courses in the Field		
For CRM 230, CRM 231, CRM 238: CRM 110 (C- or higher).				200-level CRM Electives	5	3
For CRM 322: CRM 230 , CRM 231 , CRM 238 , and CRM 260 (all with grades of C- or higher).				300-level CRM Electives*	1-3	6
For CRM 435: CRM 322 (with a grade of C- or higher), senior status and permission of internship coordinator.				400-level CRM Electives	1-5	8
Total Other Credits Required to Issue Credential (e.g. GenEd/Liberal Arts Core/Liberal Ed Program)						75

Program Outline *(Please provide a summary of program requirements including total number of credits for the degree, special admission requirements, capstone or special project requirements, etc. Indicate any requirements and arrangements for clinical affiliations, internships, and practical or work experience.*

To receive a B.A. in Criminology, students must complete 120 undergraduate credits, including 39 credits in Criminology, and achieve a GPA of 2.0 (Overall and within major).. A C-Minus grade or higher is required for all courses within the major. Students majoring in Criminology must also select a minor.

*For students in the accelerated program, two courses at the 500-level (6 credits) will substitute for two 300-level electives (6 credits).

Admission requirements to the Accelerated Program:

Eligible students can apply for admission to the Five Year Accelerated B.A./M.S. in the Spring of their junior year of study. Selected students will be able to complete a B.A. in Criminology and a M.S. in Criminal Justice in 5 years. For accepted students, two graduate courses will double-count as two 300-level undergraduate CRM courses. Students typically apply in the Spring of their junior year of study and must meet the requirements specified below:

¹ From the Learning Outcomes enumerated list provided at the beginning of Section 3 of this application

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- A) Completed 84 earned credit hours by the end of the Fall semester of their junior year. At least 30 credits must have been earned at CCSU
- B) Completed CRM 322 (research methods) and a statistics course with at least a B-
- C) Have at least a 3.3 cumulative grade point average
- D) Have at least a 3.0 grade point average in Criminology courses

How to apply: Students will submit a resume, essay, and one recommendation letter from a CCSU Criminology professor to the Graduate Program Director by February 10th

***Special Requirements** include co-curriculum activities – structured learning activities that complement the formal curriculum – such as internships, innovation activities and community involvement.

NOTE: The PRO FORMA Budget on the last page should provide reasonable assurance that the proposed program can be established and is sustainable. Some assumptions and/or formulaic methodology may be used and annotated in the “Cost Effectiveness ...” narrative on page 2.

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Five-Year BA/MS for Criminology & Criminal Justice Students
(Sample Sequence)

Goal: Obtain an undergraduate degree in Criminology and a M.S. in Criminal Justice in five years

Freshman Year

Fall	Spring
CRM 110 WRT 110 PHIL 144 Gen. Ed. Study Area or Skill Area Course Gen Ed Study Area or Skill area course	CRM 230 CRM 231 PE 144 (2 credits) Gen Ed Study or Skill area course Gen Ed Study or Skill area course Gen Ed Study area or skill area course
15 credits	17 credits

Sophomore Year

Fall	Spring
CRM 238 CRM 260 STAT 104 or 215 Minor Gen Ed Study or Skill area course Gen. Ed. Study or Skill area course	CRM 220 or 240 or 245 CRM 322(4 credits) Minor Minor Gen. Ed. Study or Skill area course Unrestricted elective(1 credit)
18 credits	17 credits

Junior Year

Fall	Spring
CRM 4XX(4 credits) CRM 4XX(4 credits) Minor Gen Ed Study or Skill area course Gen Ed Study or Skill area course	Minor Minor Gen Ed Study or Skill area course Gen Ed Study or Skill area course Unrestricted elective Unrestricted elective
17 credits	18 credits

Senior / Graduate Year

Fall	Spring
CJ 501 CRM 435** Unrestricted elective Unrestricted elective	CJ 510 CJ elective (double count as 3xx) CJ elective (double count as 3xx) Unrestricted elective
12 credits	12 credits

Final Graduate Year

Fall	Spring
CJ 520 CJ 533(4 credits) CJ elective	CJ 534(4 credits) CJ 594: Capstone seminar CJ 597 or 599
10 credits	8 credits

Students can take summer course(s) to reduce a Fall or Spring course-load.

**CRM 435: Supervised Field Studies is taken once a student reaches 86 credits or more.

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Full-Time Faculty Teaching in this Program (Note: If you anticipate hiring new faculty members for this program you may list “to be hired” under name and title. Provide required credentials, experience, and other responsibilities for each new position anticipated over the first three years of implementation of the program)

Faculty Name and Title	Institution of Highest Degree	Area of Specialization/Pertinent Experience	Other Administrative or Teaching Responsibilities
Bantley, Kathleen - Professor	Western New England College School of Law		
Block, Steven – Associate Professor	Rutgers University		Undergraduate Program Coordinator
Cox, Stephen – Professor	Michigan State University		
Cubellis, Michelle – Assistant Professor	Graduate Center, CUNY: John Jay College of Criminal Justice		
Givens, Eugena – Associate Professor	University of South Florida		
Hedlund, Jennifer – Associate Professor	Michigan State University		
Koski, Susan – Associate Professor	Northeastern University		
Lee, Byung – Assistant Professor	Michigan State University		
Meyer, Kimberly – Assistant Professor	George Mason University		
Mitchell, Damon - Professor	Kent State University		
Poisson, Mark - Instructor	Central Connecticut State University		
Schnobrich-Davis, Julie – Associate Professor	SUNY - Albany		
Simmons, Reginald – Associate Professor	University of South Carolina		Graduate Program Coordinator
Tafate, Raymond - Professor	Hofstra University		

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PRO FORMA Budget - Resources and Expenditures Projections (whole dollars only)

PROJECTED Enrollment ¹	2020-21						2021-22						2022-23					
	Fall Semester		Spring Semester		Summer		Fall Semester		Spring Semester		Summer		Fall Semester		Spring Semester		Summer	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Internal Transfer (from other programs)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
New Students (first time matriculating)	55	9	5	1	0	0	65	9	5	1	0	0	75	9	5	1	0	0
Continuing Students progressing to credential	433	83	453	86	0	0	433	83	463	86	0	0	433	83	473	86	0	0
Headcount Enrollment	488	92	458	87	0	0	498	92	468	87	0	0	508	92	478	87	0	0
Total Estimated FTE per Year¹	502.8						512.8						522.8					
PROJECTED Program Revenue	2020-21						2021-22						2022-23					
	Fall Semester		Spring Semester		Summer		Fall Semester		Spring Semester		Summer		Fall Semester		Spring Semester		Summer	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Tuition ^{2,ii}	\$2,376,560	\$306,176	\$2,230,460	\$289,536	\$0	\$0	\$2,425,260	\$289,536	\$2,279,160	\$289,536	\$0	\$0	\$2,473,960	\$289,536	\$2,327,860	\$289,536	\$0	\$0
Tuition from Internal Transfer ²	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Specific Fees (lab fees, etc.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue (annotate in narrative)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual Program Revenue	\$5,202,732						\$5,300,132						\$5,397,532					
PROJECTED Program Expenditures ³	2020-21						2021-22						2022-23					
	2020-21		2021-22		2022-23		2020-21		2021-22		2022-23		2020-21		2021-22		2022-23	
Administration (Chair or Coordinator) ^{4,iii}	\$13,661		\$13,661		\$13,661													
Faculty (Full-time, total for program) ^{4,iv}	\$1,307,150		\$1,307,150		\$1,307,150													
Faculty (Part-time, total for program) ^{4,iv}	\$150,267		\$163,928		\$177,589													
Support Staff (lab or grad assist, tutor) ^v	\$56,137		\$57,821		\$59,556													
Library Resources Program ^{vi}	\$0		\$0		\$0													
Equipment (List in narrative)	\$0		\$0		\$0													
Other ^{vii}	\$1,000		\$1,000		\$1,000													
Estimated Indirect Costs ^o																		
Total Expenditures per Year	\$1,528,216		\$1,543,560		\$1,558,956													

NOTE: Existing regulations require that: "an application for a new program shall include a complete and realistic plan for implementing and financing the proposed program during the first cycle of operation, based on projected enrollment levels; the nature and extent of instructional services required; the availability of existing resources to support the program; additional resource requirements; and projected sources of funding. If resources to operate a program are to be provided totally or in part through reallocation of existing resources, the institution shall identify the resources to be employed and explain how existing programs will be affected. Reallocation of resources to meet new and changing needs is encouraged, provided such reallocation does not reduce the quality of continuing programs below acceptable levels."

1 1 FTE = 15 credit hours for undergraduate programs; 1 FTE = 12 credit hours for graduate programs; both for Fall & Spring

Formula for conversion of part-time enrollments to Full-Time Equivalent (FTE): Divide part-time enrollment by 3, and round to the nearest tenth - for example 20 part-time enrollees equals 20 divided by 3 equals 6.67 or 6.7 FTE.

2 Revenues from all courses students will be taking.

3 Capital outlay costs, instructional spending for research and services, etc. can be excluded.

4 If full-time person is solely hired for this program, use rate time; otherwise, use a percentage. Indicate if new hires or existing faculty/staff. Record Salary and Fringe Benefits, accordingly.

5 e.g. student services. Course development would be direct payment or release time; marketing is cost of marketing that program separately.

6 Check with your Business Office – community colleges have one rate; the others each have their own. Indirect Cost might include such expenses as student services, operations and maintenance.