Curriculum Change Proposal Form

1) Unit proposing the change: **Criminal Justice Program**
2) Please check all appropriate items:

<table>
<thead>
<tr>
<th>New Course:</th>
<th>Course Change:</th>
<th>Course Deletion:</th>
<th>Program Changes:</th>
<th>New Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Course Creation(^2) (include title, credits, description, etc.)</td>
<td>☐ Number (within level), title, description, pre-req change(^1)</td>
<td>☐ Remove a Course(^2)</td>
<td>☐ Change to Major(^1)</td>
<td>☐ New Degree(^3)</td>
</tr>
<tr>
<td>☐ Course to be Cross Listed(^3)</td>
<td>☐ Add to LAB(^4)</td>
<td>☐ Remove a course that is currently in the LAB(^4)</td>
<td>☐ Change to Minor(^4)</td>
<td>☐ New Program in principle (^4)</td>
</tr>
<tr>
<td>☐ Course to be included in LAB(^4)</td>
<td>☐ Remove from LAB(^4)</td>
<td>☐ Change to LAB (change to the LAB itself)(^4)</td>
<td>☐ New Program with curriculum (^4)</td>
<td></td>
</tr>
<tr>
<td>☐ Course Included in Major/Minor Requirements(^1)</td>
<td>☐ Change in Cross-List Status(^2)</td>
<td>X</td>
<td>☐ Delete a Major or Minor(^4)</td>
<td></td>
</tr>
<tr>
<td>☐ Special Course or non-credit workshop(^5)</td>
<td></td>
<td></td>
<td>☐ Change to Degree Requirements(^4)</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Curriculum Committee receive & report to faculty
\(^2\) 30 day faculty review required
\(^3\) LAB assessment plan with assessment committee review required prior to CC consideration
\(^4\) Full faculty approval required
\(^5\) Curriculum Committee for action, approval published to faculty

3. Proposed term of initial offering or implementation date: **Fall 2011**

4. Please provide the following information here or attached:

a. recommended level: **FR SO JR SR**

b. credit hours: **15**

c. title: **Criminal Justice Minor**

d. requirements it will satisfy: (major, minor, LAB, licensure): **Minor**

e. prerequisites or other special conditions:

f. description of change:

Adding a Criminal Justice minor

g. proposed catalog description:

Criminal Justice Minor *(15 Total Hours for Minor)*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>CRMJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

One of the following courses:

- CRMJ 230 American Law Enforcement
- CRMJ 250 American Courts
- CRMJ 270 American Corrections

Three additional CRMJ courses (at least one at the 300-400 level)  
9

h. justification for change:

Currently, students who are interested in obtaining a criminal justice education must major in Criminal Justice or will have no record of such education on their transcripts. Adding a Criminal Justice minor would increase educational options for students while potentially

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decreasing the number of majors that Criminal Justice faculty must serve. A decrease in the number of majors would ease the strain placed on the remaining Criminal Justice Program faculty.

i. staffing considerations:
   (1) can be taught by present staff ___\(\times\)___
   (2) will require additional staff ___

j. anticipated frequency of offering:
   (1) every semester ___\(\times\)___
   (2) once a year ___
   (3) alternate years ___

k. resources (facilities, equipment, supplies, library materials, etc.): No additional resources required.

5. Signatures:

   Department Chair: [Signature]
   (Discussion notes are included in the packet.)
   Date: 11/23/10
   Department Vote:
   in favor 2 opposed 0 abstentions 0

   Senior Associate Dean, Muskingum Adult Program (MAP): (if applicable)
   [Signature]
   in favor or opposed or abstain (circle one)
   (please attach comments)
   Date: 1/18/11

   Teacher Preparation Programs [Initial Licensure]: (if applicable)
   [Signature]
   in favor or opposed or abstain (circle one)
   (please attach comments)
   Date: __/__/____

   Division Coordinator: [Signature]
   (please attach department and division discussion summaries)
   Date: 11/30/10
   Division Vote:
   in favor 17 opposed 0 abstentions 0

   Committee Chair (VPAA): [Signature]
   Date: 1/27/2011
   Curriculum Committee vote:
   in favor 2 opposed 0 abstentions 0

6. Date of Resolution:
   (a) 30-day approval period ends
   (b) date of faculty meeting for consideration

NOTE: See APAP section 110 for more information regarding changes to curriculum.
V. Addition of a Minor

In an effort to balance student demand for Criminal Justice with the program’s limited resources, the Criminal Justice Program believes it would be appropriate to offer a minor in Criminal Justice. This would give students the flexibility of taking additional Criminal Justice courses without the commitment required, by students and faculty, of a full major. This would require full faculty approval. A Curriculum Change form has been completed and included in this packet. The proposed minor is as follows:

**Criminal Justice Minor**  (15 Total Hours for Minor)

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<td>CRMJ 230</td>
<td>American Law Enforcement</td>
<td></td>
</tr>
<tr>
<td>CRMJ 250</td>
<td>American Courts</td>
<td></td>
</tr>
<tr>
<td>CRMJ 270</td>
<td>American Corrections</td>
<td></td>
</tr>
<tr>
<td>Three additional CRMJ courses (at least one at the 300-400 level)</td>
<td>9</td>
<td></td>
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Summary of Division Discussion

The Criminal Justice Program is proposing a set of changes to the major. These changes include: the addition of courses from other departments into the major; modification of some existing courses; elimination of a few courses; removal of the introductory course from the Social Foundations category of the LAE; and the creation of a minor. These modifications were based on information received as part of the assessment process. The reallocation of faculty resources away from the Criminal Justice program further necessitated programmatic changes. The resulting changes streamline the major and make for more efficient delivery. Including courses from Political Science, Sociology, and Psychology as electives in the Criminal Justice major provides more choices and opportunities for students while accentuating the benefits of a liberal arts focused CJ experience. The changes affect both the traditional undergraduate major and the MAP program. Both the Division and GCS are fully supportive of the changes.

Larry Normansell
Coordinator, Social Science Division
After consulting with the members of my department, the Criminal Justice faculty, and the Social Science Division Coordinator, the Political Science Department has agreed to service all Criminal Justice students for their Theory/Methods requirement. Pedagogically, this makes sense since their methods course followed ours almost exactly.

Best,

Walter

Dr. Walter Huber
Chair, Department of Political Science
Director, Center for Regional Planning
Muskingum University
New Concord, OH 43762
MEMORANDUM

TO: Social Science Division and Interdisciplinary Studies Committee
FROM: Criminal Justice Program
DATE: November 23, 2010
RE: CRMJ Programmatic and Course Changes

Based on the loss of one full-time faculty position and the results of the LAB assessment, the Criminal Justice Program is proposing changes to the Criminal Justice Major, including adding courses from other departments into the major; modification of some existing courses; elimination of a few courses; and the removal of Introduction to Criminal Justice from the Liberal Arts Essentials. In an effort to balance student demand for Criminal Justice with the program’s limited resources, the Criminal Justice Program believes it would be appropriate to offer a minor in Criminal Justice. This would give students the flexibility of taking additional Criminal Justice courses without the commitment required, by students and faculty, of a full major. All changes requested are the result of an extensive evaluation of resources, pedagogy, and the needs of students and have been unanimously approved by CJ Program faculty.

Members of the Social Science Division were provided with a draft of a proposed change to the major at the meeting on November 2. Based on the comments and suggestions made by those in attendance, additional alterations to the revision of the major were made. The main alteration was to put CRMJ 495 (Research Practicum in Criminal Justice) back in the major. POLS 341 (Research Methods in Political Science) is already an option for Criminal Justice students and will remain in the major for students who major solely in Criminal Justice. Another change was to clarify that double majors would need to complete the senior capstone series in the department or program that is not Criminal Justice and take an additional three-hour CRMJ elective to make up for CRMJ 495. Finally, the total number of hours required for the major was returned to the original requirement of 33.

Criminal Justice students double major in a variety of fields, but Political Science and Sociology are among the most common. With the return to a more interdisciplinary major and the Political Science Department providing the Research Methods course, we expect that the number of double majors, particularly Political Science, will increase. Faculty from both Political Science and Sociology have expressed support for the proposed changes.

All changes in this proposal would apply to and benefit both traditional and Muskingum Adult Program students. Including courses from Political Science, Sociology, and Psychology as electives in the Criminal Justice major provides more choices and opportunities for students while accentuating the benefits of a liberal arts university. Most of the courses selected from these departments are included in other existing MAP majors such as Allied Health and Child and Family Studies; accordingly, there should be no additional MAP-related responsibilities for these departments.

I. Revised Course Titles and Catalog Descriptions

A. The following descriptions and title changes have been revised for the 2011-2012 course catalog. The new titles and descriptions better reflect the course content, objectives, and goals. These non-substantive changes require Curriculum Committee involvement which will report to the faculty. A Curriculum Change form has been completed and included in this packet.

Current Course Title and Number: Advanced Courts (CRMJ 350)
Current Description: Advanced Courts (3) builds on the knowledge and skills developed in CRMJ 250 by emphasizing civil and criminal trial courts as well as the policy and impact of appellate courts. Students learn how to process cases from trial through appeal and will construct both a mock trial and a mock appeal. Prerequisite: 250