

Hannibal-LaGrange University
Program Proposal for Off-Site Delivery
Criminal Justice Degree Completion Program

This is a proposal from Hannibal-LaGrange University (HLGU) for off-site delivery of the Criminal Justice (CJ) degree completion program. The off-site delivery location is on the main campus of Three Rivers College (TRC) in Poplar Bluff, MO and includes TRC Centers located in the southeast Missouri area.

The following information and forms are presented for approval by the Missouri Department of Higher Education:

Off-site Delivery of an Existing Program	Form OS
Student Enrollment Projections Addresses rationale for the program including evidence of market demand and societal need supported by research	Form SE
Collaborative Programs form Addresses program duplication and opportunities for collaboration	Form CL
Program Characteristics and Performance Goals Addresses accreditation of the program and includes institutional characteristics	Form PG
Memorandum of Understanding (MOU)	HLGU / TRC

HLGU Contacts:

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Donna Pirc	HLGU Three Rivers Site Coordinator dpirc@trcc.edu 573-429-4027

Feel free to contact HLGU for any questions or comments, HLGU appreciates your consideration of this proposal.



OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

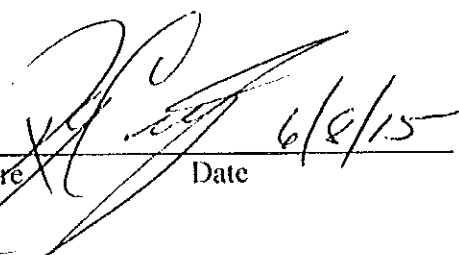
Sponsoring Institution (s): Hannibal-LaGrange University (HLGU)
 Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

Program Title: Criminal Justice (Main campus existing program is Criminal Justice)
Degree/Certificate: Bachelor of Science (BS) or Bachelor of Applied Science (BAS)
Institution Granting Degree: Hannibal-LaGrange University
Delivery Site(s): Three Rivers College (TRC) Poplar Bluff campus
Mode of Program Delivery: In-seat, evening classes

Geographic Location of Student Access: Poplar Bluff, MO

CIP Classification: 43.0103 (same as on campus) (Please provide CIP code)
Implementation Date: Fall 2015
 Semester and Year
Cooperative Partners: Three Rivers College

AUTHORIZATION

Dr. Ray Carty / Vice-President of Institutional Effectiveness		6/8/15
Name/Title of Institutional Officer	Signature	Date

Donna Pirc	573-429-4027
Person to Contact for More Information	Telephone



STUDENT ENROLLMENT PROJECTIONS (Criminal Justice)

Year	1	2	3	4	5
Full Time	15	15	15	15	15
Part Time	0	0	0	0	0
Total	15	15	15	15	15

Please provide a rationale regarding how student enrollment projections were calculated:

The projections are based upon past enrollments and contacts and referrals from prospects of the Criminal Justice (CJ) program. HLGU enrolls the graduates of TRC with an associate degree so they can complete a bachelor degree in their home environment.

Provide a rationale for proposing this program, including evidence of market demand and societal need supported by research:

HLGU offers the only business degree completion program on the campuses of TRC. In the southeast Missouri area, there has always been a great demand for a degree completion program with the major of business. The CJ program is offered as an evening program, designed for adult learners and based on curriculums for adult learning styles. HLGU meets the needs of adult learners in offering an avenue to complete a CJ Bachelors' degree while continuing to be employed. Students do not have to quit a full-time position or re-locate in order to obtain a four year degree. Many adults cannot afford to move in order to complete a degree.

A societal need is the southeast Missouri area has adults who are eligible for funds via the Workforce Investment Act (WIA) program. In order for WIA to approve funds for students, the specific HLGU degree has to be listed as a degree on the DHE official website. As of now, the off-site program for CJ offered at TRC is not listed. Thus, the importance of submitting this

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proposal for students in the southeast Missouri to be able to access WIA funds, students gaining degrees to be employed or obtain a higher paying position is a win-win situation for all Missourians.

In addition, courses are offered in-seat, face-to-face with instructors. Many adult learners prefer in-class communication with instructors as opposed to online degree programs. Networking within a cohort and with instructors is an invaluable and enhances the learning environment of students. Networking also leads to more job referrals and workplace employment.

With the market demand, business requires employees with basic education skills which is likely to increase in the future for gainful employment. With a higher level of education, more income is earned over a lifetime as opposed to those who do not attend college. The US Census Bureau, American Community Survey, 2006-2008, indicated a median annual salary of people with a high school diploma was 21,569, but those who had earned some college or had college degrees earned a median annual income of 32,602. The Missouri Economic Research and Information Center reported in 2010 unemployment in Missouri was 8.3% among those who had earned college credit as compared to an unemployment rate of 11.2% of people who had a high school diploma. According to this research, students having completed college level work, have a distinct advantage in the market demand.



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COLLABORATIVE PROGRAMS

Sponsoring Institutions: Hannibal-LaGrange University and Three Rivers College

Degree program: Criminal Justice (CJ)

Length of agreement: open-ended
(open-ended or limited)

1. Which institution(s) will have degree-granting authority?
Hannibal-LaGrange University (HLGU)
2. Which institution(s) will have the authority for faculty hiring, course assignment, evaluation, and reappointment decisions?
Hannibal-LaGrange University
3. What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?
The CJ degree program follows the HLGU policies and practices related to all faculty decisions.
4. Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?
The CJ program staff are responsible for all student services except financial aid which is managed by the HLGU financial aid department.
5. What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?
Academic calendars are shared with the host and home institution to ensure no conflicts with schedules or classroom availability. The site representatives and home office manager coordinate schedules.
6. In addition to the information provided by each participating institution regarding Financial Projections (Form FP), please address the following items:
 1. How will tuition rates be determined if they differ among the institutions?
HLGU has a fixed tuition rate for all cohorts enrolled in the degree completion program that is published in our student guide and listed on each cohort schedule.
 2. Has a formal agreement been developed regarding cost-sharing policies? If yes, please include it as part of the proposal. If no, please summarize the current understanding between all parties and the plans for developing a formal agreement.
A Memorandum of Understanding (MOU), signed by President's of both institutions is in place. The MOI is attached to the end of this proposal. In

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Form CL – Collaborative Programs

summary, 30,000.00 rent is due annually on July 1st. Each course at Three Rivers college (TRC) has a cost of 150.00.

3. What arrangements, if any, have been made for exchange of money between participating institutions?
TRC invoices all HLGU charges to the appropriate HLGU office. Invoices are paid to TRC within a 2 month period.

7. What commitments have been made by all participants to evaluate the program systematically?
Articulation agreements are in place allowing students from TRC to seamlessly flow into the HLGU program for degree completion.

8. If one institution wishes to discontinue the program, what agreements exist for terminating the offering?
As part of the MOU, any party may terminate the agreement by providing 120 days written notice.



PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Hannibal-LaGrange University (HLGU)
Program Name Criminal Justice (CJ)
Date June 8, 2015

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
No special preparation for admission is required. Regular admission requirements apply such as a 2.0 cumulative GPA, official transcripts from all institutions previously attended, and an approved HLGU CJ degree plan.
- Characteristics of a specific population to be served, if applicable.
The HLGU CJ program offered at Three Rivers College (TRC) is designed for the specific population of working adults. It is a degree completion evening program that meets one night per week for eighteen months. Students do not have to relocate or quit day employment to obtain a Bachelor degree.

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
Instructors of the HLGU CJ program must have a Master's degree. The HLGU policy requires instructors to have one degree level above the students being taught. Eighteen hours in the subject discipline being taught is also required.
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
All HLGU CJ instructors at TRC are employed as adjunct instructors.
- Expectations for professional activities, special student contact, teaching/learning innovation.

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Professional activities require participation in HLGU inservices held at TRC. Adjuncts are included in the HLGU faculty email to be aware of campus happenings. Professional development sessions are recorded on campus for adjunct faculty to access.

3. Enrollment Projections

- Student FTE majoring in program by the end of five years.
At the end of five years, the students majoring in the program would be a total of 60.
- Percent of full time and part time enrollment by the end of five years.
Projected enrollment is 100% of graduates by the end of five years.

4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
The estimated number of graduates at the end of three years would 45 and the estimated number of graduates at the end of five years would be 60.
- Special skills specific to the program.
HLGU CJ students would graduate with the specific skills of a broad business degree. CJ students are provided with training, skills, and knowledge base in the areas of academic writing in the criminal justice field, criminology in society, crisis intervention, protocol in report writing, criminal law/procedures, policing in America, constitutional law, family violence, ethical standards in criminal justice, scientific criminal investigations, domestic terrorism, international terrorism, homeland security, juvenile delinquency, probation, parole, and criminal justice supervision and management.
- Proportion of students who will achieve licensing, certification, or registration.
All CJ students, upon completion of degree requirements, are awarded a Bachelor degree. No licensure, certification, or registration is required.
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
There are no national assessments for the CJ program. Pre-test and post-test are given for local assessments.
- Placement rates in related fields, in other fields, unemployed.
Approximatley 30% of HLGU CJ graduates are hired in related fields.

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- Transfer rates, continuous study.
Approximately 20 % of CJ graduates continue on to higher degrees for continuous studies.

5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. **If there are no plans to seek specialized accreditation, please provide a rationale.**
HLGU is accredited by the Higher Learning Commission. Accreditation is on a ten year rotation for accreditation by the Higher Learning Commission.

6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*
A graduation requirement for HLGU Career Services is a Graduate Survey taken by all CJ graduates.
- Expected satisfaction rates for employers, including timing and method of surveys.
No satisfaction employer rating scales are implemented.

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.
HLGU has historically had a proven record of sound academic programs and successful graduate placements. Students are supported by a local full-time coordinator both at the TRC Poplar Bluff and Sikeston campus. The local coordinators provide assistance in all aspects of the program and collaborate with on campus offices for the success of students. Qualified instructors are in place and possess a sound knowledge base and expertise in their content area in which they teach. HLGU employs a full-time Director of the ADVANCE adult programs on campus. In addition, two administrative assistants are in place to support the off campus programs. With the above factors in place, HLGU is very well-equipped to support the off-site CJ programs.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding between Three Rivers Community College ("Three Rivers"); Southeast Missouri State University ("SOUTHEAST"); Hannibal-LaGrange College ("Hannibal"); and Central Methodist University ("CMU") through its authorized Boards and Officers is dated the 8th day of June, 2015, to wit:

1. This Memorandum is intended to be a formal expression of the parties' intent to enter into a binding relationship regarding the use and occupancy of classroom and office space in their educational pursuits.
2. Three Rivers operates community college campus in the City of Poplar Bluff, Missouri and enjoys a mutual relationship with SOUTHEAST, Hannibal, and CMU where classes are offered on the campus of Three Rivers by SOUTHEAST, Hannibal, and CMU for college credit to their respective students.
3. Three Rivers desires to provide classroom and office facilities to SOUTHEAST, Hannibal, and CMU for their operations; and SOUTHEAST, Hannibal, and CMU desire to continue to pursue their operations on the campus of Three Rivers.
4. Three Rivers will provide classroom space, including utilities and parking space as afforded to its own students on the Three Rivers campus to the students of the other partners. Three Rivers will also provide adequate office space for the faculty and staff of SOUTHEAST, Hannibal, and CMU.
5. Three Rivers will provide one full-time position and one part-time position that will provide coordination and support of the university operations and the evening operations of Three Rivers.
6. As consideration for the use of Three Rivers' facilities, SOUTHEAST, Hannibal, and CMU will pay to Three Rivers the sum of Thirty Thousand dollars (\$30,000.00) per year, to be paid annually commencing on the 1st day of July, 2015, and continuing on the 1st day of each July for the duration of this agreement. In addition to this annual payment, SOUTHEAST, Hannibal, and CMU will pay to Three Rivers, as additional consideration, the sum of one hundred fifty dollars (\$150.00) for each course that is taught on the campus of Three Rivers. Said payment shall be invoiced by Three Rivers on a semester basis. Online course shall be specifically excluded from this provision.
7. Students of SOUTHEAST, Hannibal, and CMU shall be considered "invited guests" of Three Rivers, and shall be entitled to the same benefits and privileges as other "invited guests" of Three Rivers.

8. This agreement shall remain in effect for a period one year from the execution of this agreement by all parties. The agreement shall automatically renew at the end of each year, subject to paragraph 9. The consideration for any extensions of this agreement shall be subject to adjustments as the parties may agree.
9. Any party may terminate the agreement by providing 120 days written notice. The remainder of the agreement would remain in force for all other parties.
10. This agreement is accepted and approved by the parties as witnessed below, all of whom represent that they have the authority to enter into it by their respective Governing Bodies.

ACCEPTED AND EXECUTED on this 8th day of June, 2015.

Three Rivers Community College

By: 
Authorized officer and agent

Southeast Missouri State University

By: 
Authorized officer and agent

Hannibal-LaGrange College

By: 
Authorized officer and agent

Central Methodist University

By: 
Authorized officer and agent