FORM A
College of Education & Human Services
Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: CJ Data Collection and Analysis

Initiating Unit or Individual: School of Criminal Justice
Contact Person's Name: Nancy Hogan  e-mail: hogann@ferris.edu phone: 2664
Date or Term of Proposal Implementation: Spring 2011
  □ Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
  □ Group I - B – New minors or concentrations
  □ Group II - A – Minor curriculum clean-up and course changes
  □ Group II - B – New Course
  □ Group III - Certificates
  □ Group IV – Off-Campus Programs

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Faculty</td>
<td></td>
<td>12/22/09</td>
<td>Support</td>
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<tr>
<td>Department Faculty</td>
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<td>12/22/09</td>
<td>Support with Concerns</td>
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<tr>
<td>Department Head</td>
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<td>12/22/09</td>
<td>Not Support</td>
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<tr>
<td>College Curriculum Committee</td>
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<td>5/17/10</td>
<td>Support with Concerns</td>
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<td>Dean</td>
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<td>University Curriculum Committee</td>
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<td>9/27/10</td>
<td>Support</td>
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<td>Senate</td>
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<td>9/28/10</td>
<td>Support with Concerns</td>
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<tr>
<td>Academic Affairs</td>
<td></td>
<td>10/6/10</td>
<td>Not Support</td>
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* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved)  Board of Trustees (Date Approved)  President’s Council (Date Approved)

VPAA
Sep 28 2010
1. Proposal Summary
(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)
The School of Criminal Justice proposes to create a statistics course separate from the current format of teaching data analysis within the Research Methods course (Crim 650). The majority of the master's students have graduated from Ferris where no undergraduate statistics course is required. It is believed that a separated introduction to statistics is needed for students to truly understand empirical research.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:
Prefix Number Title
Crim 625 CJ Data Collection and Analysis

b. Courses to be Deleted From FSU Catalog:
Prefix Number Title


c. Existing Course(s) to be Modified:
Prefix Number Title
Crim 650 CJ Research Methodology (catalog entry only)

d. Addition of existing FSU courses to program
Prefix Number Title


e. Removal of existing FSU courses from program
Prefix Number Title
Crim 620 CJ Agency Evaluation
3. Summary of All Consultations

<table>
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<tr>
<th>Form Sent (B or C)</th>
<th>Date Sent</th>
<th>Responding Dept.</th>
<th>Date Received &amp; by Whom</th>
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<tbody>
<tr>
<td>UGPC</td>
<td>9/10/10</td>
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4. Will External Accreditation be Sought? (For new programs or certificates only)

___________ Yes    _____X_____ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.

Criminal Justice Administration—Crim 625 will replace Crim 620 on the checksheet.
CURRICULUM CONSULTATION FORM

For proposals affecting graduate and professional curricula

1. This completed form should be forwarded with the proposal to the chair of the University Graduate and Professional Council.

2. The University Graduate and Professional Council must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must respond to any concerns by the Council. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title  CJ Data Collection & Analysis

<table>
<thead>
<tr>
<th>Initiator(s):</th>
<th>School of Criminal Justice, Criminal Justice Administration program</th>
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<tbody>
<tr>
<td>Proposal Contact:</td>
<td>Nancy Hogan Date Sent: 9-8-10</td>
</tr>
<tr>
<td>Department:</td>
<td>CJ  Campus Address: 525 Bishop Hall</td>
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Response from: Graduate and Professional Council

| Chair: | n.hogan  Date Returned: 9-10-10 |

Based upon Graduate and Professional Council review on (date), we

X  Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on graduate and professional program issues at the university. Use additional pages, if necessary.
FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

**FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.**

**RE: Proposal Title:** CJ Data Collection and Analysis

Projected number of students per year affected by proposed change: **60**

**Initiator(s):** School of Criminal Justice-Criminal Justice Administration

**Proposal Contact:** Nancy Hogan Date Sent: 9-12-2010

**Department:** _____  **Campus Address:** _____

(Please print)

**Liaison Librarian Signature:** [Signature] Date: **9/14/2010**

**Dean of FLITE Signature:** [Signature] Date Returned: **9-14-2010**

Based upon our review on **9/14/2010** (date), FLITE concludes that:

☑ Library resources to support the proposed curriculum change are currently available.

☐ Additional Library resources are needed but can be obtained from current funds.

☐ Support, but significant additional Library funds/resources are required in the amount of $__________.

☐ Does not support the proposal for reasons listed below.

**Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.**
FERRIS STATE UNIVERSITY  
MASTER OF SCIENCE – CRIMINAL JUSTICE ADMINISTRATION  

NAME: ___________________________  SS#: ________________________

<table>
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<tr>
<th>REQUIRED</th>
<th>PROGRAM CORE - 15 Credit Hours Required:</th>
<th>S.H.</th>
<th>GRADE</th>
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<tr>
<td>CRIM 605</td>
<td>Legal Issues in Criminal Justice</td>
<td>3</td>
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<tr>
<td>CRIM 615</td>
<td>Nature of Crime</td>
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<tr>
<th>CULMINATING EXPERIENCE (Select one option) - 6 Credit Hours Required:</th>
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<tr>
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<td>CRIM 660</td>
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<th>OPTION 2</th>
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<tr>
<td>CRIM 670</td>
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<tr>
<td>CRIM 699</td>
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This degree requires 30 semester hours for graduation.

** CRIM 660 CJ Thesis is offered during the summer session each year. If a student does not complete their work by the end of the summer, an IP (in progress) grade will be given until the work is completed. Each semester after the summer session, the student must register for 1 credit of Crim 697 (Special Studies in Criminal Justice) until the final work is approved.

revised 2002
# Proposed Check Sheet

## FERRIS STATE UNIVERSITY

**MASTER OF SCIENCE—CRIMINAL JUSTICE ADMINISTRATION**

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**SS#:**

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| **OPTION 2**                                                          |
| CRIM 670 | Graduate Topics in Criminal Justice           | 3    |
| CRIM 699 | Comprehensive Review/Exam                     | 3    |

*This degree requires 30 semester hours for graduation.*

**CRIM 660 CJ Thesis is offered during the summer session each year. If a student does not complete their work by the end of the summer, an IP (in progress) grade will be given until the work is completed. Each semester after the summer session, the student must register for 1 credit of Crim 697 (Special Studies in Criminal Justice) until the final work is approved.*

*revised 9/10/10*
NEW COURSE INFORMATION FORM

Course Identification:

Prefix: Number Title

Crim 625 Criminal Justice Data Collection and Analysis

Course Description:
This course will introduce students to the various data collection and analysis methods used in Criminal Justice research. The course focuses on proper collection methods, data entry, and data analysis using various statistical software packages. Students will be exposed to different statistical techniques and multivariate methods of analysis.

Course Outcomes and Assessment Plan:

Students will gain an understanding of the various methods used in collecting data for research and evaluations in the Criminal Justice profession.

Assessment: Examinations and assignments

Students will gain an understanding of various statistical /analytical methods used for research and evaluation in the Criminal Justice profession.

Assessment: Course capstone project involving collection and statistical analysis of data.

Students will become familiar with various statistical software packages used in Criminal Justice data analysis.

Assessment: Assignments using software.

Students will demonstrate the ability to critically analyze other empirical studies using data analysis.

Assessment: Reaction papers to peer-reviewed journal articles.

Course Outline including Time Allocation:

Introduction of data collection and statistical analysis—

1. Introduction to Statistics-foundation, objectivity, validity- 3 hours
2. Levels of Measurement 3 hours
3. Graphic Statistics 3 hours
4. Measures of Central Tendency 3 hours
5. Curves & Frequency Distributions 3 hours
6. Crosstabulations and Bivariate Analysis 3 hours
7. Hypothesis formation, Sampling Distributions, and Statistical Significance 3 hours
8. Chi Square 2 hours
9. Z tests/t-tests 4 hours
10. ANOVA 3 hours
11. Measures of Association 3 hours
12. Regression 6 hours
CREATE NEW COURSE
Course Data Entry Form

I. ACTION TO BE TAKEN: CREATE A NEW COURSE
   Notes
   1. Complete each item in Section I and Section II.
   2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the
      prerequisite change must be submitted for those courses as well.

   Term Effective (6 digit code only): 201101

II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

   a. Course Prefix
   b. Number       c. Enter Contact Hours per week in boxes.
      Crim    625          LECTure X LAB               INDependent Study – Check (x) □
      Practicum: □ Seminar: □

   d. Course Title: CJ Data Collection and Analysis (Limit to 30 characters/spaces.)

   e. College Code f. Department Code
   Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

   g. Type: □ Variable X Fixed h. Minimum Credit Hours □ i. Maximum Credit Hours □

   j. May Be Repeated for Added Credit: Check (x) □ Yes □ No

   k. Levels: Check (x) □ Undergraduate □X Graduate □ Professional

   l. Grade Method: Check (x) X Normal Grading □ Credit/No Credit only (Pass/Fail)

   m. Does proposed new course replace an equivalent course? Check (x) □ Yes □ No

   n. Equivalent course: Prefix □ Number □ See instructions on Replacement courses.

   o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

   This will introduce students to the various data collection and analysis methods used in
   Criminal Justice research. The course focuses on proper collection methods, data entry, and data
   analysis using various statistical software packages. Students will be exposed to different statistical
   techniques and multivariate methods of analysis.

   p. Term(s) Offered: Spring (See instructions for listing.) q. Max. Section Enrollment: 20

   r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces.
   CJ graduate status

   UCC Chair Signature/Date: 9/27/10
   Academic Affairs Approval Signature/Date: 10/6/10

   To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
   □ Basic Skill (BS) □ General Education (GE) □ Occupational Education (OC) □ G.E. Codes

   Office of the Registrar use ONLY

   Date Rec'd: _____ Date Completed: _____ Entered: SCACRSE _ SCADETL _ SCARRES _ SCAPREQ _
I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE
Notes:
1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use ‘Delete Course’ and ‘Create New Course’ forms rather than this form.

   a. List the changes to be made (See Proposed Changes a through p below): ☐

   b. Term Effective (6 digit code only): [201101] Examples: 200801(Spring), 200805(Summer), 200808(Fall)
   Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. CURRENT: Include information that is in the current course database.
   a. Course Prefix ☐ b. Number ☐ c. Enter Contact Hours per week in boxes.
   Crim 650 LECture ☑ LAB ☐ INDependent Study – Check (x) ☐
   Practicum: ☐ Seminar: ☐

   d. Course Title: ☐ Research Methodology

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.
   a. Course Prefix ☐ b. Number ☐ c. Enter Contact Hours per week in boxes.
   ☐ ☐ LECture ☐ LAB ☐ INDependent Study – Check (x) ☐
   Practicum: ☐ Seminar: ☐

   d. Course Title: ☐ (Limit to 30 characters/spaces.)

   e. College Code: ☐ f. Department Code: ☐

   Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

   g. Type: ☐ Variable ☐ Fixed h. Maximum Credit Hours ☐ i. Minimum Credit Hours ☐

   j. May Be Repeated for Added Credit: Check (x) ☐ Yes ☐ No

   k. Levels: Check (x) ☐ Undergraduate ☐ Graduate ☐ Professional

   l. Grade Method: Check (x) ☐ Normal Grading ☐ Credit/No Credit only (Pass/Fail)

   m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
   This course will provide the student with an understanding of the purposes behind criminal justice research, the concepts and logic of research designs, and explore experimental research designs. The student will be familiarized with research methods in order to lay the groundwork for designing research projects, as well as to interpret research designs and findings of studies they read.

   Term(s) Offered: ☐ (See instructions for listing.) o. Max. Section Enrollment: ☐

   p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces. ☐

   UCC Chair Signature/Date: 9/27/10 Academic Affairs Approval Signature/Date: 10/14/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY