



SACRAMENTO  
STATE

# Program Proposal Form B



<b>Academic Group (College):</b> SSIS	<b>Date of Submission to College Dean:</b> March 26, 2007
<b>Academic Organization (Department):</b> Public Policy and Administration (PPA)	<b>Requested Effective:</b> Fall, 2007
<b>Department Chair:</b> Ted Lascher	<b>Contact if not Department Chair:</b>
<b>Title of the Program:</b> Certificate in Judicial Administration	
<b>Type of Program Proposal:</b>	
<p><input type="checkbox"/> <b>Modification in Existing Program:</b></p> <p style="padding-left: 40px;"><input type="checkbox"/> Substantive Change</p> <p style="padding-left: 40px;"><input type="checkbox"/> Non-Substantive Change</p> <p style="padding-left: 40px;"><input type="checkbox"/> Deletion of Existing Program</p> <p><input type="checkbox"/> <b>New Programs</b></p> <p style="padding-left: 40px;"><input type="checkbox"/> Initiation (Projection) of New Program on to Master Plan</p> <p style="padding-left: 40px;"><input type="checkbox"/> New Degree Programs</p> <p style="padding-left: 80px;"><input type="checkbox"/> Regular Process</p> <p style="padding-left: 80px;"><input type="checkbox"/> Fast Track Process</p> <p style="padding-left: 80px;"><input type="checkbox"/> Pilot Process</p> <p style="padding-left: 40px;"><input type="checkbox"/> New Minor, Concentration, Option, Specialization, Emphasis</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> New Certificate Program</p>	
<p><b>PLEASE NOTE:</b> Form B is to be used only as a Cover Form. Additional information is requested for each of the above as noted in the corresponding procedure in the Policies and Procedures for Initiation, Modification, Review and Approval of Courses and Academic Programs found at <a href="http://www.csus.edu/acaf/univmanual/index.htm">http://www.csus.edu/acaf/univmanual/index.htm</a></p>	
<p><b>Briefly describe the program proposal (new or change) and provide a justification.</b> Offer a new graduate level certificate in judicial administration (see attachment for justification)</p>	
<b>Approvals:</b>	
<b>Department Chair:</b> _____	<b>Date:</b> 3-26-07
<b>College Dean:</b> _____	<b>Date:</b> Apr 13, 07
<b>University Committee:</b> _____	<b>Date:</b> _____
<b>Associate Vice President and Dean for Academic Affairs:</b> _____	<b>Date:</b> _____

## Proposed Certificate in Judicial Administration

### OVERVIEW

The Department of Public Policy and Administration is proposing a new four course, graduate level certificate in judicial administration. The program, developed in close coordination with a variety of court administrators, would be open to 1) currently enrolled MPPA students at Sacramento State and 2) selected individuals with a bachelor's degree and direct experience in judicial administration.

### JUSTIFICATION

A little known but important field, court administration is an interdisciplinary study coming to be recognized as a component of public administration. There is both a regional and statewide need for post-baccalaureate education as the courts move forward in their mission to provide access and fairness to a burgeoning population. Major changes in court policy and operations in the last decade demand an educational complement that addresses the current political and policy climate as well as the statewide regional needs of the courts. The growing reputation of Sacramento State as a metropolitan campus and the capital-linked MPPA program in particular are well positioned to attract graduate students both within and outside of the courts and provide the academic and practitioner-based training needed.

Indeed, the support we have received from a variety of key players in court administration in this state, including the California Administrative Office of the Courts (AOC), provides the best evidence of both the demand for a new program and the appropriateness of centering it at Sacramento State. Top leaders in court administration have been directly involved at every step during the two years that have been devoted to planning the new program. The Administrative Office of the Courts has also identified succession planning as one of the most important priorities for the near future as many top officials near retirement, and AOC representatives have indicated that our proposed program is a key means of addressing that issue. Furthermore, the AOC has *already* extended significant support for the program, including the initial funding for hiring of a coordinator with broad experience in the courts. Beyond that, the AOC has committed to build credibility for the study of the field by including judges, court executive officers, and other guest speakers; and providing convenient and accessible classroom facilities at the court's regional office in the Natomas area.

Specialized training in court administration at California State University, Sacramento, is consistent with the goals of the university's Destination 2010 and the aims stated in the California Judicial Council's Strategic Plan. More specifically, the proposal for developing a two-track concentration and certificate beginning in fall 2007 responds to: (1) the immediate needs facing the California Courts with projected executive and managerial retirement wave; (2) significant changes within the court environment calling for generalist as well as targeted, specialized training in public management, administration and leadership to support the institution's justice role; (3) the decline or demise of established JA programs in the United States; and (4) the desired position of Sacramento State as a destination campus, responding to the regional and statewide operational demands for improved governance.

### IMPACT ON OTHER UNITS

We do not believe that this new certificate program will have any direct impact on other campus units. It is possible that some graduate students from other departments may indirectly benefit

from taking the new courses as electives, with instructor permission. As best as we can determine, the proposed courses do not overlap with existing courses.

We have shared information about the proposed certificate with other campus units most likely to be interested/affected. The Department Chair forwarded a summary of the proposal and other information over the SSIS curriculum list serv and to the Division of Criminal Justice. No one raised any objections or concerns.

#### CERTIFICATE REQUIREMENTS/CATALOG DESCRIPTION

Requirements: Graduate Certificate in Judicial Administration

Units required for Certificate: 12 units

#### *Admission Requirements*

- Enrollment in the Sacramento State MPPA Program

#### **OR**

- The baccalaureate degree **AND** application for the Graduate Certificate in Judicial Administration **AND** determination that the application meets standards to be developed by the Department of Public Policy and Administration

#### **Required Courses (12 units)**

- (3) PPA 291 Court Governance and Operations
- (3) PPA 292 Court Management
- (3) PPA 293 Court Leadership
- (3) PPA 294 Emerging Issues in Judicial Administration

#### UNIT RESPONSIBLE FOR OFFERING AND MONITORING THE QUALITY OF THE PROGRAM

Department of Public Policy and Administration

#### DURATION OF PROGRAM

The program will be offered continuously beginning in Fall, 2007. It is expected that students will be able to complete the program in one academic year, as each of the required courses will be offered during the academic year.

#### EXPECTED NUMBER OF PARTICIPANTS

We anticipate that the program will initially enroll 15-20 students. Some of them will be existing MPPA students who have determined that there is a promising career future in the area of judicial administration. Most of them will likely be people already employed in court administration (probably within California) who desire positions of greater responsibility and have no degree or certificate beyond a baccalaureate degree.

## RESOURCES NEEDS AND MEANS OF MEETING SUCH NEEDS

Because current PPA faculty lack the specific expertise necessary to teach the judicial administration courses, in the near future it will be necessary to hire at least two part-time faculty members to teach the certificate courses. One such person would serve as program director and have administrative responsibilities (e.g., recruiting students, reviewing applications, interacting with the advisory board, advising students, reviewing the performance of other instructors) equivalent to at least one course a semester. The other persons(s) would have an instruction-only assignment (there is general consensus that is pedagogically desirable to have more than one person teaching in the program even if it was possible to find someone capable of teaching all four classes).

To meet the demands of hiring new faculty members, the AOC has committed to provide \$50,000 in Academic Year 2007-08 and is committed to seeking a similar level of funding for subsequent years.

The new program will not lead to minor if any additional infrastructure demands on the University. The AOC has committed to allowing the Program to use its Northern California Regional Office for class meetings at no cost to the University. That office is suitably equipped to meet instructional needs, including the capacity to televise class meetings for courses offered partially in distance education mode. Parking for both students and faculty will be available at the facility. Additionally, office space at the Regional Office could be provided for instructors, if necessary. We do not anticipate any significant additional demands on University computer capacity.

We do not anticipate the new program will result in additional demand for financial aid for students. Current MPPA students would be covered by existing financial aid arrangements. Most if not all of those entering the stand-alone certificate program would presumably be working for the court system already, and thereby eligible for court sponsored tuition assistance.