

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **23-Oct-17** Curriculum Bulletin _____
 Effective Date **Fall 2018** Approved by EPC _____

Department **Regional College**
 College **RE - Regional College**
 Degree **NDUG - Undergraduate Non-Degree Program**
 Program Name **Peace Officers Academy Training** Program Banner Code _____
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Establish program**

Description of proposal:

The Regional College and the Trumbull Campus are proposing the establishment of an undergraduate non-degree certificate program in Peace Officers Academy Training. The certificate will be comprised of POTA 11001, Peace Officers Academy I (6), POTA 11002, Peace Officers Academy II (5), POTA 11003, Peace Officers Academy III (6), and POTA 11004 Peace Officers Academy IV (5), for a total of 22 credit hours. The certificate will be awarded by the Trumbull Campus.

The proposed certificate will complement and enhance the technical training offered at the Trumbull Campus Police Academy and respond to the state's goal to strengthen the training of public safety officers in Ohio. This certificate will increase enrollments and revenues in the regional campuses. This is a new certificate and does not replace any current certificates.

On a local level the Trumbull Campus has been surveying all police departments in the Mahoning Valley over the past several years regarding their desire to have better educated officers. This is also documented by the sampling of recent job opportunities displayed. Many departments look for bachelor's degrees or higher and also pay higher salaries for advanced degrees.

Job opportunities for the program graduates are in the following fields: Law Enforcement, Police Officers, Deputies, Parole Officers, Probation Officers, Federal & State Agents - FBI, BCI, Ohio Investigative Unit Officers, Corrections Officers, Security Officers, State Patrol, Secret Service, Homeland Security/Border Patrol, School Resource Officers.

The certificate will be offered at the Police Academy at the Trumbull Campus and at the Kent Campus, and will be administered by the Trumbull Campus.

Does proposed revision change program's total credit hours? Yes No

Current total credit hours: _____ Proposed total credit hours **22**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

This certificate is expected to result in increases in enrollments and revenues to the Campus and to the University. There is no duplication or encroachment on other programs, and the Chair of the Sociology Department has provided us with a letter of support and non-encroachment. The certificate courses will be staffed by existing approved faculty.

Units consulted (other departments, programs or campuses affected by this proposal):

Trumbull Campus Faculty Council, Department of Sociology, Regional College Curriculum Committee, EPC.

REQUIRED ENDORSEMENTS

Paul G. Palmer

Department Chair / School Director

10/19/17

Donna Brown

Campus Dean (for Regional Campuses proposals)

10/19/17

Ray Felle

College Dean (or designee)

10/27/17

Dean of Graduate Studies (for graduate proposals)

1/1

Senior Vice President for Academic Affairs and Provost (or designee)

1/1

PROPOSED CATALOG COPY**Proposed Major:** Peace Officers Training Academy**Proposed Degree:** Undergraduate Certificate**Administrating College:** Regional College**Administrating College:** N/A**Description of Program:**

The Peace Officers Training Academy undergraduate certificate prepares students to become law enforcement officers in the state of Ohio. Students pursuing the certificate must be accepted to Kent State's Basic Peace Officer Training Academy. The certificate's curriculum and training are set by the Ohio Peace Officer Training Commission and covers the basics of defensive tactics, firearms, driving, traffic, patrol, civil disorders and first aid. Students learn investigative methods and the fundamentals of policing, the criminal justice system, constitutional law and homeland security. After successful completion of the certificate and the academy, students are eligible to take the state certification examination for a peace officer. Graduates of the certificate are able to matriculate into an associate degree at Kent State.

Fully Offered At:

- Kent Campus
- Trumbull Campus

Accreditation:

Ohio Attorney General - Ohio Peace Officer Training Commission (OPOTC)

Admission Requirements:

Admission to the certificate is selective. Applicants to the certificate must meet all admission criteria for acceptance into Kent State's Basic Peace Officer Training Academy. Criteria includes a valid driver's license, high school diploma or GED, be age 20 or turning age 20 at time of enrollment, good physical condition and no felony or drug convictions or arrests for domestic violence.

Program Learning Outcomes:

Graduates of this program will be able to:

1. Identify the components and legal processes of the criminal justice system, and apply basic criminal laws to various situations.
2. Explain the different types of police procedures and their effective uses in law enforcement.
3. Use ethical, analytical and critical-thinking skills toward situations typical to criminal justice settings.
4. Safely and properly conduct a traffic stop and respond to a domestic disturbance, dispatched call or crime in progress.
5. Properly carry out comprehensive criminal investigations and write various reports.
6. Proficiently provide first aid at the level of a first responder.

Program Requirements:

Course	Title	Credits
POTA 11001	Peace Officer Training Academy I	6
POTA 11002	Peace Officer Training Academy II	5
POTA 11003	Peace Officer Training Academy III	6
POTA 11004	Peace Officer Training Academy IV	5
Minimum Total Credit Hours:		22

Graduation Requirements:

Minimum Certificate GPA: 2.000

Completion of the Kent State University Basic Peace Officer Training Academy



Department of Higher Education

John R. Kasich, Governor
John Carey, Chancellor

Technical Certificate Approval Designation Form

I. General Information

Date.

date of submission to state

Institution.

Kent State University

Designation.

- One-year technical certificate
- Less-than-one year technical certificate

Name of certificate program.

Peace Officers Training Academy

Total number of certificate program hours.

- 22
- Clock hours
- Credit hours

Estimated length of time to complete.

- 30
- Weeks
- Semesters

Additional site(s) where certificate program is offered.

Kent Campus
Trumbull Campus

Is this program eligible or seeking eligibility for Title IV Funding?

- Yes
- No

Is this program employer-contracted training?

- Yes
- No

If yes, please provide information about the fee structure for the program, accreditation recognition, internal approval process and other pertinent factors. *In most cases, contract training arranged for an employer is not applicable for technical designation review. Some exceptions have been made for employer contracted programs for which employers are paying for training through the traditional tuition structure, coursework is being transcribed (for credit at colleges and universities), the program has completed traditional internal program review, and program is recognized by a U.S. Department of Education regional accreditor.*

Not applicable.

Is this certificate embedded in a degree program that is approved or pending approval?

- Yes
 No

If yes, name of degree and year submitted for approval.

Kent State University will be proposing in the near future a new associate degree that will embed the certificate's courses as one concentration within the major. It is anticipated the proposal will be sent to the Ohio Department of Higher Education for approval in 2018.

Proposed or existing HEI program code.

Not applicable presently.

II. Market Supply and Demand

Does this program operate in collaboration with another educational institution?

- Yes
 No

If yes, please attach a copy of the signed contract or MOU with the partner institution. If an agreement is not available, please describe the roles in the partnership.

Not applicable.

Please list up to three Standard Occupational Classification (SOC) codes for the most common jobs for which this program prepares students.

1. 33-3051 Police and Sheriff's Patrol Officers
2. 33-3021 Detectives and Criminal Investigators
3. 33-3052 Transit and Railway Police

New certificates only. Does the institution consult with business and industry regarding the program?

- Yes
 No

Describe or provide evidence of the contact with business and industry. This may include a list of names and organizations involved in advisory committees, meeting minutes, etc.

All applicants to the certificate will be enrolled in Kent State's Basic Peace Officer Training Academy, which is approved by the Ohio Peace Officer Training Commission in the Ohio Attorney General's Office. As such, the commission has oversight over the academy's curriculum and training.

New certificates only. Identify where similar certificates are offered by other Ohio technical centers, Ohio community colleges or Ohio public universities in your region.

- Eastern Gateway Community College (Police Academy certificate)
- Lorain County Community College (Police Science certificate)
- Stark State College (Police Science Career Enhancement certificate)
- Youngstown State University (Basic Peace Officer Training certificate)

If similar certificate programs are offered, please provide a rationale for offering an additional program.

Each institution's certificate is attached to that institution's Basic Peace Officer Training Academy offered onsite. For example, a student admitted to Stark State College's Police Academy would not be able to enroll and take courses for Kent State's certificate, and vice versa.

New certificates only. Provide the rationale for offering this certificate. Please include state and local labor market data, specific employer or industry need for the program, and/or projected job openings and placement opportunities for students.

Kent State's Police Academy has been a viable program for the university and for the communities it serves, graduating more than 1,100 cadets since its inception in 2006.

However, students of the academy are not university students currently and, consequently, are not able to take advantage of the resources provided to a student, nor do they receive college credit for the nearly 700 hours of training they receive. By awarding them college credit and a certificate for their industry-recognized credential, they will be given a pathway to matriculate into associate and bachelor's degree programs.

In recent years, there has been an increased emphasis in the law enforcement community on higher educational standards. For example, many police departments now require, or prefer, to hire candidates who have college credentials. Minimum qualifications in recent job postings in Northeast Ohio illustrate this trend, as evidenced by the examples below:

- Kent State Police Department: College preferred
- Kettering Police Department: Either an associate degree from an accredited college or the equivalent college credits and be actively enrolled in a bachelor's degree
- Lake County Narcotics Agency: College degree preferred
- Lordstown Police Department: Associate degree from an accredited college
- Miamisburg Police Department: Associate or bachelor's degree preferred
- Rock Hill Police Department: College preferred
- Summit Metro Parks: Associate or higher degree or minimum 60 semester college credit hours preferred.
- Willoughby Police Department: Two-year degree in law enforcement or a four-year college degree

In 2016, one of the recommendations of the Ohio Attorney General's Law Enforcement Advisory Board was to consider raising the entry-level education employment standard for future police officers in the state, from the current high school diploma to an associate degree.

A research study out of Michigan State University demonstrated that police officers who have a college education demonstrate better overall job performance and have greater advancement opportunities than their colleagues without a college degree.¹ The research indicates that a college-level education has many benefits on officers' abilities and performance, including:

- Better skilled with independent decision-making and problem-solving
- Fewer departmental disciplinary actions and internal investigations
- Less likelihood of being involved in unethical behavior or using force as first response
- Greater diversity and cultural awareness
- Fewer formal citizen complaints
- Improved communication skills

¹ Rydberg, J. & Terrill, W. (2010). The effect of higher education on police behavior. *Police Quarterly*, 13(1) 92-120. Retrieved from www.academia.edu/2907549/The_Effect_of_Higher_Education_on_Police_Behavior.

III. Program Information

HEI subject/CIP code.

Protective Services: 43.0107 (Criminal Justice/Police Science)

Curriculum outline.

Certificate Course	Credit hours	OTM, TAG or CT ² course	Elective course
POTA 11001 Peace Officer Training Academy I	6		No
POTA 11002 Peace Officer Training Academy II	5	CTBPO -	No
POTA 11003 Peace Officer Training Academy III	6	Basic Peace	No
POTA 11004 Peace Officer Training Academy IV	5	Officer	No

Is this certificate designed exclusively for an apprenticeship program?

- Yes
- No

If yes, the name of the sponsoring organization.

Not applicable.

Is experiential learning a program component (e.g., co-op, internship, externship, clinical, shadowing)?

- Yes
- No

If yes, please describe.

Not applicable.

IV. Industry Credentials /Regulatory Approval

Identify the occupational license(s) or industry certification(s) on the approved list that your students could earn related to this program. *Certificate programs with the technical designation should be attached to an industry-recognized credential. This may include how you measure competency or skill attainment against industry standards. If your program does not align to an occupational license or certification, please provide the rationale or justification for not relating to an industry license or certification.*

Ohio Attorney General's Office – OPOTA Basic Law Enforcement Test

Does the governing body for the industry credential or an external regulatory entity (e.g. State Board of Nursing) require approval for program, facilities, curriculum, faculty, student-teacher ratios or other items?

- Yes
- No

If yes, what approvals have you obtained? What approvals are pending? *Please provide a copy of your approval letter.*

All applicants to the certificate will be enrolled in Kent State's Basic Peace Officer Training Academy, which is approved by the Ohio Peace Officer Training Commission in the Ohio Attorney General's Office (see attached for the approval letter). As such, the commission has oversight of the academy's curriculum and training.

V. Transition Strategies

Select the Ohio Department of Higher Education articulation and transfer initiatives in which this certificate program and its related courses are participating (select all that apply).

- (CT2) Approved Career-Technical Credit Transfer
- (CT2) Pending Career-Technical Credit Transfer
- One Year-Option eligibility
- Other
- None

What bi-lateral articulation agreements, if any, are active for this program? What bi-lateral articulation agreements are being pursued?

No bi-lateral articulation agreements are being pursued at this time.

VI. Appendix A. Certificate Definitions

I hereby certify that this certificate program has been approved by the appropriate parties at my institution for submission to the Ohio Department of Higher Education and that the contents of this application are truthful and accurate.

Name of submitter. Therese E. Tillett

Title of submitter. Executive Director of Curriculum Services, Office of the Provost

Email address of submitter. tillet1@kent.edu

Notice of Intent to Offer an Educational Program
Proposal: Peace Officers Academy Training Certificate Program
Kent State University

Gainful Employment Electronic Announcement #5 dated 1 June 2011 and posted on www.ifap.ed.gov explains the process for institutional notification to the U.S. Department of Education (ED) of new educational programs that prepare students for gainful employment in a recognized occupation (GE Programs). An institution's notification to ED of its intent to offer a new GE Program must include information to support the institution's determination of the need for the program, as required by the regulations at 34 CFR 600.20(d)(2). Descriptions and documentation provided by an institution can cover more than one new GE Program, if the same, or similar, process was used by the institution to determine the need for the program, and should be provided as follows:

1. Institution Name: **Kent State University**
2. OPEID: **00305100**
3. Program name(s) and program CIP code(s) supported by this documentation: *43.0107*

Peace Officers Training Academy

4. Narrative description of how the institution determined the need for the program. For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. The institution must retain documents that support this description for review or submission to the ED upon request.

Kent State University proposes the establishment of a certificate program that aligns with the curriculum of its long-standing Police Academy which is approved by the Ohio Peace Officer Training Commission. Since its inception in June 2006, the academy has graduated over 1100 cadets.

In recent years, there has been an increased emphasis in the law enforcement community on higher educational standards. For instance, many departments are now requiring, or at least preferring, candidates who have college credentials. Recent job postings from our region illustrate this trend, as the examples below evidence:

Kent State Police Department: Qualifications: College preferred

Miamisburg Police Department: Qualifications: Associate's or Bachelor's Degree preferred.

Lordstown Police Department: Associate degree from an accredited college.

Rock Hill Police Department: College preferred.

City of Willoughby Police Department: Two-year degree in law enforcement, a four-year college degree.

Lake County Narcotics Agency: Prior law enforcement experience and college degree preferred.

Summit Metro Parks: Associate's degree or higher or minimum (60) semester college academic hours preferred.

Kettering Police Department: At the time of appointment, must have an Associate's Degree from an accredited college or university OR the equivalent college credits and be actively enrolled in a Baccalaureate Degree Program.

Further, it was noted, in the June 2014, *In Public Safety* Newsletter, "How Education Impacts Police Performance", that research studies indicate that police officers who have a college education demonstrate better overall job performance and have greater advancement opportunities than their colleagues without a college degree. The research indicates that a college level education has many benefits on officers' abilities and performance, such as:

- Better behavioral and performance characteristics
- Better skill with independent decision-making and problem-solving
- Better skill at articulating their thoughts
- Fewer on-the-job injuries and assaults
- More proficiency in technology
- Improved budget and management abilities
- Fewer departmental disciplinary actions and internal investigations
- Less likelihood of being involved in unethical behavior
- Less likelihood of using force as the first response
- Enhanced report writing skills
- Less use of sick time (work ethic and seeing the big picture)
- Greater acceptance of minorities (diversity and cultural awareness)
- Decrease in dogmatism, authoritarianism, and rigidity
- Improved communication skills (oral and written)
- Facing fewer formal citizen complaints
- Better adapted to accepting critical feedback on job performance

We strongly believe that the evidence shows that police officers best serve their departments and communities when they have higher levels of education and training.

We would also note that the State is considering raising the bar for the educational standards for police as well. In April, 2016, one of the recommendations of the Ohio Attorney General's Law Enforcement Advisory Board was to consider raising the entry level education employment standard for future police officers in Ohio to an Associate Degree.

Further, there is a very strong job market for police academy graduates currently. The documented job placement rate for the Kent State University Police Academy is 85%. However, the actual placement number is probably even higher because it is difficult to track graduates who have moved out of the area.

5. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. The institution must retain copies of documents and its analysis for review and submission to the ED upon request.

According to CareerOneStop (sponsored by the US Dept. of Labor) projections from 2014 through 2024 predict annual job openings for Police Patrol Officers and Deputy Sheriffs in Ohio are likely to increase 8% per year and to increase 10% per year at the national level.

The curriculum and the admission requirements are set by the Ohio Peace Officer Training Commission, a division of the Attorney General's Office. The curriculum is continually evaluated and reviewed by subject matter experts as well as the Governor's and Attorney General's advisory review committees. Kent State's target employers are the vast array of law enforcement agencies at federal, state, and local levels. At a recent meeting (09/20/2017) of the Mahoning Valley Law Enforcement Executives Association, every one of the participants cited manpower shortages in their departments and expressed a strong need for trained women and minorities. The proposed certificate will complement and enhance the technical training offered at the Trumbull Campus Police Academy and respond to the state's goal to strengthen the training of public safety officers in Ohio.

Job opportunities for the program graduates are in the following fields: Law Enforcement, Police Officers, Deputies, Parole Officers, Probation Officers, Federal & State Agents - FBI, BCI, Ohio Investigative Unit Officers, Corrections Officers, Security Officers, State Patrol, Secret Service, Homeland Security/Border Patrol, School Resource Officers.

6. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. The institution must retain copies of analysis documents for review and submission to the ED upon request.

The Bureau of Labor Statistics cites a national entry level salary range of \$33,000 to \$62,000 per year. Those numbers parallel the local salary range as evidenced and documented by recruiting materials from agencies that hire our graduates. Entry level wages vary according to the level of post-secondary education. Kent State University cadets are recruited from agencies as far away as Chicago and New Jersey and there is on-going recruiting from all agencies throughout the state of Ohio.

7. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following: business advisory committees; program integrity boards; business that would likely employ graduates of the program; and/or public or private oversight or regulatory agencies (not including the state licensing/authorization agency and accrediting agency).

Ten years ago, the Regional College Dean became the driving force behind the development of a Public Safety Training Institute at the Trumbull Campus. She created an advisory board that consisted of a Justice Studies Associate Professor, the Trumbull County Sheriff, a representative of the Ohio Bureau of Criminal Investigation, several Police Chiefs, ranking officers from the surrounding counties, and the Executive Director of the Ohio Peace Officer Training Commission. Their research eventually led to the expansion of the basic police academy to include corrections officer training, state

mandated continuing professional peace officer training as well as parole and probation officer training. As part of this effort, the goal was also to have the police academy courses approved for academic credit, and for the academy to become a certificate program that would fully articulate into an Associate Degree in order to best support the increasing educational demands in the policing field.

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the ED upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.

As part of the initial development of the program, members of the advisory board and Trumbull Campus administration travelled to Broward Community College in Davy, Florida. Broward has a large Public Safety Institute. Broward Community College services the law enforcement and public safety training community for the entire southern part of the state of Florida. This group was able to review all aspects of the program from administration to training. The administration and staff at the Broward Community College agreed to mentor the Kent State program and gave us full access to their policies, procedures and curriculum. In addition to Broward Community College, Kent State architects, Hazenstab Architects, the Dean, Howland Fire Chief, and Program Coordinator visited Owens Community College near Toledo. Owens has a Public Safety Training Complex, complete with Fire Tower, and a training set-up similar to the FBI's Hogan's Alley. They provided us with information on training programs, facility, and sources of funding. The Program Coordinator then visited the Columbus Police Department's new facility, the Franklin County Sheriff's Department Firing Range, and the City of Pittsburgh Emergency Management/Homeland Security Center.

The integrity of the Police Academy program has always been maintained through compliance with the mandates of the Peace Officer Training Commission. The Commission continually reviews and revises the curriculum with the assistance of subject matter experts and recommendations of the Attorney General's and Governor's advisory boards. The Kent State University Police Academy program director attends all the meetings and conferences. Eleven years of research, training, and the placement of over a thousand police officers in the field confirms that the program should be taken to the academic certificate level in order to best support and enhance the ongoing training of our cadets. As studies indicate, the demands on law enforcement today require higher levels of education. Kent State University wants to be at the forefront of efforts to produce the most highly educated and effective police forces and best enhance our graduates' ability to best serve their communities.

8. Date of the first day of class. Include both:
 - a. The first day the program was or will be offered by the institution, and
Fall 2018
 - b. The day you would like to begin disbursing Title IV funds to students enrolled in the program.
Upon approval of the proposal.



MEMORANDUM

Department of Sociology

(330) 672-2562

Fax: (330) 672-4724

TO: Daniel Palmer, Assistant Dean, Trumbull Campus

FROM: Richard T. Serpe, Chair

DATE: September 19, 2017

SUBJECT: TAS Courses Offered in Conjunction with the Police Academy

I'm writing in support of the proposal to offer courses for credit toward a certificate connected to training in the Police Academy. Given the clear separation between these courses and the Department's degrees in Criminology and Justice Studies there are no encroachment concerns. Additionally, I'm supportive of any configuration of courses in terms of credit hours per course to facilitate student's progress toward the certificate.

Good luck with establishing this certificate program.

Please let me know if you need any further information.



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★



Ohio Peace Officer Training Commission
Office 800-346-7682
Fax 740-845-2675

P.O. Box 309
London, OH 43140
www.OhioAttorneyGeneral.gov

September 7, 2017

Kent State University
Attn: Robert Altier
Basic Police Academy - Trumbull
4314 Mahoning Ave. NW
Warren OH 44483-1998

Re: BAS 17-079
Curriculum Code BAS-037

Dear Commander Altier:

We are pleased to inform you that your application to conduct a Peace Officer Basic course between 9/18/2017 and 2/2/2018 has been approved.

If you have any changes to your original application and/or calendar notify your Field Agent as soon as possible via phone/voice mail, email or fax.

As the Commander of the school you must follow and promote the policies and procedures of the Ohio Peace Officer Training Commission, as set out in the School Commander Manual for Peace Officer Basic Training. The manual and all current forms can be found on our website at www.OhioAttorneyGeneral.gov.

If you have any questions, you can reach me at the phone number listed above. Thank you for your commitment to training those who keep Ohio safe.

Sincerely,

Arienne M. Fauber
Certification Officer
Professional Standards Division

cc: Toni DiSalvo, Field Agent
Education & Policy Section
School file

AMF/sls