

BOARD OF HIGHER EDUCATION
REQUEST FOR COMMITTEE AND BOARD ACTION

COMMITTEE: Academic Affairs

NO.: AAC 13-09

COMMITTEE DATE: October 9, 2012

BOARD DATE: October 16, 2012

**APPLICATION OF MARIAN COURT COLLEGE TO AWARD THE BACHELOR OF
SCIENCE IN CRIMINAL JUSTICE**

MOVED: The Board of Higher Education hereby approves the Articles of Amendment of **Marian Court College** to award the **Bachelor of Science in Criminal Justice**.

Authority: Massachusetts General Laws, Chapter 69, Section 30 et seq.

Contact: Dr. Shelley Tinkham, Assistant Commissioner for Academic, P-16 and Veterans Policy

BOARD OF HIGHER EDUCATION

Marian Court College Bachelor of Science in Criminal Justice

INTENT

Marian Court College, a New England Association of Schools and Colleges (NEASC) accredited, private, Catholic, coeducational institution, located in Swampscott, MA, requests authorization to offer the Bachelor of Science in Criminal Justice. Since the early 2000s, the Marian Court College Board of Trustees has regularly discussed a substantive change from a two-year to a four-year college. The trustees realize that as societal needs have changed to value baccalaureate degrees over associate degrees, that Marian Court College should also provide this opportunity to its students. The proposed program will be the institutions' second baccalaureate degree, reflects the mission and objectives related to the College's transitioning to a comprehensive four year undergraduate institution, and will offer students a program which mirrors the core values of the College.

With a history as a Catholic Institution, the proposed Marian Court College baccalaureate degree in Criminal Justice will deliver a comprehensive and multidisciplinary criminal justice education with the core values of compassion, integrity, justice, and service. Emphasis will be placed on restorative justice and the emergent technological innovations and global reach of the field. Students will complete theoretical and applied coursework within the foundational areas of law, criminology, and the structure and function of the American criminal Justice system. Graduates will learn to be informed producers and consumers of criminal Justice research and how to use their knowledge to solve real-world social problems. In addition to their required courses, students may customize their Marian Court experience by selecting from a range of specialized electives that address important and timely topics impacting the field, including juvenile justice, terrorism, forensic psychology, and cybercrime. The Marian Court College criminal justice graduate is prepared for future graduate study and/or a career in criminal justice including policing, corrections (including probation and parole), the court system, social service agencies, private security, juvenile justice, investigations, and in research and/or policy divisions of numerous governmental agencies.

The College conducted student surveys to support offering a B.S. in Criminal Justice, and the response was overwhelmingly favorable. Over 78% of Marian Court College students express plans to earn a baccalaureate degree. In addition, discussions with prospective employers on the North Shore, many who have served or are currently internship supervisors with the College, confirm the need for more graduates with a Bachelor of Science in Criminal Justice.

The proposal was approved by college leadership, and authorized by the Marian Court College Board of Trustees on February 24, 2011.

INSTITUTIONAL OVERVIEW

Marian Court College was founded in 1964 by the Sisters of Mercy as Marian Court Secretarial School for women. From its beginning, Marian Court College was a Catholic institution committed to preparing students for careers and further education. The College is situated in Swampscott, Massachusetts on property that had been used by President Calvin Coolidge as the summer White House in 1925. After the property was acquired by the Sisters of Mercy, the

property was renamed Marian Court College in honor of the Marian Year, proclaimed by Pope Pius XII in 1954.

Marian Court College prepares students for lifelong learning and instills the Mercy core values of integrity, compassion, justice, and service. The College offers a nurturing environment, with an educational experience that focuses on individual success and achievement. The College serves as a point of access to higher education for those who might not otherwise be able to afford college. Marian Court College enrolls mostly first generation students and a highly diverse population. As of the spring 2011 term, the demographics for the student population were 51 % white, 20 % Hispanic, 11% black or African American, 3% Asian, and 15% race unknown. Ninety-five percent of Marian Court College students receive some form of financial aid, and 39% have zero estimated family contribution.

With nearly one-hundred percent of Marian Court College graduates remaining in Massachusetts after obtaining their degrees, (and mostly staying on the North Shore), the College has a significant impact on local communities. With a localized alumni base, growing since the mid-sixties, the alumni have helped to solidify and promote the college with prospective students, donors, and employers.

Marian Court College was granted the authority to award Associate in Science in business related areas including, but not limited to Secretarial Sciences and Accounting in 1984. It currently offers associate degrees in Accounting, Business Management, Criminal Justice Administration, Entrepreneurship, Fashion Merchandising, Hospitality Management, Liberal Studies, Marketing, Medical Office Management, Paralegal Studies and Sport Management. It was authorized to grant the Bachelor of Science in Business Administration in June 2012. It is now requesting the authority to offer the Bachelor of Science in Criminal Justice.

ACADEMIC AND RELATED MATTERS

Curriculum (Attachment A)

The proposed Marian Court College baccalaureate Criminal Justice curriculum consists of a total of 121 credits. There are 11 required (33 credits) and five elective (15 credits) courses, totaling 48 credit hours of Criminal Justice content. General education credits in the areas of writing, arts and humanities, social science, mathematics, and laboratory science (46 credits) and “free” electives (27 credits) round out this liberal arts degree.

Admission Requirements

Marian Court College has a rolling admissions policy. The applicant is required to schedule an appointment for a personal interview with an admissions director or counselor if their GPA is below 2.0. All students submit the following credentials sent to the Admissions Office:

1. An official high school transcript
2. Two letters of recommendation
3. Transcripts from any other college or university

Marian Court College does not require SAT scores as a requirement for admission, but encourages students to submit the scores if they have taken the tests. In Year 1, students with a high school grade point average below 2.0 are required to take the ACCUPLACER test and write an essay. Based on the test results and writing sample, a student may be placed in a one

credit English lab for additional classroom instruction, and in MA110, Introduction to Business Math.

Tuition and Fees

For the Academic Year 2012-2013, Day Division Tuition, including fees, for full-time students (24-30 credits per year) is \$16,200.

Projected Enrollment

A conservative growth factor of 3% per year was used to estimate the enrollment for the Criminal Justice program. In addition, the College is anticipating a small population of students (10%) to transfer into the new 4-year program.

CRIMINAL JUSTICE ENROLLMENT PROJECTION

	# of Students Year 1	# of Students Year 2	# of Students Year 3	# of Students Year 4
New Full-Time Freshmen	30	31	32	33
Transfers In	3	3	3	3
Returning Students – Sophomores	34	30	31	32
Returning Students - Juniors	24	34	30	31
Returning Students - Seniors		24	34	33
Total Criminal Justice Program	91	122	130	132

RESOURCES AND BUDGET (Attachment B)

Administration and Faculty

The proposed Bachelor of Science in Criminal Justice will be housed in the Criminal Justice Department and led by a full time member of the faculty designated as program director. There are currently two full-time faculty members and four adjuncts in the department. As recommended by the visiting committee, the College hired an additional full-time faculty member with appropriate qualifications in the discipline.

Library and Information Technology

The Criminal Justice print collection at the Lindsay Library includes current journals, monographs, and statistical data addressing topics in juvenile justice, criminology, courts, trials, and homeland security. As the proposed program evolves, new collections will be added support the teaching and learning of the upper level courses.

The Lindsay Library is a member of the Inter-library Loan, an essential resource that connects to other libraries throughout the United States. While the Marian Court College library has a collection of books that reflects the Criminal Justice curriculum, the Inter-library Loan provides additional resources.

Financial Resources

The budget for the proposed program is provided in Attachment B.

PROGRAM EFFECTIVENESS

Upon completion of a B.S. in Criminal Justice at Marian Court College, a student will display a detailed awareness and understanding of:

1. the progressive stages in the justice system (police, courts, corrections, and re-entry) and how they interact with one another and other key social institutions to solve problems;
2. the nature, extent, and causes of crime and criminality, including the relationship between theory and crime-control policy;
3. the history, theory, culture, strategies, issues, and ethical dilemmas associated with American law enforcement;
4. American court systems (the structure and function of each level of court), criminal law (definitions, elements of crime, defenses) and criminal procedure (the legal process, constitutional law, appellate court case analysis);
5. corrections; to include history, punishment philosophies, incarceration, community corrections, diversion, re-entry, and an emphasis on restorative justice;
6. the ethical implications involved at each stage of the Criminal Justice system and within Criminal Justice research;
7. the quantitative and qualitative methods for conducting and critically analyzing Criminal Justice research, policy, and theory (research methodology, statistics, and data analysis);
8. common technological applications in the Criminal Justice field (e.g., computer information systems, crime analysis, early warning systems, crime mapping);

9. how the Criminal Justice system responds to and impacts special populations (racial and ethnic minorities, women, juveniles, and victims of crime) and the related topic of diversity in Criminal Justice organizations; and
10. the global aspects of American Criminal Justice (security studies, terrorism, transnational crime).

In pursuit of these ten field-specific outcomes and upon completion of the liberal arts general education core, the successful Marian Court College Criminal Justice major develops critical thinking and reading skills, research and analytical skills, effective oral and written communication skills, and library/resource literacy.

Marian Court College has an assessment plan in place for its overall, institutional academic goals and faculty evaluations. In addition to this broader plan, one tailored to the degree in Criminal Justice has been developed with identified structure and functions. This departmental assessment plan will ensure that the above stated goals are being met. It prescribes methods of collecting student data for analysis and addressing any observed deficiencies. In addition, the plan will strive to implement and evaluate ongoing programmatic improvements.

EXTERNAL REVIEW AND INSTITUTIONAL RESPONSE

External Review

The proposed program was reviewed by the visiting committee of Dr. Eve Buzawa, University of Massachusetts, Lowell; Dr. Peter Hainer, Curry College; Dr. Gina Vega, Salem State University; and Dr. Ed French, Franklin Pierce College. The evaluation included the team's review of the written proposal submitted to the Massachusetts Department of Higher Education and the site visit conducted from March 8-10, 2012. During the site visit additional documents were provided by the college, and information was also obtained from direct communications with the college's President, the Dean of Academic Affairs & Student Services, the Chair of the Board of Trustees, the Vice Chair of the Board of Trustees, the Chief Financial Officer, the Director of Information Technology, the College Librarian & Career Resource Specialist, the Director of Admissions, the Registrar, the Chair of Criminal Justice and Business Administration. As well, several full-time and part-time faculty, students, and members of the community who serve as external advisors provided information.

The team found that the Marian Court Criminal Justice curriculum did not show evidence of embodying the core values of the institution, lacked focus and articulate objectives, did not demonstrate appropriate sequencing of courses, and did not cover core content as recommended by the Academy of Criminal Justice Science. The visiting committee was also concerned that no full-time faculty member had an appropriate terminal degree in the field. The visiting committee recommended a substantive rewriting of the curriculum and the hiring of an appropriately qualified full-time faculty member prior to approval of the program

Institutional Response

The institution responded substantively to all the committee concerns. The curriculum was re-written, utilizing a consultant with appropriate qualifications in the field. Program learning outcomes were established. The curriculum was reordered and renumbered to reflect an

appropriate sequencing of courses. Content was reviewed to ensure that the value of restorative justice was present in the curriculum. The number of core courses were reduced and chosen to reflect the standards of the Academy of Criminal Justice Sciences. Requirements for the internship were strengthened. A new full-time faculty member, who has a Ph.D. in Criminology and Justice Policy and experience teaching a number of courses reflective of the Marian Court curriculum, has been hired.

PUBLIC HEARING

The required public hearing will be held on October 5, 2012 at the Department of Higher Education, located at One Ashburton Place in Boston, Massachusetts.

STAFF ANALYSIS AND RECOMMENDATION

After a thorough evaluation of all documentation submitted, staff is satisfied that the proposal of Marian Court College to award the **Bachelor of Science Criminal Justice** degree meets the requirements for NEASC-accredited institutions outlined in 610 CMR 2.08 in the Degree-Granting Regulations for Independent Institutions of Higher Education. Recommendation is for approval.

ATTACHMENT A: CURRICULUM OUTLINE

Marian Court College
Bachelor's of Science in Criminal Justice

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Undergraduate Program Curriculum Outline

Required (Core) Courses in the Major (Total # courses required = 11)		
Course Number	Course Title	Credit Hours
CJ101	Introduction to Criminal Justice	3
CJ150	Criminal Law and Procedure	3
CJ200	Criminology	3
CJ205	Technology and Criminal Justice System	3
CJ210	American Court Systems	3
CJ220	Police Process	3
CJ230	Corrections	3
CJ301	Criminal Justice Research Methods	3
CJ302	Criminal Justice Statistics	3
CJ430	Restorative Justice Seminar	3
CJ495	Senior Capstone Seminar	3
Sub Total Required Credits		33
Elective Courses Required towards MAJOR (Total # courses required = 5)		
CJ102	Criminal Justice Ethics	3
CJ120	Introduction to Private Security	3
CJ155	Constitutional Law	3
CJ160	Introduction to Security Studies	3
CJ215	Juvenile Justice	3
CJ221	Principles of Investigation	3
CJ225	Critical Issues in Policing	3
CJ235	Community Corrections	3
CJ250	Organized and White-Collar Crime	3
CJ255	Terrorism and Transnational Crime	3
CJ256	Cybercrime	3
CJ305	Crime and the Media	3
CJ310	Gender, Race, and Justice	3
CJ320	Victimology	3
CJ330	Forensic Psychology	3
CJ340	Crime Mapping	3
CJ400	Special Topics in Criminal Justice	3
CJ405	Comparative Criminal Justice System	3
CJ410	Law and Society	3
CJ490	Criminal Justice Internship	3
Sub Total Required Credits		15
TOTAL REQUIRED MAJOR CREDITS		48

General or Free Elective Courses Required (Total # courses required = 9) (attach list of choices if needed)	
Please see courses listed in catalog http://www.mariancourt.edu/download/College-Catalog.pdf	
Sub Total Elective Credits	27

General Education Courses (Total # courses required = 15)	
Indicate Distribution of General Education Requirements Below (See Attached List of General Education courses)	
Arts and Humanities, including Literature and Foreign Languages	24
Mathematics and the Natural and Physical Sciences	10
Social Sciences	12
Sub Total General Education Credits	46
Curriculum Summary	
Total number of courses required for the degree	40
Total credit hours required for degree	121
Prerequisite, Concentration or Other Requirements: NA	

General Education Courses		
Course Number	Course Title	Credit Hours
GO201	American Government	3
EN207	American Literature	3
BI101	Biological Concepts with a lab	4
RE200	Comparative Religions	3
EN110	English Composition I	3
EN120	English Composition II	3
PS101	General Psychology	3
SO101	Introduction to Sociology	3
HU110	Oral Communication & Presentation	3
BU301	Organizational Behavior	3
FY101	Seminar in Academic Inquiry	3
MA215	Statistics	3
HI109	World History I	3
EN201	World Literature I	3
EN202	World Literature II	3
Sub Total Required Credits		46

ATTACHMENT B: BUDGET PROJECTION

**Marian Court College
Criminal Justice**

NEW ACADEMIC PROGRAM BUDGET

<i>One Time/ Start Up Costs</i>	<i>Cost Categories</i>	<i>Annual Expenses</i>			
		Year 1	Year 2	Year 3	Year 4
	Full Time Faculty (Salary & Fringe)	80,000	122,400	166,072	171,054
	Part Time/Adjunct Faculty (Salary & Fringe)	9,544	14,602	19,811	20,405
	Staff	139,582	143,770	148,083	152,526
	General Administrative Costs	50,000	52,500	55,125	56,779
	Instructional Materials, Library Acquisitions				
	Facilities/Space/Equipment Technology	71,600	92,600	31,300	32,865
	Field & Clinical Resources				
	Marketing				
	Other (Specify): Capital Expenditures	248,100	146,600	61,300	64,365
	TOTALS	598,826	572,472	481,691	497,994

<i>One Time/Start- Up Support</i>	<i>Revenue Sources</i>	<i>Annual Income</i>			
		Year 1	Year 2	Year 3	Year 4
	Grants				
	Tuition	328,006	836,451	976,295	1,005,573
	Fees				
	Departmental				
	Reallocated Funds				
	Other (specify)				
	TOTALS	(270,820)	263,978	494,594	507,579



October 10, 2012

Shelley Tinkham, Ph.D.
Assistant Commissioner for Academic, P-16, and Veterans Policy
Massachusetts Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108

Dear Dr. Tinkham,

Marian Court College is pleased to provide a response to the questions raised at the October 9, 2012 meeting of the Academic Sub-Committee of the Massachusetts Department of Higher Education.

As background, it is my understanding from this afternoon's telephone conference call with you and Dr. Kate Harrington, Massachusetts Department of Higher Education Advisor to the visiting team, that the team reviewed our program as a *B.S. in Criminal Justice* and the approved curriculum reflects this degree.

We begin by specifically addressing the nomenclature of our proposed program, a B.S. in Criminal Justice. This letter also describes the library resources that support this program and the faculty courseload once implemented.

NOMENCLATURE

At the onset, the baccalaureate program in Criminal Justice Administration at Marian Court College was built upon the rubric presented by the Academy of Criminal Justice Sciences (ACJS) for a *B.S. in Criminal Justice* with a focus on the content area of Administration of Justice. In addition, we reviewed local area colleges with well-established baccalaureate programs in Criminal Justice, such as Northeastern University, University of Massachusetts at Lowell, Curry College and fellow Sisters of Mercy institution, Salve Regina. Using these colleges as a guide, the ACJS rubric, and our existing Associate of Science program in Criminal Justice Administration as the foundation, we developed a baccalaureate program in Criminal Justice Administration. In addition, this title was used in order to provide continuity between the associate and baccalaureate programs.

After further review we have found that the Institute of Education Sciences (IES) (ies.ed.gov) defines a *B.S. in Criminal Justice Administration* as:

“a program that prepares individuals to apply theories and practices of organization management and criminal justice to the administration of public law enforcement agencies and operations. [This] includes instruction in law enforcement history and theory, operational command leadership, administration of public police organizations, labor relations, incident response strategies, legal and regulatory responsibilities, budgeting, public relations, and organizational leadership.”

That type of program would produce graduates who would move on to positions of administration and management within the criminal justice system.

The IES also provides guidelines and definitions for a *B.S. in Criminal Justice*. Our program goals of providing students with critical thinking and reading skills, research and analytical skills, effective oral and written communication skills, and library/resource literacy would lead to student success in future graduate studies or careers in a Criminal Justice-related field. These program goals are more in line with the mission of Marian Court College as a liberal arts institution.

The IES defines the *B.S. in Criminal Justice* as one that:

“focuses on the criminal justice system, its organizational components and processes, and its legal and public policy contexts. [This] includes instruction in criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.”

For this reason, we agree with the Massachusetts Department of Higher Education’s recommendation to rename the program at Marian Court College to a Bachelor of Science, Criminal Justice.

During our meeting with the Academic Sub-Committee of the Department of Higher Education on October 9, 2012 we responded to questions regarding our then title of B.S., Criminal Justice Administration by defending the use of the term administration. Specifically, we felt confident in the use of this term as the *Academy of Criminal Justice Science* defines the content area of Administration of Justice as focusing on,

“contemporary criminal justice system, major systems of social control and their policies and practices; victimology; juvenile justice; [and] comparative criminal justice.”

These topics are covered in the proposed B.S. Criminal Justice Administration program and therefore we felt that it was appropriate to include it in the name of the degree. However, we now see that use of administration in the title could lead to confusion as prospective students might see this as a program that teaches managerial or administrative techniques.

LIBRARY RESOURCES

The library resources at Marian Court College support the proposed B.S. Criminal Justice degree in a number of ways:

Marian Court College is a member of **NECCUM, the Northeast Consortium of Colleges and Universities in Massachusetts** located on the north shore of Massachusetts. NECCUM is a consortium of 10 colleges, private and public, two-year and four-year, linked by geographic proximity and a commitment to enhance the experience of our students, faculty, and staffs through cooperative programs. Students at member institutions have the opportunity to take courses and use the libraries of the nine other colleges in the region.

NECCUM Member Institutions:

- Endicott College
- Gordon College
- Marian Court College
- Merrimack College
- Middlesex Community College
- Montserrat College of Art
- North Shore Community College
- Northern Essex Community College
- Salem State University
- University of Massachusetts at Lowell

Through the state-governed **Massachusetts Board of Library Commissioners (MBLC)**, Marian Court College has access to **Loislaw**, a national provider of primary and secondary source material for legal research. Loislaw provides more than 2,200 databases and citation research services, containing more than 10 million documents, covering federal case law, statutory law, administrative law, court rules and other legal information for the U.S. as well as for all 50 states and the District of Columbia.

Marian Court College also makes excellent use of the other databases provided to Massachusetts Libraries through **MBLC** and has also been able to procure electronic access to databases and journal titles which serve specific needs of the Criminal Justice major.

The North of Boston Library Exchange (NOBLE) is a cooperative effort of 28 libraries in Boston's northern suburbs to improve library service through automation. Seventeen public library members, nine college libraries and one special library are members of NOBLE. NOBLE serves over 32,000 college students, 522,000 residents and maintains a database that features more than 2.3 million items. As a commuter college, Marian Court College students live on the north shore and have NOBLE library cards that allow them access to specialized databases and libraries at the area college and public libraries.

The Lindsay Library catalog at Marian Court College is **Web-based**. Students, faculty, and interested parties may search for books from any Internet-connected computer by following a link from the library home page. The Librarian gathers links to legitimate Web sites that are

useful for academic research and organizes the Web sites by subject, so that students researching a topic can select an appropriate subject heading to see a listing of sites relevant to that topic.

Working closely with the Chair and faculty of the Criminal Justice department, the Librarian added several additional print and electronic resources to the collection over the past year. Among these is **Credo Reference**, an important source for gathering background information on a topic and several new licensed databases acquired through the generosity of the state. The Librarian is working to add books to the collection that are specifically geared toward the topics of the Criminal Justice major. The Librarian maintains a balanced, current collection with resources that support this curriculum. Maintaining such a collection contributes to student retention by eliminating frustrations caused by an incomplete, outdated collection.

In addition to these electronic databases, the **Criminal Justice** print collection at the Lindsay Library includes current journals, monographs, and statistical data addressing topics in juvenile justice, criminology, courts, trials, and homeland security. The online collection provides researchers an opportunity to explore current and historical criminal justice publications, analyze department of justice statistics data, and delve into state and federal laws and regulations. As the B.S. in Criminal Justice evolves, new collections will develop to support the teaching and learning of the upper level courses. Inter-library Loan is an essential resource and connects the Lindsay Library to other libraries throughout the United States. The Marian Court College library has a rich collection of books that reflects the Criminal Justice curriculum, and the Inter-library Loan provides additional resources.

CRIMINAL JUSTICE FACULTY

In fall 2013, the start of the new B.S. Criminal Justice degree program, there will be three full-time faculty and six part-time faculty. This number of faculty and the projected enrollment of students will more than adequately provide for the number of required courses and electives. Specifically, the program will be able to offer twenty-one (21) courses a semester.

At the onset of the new program, the small enrollment at Marian Court College will not require multiple sections of any one Criminal Justice course. Depending on enrollment and student interest, and with twenty (20) developed electives in the program, this means that each elective offered in the catalog can be taught at least once per academic year. As enrollment in the program increases the program will continue to bring new staff aboard in order to continue offering our students a diverse educational experience.

The projected teaching load for the B.S. Criminal Justice program by faculty member in fall 2013 is:

Faculty Member	Area of Discipline/ Specialty	Number of Courses/Semester
Chair Fran Brennan, MBA, MS	Restorative Justice, Terrorism	4 courses
Adam Stearn, Ph.D.	Criminology, Juvenile Justice	5 courses
Anne Marie Pasquale, J.D.	Criminal Law	5 courses
Honorable R. Mori, J.D.	Constitutional Law, Ethics	2 courses

Tara Brennan, M.P.A., M.S.	Corrections	1 course
Police Chief Champagne, M.A.	Comparative CJ Systems, Policing	1 course
Robert Mullaly, Ph.D.	Forensic Psychology	1 course
Joseph Sano, J.D.	Wills, Trusts & Estates	1 course
Paul Zambella, M.S.	Forensic Science	1 course

Thank you for this opportunity to provide responses to your thoughtful questions. We look forward to the full Board meeting of the Massachusetts Department of Higher Education on Tuesday, October 16, 2012.

Sincerely,

Denise Hammon

Dr. Denise Hammon, Interim President
Dean of Academic Affairs and Student Services

cc: Professor Francis X. Brennan
Chair, Criminal Justice
Marian Court College