



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

To: The Honorable the Members of the Board of Regents

From: Joseph P. Frey

Subject: Hilbert College: Master Plan Amendment to authorize Hilbert College to offer the Master of Science (M.S.) in Criminal Justice and the Master of Public Administration (M.P.A.) in Public Administration degree programs

Date: February 21, 2011

Authorizations:

## SUMMARY

### Issue for Decision (Consent Agenda)

Hilbert College seeks approval of a master plan amendment authorizing the College to offer a program in Criminal Justice leading to the Master of Science (M.S.) degree and a program in Public Administration leading to the Master of Public Administration (M.P.A.) degree. Master plan amendment is necessary because the programs will be the first at the institution at the master's degree level, and the first master's degree programs in the disciplinary area of the Social Sciences.

### Reason for Consideration

Required by State regulation.

### Proposed Handling

The question will come before the full Board at its March 2011 meeting where it will be voted on and action taken.

A related charter amendment, to authorize the College to award the Master of Science (M.S.) and Master of Public Administration (M.P.A.) degrees appears separately on the Regents agenda.

### Background Information

Hilbert College was established in 1960 under the name Immaculata College, when it was authorized by the Board of Regents to award Associate in Arts (A.A.) and Associate in Applied Science (A.A.S.) degrees. The name of the College was changed

to Hilbert College in 1969. In 1992, the College was authorized to award the Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees; in 2006, it was authorized to award the Bachelor of Fine Arts (B.F.A.) degree. The College offers baccalaureate and associate degree programs in the discipline areas of Business, Humanities, and Social Sciences. About 1,100 students, 82 percent of whom are full-time, are enrolled. The faculty includes 44 full-time and 85 part-time staff. The College is located in Hamburg, New York, approximately ten miles south of Buffalo.

The proposed M.S. in Criminal Justice Administration program builds on the College's undergraduate programs in Criminal Justice, which currently enrolls over 500 full-time students. The purpose of the M.S. program would be to prepare graduate students with the practical, academic and professional skills needed to become effective leaders in the field.

The program consists of 36 credit hours of graduate study in compliance with the standards of the Academy of Criminal Justice Sciences for graduate programs. The initial 15 credit hours constitute a common core curriculum that is shared with the proposed Master of Public Administration (M.P.A.) program to ensure a richer interdisciplinary curricular experience, increased student options, and strong initial enrollments. The curriculum follows an accelerated cohort format. With the exception of an internship elective, each course lasts five weeks and meets during one evening and one extended Saturday session per week. Students would finish the program within an 18-month period. All students would complete a cumulative capstone project which develops over the course of the 18 month program, incorporating original research and a focus on information literacy. It is projected that the first cohort will have 12-15 students. By the fifth year, cohorts are anticipated to reach a maximum of 25 students.

An on-site examination by a peer review team confirmed that classrooms, faculty offices, and student life offices are sufficient to accommodate the anticipated increase of students, faculty, and staff. All classrooms have computer teaching stations, projectors, and video capability and 70 percent have "Smart Boards" or the equivalent. The library has a strong criminal justice collection; graduate students of St. Bonaventure University have been utilizing the library's services for years.

The Criminal Justice Studies Division has 11 full-time faculty. The proposed Master's program includes a core faculty of five members with earned doctorates.

Hilbert College has a strong record of placing graduates in law enforcement and related federal agencies as well as State and local agencies. Research conducted for the College found that in 2009, 505 criminal justice administration-related degrees were conferred at the master's level while an average of 6,940 job openings are projected to be available annually in New York State through growth and replacement.

The proposed M.P.A. in Public Administration program is designed to provide the credentials and skills necessary for promotion into managerial positions in nonprofit, governmental, and law-related organizations within New York State. The program consists of 36 hours of graduate study, of which 12 credit hours allow the student to concentrate in the study of management in nonprofit, governmental, or law-related organizations. In their first semester, students initiate a research project which will be developed throughout their course of study and culminate in a capstone experience.

The research project is specifically geared toward the development of program planning and evaluation skills.

The student body will consist primarily of individuals intending to move into managerial positions in their field. Projected enrollment is 14 in the first year, rising to 35 by the fifth year. The College has six full-time faculty to offer the core courses in the program with plans to hire one new full-time faculty member and a Director of Graduate Studies who also will teach in the program. The College has plans to expand support services in the Library and in Academic Services.

Buffalo and its surrounding region is home to a large number of governmental agencies and non-profit organizations. These organizations face challenges in staffing their upper and middle management positions due to vacancies created by retirements and the need for employees trained in budgeting, strategic planning, and governmental oversight and regulations. Research conducted for Hilbert College found that "in 2009, 1,758 public administration-related degrees were conferred (at both the bachelor and master's level) while an average of 5,260 job openings are projected to be available annually in New York State through growth and replacement."

Both proposed programs were examined by a peer review team, accompanied by Department staff. The team concluded that the programs met conditions for approval and that Hilbert College has the capacity to offer them successfully.

Following its usual procedure, the Department canvassed institutions in the Regents Region where the proposed program would be offered, i.e. the Western Region. A total of three responses were received with no objections to the programs.

### Recommendation

It is recommended that the Board of Regents authorize Hilbert College to offer the Master of Science (M.S.) in Criminal Justice Administration and Master of Public Administration (M.P.A.) in Public Administration degree programs. The amendment will be effective until March 31, 2012, unless the Department registers the program prior to that date, in which case master plan amendment shall be without term.