

*This form is intended to be used as a “soft copy” to gather requisite information related to new degree program applications. For programs to be included on Commission agendas from March 2021 onward, applications should be submitted through the Academic Program Review Portal (apr.ache.edu).

Alabama Commission on Higher Education

PROPOSAL FOR A NEW DEGREE PROGRAM

1. Date of Proposal Submission:

Full program name and level: Master of Science in Criminal Justice

CIP Code: 43.0104

2. Learning Outcomes and Program Review:

Succinctly list at least four (4) but no more than seven (7) of the most prominent student learning outcomes of the program.

Outcome 1: Demonstrate competency of the functional components of Criminal Justice – law enforcement, corrections, courts and juvenile justice.

Outcome 2: Demonstrate and apply advanced critical thinking skills combined with problem solving proficiency through the application of analytical and theoretical models to evaluate evidence, select among alternatives, and generate workable options in order to support effective criminal justice and correctional leadership and management decision-making.

Outcome 3: Demonstrate awareness and the application of teamwork skills in justice administration practices.

Outcome 4: Demonstrate effective communication skills, to produce clear, concise, and analytical writing in criminal justice reports and other work-related documents with the appropriate use of visual aids.

Outcome 5: Demonstrate an in-depth knowledge of ethics commonly employed in the criminal justice field to address a wide range of ethical dilemmas.

3. Employment Outcomes and Program Demand

Indicate the primary industry where graduates would seek employment using the North American Industry Classification System (NAICS): <https://www.naics.com/search/>

NAICS Code:	9221	Justice, Public Order, and Safety Activities
	922110	Courts
	922140	Correctional Institutions
	322150	Parole Offices and Probation Offices
	922190	Other Justice, Public Order, and Safety Activities

Select at least one and up to three Standard Occupational Codes (SOCs) where graduates of the new program would seek employment:

https://www.bls.gov/soc/2018/major_groups.htm

- 33-1010 First Line Supervisors of Correctional Officers
- 33-1012 First Line Supervisors of Police and Detectives
- 33-3021 Detectives and Criminal Investigators

Please explain whether further education/ training is required for graduates of the proposed program to gain entry-level employment in the occupations you have selected.

NONE

Please describe how you will determine whether graduates are successful in obtaining relevant employment or pursuing further study.

The College of Liberal Arts and Social Sciences currently conducts exit surveys of graduates to determine employment upon graduation. Surveys will be emailed to graduates and employers one year and five years after graduation to track success in obtaining relevant employment.

Briefly describe how the program fulfills a specific industry or employment need for the State of Alabama. Please refer to the State's "In-Demand Occupations List" (see [ACHE's Academic Program](#) page for most recent list) or include local and statewide occupational projections, along with data sources as appropriate.

The need for the proposed program is supported by the Bureau of Labor Statistics which estimates that employment in law enforcement is expected to sustain a continuous growth of 7% into 2024. The demand for more criminal justice personnel to maintain public safety is clearly expected to continue as the crime rate has been increasing during the pandemic years. The projected estimation by the Bureau of Labor is that there will be at least 67,000 jobs for law enforcement yearly and 35,700 projected jobs in corrections yearly far into the future. Certainly, there are also thousands of other criminal justice positions projected to open in the courts system and in the juvenile justice system as well.

Research conducted in 2021 at the University of Alabama revealed a rise during the pandemic in the incidence of domestic violence and intimate partner violence. This article highlighted a 27% increase in these types of violence from March 2020 to March 2021. A 2021 study published in the Journal of Criminal Justice found an increase of 25% to 30% in domestic violence cases globally in 2020. The pandemic and associated social ills are increasing intimate partner violence so there will clearly be a greater need for highly educated and well-trained criminal justice personnel, especially with leadership and managerial skills.

U.S. News & World Report noted that in 2020 this country saw the largest increase in the homicide rate in over 100 years. The murder rate increased most notably in the South according to the Centers for Disease Control & Prevention as homicide has been labeled an epidemic. The murder rate in Alabama for 2020 was 14.2% (per 100,000 people). An increase in homicide and other types of violence crime means a greater demand for more highly trained criminal justice practitioners. The Journal of the Medical Association (JAMA) sponsored research on the incidence of mass shootings in the U.S. from 2014 to 2021. This article provided a snapshot of the findings as over 7,500 law enforcement agencies submitted information on mass shootings to the gun violence database. For example, In July 2018, there were 45 mass shootings, in July 2019 there were 42 such incidents, and in July 2020, there were 88 mass shootings incidents in a single month. The astounding increase in violent crime in this country was discussed in a recent Times article which focused on how community leaders have admitted that they have failed to come up with a firm plan on how to restore peace throughout our country. The Times article point out that communities need leaders that have the skills to be able to recognize when strategies of crime control are not working and the skills necessary to shift course in order to better protect the public.

The Alabama Department of Corrections presently employs over 3,400 employees and is expected to continue to grow and offer many long-term career opportunities to employees. The Alabama Bureau of Pardons & Paroles also has stated in its website that they intend to continue to seek more hires into 2024. A 2019 article on work force issues in corrections by Joe Russo examined the difficulty of meeting the hiring needs in corrections and he declared it a crisis in many states. Russo pointed out those vacancies in corrections approach 50%, with Mississippi and Kansas, in particular, being in a crisis. Criminal justice agencies are fiercely competing for new hires and the opportunity to promote well-educated and well-trained personnel. The RAND Corporation conducted a study sponsored by the National Institute of Justice (NIJ) and identified the need to improve correctional staff through education, improve staff competencies, improve staff training, and the need to develop future leaders in the correctional arena. All these reports strongly support the need to create an avenue to serve as a pipeline to the criminal justice system from educational institutions to meet the demand for highly educated criminal justice leaders with managerial skills, which the new proposed program seeks to produce

Briefly describe evidence of student demand for the program, including enrollments in related coursework at your institution if applicable. If a survey of student interest was conducted, please briefly describe the survey instrument, number and percentage of respondents, and summary of results.

A total of 178 respondents (111 current students; 65 graduates) participated in the survey. The response was resounding as 88% responded that they would be interested in enrolling in the proposed Masters of Criminal Justice. 83% of the respondents expressed interest in the 30 credit hour non-thesis plan while 17% expressed a preference for the 36 credit hour thesis option. A majority of the students (77 students) chose on-line classes as their preferred method of instructional delivery while the least preferred method of instruction was in-person classes with only 30 students wanting live classes. Of the two Concentrations proposed, the Masters in Criminal Justice

Leadership & Management was preferred by 94% of the respondents

4. Curriculum and Prerequisites

Program Completion Requirements: (Enter a credit hour value for all applicable components, write N/A if not applicable)

Credit hours required in program courses	
Credit hours in general education or core curriculum	<u>N.A.</u>
Credit hours required in support courses	<u>12</u>
Credit hours in required or free electives	<u>18</u>
Credit hours in required research	<u>0</u>
Total credit hours required for completion	<u>30</u>

Please indicate the maximum number of credits that can be transferred in from another institution and applied to the program:

Up to six (6) credits can be transferred with departmental approval.

Please describe any work-based learning (WBL) activities that are required or recommended for program completion (including internships, practical/clinical experience, applied research, or other immersive experiences designed to prepare graduates for employment in the field). Definitions and examples of different types of WBL are available at <https://www.alapprentice.org/>.

None

Does the program include any options/concentrations? If so, please describe the purpose and rationale for the options, and list the courses for each in the table below.

Option 1: Criminal Justice Leadership & Management

Reasons why students should receive a Master of Science in Criminal Justice Degree.

- Career advancement
- Acquisition and development of leadership skills
- Improve written and oral communication
- Become an advocate and influencer in their community for criminal justice and its related efforts
- Support emerging work in cybersecurity in the state
- It improves employability.

Option 2: Correctional Leadership and Management

Why Correctional Leadership and Management?

- Develop advanced correctional management skills by exposing learners to

- alternative correctional methods
- Develop policies and procedures that are sensitive to vulnerable populations that enter into correctional sanctions.
 - Career advancement
 - Acquisition and development of leadership skills
 - Improve written and oral communication
 - Become an advocate and influencer in their community for criminal justice and its related efforts
 - It improves employability.

Students will be able to sit for certification exams in Incident Command Systems recognized by the National Incident Management System.

Please complete the table below indicating all coursework for the proposed program, specifying any new courses developed for the program, along with courses associated with each option as applicable. Include the course number, and number of credits. Coursework listed should total the number of hours required to complete the program.

A total of 30 credit hours are required for completion of the Master of Science in Criminal Justice for the Non-Thesis option. There is a total of 18 core hours required and 12 elective hours to fulfill the requirements for a Non-Thesis Master of Science in Criminal Justice Leadership & Management or for the Correctional Leadership and Management option. A total of 36 credit hours are required for completion of the Master of Science in Criminal Justice for the Thesis option.

Table 1 List of Required Courses in the Master of Science in Criminal Justice Program

Course Number and Title	Credit Hours
Required Courses for both Thesis & Non-Thesis tracks (18 hours):	
CRJ 500 – Ethics in Criminal Justice Leadership & Management	3 hours
CRJ 501 – Legal Aspects of Criminal Justice Management	3 hours
CRJ 502 – Organizational Principles of Leadership in Criminal Justice	3 hours
CRJ 503 – Criminological Theory in the Administration of Justice	3 hours
CRJ 504 – Survey of Research Methods in Criminal Justice	3 hours
CRJ 505 – Capstone Course in Leadership & Management	3 hours
Thesis Track Requirements (9 hours):	
CRJ 506 – Statistics in Criminal Justice	3 hours
CRJ 507 – Thesis (to be taken twice for a total of 6 course hours)	3 hours (x2)
Elective Requirements – Thesis (9 hours) & Non-Thesis (12 hours)	
CRJ 508 – Contemporary Issues in Policing	3 hours
CRJ 509 – Contemporary Issues in Courts	3 hours
CRJ 510 – Contemporary Issues in Juvenile Justice	3 hours
CRJ 511 – Contemporary Issues in Corrections	3 hours
CRJ 512 – Community Based Corrections	3 hours
CRJ 513 – Civil Liberties in Correctional Management	3 hours
CRJ 514 – Victimology	3 hours
CRJ 515 – Emergency & Crisis Management	3 hours
CRJ 516 – Race, Ethnicity, and Crime	3 hours
CRJ 517 - Special Topics	3 hours
Total Hours	
Thesis Track	36 hours
Non-Thesis Track	30 hours

*Upon completion of the 6 Core Course Requirements, students in both the Non-Thesis and Thesis Options and in both Concentrations will earn the Certificate in Criminal Justice Leadership & Management.

Table 2 Schedule of Courses for the MSCJ Program

REQUIRED/ ELECTIVE	COURSE	YEAR AND SEMESTER
REQ	CRJ 500 – Ethics in Criminal Justice Leadership & Management	YR-1-Fall Session 1
REQ	CRJ 501 – Legal Aspects of Criminal Justice Management	YR-1-Fall Session 1
REQ	CRJ 502 – Organizational Principles of Leadership in Criminal Justice	YR-1-Fall Session 1
REQ	CRJ 503 – Criminological Theory in the Administration of Justice	YR-1-Fall Session 2
REQ	CRJ 504 – Survey of Research Methods in Criminal Justice	YR-1-Fall Session 2
REQ	CRJ 505 – Capstone Course in Leadership & Management	YR-1-Fall Session 2
Non-Thesis Track		
ELE 1	CRJ Graduate Elective	YR-1-Spring Session 1
ELE 2	CRJ Graduate Elective	YR-1-Spring Session 1
ELE 3	CRJ Graduate Elective	YR-1-Spring Session 1
ELE 4	CRJ Graduate Elective	YR-1-Spring Session 1
Thesis Track		
REQ	CRJ 506 – Statistics in Criminal Justice	YR-1-Spring Session 1
REQ	CRJ 507 – Thesis (to be taken twice for a total of 6 course hours)	YR-1-Spring Session 1
ELE 1	CRJ Graduate Elective	YR-1-Spring Session 1
REQ	CRJ 507 – Thesis (to be taken twice for a total of 6 course hours)	YR-1-Spring Session 2
ELE 2	CRJ Graduate Elective	YR-1-Spring Session 2
ELE 3	CRJ Graduate Elective	YR-1-Spring Session 2

Intended program duration in semesters for full-time students:

A full time student pursuing the Master of Science in Criminal Justice degree can finish in 12 months or less (12 hours per semester or two courses per session). This can be completed in three academic semesters and a summer. High performing internal students will be encouraged to take the core courses while they are completing their undergraduate courses. The university has a Senior Privilege policy that supports this.

Intended program duration in semesters for part-time students:

Part time students will be able to complete the Master of Science in Criminal Justice within two (2) calendar years.

Please indicate any prior education or work experience required for acceptance into the program:

Applicants for the Master of Science in Criminal Justice should have completed an undergraduate degree from an accredited institution in Criminal Justice or a related field as approved by the MCJ director.

Describe any other special requirements for the program:

None

5. Specific Rationale (Strengths) for Program

What is the specific rationale for recommending approval of this proposal? List 3-5 potential program strengths.

1. The projected growth in the law enforcement positions and correctional profession is estimated to continue well into 2024 and beyond. The U.S. Bureau of Labor Statistics (2022) estimates there will be at least 67,000 new jobs for law enforcement and 35,700 new jobs in corrections created annually. Most jobs in criminal justice fall into the categories of Law Enforcement and Corrections, which led to the development of these two specific concentrations.
2. Crime, especially domestic violence, homicide, and mass shootings, have dramatically increased during the pandemic so there is a greater demand for criminal justice personnel to maintain public safety (Newman, 2021; Piquero, Jennings, Jemison, Kawkinen, and Knaul, 2021; Fitzgerald, 2021; and Bocanegra and Tingirides, 2022).
3. The average police officer salary is between \$40,000 and \$90,000 while a Police lieutenant makes between \$54,000 and \$137,000, and a police captain makes between \$53,000 and \$164,000 according to the Criminal Justice Degree Hub (2022). A graduate degree can help propel a police officer into being promoted to police corporal, a police sergeant, a police lieutenant, a police captain, a police assistant chief, or into becoming Police Chief. Years of work experience as well as favorable work evaluations and good marks on civil service exams are also factors that go into a promotion. In Alabama, the average correctional officer salary is \$40,250 and there are ranks with higher salaries attached as in law enforcement. The U.S. Bureau of Prisons (2022) requires a bachelor's degree for correctional officers with salaries ranging from \$35,000 to \$70,000. A senior correctional officer makes between \$46,000 and \$94,000 in the U.S. Bureau of Prisons. Education is valued at the federal level as well as the state level so a graduate degree can propel someone into a higher position and into a higher salary. Work experience, work evaluations, and good results on civil service exams also factor into the mix for promotions and salary increases in the field of Corrections.

Please list any external entities that have supplied letters of support attesting to the program's strengths, and attach letters with the proposal.

None

6. Program Resource Requirements

A. Faculty. Please provide or attach a brief summary of primary and support faculty that includes their qualifications specific to the program proposal. Note: Institutions must maintain and have current and additional primary and support faculty curriculum vitae available upon ACHE request for as long as the program is active, but you do not need to submit CVs with this proposal.

The College of Liberal Arts and Social Sciences has 48 full-time doctoral qualified faculty. Their names, rank, discipline and academic qualifications are listed below. We have four advertised positions in AY 2020-21 which will bring our total count to 23.

NAME	ACADEMIC DEGREES	Faculty Qualifications as per AACSB Standards
1. Dotremon, Delilah Professor of Criminal Justice & Sociology		Scholarly Academic (SA)
2. Gill, Brenda Associate Dean (CLASS) & Professor of Sociology		Scholarly Academic (SA)
3. Bennett, Gerald Associate Professor of Sociology		Scholarly Academic (SA)
4. Ray, Keith Associate Professor & Chair of Criminal Justice and Social Sciences	Ph.D. (Criminal Justice), 2015: Capella University M.S. (Public Administration & Justice Administration), 2006: Troy University B.S., 1996: Alabama State University	Scholarly Academic (SA)
5. Mckinnon, Jesse Asst Professor of Sociology		

Please provide faculty counts for the proposed program:

Status	Faculty Type	
	Primary	Support
Current- Full Time	4	0
Current-Part Time	0	0
Additional-Full Time (to be hired)	4	0
Additional-Part Time (to be hired)	0	0

Note: Annual compensation costs for additional faculty to be hired should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table.

B. Staff. Will the program require dedicated staff? Yes No

If so, indicate the number or percentage of FTEs. Salary/ benefits costs should be included in the program summary table below.

Note: Annual compensation costs for staff to be hired should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table.

C. Equipment. Will any special equipment be needed specifically for this program?

Yes No

If yes, please list. Their cost should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table.

D. Facilities. Will any new facilities be required specifically for the program?

Yes No

If yes, please list. Only new facilities need be listed. Their cost should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table.

E. Library. Will additional library resources be required to support the program?

Yes No

Please provide a brief description of the current status of the library collections supporting the proposed program.

Please see Appendix-A.

If yes, please briefly describe how any deficiencies will be remedied, and include the cost in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table.

F. Assistantships/Fellowships. Will you offer any assistantships specifically for this program?

Yes No

If "Yes", how many assistantships will be offered?

Their cost should be included in the NEW ACADEMIC DEGREE PROGRAM SUMMARY table.

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY

INSTITUTION: ALABAMA STATE UNIVERSITY

PROGRAM: MASTER OF SCIENCE IN CRIMINAL JUSTICE

Select Level: Master's

ESTIMATED *NEW* EXPENSES TO IMPLEMENT PROPOSED PROGRAM

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
FACULTY	65,000	65,000	65,000	65,000				260,000
STAFF	38,000	38,000	38,000	38,000				152,000
EQUIPMENT								0
FACILITIES								0
LIBRARY								0
ASSISTANTSHIPS								0
OTHER								0
TOTAL	103,000	103,000	103,000	103,000	0	0	0	412,000

***NEW* REVENUES AVAILABLE FOR PROGRAM SUPPORT**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
REALLOCATIONS								0
EXTRAMURAL								0
TUITION	0	314,820	400,680	472,230	472,230	472,230	472,230	2604420
TOTAL	0	314820	400680	472230	472230	472230	472230	2604420

ENROLLMENT PROJECTIONS

Note: "New Enrollment Headcount" is defined as unduplicated counts across years.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
FULL-TIME HEADCOUNT	Year 1 - No data reporting required	10	10	15	15	15	15	13.33333333
PART-TIME HEADCOUNT	Year 1 - No data reporting required	20	20	20	20	20	20	20
TOTAL HEADCOUNT	Year 1 - No data reporting required	30	40	45	45	45	45	41.66666667
NEW ENROLLMENT HEADCOUNT	Year 1 - No data reporting required	30	30	35	35	35	35	33.33333333

DEGREE COMPLETION PROJECTIONS

Note: Do not count Lead "0"s and Lead 0 years in computing the average annual degree completions.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
DEGREE COMPLETION PROJECTIONS	Year 1 - No data reporting required	8	15	15	15	15	15	13.83333333

New entails additional expenses or revenues associated with program implementation. Please include any planning or start-up expenses within Year 1 (even if these were incurred in Year 0 or prior). Do not include expenses or revenues already budgeted for a department or instructional unit prior to the development of this specific program. For instance, if new faculty will be hired to teach in this program, salary/benefits should be included for each year following hire, but salary/benefits for existing faculty would not be included.

**MASTER OF SCIENCE IN CRIMINAL JUSTICE
WITH CONCENTRATIONS LEADERSHIP & MANAGEMENT AND
CORRECTIONAL LEADERSHIP & MANAGEMENT
PROPOSAL**

LIBRARY COMPONENT

**LEVI WATKINS LEARNING CENTER
Alabama State University**

Janice R. Franklin, M.S.L.S., Ph.D.
Dean

Natasha J. Jenkins, Ed.D., M.B.A., M.L.S.
Acquisitions, Collections, Assessment, and Resource Management
Coordinator

Fagdéba Bakoyéma, M.A., M.I.S., M.L.S.
Information Literacy and Learning Assistance Coordinator

Neil E. Foulger, M.A., M.L.S.
Electronic Resources/Serials Services Librarian

Jian Zhang, M.A., M.L.S.
Coordinator of Public Services

Accreditation Standard (AS) 3.5.4

The program submits the library form to demonstrate comprehensive library holdings and/or electronic access and other informational and educational resources necessary for achieving its mission and goals.

(1) - Person(s) completing report may use forms and charts in the narrative discussion of business resources. Tables, charts, or spreadsheets may be used to provide numerical data representing as many of the following areas as applicable to the program. Discuss the following:

(A) Holdings of books, monographs, journals, and other collection resources pertinent to business administration study and research

The Levi Watkins Learning Center (LWLC) has established a written collection development policy to provide guidance on evaluating, selecting, and ordering library materials to support teaching and research in all academic areas including the College of Business Administration. This same policy applies to support the proposed Master of Business Administration with proposed concentrations in enterprise resource planning and project management. Library materials are selected in various formats to include print, non-print, and electronic resources. Acquisition of library materials for the College of Business Administration is determined by the library staff in collaboration with the College of Business Administration students and faculty. All faculty members and students are encouraged to make recommendations for any titles they wish to add to the library's collection in order to strengthen holdings with all business administration subject areas. The fulfillment of material requests from faculty and students are dependent upon the availability of funds and collection development policy guidelines. In order to maintain current needs, the collection is evaluated on a regular and systematic basis to replace those titles that are no longer viable to support the curriculum.

Methodology

The LWLC book assessment involved an analysis of holdings reports generated from the Voyager Library Management System and a review of the data provided by the OCLC WorldCat Assessment Tool, Collection Dashboard, which contains comparisons of statistical data on LWLC holdings by subjects, formats, and publication dates. The serials assessment involved a review of existing print subscriptions, titles in online e-journal packages related to business administration, and proposed journal subscriptions that best relate to the program and its concentrations. The current LWLC databases were reviewed by analyzing subscriptions and usage data. Business-related databases subscribed to by actual and aspirant peer libraries that have these concentrations (University of North Alabama, University of Alabama) were reviewed.

Book Collections

Budgetary constraints have severely limited the purchase of books for the collection since 2013. The following chart (Chart A) compares the Levi Watkins Learning Center's book holdings (print + electronic) to both peer libraries' holdings in the two concentrations.

Chart A

PRINT & ELECTRONIC BOOK HOLDINGS COMPARISON FOR CRIMINAL JUSTICE CONCENTRATIONS			
	Holdings per Alabama State		
Volumes Held for Both Concentrations.			

Per the above table, the holdings at Alabama State University are deficient in number compared to the actual and aspirant peer institutions. In addition, a review of Alabama State University's holdings shows that the majority of the collection was published 10 years or earlier. According to the LWLC Collection

Development Policy 2019 edition Appendix 1 (Guidelines for Deselection and Gifts), 5 years is the standard for selection/deselection/replacement of books relating to business in general. Since both quantity and quality of print materials are fundamental in meeting standards for program adequacy, additional support for current print books is needed.

Serials Collection

The serials collection held by the LWLC is in electronic, print and microform formats. An evaluation of print and microform subscriptions occurs between the Serials Department, the Electronic Resources/ Serials Services Librarian, and relevant subject specialists on a regular basis. ASU serials collections are also compared to the holdings of actual and aspirant peer institutions (University of North Alabama, University of Alabama). Suggestions are welcomed from the faculty and students of the College of Business Administration.

The following chart (Chart B) details current LWLC journals holdings that cover a variety of disciplines within business administration. These journals are current subscriptions that would support the Master of Science in Criminal Justice with concentrations in Leadership and Management and Correctional Management; therefore, the LWLC has multiple formats that provide greater access.

Chart B

CURRENT LWLC JOURNAL HOLDINGS IN CRIMINAL JUSTICE AND SOCIAL SCIENCES		
TITLE – located in Serials unless otherwise noted.	PRICE	FORMAT (S)
EBSO eBookHost	\$	Print + Online
Bureau of Justice Statistics	\$	Print + Online
Criminal Justice Abstract with Full Text	\$	Print + Online
FindLaw		Print + Online
LegalTrac		Print + Online
National Criminal Justice Reference Service (NCJRS)	\$	Print + Online
Nexis Uni	\$	Print + Online
ProQuest Dissertation & Thesis	\$	Print + Online
JSTOR	\$	Print + Online
Social Sciences Full Text	\$	Print + Online

Databases

The Levi Watkins Learning Center accesses electronic databases using a variety of methods. There are many electronic databases that are subscribed to by the LWLC. Other electronic resources are accessed per consortium agreements with Lyrasis (such as Morningstar). The Alabama Virtual Library (AVL) also provides access to electronic database resources, such as SAGE and EBSCO, for all libraries across Alabama, including higher education institutions.

Nevertheless, the need for electronic resources to support the ASU business curriculum is great. This evaluation is a result of reviewing both actual peer (University of North Alabama) and aspirant (University

of Alabama) libraries. Per this review, the following databases are recommended for future acquisition to support the proposed Master's in Business Administration program.

The acquisition of the resources listed above would supplement the existing general and subject-relevant databases listed below which support the Master of Science in Criminal Justice with concentrations in Leadership and Correctional Management

Budget

Budget restrictions in recent years led to reduced spending on social science-related resources and subscriptions. Based on amounts listed for books, serials, and databases in Section A, the Levi Watkins Learning Center would need a five-year budget as indicated in Chart F for materials to satisfy a level of adequacy in support of the program.

PROPOSED FIVE-YEAR BUDGET FOR CRIMINAL JUSTICE AND SOCIAL SCIENCES FY2021/22– FY2025/26							
			FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
		UNIT COST	PROJECTED (\$)	PROJECTED (\$)	PROJECTED (\$)	PROJECTED (\$)	PROJECTED (\$)
RESOURCES REQUIRED: MATERIALS	BOOKS Unit cost (base – Business, management and labor) Volumes to be added <u>Total Cost</u>		5% cost increase	5% cost increase	5% cost increase	5% cost increase	5% cost increase
	SERIALS Proposed (per Chart B) and current (per Chart C) business- related periodicals <u>Total Cost</u>	FY2023:	8% cost increase			8% cost increase	8% cost increase
	ELECTRONIC PRODUCTS Proposed (per Chart D) and current (per Chart E) business electronic resources <u>Total Cost</u>	FY2023	5% cost increase	5% cost increase	5% cost increase	5% cost increase	5% cost increase
TECHNOLOGY / SOFTWARE	TECHNOLOGY / SOFTWARE		10% cost increase	10% cost increase	10% cost increase	10% cost increase	10% cost increase
STAFF		Salary					

				\$	\$	\$	\$
GRAND TOTAL				\$	\$	\$	\$

(B) Staffing pertinent to the provision of library services to criminal justice students

The Levi Watkins Learning Center is staffed with professional, paraprofessional, and technical staff during all operating hours. LWLC staff members currently provide services to the students and faculty in the College of Liberal Arts and Social Sciences. All the professional staff members hold a Master’s of Library Science (M.L.S.) degree, which is considered the terminal degree in the field of librarianship by the American Library Association (ALA). Also, several of the professional staff members hold a second Master’s degree in another subject field. Moreover, all of the paraprofessional and technical staff members hold a minimum of a Bachelor’s degree in a subject field as required by Alabama State University’s Office of Human Resources. LWLC staff members provide general services directly and indirectly for reference and research services, access services, interlibrary loan services, media services, circulation services, acquisitions, special collections, and archival services. In spite of these levels of support, there is a need for a Social Science Librarian with the subject specific background to address the research, bibliographic and outreach support needed for a Master’s in Criminal Justice program.

(C) Equipment and technology available to business administration (computers, copiers, printers, etc.)

The Levi Watkins Learning Center (LWLC) has numerous forms of technology for use by students, including (but not limited to) desktop computers, laptop computers, headphones, databases, and a phone charging station. Desktop computers are located on the first, third, and fifth floors for patron use. Laptops and headphones may be checked out by students for use within the library. Currently, there are numerous types of technology available to students on the first floor. We offer twenty desktop computers for students near the Information Desk (fifteen desktop computers and five Apple computers), one computer for students located in the Special Collections Department, and a Power Tower kiosk (phone charging station) is also available to patrons on this floor. The kiosk is able to charge up to 20 devices simultaneously and allows patrons to take pictures and upload them to their social media accounts directly from the kiosk. We also provide five computers for students on the third floor and additional computers for student use on the fifth floor.

The fifth floor offers multiple opportunities for students to engage with technology, including the Research Discovery Lab, which contains nine Apple computers; the Computer Lab, which features six desktop computers; the Digital Production Lab, which provides four Apple computers; and our Information Literacy classroom, which contains 25 computers for students to use while being taught Information Literacy skills by librarians.

The Levi Watkins Learning Center hosts two KIC self-serve scanning stations, one on the first floor and the other on the third floor. These digital scanning stations provide a simple and easy interface for patrons to scan documents, images, books, and other formats of information. The output is in various formats including, but not limited to, PDF, Word, and JPG. The resulting scan can either be saved on a USB flash drive or directly emailed to an email address for students’ research activities.

The Levi Watkins Learning Center has a Printing Solution Service for patron use at the Learning Commons on the first floor. The printing service is very easy and efficient to use for a minimum cost of ten cents per page. Print Station machines are located near the Printing Solution Service printers. These machines allow patrons to purchase a print card for \$1, and the patron’s dollar is added to the card as credit for printing up to ten pages. This print card is also rechargeable for any amount as needed. Patrons can conduct their research at any computer and print the research materials using the Printing Solution Service.

The Educational Media Center (EMC), located on the fifth floor of the library provides students and faculty with support services for development of instructional media materials and media equipment. The EMC also provides circulation of various types of media equipment, audio and video production, and photography services. Use of this equipment requires check-out from the Media Center staff. The equipment is only available to Alabama State University faculty, staff, and students for their research. Next to the Media Center is a media studio used for interviews and documentary production. In addition to providing equipment assistance, the Media Center also provides lamination and transparency creation services for ASU-related scholarly activities.

Microfilm/fiche readers located on the first floor (in the Special Collections Department) and third floor allow for patrons to read and print materials on microform formats. The microfilm/microfiche units are available to all library patrons with or without an Alabama State University identification card. This older form of technology can still be useful to both students and faculty since it contains articles from a wide variety of journals that may be unavailable in our database subscriptions.

(D) Circulation policies and procedures (policy and procedures to ensure that books or other materials required or recommended in business administration courses are made available to students)

The Circulation Department is equipped with two self-check stations for patrons to checkout and return library materials. Staff at the Information Desk is available during all operating hours to assist patrons to checkout library materials. Patrons must present a validated Alabama State University Picture I.D. to check out all materials. Students can checkout materials for 28 days. After the 28 days, they can renew them twice, granted that their items are not recalled. A grace period of five days is allowed after the 28 days have expired. Undergraduate students can check out a maximum of 15 books and graduate students can check out a maximum of 25 books. Faculty members may charge 30 books with a loan period of one semester. All faculty members may place books and photocopy material on Reserve as well as utilize the Electronic Reserves Service. Students can check out hard copy and photocopy reserve materials for a period of two hours. Students are provided twenty-four hour access to electronic reserves through the Levi Watkins Learning Center's webpage.

(E) Describe library's online catalogue, email, computerized search services, document delivery, interlibrary loan (identify per-fee versus non-fee), media, and other related services available to students (include other libraries outside the educational institution to which students have regular access and the appropriateness of each library's holdings for business administration).

The Levi Watkins Learning Center collections are made accessible to patrons through the Voyager Library Management System Online Patron Access Catalog (OPAC), which is linked to the library's webpage. The Voyager System allows patrons to search for books, journals, multimedia, and course reserves using basic and advanced search strategies. Once the book has been found using the OPAC, it will display the location and status. A Multiple Database Search feature is available to patrons through OCLC search tool called WorldCat Discovery, which allows for simultaneous searching of the OPAC and the library's electronic databases. The WorldCat Discovery is a shared online union catalog for worldwide libraries including institutions of higher education located in the Montgomery area. Therefore, LWLC patrons can easily locate material in our library and other libraries. The Serial Solutions E-Journal finder can let patrons easily locate full-text e-journals by journal title or ISSN. Remote access to LWLC's OPAC and electronic databases is provided for Alabama State University students, faculty, and staff.

Alabama State University's Management Information Systems (MIS) and Academic Computing Office provide free email accounts to undergraduate, graduate, and faculty members. The majority of the library's electronic database subscriptions provide patrons with the capability to email research results to an email address of their choice.

The Levi Watkins Learning Center has an extensive collection of electronic database resources. The electronic databases provide access to citations, abstracts, full-text, and full-image literature covering the humanities, social sciences, and sciences. Some of the electronic databases are purchased with library

funding made available through the general fund budget of the University. Some of the electronic databases are provided free of charge through the state funded Alabama Virtual Library (AVL). The LWLC also participates in consortium database license agreements with Lyris and the Network of Alabama Academic Libraries (NAAL) to acquire electronic book and database resources in all disciplines by sharing the costs among consortium members. Electronic resources purchased by library funds have on-campus and off-campus access.

Interlibrary Loan/Resource Sharing is available for faculty, undergraduate, and graduate students, which allows access to materials from a network of other libraries nationwide. The resource sharing services are web-based through the Online Computer Library Center (OCLC). Resource sharing is also facilitated through membership in the Montgomery Higher Education Consortium (MHEC), which includes Alabama State University, Air University, Auburn University, Huntingdon College, and Troy University provides cooperative services among metropolitan academic libraries located in the Montgomery area. The Levi Watkins Learning Center is also a member of the Network of Alabama Academic Libraries (NAAL), which provides statewide license agreements for electronic database resource sharing. Patrons can submit interlibrary loan requests online or complete physical request forms. Most interlibrary loans are free of charge except certain materials that require charges per the policy of the lending library.

The Educational Media Center (EMC), located on the fifth floor of the library provides students and faculty with support services for development of instructional media materials and media equipment. The EMC also provides circulation of various types of media equipment, audiotape and videotape production, and photography services.

(F) Reference coverage and related services (comment on the availability of the library staff to provide reference help on business administration topics to faculty and students)

The Levi Watkins Learning Center was open 79 hours per week before the Pandemic. The Reference Department is staffed with professional librarians on duty to provide reference assistance on business administration topics. A main Information Desk located on the first floor of the library is staffed with professional librarians and well-trained paraprofessional staff. Another information desk is located on the third floor of the library, which houses the print and microform business administration and business administration-related serials. Information desks are also located on the fourth floor and fifth floor, which house the Library of Congress Call Number areas A – Q and R-Z respectively. Research consultation services provided by professional librarians are available for students and faculty on business administration topics as well. Patrons can walk-in or make an appointment with a subject specialist to get reference help. The “Virtual Reference Shelf” on the LWLC homepage provides online access to the most useful reference resources 24 hours a day and 7 days a week. Finally, patrons can also get assistance for their reference questions through the library’s virtual reference services such as live chat (LibAnswers), text messages, telephone, and ask-a-librarian emails.

(G) Is there a library staff member assigned to a liaison role for the business administration program? (If yes, describe the nature of this role vis-à-vis the business administration program.)

The LWLC requests the position of a Business Librarian, at the Assistant Professor level to fill the need to optimally support the program and to assist our current staff shortages. Services will include instructional information literacy sessions, serving as a subject-specific liaison, providing multiple avenues of reference assistance, and a variety of technical equipment for patron use. This position communicates directly with faculty members in each department of the College of Business Administration to determine instructional needs, research requirements, and priorities. The Business Librarian will be responsible for reviewing all requests for materials and for submitting the materials requests to the Acquisitions, Collections, and Assessment Department for purchasing.

The Business Librarian will also coordinate library instruction for the College of Business Administration courses, outreach of library services; development of program strategic planning; technology enhancement; cooperative curriculum development; and activities providing opportunities for faculty empowerment in delivering information literacy teaching to their students.

(H) Indicate if there is a librarian (or librarians) with a specific business administration designation, such as business administration librarian, business administration bibliographer, or business administration liaison. Describe the job responsibilities of these librarians and other activities. In addition, is there involvement by librarians in (a) business administration courses or in course management programs (such as Blackboard, WebCT) for business administration students; (b) library instruction provided through distance education, continuing education; (c) library services for alumni, outreach, or community services; (d) development of program's strategic planning, technology development, curriculum revision, etc.; (e) activities providing opportunities for professional development.

Although the current staff can provide general assistance, a librarian who has the subject expertise to specifically address the research, bibliographic, and outreach support is needed for the program. A subject specialist in business administration will provide the necessary research assistance to insure the continued accreditation of the program.

(I) Describe how business administration faculty suggest items for purchase and how such suggestions for items purchased are handled by the library staff

The Levi Watkins Learning Center has established written policies that govern the evaluation, selection, and ordering process for business administration materials. The policy provides guidance for acquiring print, non-print, and electronic resources to support business administration course instruction and research. All of the faculty and students at Alabama State University are encouraged to submit requests for library materials on a regular and on-going basis. For books, online order request forms are used in selection for materials. The Information Literacy and Learning Assistance Coordinator, who has been temporarily assigned to serve as the Business Librarian, evaluates all requests made by the College of Business Administration faculty in accordance with the criteria stipulated in the LWLC's Collection Development Policy Manual. All electronic database and periodical requests are reviewed by the library's Electronic Resources/ Serials Services Librarian. Each faculty and student request is honored if the request supports instruction and research, satisfies the criteria stipulated in the Collection Development Policy, and if sufficient funding is available at the time of the request.

(J) Describe how often new acquisitions in business administration are listed and reported to program faculty.

New acquisitions in business administration are listed in the Online Patron Access Catalog (OPAC) as soon as the materials are received and processed in the Technical Services Department. The Levi Watkins Learning Center receives and processes new materials on a daily basis. The Electronic Resources/ Serials Services Librarian sends vendor notification slips to faculty members on a monthly basis to notify them that the materials they have requested have been received and shelved in the collection.

(L) Instructional sessions (number and type of presentations, number of participants, evaluation data.)

Information Literacy presentations are provided by the Information Literacy Team each semester at the request of the faculty members for all students completing coursework at Alabama State University (ASU). The information literacy presentations provide comprehensive coverage of the Levi Watkins Learning Center's numerous print, non-print, and electronic resources. These presentations are the result of collaboration between librarians and instructional faculty in order to ensure that students acquire the necessary skills to become both literate and fluent in their quest for information. In addition to presentations, Course Research Guides are provided on the LWLC webpage to provide supplemental assistance to LWLC users before, during, and after information literacy sessions.

The Levi Watkins Learning Center is a five-story building located in the center of the Alabama State University campus. The LWLC’s online collections are accessible 24/7 delivering information to the desktop bridging the physical distance electronically.

The regular operating hours are listed below.

Chart G

REGULAR OPERATING HOURS FALL AND SPRING SEMESTERS	
DAYS OF THE WEEK	TIME
Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 4:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.
OPERATING HOURS SUMMER SEMESTER	
DAYS OF THE WEEK	TIME
Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.
Sunday	2:00 p.m. - 6:00 p.m.

Final Summary

Although the LWLC has an extensive collection of resources, qualified library staff, and a wide range of services are vital in support of the Master of Business Administration program, we have a need to fill the vacancy of the Business Librarian to more optimally support the program and to assist our current staff shortages. Services include instructional information literacy sessions, librarians who serve as subject-specific liaisons, multiple avenues of reference assistance, and a variety of technical equipment for patron use. The recently constructed facility offers new areas that allow the Library to continue to strengthen its vast collection of resources and provide new services.

The acquisition of Library resources [print resources (books, journals, audiovisuals), electronic resources (electronic books, databases)] have decreased drastically over the past 5 years due to budget constraints. The on-going budget challenges have negatively impacted the quality of the print holdings, which will require the acquisition of additional print resources to equal core and peer levels. Continued funding that matches material costs will be needed to provide adequate access and coverage for the Master of Business Administration program and its concentrations in enterprise resource planning and project management.

The LWLC seeks to fully support the academic program. We hope the requested funding levels will be provided to allow the Levi Watkins Learning Center (in cooperation with the College of Liberal Arts and Social Sciences) to develop robust materials collection and library services that will insure the accreditation of the prepared Master of Science in Criminal Justice concentration in Leadership and Correctional Management

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