

IU ACADEMIC AFFAIRS

**Memorandum of Agreement
For Phase 2 of the Development of a Collaborative Academic Program
Graduate Certificate in Criminal Justice Leadership and Management**

IU Bloomington, College of Arts and Sciences
IUPUI, School of Public and Environmental Affairs
IU East, School of Humanities and Social Sciences
IU Kokomo, School of Humanities and Social Sciences
IU Northwest, School of Public and Environmental Affairs
IU Southeast, School of Social Sciences

Date: 2020-12-08

With a spirit of respect and partnership, the undersigned campus representatives and representatives agree to collaborate with each other, the Office of the Executive Vice President for Academic Affairs, and the Office of Online Education and develop, deliver, and maintain a Collaborative Academic Program for the Graduate Certificate in Criminal Justice Leadership and Management. The details of this collaboration are documented in three Memoranda of Agreement, including this Phase 2 MOA.

Phase 2: Curriculum and Admission Requirements

1. Statement of Need and Program Demand

The proposed Graduate Certificate in Criminal Justice Leadership and Management will extend the reach and impact of IU’s collaborative M.S. program in Criminal Justice and Public Safety program by providing an entry-level credential that will appeal to working professionals in the criminal justice system. The focus on leadership and management should attract students who are eager to develop the skills necessary for professional advancement.

The certificate’s required four courses will stack into the existing collaborative online M.S. in Criminal Justice and Public Safety with the goal of encouraging some portion of the certificate students to extend their graduate studies to complete the M.S. Recent experience with the launch of the M.S. in Criminal Justice and Public Safety and national trends in the online education sphere suggest that some potential applicants would prefer to begin their graduate studies in a focused certificate program that requires fewer credits and a shorter time to degree.

Market research indicates that students in criminal justice are most interested in obtaining knowledge and skills directly applicable to real world settings, with a growing interest in such fields as crime mapping, GIS, cybersecurity, and comparative models of policing diverse populations. The target audience for this online credential will be working professionals in the field of criminal justice who already hold a bachelor’s degree. The four courses required for the certificate will cover the major areas of graduate study in criminal justice and incorporate the emerging research and studies of current policing and corrections practices to provide law enforcement organizations and personnel with a broad spectrum of tools and strategies applicable to contemporary challenges. In particular, the required course on Diversity in Criminal Justice will focus directly on the controversies surrounding policing in minority communities and calls for systematic reform that have recently gripped the nation.

2. Faculty Governance and Curriculum Approval Processes

The MOA must adhere to the following principles:

- **Curriculum must stay under faculty governance.** Memorandum agreements must recognize that the curriculum belongs to faculty, and that faculty are responsible for curriculum integrity.
- **Curriculum approvals must use normal operations of and collaborating campuses.**

Because academic program governance occurs at the campus level, the curriculum must be approved by the relevant campus faculty committee(s). Accrediting bodies such as Higher Learning Commission may require documentation that appropriate campus approvals have been obtained.

3. Admission and Other Requirements

- **Pre-Requisite Coursework**
Students must hold a Bachelor's degree.
- **Admission Requirements**
The policies described below will serve the needs of the target audience as reflected in the statement of purpose for the program in MOA1.

Admission to Graduate Certificate in Criminal Justice Management and Leadership does not imply admission to any other IU program, including on-campus graduate programs offered by collaborating campuses. Should students wish to transfer into one of the existing graduate programs, they will follow the established application process.

- Applicants must provide official transcripts as evidence of a completed B.S. /B.A. from an accredited institution (not required of IU graduates);
- Minimum 3.00 last 60 undergraduate hours, 2.75 overall minimum. Special consideration will be afforded to individuals with five years related work experience;
- GRE (Subject to review, the program may waive the GRE for students with a 3.5 or higher undergraduate GPA in a related field); Special consideration will be afforded to individuals with five years related work experience;
- 250-word personal statement explaining background and goals for entering the program;

This statement should:

- reference career goals as they align with this program,
- describe relevant work experience, and
- briefly explain why applicant does not meet particular admissions standards.

TOEFL score of 550 paper/79 internet required for international students whose first language is not English.

Students may provide supplementary materials such as letters of recommendation, writing samples, and related documents.

- **Requirements for Transfer, Satisfactory Progress, and Dismissal from the Program.**

Students may transfer up to three graduate credit hours into the graduate program with the

permission of an advisor.

Satisfactory Academic Progress in the Program

The Graduate Certificate in Criminal Justice will follow standard IU Graduate School and School of Education policies. The committee recommends the following program-specific guidelines:

Faculty representatives will review students' cumulative course grades at the end of each semester and determine if there are students who need to be placed on probation or counseled out of the program because they are not earning the 3.0 GPA required by the degree. The advisor will report the outcome of these audits to the Faculty Committee of the collaborative Graduate Certificate in Criminal Justice, which will communicate with students in danger of academic failure.

Students must:

Maintain a 3.0/B grade point average

Transfer: Official IU and campus-specific policies for transfer of credit (see <https://transfer.iu.edu> for IU policy) will be followed (subject to state law).

Probation /Disqualification

Students will be unable to progress if the following occurs:

- Failure to achieve a C in any certificate course.
- Failure to maintain a grade point average of 3.0 in graduate certificate program overall GPA.
- Serious academic misconduct (subject to the appeals process on each campus).
- Students are required to fulfill the dispositional requirements stipulated by their home campus.

4. Curricular Framework

a. Learning Outcomes

Upon completion of the Graduate Certificate in Criminal Justice Leadership and Management graduates will be able to:

- 1) Identify core components and processes of the criminal justice system and describe and analyze major issues.
- 2) Conduct criminal just research using appropriate methodological techniques and discuss findings effectively.
- 3) Students will analyze and assess fundamental concepts, theories and systems that shape contemporary criminal justice systems.
- 4) Discuss the nature and extent of crime, critically evaluate major theories of crime.
- 5) Critically analyze and evaluate components of the criminal justice system and apply research based leadership and management techniques for improved performance and results.

b. Program Structure and Required Courses

To earn the graduate certificate, students must complete the credit hour requirements listed below in accordance with Indiana graduate policy.

- 1) Introduction to Graduate Study in Criminal Justice (3 cr)
Complete either:

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CJUS P501 Proseminar: Criminal Justice I **or**
SPEA J582 Criminal Justice Systems

- 2) Research Methods in Criminal Justice(3 cr):
Complete one of:
SPEA J502 Research Methods in Criminal Justice and Public Safety **or**
CJUS P594 Introduction to Research Methods
- 3) Planning and Management in Criminal Justice
SPEA J682 Planning and Management in Criminal Justice and Public Safety
- 4) Diversity in Criminal Justice
CJUS-P 682 Seminar on Law Enforcement and Minorities or a new course: CJUS-P/SPEA-J XXX

c. Required Courses and Certificate Map

Collaborative Graduate Certificate in Criminal Justice:		
CJ Criminal Justice Certificate Features: * 4 course/12 credit. * Tailored to the needs of working professionals in the criminal justice and law enforcement sectors. * Graduate coursework focusing on critical issues and enforcement strategies. * Upon completing two GC courses with B grades, students qualify for an expedited admission in into the IU Collaborative M.S. in Criminal Justice and Public Safety.		
GC Criminal Justice--LO1—Graduate Study in Criminal Justice (3 cr):		Credits
Students will identify core components and processes of the criminal justice system and describe and analyze major issues. <i>Complete one of:</i>		3
Course #	Course Title	
CJUS P501	Proseminar: Criminal Justice I	
SPEA J582	Criminal Justice Systems	
GC Criminal Justice-- LO2—Research Methods (3 cr):		Credits
Students will use appropriate methodological techniques for criminal justice research and discuss findings effectively. <i>Complete one of:</i>		3
Course #	Course Title	
SPEA J502	Research Methods in Criminal Justice and Public Safety	
CJUS/ CJHS 594	Introduction to Research Methods	
GC Criminal Justice—LO3— Planning and Management in Criminal Justice (3 cr): Students will master develop leadership and management skills for Criminal Justice organizations.		Credits
SPEA J682	Planning and Management in Criminal Justice and Public Safety	3
GC Criminal Justice—LO4—Diversity in Criminal Justice <i>Complete:</i>		Credits
CJUS-P/SPEA-J 682 or new course XXX	**Seminar on Law Enforcement and Minorities or “Diversity in Criminal Justice” <i>new course</i>	3
Total Credits =		12

5. Agreements regarding common use of textbooks, e-texts, and/or other learning resources

Textbooks and e-texts

Selection and use of textbooks, e-texts, and other learning resources are at the discretion of the faculty member teaching the course, and will be based on the agreed-upon course description and learning outcomes for the course. As per IU policy and practice, a student from one campus who is in a course taught by a faculty member from a different campus will have access to electronic resources from the faculty member's campus library for the duration of the course.

6. Admission and other requirements

Admission requirements. *These must be consistent with the target audience and purpose of program as identified in the Phase 1 MOA.*

7. Requirements for transfer, satisfactory progress, and dismissal from the program. *Specify agreements regarding requirements for students transferring to this program from other programs, including on-campus programs. Specify criteria for satisfactory progress in the program, criteria for dismissing students from the program, and any process for permitting dismissed students to re-enroll.*

- Transfer Coursework: All course work transferred must be from an accredited college or. No transfer credit will be given for a course with a grade lower than B.
- All transferred courses must be relevant to the student's program of studies and be approved by a program advisor.
- An official transcript is required for course work to be transferred.
- A course description or syllabus may be required in order to judge the appropriateness of course work to be transferred.

8. Processes for assessment and evaluation.

a. Processes for student assessment.

The faculty will be integrally involved in the course review, revision, and assessment of the online program.

The Curriculum Committee has developed an assessment map that align individual required courses to overall Graduate Certificate in Criminal Justice goals and professional standards. This map will play a central role in aggregating assessment data from across the curriculum to evaluate the effectiveness of the overall curriculum.

b. Processes for end-of-course evaluations.

Prior to implementation, the Graduate Certificate in Criminal Justice faculty committee will identify signature assessments and develop shared CANVAS grading rubrics to facilitate assessment. The Office of Collaborative Academic Programs with the support of e-Learning Design Services, to develop and maintain a CANVAS site where assessment data for the collaborative GC in Criminal Justice will be archived and made available to campus administration.

Additionally, the MOA2 Faculty Committee will work with the Office of Collaborative Academic Programs to develop a primary trait rubric for learning outcomes and will post copies to associated

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Canvas courses. Each instructor will evaluate at least one signature assignment using the rubric to assess how students in the course met its designated learning outcome.

The steering committee will hold an annual meeting to review the course rubrics and consider how the curriculum can be improved. A full program-review based on assessment data will be conducted in the spring semester of the third year (following implementation) of the program and prior to the expiration of this MoA2.

c. Schedules for course review and revision.

Assessment data will be collected at the end of each semester, and the Curriculum Committee will review data on individual requirements and courses on an annual basis.

A full program-review based on assessment data will be conducted in the spring semester of the fourth year (following implementation) of the program and prior to the expiration of this MoA.

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PHASE 2 SIGNATURES:

Professor Marla Sanders, Chair, IU Department of Criminal Justice,
IU Bloomington

Professor Mengie Parker, IU East

Professor Jeremy Carter, IUPUI

Professor Beau Shine, IU Kokomo

Professor Monica Solinas-Saunders, IU Northwest

Hitesh Kathuria, Assistant Vice President, Academic Affairs,
Director, Office of Collaborative Academic Programs, Indiana

Documented in OnBase by Sharon Wavle



New Degree Cover Sheet

Title of Degree: Graduate Certificate in Criminal Justice Leadership and Management

Campus(es) Offering Degree: IUB, IUE, IUK, IUNW, IUPUI, IUSE

Department of Criminal Justice, College of Arts and Sciences—Bloomington

Program in Political Science and Criminal Justice, School of Humanities and Social Sciences—East

Program in Criminal Justice and Public Safety, O’Neill School of Public and Environmental Affairs—IUPUI

Department of Criminal Justices and Homeland Security, School of Humanities and Social Sciences—Kokomo

Program in Criminal Justice, School of Public and Environmental Affairs, College of Health Human Services—Northwest

Program in Criminal Justice School of Social Sciences—Southeast

Academic Unit

Proposing Degree: See above

Department

Hosting Degree: See above

I. Academic Features

Goals/Objectives (Rationale for the Program):

The Graduate Certificate in Criminal Justice Leadership and Management (GCCJLM) will appeal to individuals who seek to sharpen their skills and develop new strategies and approaches to the fair and effective administration of justice and promotion of public safety and can serve as a bridge to further graduate study in IU’s collaborative M.S. in Criminal Justice and Public Safety.

Principal Components (5a):

This is twelve credit graduate certificate that focuses on core areas of knowledge regarding leadership and management in the broad criminal justice field.

Students will complete four courses on the following topics:

- 1) Introduction to Graduate Study in Criminal Justice (3 cr)
2) Research Methods in Criminal Justice (3 cr)
3) Planning and Management in Criminal Justice (3 cr)
4) Diversity in Criminal Justice (3 cr)

Relation to Existing Programs (4a&b):

The four course/12 credit Collaborative Graduate Certificate in Criminal Justice Leadership and Management requires four courses that are already taught as a part of the online collaborative M.S. in Criminal Justice and Public Safety.

This convergence is a design feature that will allow students to “stack” their graduate work completed for the certificate into the M.S. in Criminal Justice and Public Safety.

Students who choose to complete the certificate on its own will have a focused set of courses that address key issues impacting criminal justice organizations.

Students who decide they would like to complete a professional degree will get a head start towards completing the IU Online collaborative M.S. in Criminal Justice and Public Safety.



New Degree Cover Sheet

Coherence with Campus Mission (2a):

The proposed Graduate Certificate in Criminal Justice Leadership and Management will extend the reach and impact of IU’s collaborative online Criminal Justice and Public Safety program by providing an entry- level credential that will appeal to professionals in the criminal justice system. The focus on leadership and management should attract students who are eager to develop the skills necessary for career advancement.

Benefits of the Program for Constituents (2.a-c):

Students (2.c.ii.)

The GCCJLM is an entry-level professional degree and credits earned in the certificate can be applied towards completion of the IU collaborative M.S. in Criminal Justice and Public Safety. The certificate does not feed directly into any IU doctoral programs.

IU (2.a.)

The collaborative IU Graduate Certificate in Criminal Justice Leadership and Management (GC CJLM) draws on the teaching expertise and instructional resources of six Indiana University campuses to provide working professionals with a high quality 100% online degree.

State (2.b.)

This online certificate program is student-centered. The curriculum was developed to meet the specific needs and interests of police officers and other law enforcement officials in supervisory roles. It will appeal to individuals at multiple career stages, providing a tightly organized program of study that can help younger criminal justice professionals to prepare for leadership roles, mid-level personnel can complete this degree as a first step to further graduate study.

Opportunities for Degree Recipients (5f) Inclusive of Any Credentials:

The GCCJLM is an entry-level professional degree and credits earned in the certificate can be applied towards completion of the IU collaborative M.S. in Criminal Justice and Public Safety. The certificate does not feed directly into any IU doctoral programs.

II. Implementation:

Steady State Enrollment/Degree Completion Projections (year five) (Section 6. enrollment spreadsheet):

Headcount: _____
FTE: _____
Degree Recipients: _____

Steady Resources (year five):

Faculty Resources (3.a.i.)

Capital Equipment (3.a.iii.)

Facilities (3.a.ii.)
