



UNIVERSITY OF ALASKA ANCHORAGE  
Office of Academic Affairs  
3211 Providence Drive  
Anchorage, AK 99508-4614

April 13, 2009

To: Dr. Dan Julius, Vice President Academic Affairs and Research  
UA Systemwide Academic Council

From: Mike Driscoll, UAA Provost

Subject: Addition of an Undergraduate Certificate in Corrections at KPC

The Kenai Peninsula College of UAA proposes to add a new undergraduate certificate in Corrections. This Certificate and the associated Occupational Endorsement Certificate are the result of discussions between KPC, Alaska Representative Paul Seaton, and the Alaska Department of Corrections.

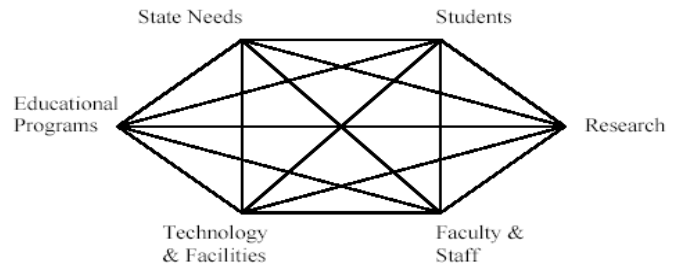
The goal of the certificate is to prepare students for employment in the corrections field and prepare students for four year degree programs at both UAA and UAF.

The prospectus for the undergraduate certificate, including the proposed catalog copy and the two page summary for the regents, is attached.

**University of Alaska Board of Regents  
Program Approval Summary Form**

(2 page version at end of document)

**MAU:** Kenai Peninsula College, University of Alaska Anchorage



**Titles:**

- **Occupational Endorsement Certificate in Corrections**
- **Undergraduate Certificate in Corrections**

**Title and Brief Description**

Kenai Peninsula College proposes to offer two new programs: an **Undergraduate Certificate in Corrections** and an **Occupational Endorsement Certificate in Corrections**. These programs are designed to assist the Alaska Department of Corrections (DOC) in meeting their recruitment and retention needs by providing the knowledge, skills, and abilities necessary to succeed as a Correctional Officer, Probation/Parole Officer or Criminal Justice Technician. In the process, Alaskans will gain skills to make them competitive with non-Alaskans for state jobs. Correctional Officers have a primary function of security and confinement of many of Alaska’s worst offenders. Probation/Parole Officers conduct case management, assist in the movement of prisoners, direct individuals to rehabilitative programming and apprehend violators when public safety is in jeopardy. Criminal Justice Technicians assist institutional and field officers in a variety of duties within DOC and often, with experience, transition to officer positions. To succeed in any of these positions, it takes a motivated individual with a broad array of experience and knowledge of the criminal justice system. These new programs have been designed in active collaboration/partnership of DOC and KPC. The program will provide the first tier of skills and knowledge needed in the field of corrections, including criminal and restorative justice systems, communication skills and the theories of why individuals commit crime.

**Target Admission Date: Fall 2009**

**Relation to the Education Mission of the University of Alaska and the MAU**

As a central mission of the University of Alaska and the University of Alaska Anchorage is workforce development, the proposed Corrections program directly serves that mission by providing instruction related to workforce needs that is currently unavailable elsewhere in the state.

**Relation to the Academic Mission - KPC**

By providing both an Undergraduate Certificate and Occupational Endorsement Certification in Corrections, these programs tie directly to the mission of KPC: committed to excellence in education, training and life-long learning by offering accessible opportunities in a supportive environment. The Alaska Department of Labor (DOL) and DOC both recognize the entry-level training and employment needs for the corrections industry, particularly on the Kenai Peninsula, and these programs fulfill those needs. Additionally, by providing the coursework via distance-delivery, we maximize the program’s accessible opportunities, which is another key mission component.

## **Program Planning**

Discussions in 2007 and early 2008 between Alaska Representative Paul Seaton (District 35-Homer) and the DOC commenced during the legislative process. Rep. Seaton recommended and supported funding a pilot project for a Correctional Officer Certification Program that would train rural Alaskans after speaking with DOC commissioners and hearing their needs. Based on these discussions, Rep. Seaton discussed the potential for this program with KPC Director Gary Turner and KPC's Kachemak Bay Campus Director Carol Swartz. These two then met with DOC Deputy Commissioner Dwayne Peeples on Feb. 27 in Juneau to begin the planning process. Discussions later followed in March 2008 between Special Assistant to the DOC Commissioner, Kevin Brew, Turner, Swartz, KPC Kenai River Campus Adjunct Justice instructor, Ruben Foster and KBC's Adjunct Justice instructor, Randy Rosencrans.

These certificate offerings are expected to complement both 4-year degree programs at UAF and UAA. This will provide an online career track for corrections and law enforcement in Alaska. In addition, subsequent steps may be made to offer an online Associate of Arts in justice at a later date, depending on the success of this program.

## **State Needs Met By This Program**

Alaska's DOL has determined that the corrections industry is an area of high employment need through at least 2014 (Occupational Table 2007-2008). In 2003, DOL expected Correctional Officers to see a 31% growth in the decade of 2001-2010; defining corrections as a "Best Bet Occupation 2000-2010." (Alaska Economic Trends May 2003). The Peace Officer Standards and Training Commission recently released its "Recruitment and Retention Best Practices Update for 2006." On August 24, 2007 Governor Sarah Palin signed Administrative Order (AO) 237. This order charged several commissioners to propose techniques to increase the recruitment and retention of DOC employees. The results of both recruitment and retention proposals echoed the need to find new innovative ideas and strategies for seeking new applicants and retaining existing employees. Within AO 237 it was noted that, "The State must clearly define a training/education track tied to proficiency and advancement in a job series..." A certification/endorsement program will enable DOC to recruit employees to secure and rewarding DOC careers and to provide incentives for retention of valued employees.

According to a recent article by the State of Alaska, Division of Personnel, within the next five years the State will have a workforce with 27% eligible for retirement across all job classes. Within this same 27%, approximately 5% are eligible for immediate retirement. This coupled with the fact that the next generation is 15% smaller than the current, amounts to a lack of those qualified to enter the workforce (HR Solutions Vol. 2 Issue 3, 2006). This factor is particularly important when you add the burden that the younger population is looking elsewhere when making career choices, particularly away from public safety and the armed forces. The need to recruit within high school and in college is apparent. To answer this call, many public safety agencies in the nation are participating in programs at the high school level to attract candidates. Our proposal answers this call for early recruitment. A distance delivery, certification corrections program will help fill the needed gap that we currently have regarding criminal justice career training in Alaska and prepare job training opportunities for rural Alaskans. For current public safety employees, this program will also offer rewards and incentives. Public safety employees realize that once they are hired, the pressure of working shifts while attempting to balance family can be challenging. There is little time for many to attend the traditional college classroom. We recognize the quality that is afforded by an educated officer who holds an advanced degree; however, we seek to train those who are interested in vocational programming and who have little to no postsecondary education.

## **Current University Response to Needs**

Degree programs currently exist in the University of Alaska that are accepted by most public safety employers in the State of Alaska at entry and advanced levels. The University of Alaska Fairbanks (UAF) currently offers a few classes online in entry-level justice. They also offer an online Master of Arts degree in Administration of Justice, which focuses on the management of criminal justice agencies. UAF offers a Justice Bachelor of Arts degree which may soon be offered online as well.

The University of Alaska Anchorage (UAA) offers a Bachelor of Arts degree in Justice and has an academic, research-base within the context of the Justice Center. In addition, UAA offers a Master's in Public Administration (MPA) with an emphasis in criminal justice. Currently any of the above degrees would be given significant weight by any employer within the Alaska law enforcement arena.

The KPC certificate programs seek to vocationally train those who are not yet prepared to pursue a Bachelor's degree in justice, including those living in rural locations. In addition, we seek to educate those that are currently working on shifts to better equip them to handle the rigors of the job. The coursework could form the basis for further degree work, should the student be interested in continuing in higher education.

## **Student Opportunities and Outcomes**

### **Career Opportunities**

Alaskan job seekers-and job seekers looking to relocate to Alaska are likely unaware of the career opportunities available at DOC. Other careers in public safety such as law enforcement, fire service, and forensics constantly receive publicity through the media, direct public contact and exposure of facilities and employees. The corrections field, however, does not receive the same exposure. Corrections facilities are by design off the main thoroughfares in communities and away from the public eye. Corrections officers, probation/parole officers, and corrections administrators do not generally interact with the public with the same frequency as their other public safety counterparts. Two large DOC institutions (Spring Creek Correctional Center and Wildwood Correctional Center) are present on the Kenai Peninsula, with ten others of various size spread across the state. Smaller, municipal institutions are also present, from Homer to Seward.

### **Student Outcomes**

This program will prepare students academically for work as entry level Alaska DOC employees and will provide the groundwork for advancing their academic and professional careers. Through the Occupational Endorsement Certificate in Corrections, students will be able to:

- describe the criminal justice system as a whole.
- describe and apply probation, parole and correctional institutional methods.
- write English with basic proficiency.
- manipulate spreadsheets and compute formulas with basic proficiency.
- recognize human services and systems for the helping professions.
- recognize the addictive process and methods to assist those in addiction.

With the completion of the Undergraduate Certificate in Corrections, students will have gained the learning outcomes of the Occupational Endorsement noted above as well as be able to:

- write technical English with proficiency.
- demonstrate proficiency in interpersonal communication or human relations.
- demonstrate theories proposed to explain criminal activity.

- demonstrate and apply knowledge of the organization of criminal justice institutions.
- demonstrate and apply knowledge of adult institutions, community- based programs and restorative justice.

Through continuing education, the student can expand the basic occupational endorsement certificate, consisting of 16 academic credits, to the one year undergraduate certificate, a two year Associate of Arts degree, and ultimately the four-year Bachelor of Arts degree in Criminal Justice. This program creates a base from which Alaskans can expand their training and education in the area of Corrections.

**Enrollment Projections**

With an aggressive marketing strategy geared towards high school graduates, young adults contemplating a career choice as well as Alaskan residents seeking a transition into a secure and rewarding public service career, a healthy demand for this program is anticipated. This program will be promoted in a variety of methods. The college will promote the program via public media announcements (newspaper, radio, or TV) and on a variety of websites (such as elearners.com or ed-reference.us). Posters will be created advertising the program with “tear-off” s” and distributed to the offices within the DOC and Village Police Safety Offices. Lastly, the program will be promoted via email and word of mouth. Correctional administrators can send out an “all correct” email and announce the program and routinely remind employees of the benefits associated with completing such a program (i.e. incentives created by Alaska Corrections).

**Table 1: Four-Year Enrollment Projections for Undergraduate Certificate**

	<b><u>AY 09</u></b>	<b><u>AY 10</u></b>	<b><u>AY 11</u></b>	<b><u>AY 12</u></b>
<b>Enrollment</b>	<b>6 - 10</b>	<b>6 - 10</b>	<b>8 - 15</b>	<b>8 - 15</b>
<b>Graduates</b>	<b>0</b>	<b>3 - 8</b>	<b>3 - 8</b>	<b>3 - 8</b>

Enrollment projections (Table 1) are word-of-mouth, anecdotal estimates from current students and DOC staff.

**Research Opportunities:**

We do not anticipate research opportunities with this program.

**Fiscal Plan for Development and Implementation**

**Program Budget**

Program creation has been funded by the State of Alaska via the Legislature. Currently the budget for this program is funded as a University of Alaska pilot project with designated funds of \$50,000, which are expected to cover the costs of creating the programs and necessary new courses.

KPC’s Title III grant will provide pilot programs for distance student services (such as advising). All the courses in the program except one for the Undergraduate Certificate have been regularly offered at KPC. The new course will be taught by funding a qualified adjunct faculty member. The program includes up

to four GERs (JUST A110, ENGL A111, ENGL A212, COMM A237), all of which are currently offered at KPC. It is expected the program will generate sufficient tuition revenue to support itself (Table 2).

**Table 2: Incremental Expenses and Revenue**

	<b>FY 10</b>	<b>FY 11</b>	<b>FY 12</b>	<b>FY13</b>
<b>Program Incremental Expense</b>				
Qualified Adjunct to teach one new course, assuming 4% increase per year	\$ 3,000	\$ 3,120	\$ 3,245	\$ 3,375
Administrative Generalist 3	\$ 820	\$ 860	\$ 1,200	\$ 1,253
Qualified Adjunct to advise and administer, 1-cr equivalent	\$ 1,000	\$ 1,040	\$ 1,081	\$ 1,125
<b>Total Incremental Expense</b>	<b>\$ 4,820</b>	<b>\$ 5,020</b>	<b>\$ 5,526</b>	<b>\$ 5,753</b>
<b>Program Revenue</b>	(FY 10 Tuition rate = \$143/credit)			
Increased enrollment in existing courses*	\$ 3,432	\$ 3,432	\$ 6,864	\$ 6,864
Tuition in new course **	\$ 3,432	\$ 3,432	\$ 3,432	\$ 3,432
<b>Total Revenue</b>	<b>\$ 6,864</b>	<b>\$ 6,864</b>	<b>\$10,296</b>	<b>\$10,296</b>
<b>Total Balance</b>	<b>\$ 2,044</b>	<b>\$ 1,844</b>	<b>\$ 4,770</b>	<b>\$ 4,543</b>

\* Assumes two additional students in each of the four existing core courses, increasing to four in FY12 and FY13.

\*\* Assumes eight additional students in the new course.

### **Faculty and Staff**

This program will take maximum advantage of existing courses within the University of Alaska Anchorage. The Occupational Endorsement will consist of five, 3-credit classes in criminal justice, corrections and written communication at the 100 and 200 levels and a 1-credit class in computer spreadsheet application. These classes will be chosen with the goal of providing students with a sound introduction to the field of public safety with specific emphasis on corrections along with basic skills of writing and spreadsheet manipulation. Students that select the one-year Undergraduate Certificate program will take an additional five, 3-credit classes that will include classes in criminal justice, restorative justice, English, interpersonal communications and human services; courses focus on building skills that are necessary to communicate professionally and resolve conflicts common in the public safety environment.

Full-time KPC faculty and well-qualified adjuncts will be teaching the required courses in a distance delivered and face-to-face format. Additionally, students will have the technical and logistical support of personnel at UA campuses across the state.

Existing faculty currently include:

**Ruben Foster** – Alaska Department of Corrections- Probation/Parole Officer III, Kenai District Supervisor, KRC Adjunct Professor.

- Master of Arts, Administration of Justice; B.A. Justice, A.A. Arts- University of Alaska Fairbanks

**Randy Rosencrans** – Lieutenant, Homer Police Department, Supervisor of the Homer Community Jail, KBC Adjunct Professor

- Master of Arts, Administration of Justice, University of Alaska, Fairbanks and B.A. Justice, University of Alaska, Anchorage.

### **Impacts on Existing Technology and Facilities**

There will be little to no impact on existing technologies. Students will be required to have internet and computer access during their participation in the program for the online courses. Some students will elect to take these courses in a face-to-face format while most will likely pursue via distance. These students may use university facilities such as computer labs, library, and learning and tutoring centers. Instructors will use a combination of Blackboard and Elluminate Live! their online courses; these platforms are the standard UAA/KPC course management and web conferencing systems. Students will be required to pay applicable technology and distance fees.

### **Indirect Costs to Other Units**

The program includes up to four GERs (JUST A110, ENGL A111, ENGL A212, COMM A237), all of which are currently offered at KPC. We do not expect to have to add additional sections to serve this program.

### **Delivery Considerations**

Courses will be offered in asynchronous, synchronous and face-to-face environments depending upon where the students take the courses and which semester they enroll in specific courses. This will give students flexibility based upon their life needs and learning styles. The program will be completely obtainable via distance delivery if students elect to do so.

## Proposed Catalog Copy

# **CORRECTIONS**

*Kenai Peninsula College*

*Kenai River Campus, Ward Building, Room 204, (907) 262-0344, (877) 262-0330 (toll free)*

[www.kpc.alaska.edu](http://www.kpc.alaska.edu)

*Kachemak Bay Campus, (907) 235-7743, (877) 262-0330 (toll free to Kenai River Campus and ask to be transferred to Kachemak Bay Campus)*

Corrections professionals play important roles in public safety and criminal justice. Correctional Officers provide security and confinement for the nation's criminal offenders. Probation/Parole Officers conduct case management and assist in the movement of prisoners, direct individuals to rehabilitation programs and apprehend violators when public safety is in jeopardy. Criminal Justice Technicians assist institutional and field officers in a variety of duties within the Department of Corrections (DOC). With experience, Criminal Justice Technicians may transition to officer positions. These positions lead to secure, rewarding positions with excellent benefits and retirement.

The KPC corrections certificate programs provide the academic background required for success in entry-level corrections positions. Instruction includes criminal and restorative justice systems, courses in oral and written communication, and an introduction to theories of criminal behavior. The programs are appropriate for sworn (those with statutory power of arrest or those honorably retired law enforcement officers) and non-sworn personnel (law enforcement personnel without powers to arrest or carry firearms). They prepare new applicants for entry-level positions in corrections and provide occupational training for current DOC employees. Graduates will be competitive with non-Alaskans for corrections jobs within Alaska and in other states. These corrections certificate programs have been developed in active collaboration and partnership with the DOC.

The following programs are available:

Occupational Endorsement Certificate, Corrections

Undergraduate Certificate, Corrections

## **Occupational Endorsement Certificate, Corrections**

*Kenai Peninsula College*

*Kenai River Campus, Ward Building, Room 204, (907) 262-0344, (877) 262-0330*

[www.kpc.alaska.edu](http://www.kpc.alaska.edu)

*Kachemak Bay Campus, (907) 235-7743, (877) 262-0330 (toll free to Kenai River Campus and ask to be transferred to Kachemak Bay Campus)*

This 16-credit hour certificate provides vocational training for entry-level positions in the field of corrections. The certificate can be extended to an Undergraduate Certificate, Corrections with the completion of additional courses.

## **PROGRAM OUTCOMES**

The specific education outcomes of this program are to produce graduates who are able to:

1. Describe the criminal justice system as a whole.
2. Demonstrate proficiency in probation, parole and correctional institutional methods.
3. Use English language writing skills to communicate and record information appropriately in the corrections field.
4. Manipulate spreadsheets and compute formulas with basic proficiency.
5. Recognize human services and systems for the helping professions.
6. Recognize the addictive process and methods to assist those in addiction.
7. Possess competitive entry-level skills for employment and promotion in the field of corrections.

## **ADMISSION REQUIREMENTS**

Admissions will be based on approval through Kenai Peninsula College. Students must submit the Kenai Peninsula College admissions application and the application for the corrections program. See earlier catalog entry on general requirements for Occupational Endorsement Certificate admissions and visit the KPC website or contact KPC academic and staff advisors for more information and admission forms.

## **ADVISING**

Students are encouraged to contact KPC academic and staff advisors for assistance in planning and reviewing their academic program. Advisors are available prior to enrollment and during the semesters through e-mail, telephone or face-to-face contact. See contact information above. Students interested in the Occupational Endorsement Certificate should consult a faculty advisor in corrections before enrolling, particularly for information concerning employment restriction.

## **PREPARATION**

Students must meet all KPC requirements to enroll in courses, as listed in the KPC website or UAOnline. Kenai Peninsula College offers preparatory courses for students who need to improve their academic and study skills in order to succeed in the college environment.

## **COURSE REQUIREMENTS**

Certain courses require prerequisites or faculty permission, as listed in the KPC course catalog. Contact (907) 262-0344 or (877) 262-0330 for further information.

## **OCCUPATIONAL ENDORSEMENT CERTIFICATE REQUIREMENTS**

1. Complete the General University Requirements for Occupational Endorsement Certificate located at the beginning of this chapter.

2. Complete the following required courses with a minimum grade of C:
 

CIOS	A135A	Spreadsheets I: MS Excel	1
ENGL	A111	Methods of Written Communication	3
HUMS	A101	Introduction to Human Services	3
HUMS	A122	Substance Abuse as a Contemporary Problem	3
JUST	A110	Introduction to Justice	3
JUST	A210	Principles of Corrections	3
3. A total of 16 credits is required for the Occupational Endorsement Certificate.

## **Undergraduate Certificate, Corrections**

*Kenai Peninsula College*

*Ward Building, Room 204, (907) 262-0344, (877) 262-0330*

[www.kpc.alaska.edu](http://www.kpc.alaska.edu)

*Kachemak Bay Campus, (907) 235-7743, (877) 262-0330 (toll free to Kenai River Campus and ask to be transferred to Kachemak Bay Campus)*

This 31-credit hour certificate provides training in the field of corrections, instruction in written and oral communication skills and a foundation in restorative justice, criminology and justice organization and management. The certificate may be extended to a more advanced degree with the completion of additional course work.

### **PROGAM OUTCOMES**

The specific education outcomes of this program are to produce graduates who are able to:

1. Describe the criminal justice system as a whole and the organization of criminal justice institutions.
2. Demonstrate proficiency in probation, parole and correctional institutional methods.
3. Coordinate with human services and other public service entities.
4. Manipulate spreadsheets and compute formulas with basic proficiency.
5. Communicate effectively in oral and written technical English appropriate for public service.
6. Explain theories of criminology.
7. Describe adult corrections institutions, community-based programs and restorative justice.
8. Explain relevant human services issues (human behavior, substance abuse) and problem-solving methods.
9. Possess competitive entry-level skills for employment and promotion in the field of corrections.

## ADMISSION REQUIREMENTS

Admissions will be based on approval through Kenai Peninsula College. Students must submit the Kenai Peninsula College admissions application and the application for the corrections program. See earlier catalog entry on requirements for Occupational Endorsement Certificate admissions.

## ADVISING

Students are encouraged to contact KPC academic and staff advisors for assistance in planning and reviewing the academic program. Advisors are available prior to enrollment and during the semesters through e-mail, telephone or face-to-face contact. See contact information above. Students interested in the Undergraduate Certificate should consult a faculty advisor in corrections before enrolling, particularly for information concerning employment restriction.

## PREPARATION

Students must meet all KPC requirements to enroll in courses, as listed in the KPC website or UAOnline. Kenai Peninsula College offers preparatory courses for students who need to improve their academic and study skills in order to succeed in the college environment.

## COURSE REQUIREMENTS

Certain courses require prerequisites or faculty permission, as listed in the KPC course catalog. Contact (907) 262-0344 or (877) 262-0330 for further information

## UNDERGRADUATE CERTIFICATE REQUIREMENTS

1. Complete the General University Requirements for Undergraduate Certificate located at the beginning of this chapter.
2. Complete the following required courses with a minimum grade of C:

CIOS	A135A	Spreadsheets I: MS Excel	1
HUMS	A101	Introduction to Human Services	3
HUMS	A122	Substance Abuse as a Contemporary Problem	3
JUST	A110	Introduction to Justice	3
JUST	A210	Principles of Corrections	3
JUST	A211	Introduction to Restorative Justice	3
JUST	A221	Justice Organization and Management	3
JUST	A251	Criminology	3
3. Complete two of the following courses in written communication with a minimum grade of C: 6

ENGL	A111	Methods of Written Communication (3)
ENGL	A212	Technical Writing (3)
ENGL	A213	Writing in the Social and Natural Sciences (3)
ENGL	A214	Persuasive Writing (3)
4. Complete one of the following two courses, with a minimum grade of C: 3

COMM	A237	Interpersonal Communication (3)
HUMS	A153	Human Relations (3)
5. A total of 31 credits is required for this certificate.



<b>ENGL A111</b>	<b>Methods of Written Communication</b>	<b>3CR</b>
<i>Contact Hours 3 + 0</i>		
<i>UAA GER Written Communication.</i>		
<i>Prerequisites: ENGL A109 with minimum grade of C or PRPE A106 with minimum grade of C.</i>		
<i>Registration Restrictions: Appropriate score on Accuplacer English Placement Test, SAT Verbal Section, or ACT English Test, will waive the ENGL A109 or PRPE A106 prerequisite.</i>		
Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required. Readings in some sections may be coordinated with another discipline.		
<b>ENGL A212</b>	<b>Technical Writing</b>	<b>3 CR</b>
<i>Contact Hours: 3 + 0</i>		
<i>UAA GER Written Communication.</i>		
<i>Prerequisites: ENGL A111 with minimum grade of C</i>		
Instruction in composition of technical correspondence, informal and formal reports. Develops a broad range of college and career writing skills. Investigative report required.		
<b>HUMS A101</b>	<b>Introduction to Human Services</b>	<b>3 CR</b>
<i>Contact Hours: 3 + 0</i>		
Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.		
<b>HUMS A122</b>	<b>Substance Abuse as a Contemporary Problem</b>	<b>3 CR</b>
<i>Contact Hours: 3 + 0</i>		
Introduction to current issues in addictions with emphasis on understanding alcohol and other drug use in historical, social, cultural, legal, and public health/policy contexts.		
<b>HUMS A153</b>	<b>Human Relations</b>	<b>3 CR</b>
<i>Contact Hours: 3 + 0</i>		
A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.		
<b>JUST A110</b>	<b>Introduction to Justice</b>	<b>3 CR</b>
<i>Contact Hours: 3 + 0</i>		
<i>UAA GER Social Sciences Requirement</i>		
<i>Special Note: This is a prerequisite to most Justice courses</i>		
Survey of philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration—police, courts, and correction organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.		
<b>JUST A210</b>	<b>Principles of Corrections</b>	<b>3 CR</b>
<i>Contact Hours: 3 + 0</i>		
<i>Prerequisites: JUST A110</i>		
An introduction to the basic concepts of probation and parole; the use of authority in corrective services; institutional methods; a study of popular and professional concepts in corrections.		

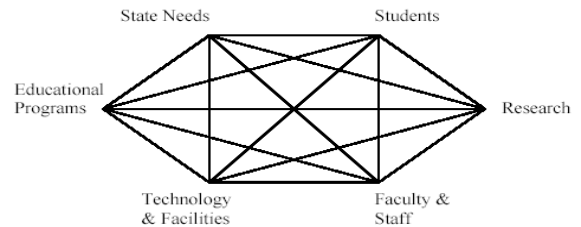


**University of Alaska Board of Regents  
Program Approval Summary Form**

**MAU: University of Alaska Anchorage, Kenai Peninsula College (KPC)**

**Title: Undergraduate Certificate in Corrections**

**Target Admission Date: Fall 2009**



The Kenai Peninsula College (Kenai River and Kachemak Bay Campuses), in partnership with the Alaska Department of Corrections (DOC), request approval of a new program: an Undergraduate Certificate in Corrections.

**How does the program relate to the Education mission of the University of Alaska and the MAU?**

This program arose from a series of discussions with Alaska State Representative Seaton, leadership of the Alaska Department of Corrections (DOC) and the Directors of Kachemak Bay Campus and Kenai Peninsula College. The need: training Alaskans for entry-level work in corrections. DOC recruitment is strained, often filling jobs with hires from outside of Alaska, yet rural Alaskans have employment needs. There was a gap in educational training for entry-level positions in corrections (Criminal Justice Technician, Probation/Parole Officer or Corrections Officer).

Representative Seaton and the Alaska Legislature funded a University of Alaska pilot project (\$50,000) to develop the program and curriculum. Two KPC adjunct instructors who each work in the field of corrections and public safety helped develop this program to address the occupational needs of entry level corrections positions. Both instructors have taught online courses therefore they designed the program for distance delivery and thereby expanding access for rural Alaskans. This addresses not just Representative Seaton's interest but also the mission of KPC and UAA: educational access.

Currently, while UAA and UAF offer Bachelor or Masters degrees in the area of justice, there is no current program appropriate for entry-level corrections personnel other than a four-year degree. This proposed Undergraduate Certificate is expected to provide an educational 'step-up', addressing the University's mission in workforce development.

**Why does the State need this program?**

Alaska Department of Labor (DOL) has determined that Corrections is an area of high employment need through at least 2014 (Occupational Table 2007-2008). In 2003, DOL expected Correctional Officers to see a 31% growth in the decade of 2001-2010; defining Corrections as a "Best Bet Occupation 2000-2010." (Alaska Economic Trends May 2003). The DOC is feeling considerable strain in the recruitment and retention of its employees. An Undergraduate Certificate program will enable DOC to better recruit employees to secure and rewarding DOC careers and to provide incentives for retention of valued employees.

**What are the Student opportunities and outcomes? Enrollment projections?**

These programs will prepare students academically for entry-level and advanced, entry-level work in the corrections industry through building knowledge and skills in corrections, justice, human services, spreadsheet manipulation and written and verbal communication.

With the completion of the Undergraduate Certificate in Corrections, students will be able to:

- describe the criminal justice system as a whole.
- describe and apply probation, parole and correctional institutional methods.
- manipulate spreadsheets and compute formulas with basic proficiency.

- recognize human services and systems for the helping professions.
- recognize the addictive process and methods to assist those in addiction.
- write technical English with proficiency.
- demonstrate proficiency in interpersonal communication or human relations.
- demonstrate theories proposed to explain criminal activity.
- demonstrate and apply knowledge of the organization of criminal justice institutions.
- demonstrate and apply knowledge of adult institutions, community- based programs and restorative justice.

Through continuing education, the student can expand this one year undergraduate certificate to a two year Associate of Arts degree, and ultimately the four-year Bachelor of Arts degree in Criminal Justice. This program creates a base from which Alaskans can expand their training and education in the area of corrections.

The proposed program would enroll 6-10 students during the first semester it is offered and by Spring 2010 there would be 12-20 students enrolled concurrently, based on antidotal student comments. As the courses will be offered online, enrollment may arise from beyond the Kenai Peninsula and from rural areas of the Kenai. We estimate 3-8 persons completing a certificate per year beginning in Spring 2010. We anticipate a collaborative relationship with DOC in assisting those who complete the program to positions in the industry as well as training those already employed.

**Describe Research opportunities:**

We do not anticipate research opportunities with this program.

**Describe Fiscal Plan for development and implementation:**

Initial funding to develop the corrections program was provided by the Alaska Legislature through Rep. Paul Seaton. KPC’s Title III grant will provide pilot programs for distance student services (such as advising). All the courses in the program except one have been regularly offered at KPC. The new course will be taught by funding a qualified adjunct faculty member. The program includes up to four GERs (JUST A110, ENGL A111, ENGL A212, COMM A237), all of which are currently offered at KPC. It is expected the program will generate sufficient tuition revenue to support itself (Table 1).

**Table 1: Incremental Expenses and Revenue**

	<b>FY 10</b>	<b>FY 11</b>	<b>FY 12</b>	<b>FY13</b>
<b>Program Incremental Expense</b>				
Qualified Adjunct to teach one new course, assuming 4% increase per year	\$ 3,000	\$ 3,120	\$ 3,245	\$ 3,375
Administrative Generalist 3	\$ 820	\$ 860	\$ 1,200	\$ 1,253
Qualified Adjunct to advise and administer, 1-cr equivalent	\$ 1,000	\$ 1,040	\$ 1,081	\$ 1,125
<b>Total Incremental Expense</b>	<b>\$ 4,820</b>	<b>\$ 5,020</b>	<b>\$ 5,526</b>	<b>\$ 5,753</b>
<b>Program Revenue</b>	(FY 10 Tuition rate = \$143/credit)			
Increased enrollment in existing courses*	\$ 3,432	\$ 3,432	\$ 6,864	\$ 6,864
Tuition in new course **	\$ 3,432	\$ 3,432	\$ 3,432	\$ 3,432
<b>Total Revenue</b>	<b>\$ 6,864</b>	<b>\$ 6,864</b>	<b>\$10,296</b>	<b>\$10,296</b>
<b>Total Balance</b>	<b>\$ 2,044</b>	<b>\$ 1,844</b>	<b>\$ 4,770</b>	<b>\$ 4,543</b>

\* Assumes two additional students in each of the four existing core courses, increasing to four in FY12 and FY13.

\*\* Assumes eight additional students in the new course.