

FORT WAYNE SENATE AGENDA  
MONDAY  
March 11, 2024  
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of February 12 and February 19
3. Acceptance of the agenda – J. Johns
4. Reports of the Speakers of the Faculties
  - a. Deputy Presiding Officer – N. Younis
  - b. IFC Representative – B. Buldt
5. Report of the Presiding Officer – C. Lawton
6. Special business of the day
  - a. Memorial Resolution-Linda Finke, SR 23-23 – P. Eber
7. Unfinished business
8. Committee reports requiring action
  - a. Change to Minimum Grade Requirement in Revised General Education Program, SD 23-18 – EC, J. Johns (for discussion/action)
  - b. Commencement Ceremony Schedule, SD 23-19 – EPC, S. Hanke (for discussion/action)
  - c. Recommendation on Assigned Academic Work During Scheduled Breaks, SD 23-20 – EPC, S. Hanke (for discussion/action)
9. New business
10. Question time
11. Committee reports “for information only”
  - a. Charge to Nominate Candidates for the Advisory Committee on Equity, SR 23-24 – EC, J. Johns
  - b. Fort Wayne Senate Academic Regulations Taskforce Progress Report, SR 23-25 – ART, J. Johns
  - c. Minor in Forensic Investigations, SR 23-26 – CRS, L. Roberts
  - d. Concentration in Sports Leadership, SR 23-27 – CRS, L. Roberts
12. The general good and welfare of the University
13. Adjournment\*

\*The meeting will adjourn or recess by 1:15 p.m.

**Approved**

K. Barker  
B. Buldt  
J. Johns  
C. Lawton  
A. Nasr  
N. Younis

**Opposed****Abstention****Absent**

D. Tembras

**Non-Voting**

C. Ortsey

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**Attachments:**

“Memorial Resolution-Linda Finke” (SR No. 23-23)

“Change to Minimum Grade Requirement in Revised General Education Program” (SD 23-18)

“Commencement Ceremony Schedule” (SD 23-19)

“Recommendation on Assigned Academic Work During Scheduled Breaks” (SD 23-20)

“Charge to Nominate Candidates for the Advisory Committee on Equity” (SR No. 23-24)

“Fort Wayne Senate Academic Regulations Taskforce Progress Report” (SR No. 23-25)

“Minor in Forensic Investigations” (SR No. 23-26)

“Concentration in Sports Leadership” (SR No. 23-27)

In Memoriam

Dr. Linda Finke

Dr. Linda M. Finke, 74, past Dean of the College of Health and Human Services, passed away on Saturday, September 16, 2023. Linda earned her bachelor's degree in nursing from Indiana University, a master's degree in nursing from the University of Cincinnati and a PhD. in educational leadership from the University of Miami Ohio. Linda served as a faculty member at the University of Cincinnati and the University of Wisconsin-Eau Claire before serving as Associate Dean for graduate programs at the Indiana University School of Nursing. In 2005, Linda became the director of the Northeast Indiana Health Education Center in the School of Health Sciences at IPFW. Three years later she was appointed Dean of the College of Health and Human Services. Following her time as Dean, Linda served as Professor in the College of Health and Human Services and as Executive Director of IPFW's Health Clinics and Special Programs.

During her academic career, Linda supervised 47 graduate students' thesis, dissertations and fellowships. She presented at over 100 national and international nursing conferences. In addition, she received over \$2,000,000 in grants and awards for her work in the research areas of psychiatric nursing, substance abuse among nursing professionals, and the development of graduate nursing programs.

Outside of her impressive academic career, family was most important to Linda, and she cherished spending time with them. She enjoyed gardening, cooking, and antiquing with her husband Bruce. A perfect day for Linda would be driving up to Lake Michigan with her family and watching the beautiful colors of fall taking effect.

Dr. Linda Finke is survived by her husband, Bruce, and children Scott and Kelly as well as her brothers Jerry and Jeff Glenn.

Linda will be remembered for her dedication to excellence in nursing education and for instilling pride in the profession to the hundreds of nursing graduates who continue to provide high quality health care across the region, the state and the country.

TO: Jay Johns, Chair, Senate Executive Committee  
FROM: Carol Lawton  
DATE: 2/16/2024  
SUBJ: Change to Minimum Grade Requirement in Revised General Education Program

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WHEREAS, the revision of the General Education program (SD 23-5) passed by the Senate on January 8, 2024 states that “a student must earn a grade of C- or better in each course used to satisfy General Education requirements” but does not include a minimum grade point average (GPA), and

WHEREAS, the Indiana College Core (ICC) requires a GPA no lower than 2.0 across ICC courses, and

WHEREAS, the General Education program at Purdue University Fort Wayne should comply with the minimum GPA requirement of the ICC,

BE IT RESOLVED, that the revised General Education program state that “a student must earn a grade point average (GPA) no lower than 2.0 across courses used to satisfy General Education requirements, with a grade of C- or better in each of those courses.”

**Approved**  
K. Barker  
B. Buldt  
J. Johns  
C. Lawton  
A. Nasr

**Opposed**

**Abstention**

**Absent**  
D. Tembras  
N. Younis

**Non-Voting**  
C. Ortsey

MEMORANDUM

TO: Fort Wayne Senate  
 FROM: Steven A. Hanke, Chair of the Education Policy Committee  
 DATE: 2/12/2024  
 SUBJ: Commencement Ceremony Schedule

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WHEREAS SD 22-25 charged the Education Policy Committee (EPC) to complete its information-gathering process related to scheduling an alternative weekend date for the commencement ceremony,

WHEREAS the EPC discussed the issue with Jerry Lewis (VC Communications & Marketing) and Marcus Weemes (Executive Director of Housing),

WHEREAS the EPC believes that the information provided indicates the net benefits (e.g., utilized venue, operational demands on PFW employees, minimizing scheduling conflicts, housing costs) by Jerry Lewis and Marcus Weemes on the following pages supports maintaining the current commencement ceremony schedule of the Wednesday following the conclusion of finals week,

BE IT RESOLVED that PFW maintain its current commencement ceremony schedule of the Wednesday following the conclusion of final exams.

**Approved**  
 Stephen Buttes  
 Patricia Eber  
 Steven Hanke  
 Andres Montenegro  
 Erik Ohlander

**Opposed**

**Abstention**

**Absent**  
 Promotes Saha

**Non-Voting**  
 Chris Huang  
 Teri Swim

## Information provided by Jerry Lewis

### PFW COMMENCEMENT ATTENDANCE

The 2022 Commencement marked the first ceremony following the Indiana University teach out. In other words, 2022 marked the first ceremony featuring only PFW graduates. Participation among graduating students increased significantly in 2023, which corresponded with a more than 50 percent increase in overall attendance (graduating students and guests).

#### 2023 Commencement Attendance

Undergraduate Students	806
Graduate Students	<u>218</u>
Total Graduating Students	1,024

*Total Attendance (including guests)*                      7,949

#### 2022 Commencement Attendance

Undergraduate Students	595
Graduate Students	<u>112</u>
Total Graduating Students	707

*Total Attendance (including guests)*                      5,136

### VENUE / LOCATION ISSUES

- The Coliseum and Expo Center is the only venue that is large enough to accommodate both the Commencement Ceremony (main arena) and the Commencement Celebration (Expo Center). There is no other suitable venue in Fort Wayne, as is evidenced by the fact that so many universities and high schools use the Coliseum for their commencement ceremonies.
- The Coliseum is also the only venue that has the dozen or so large breakout rooms and spaces that can accommodate the undergraduate lineup area, graduate hooding area, faculty robing area, platform party/VIP robing area, luncheons, alumni dinner, and staff/tech areas.
- The Coliseum has robust catering facilities capable of meeting all of the catering required for the various events and activities related to commencement.
- Having adequate parking and traffic flow is essential, and the Coliseum is equipped to meet the university's needs.
- The university stores a significant volume of Commencement-related staging and infrastructure in PFW's on-campus warehouse. Additional time and cost would be incurred in transporting these materials back and forth to a different location.

### SCHEDULING ISSUES

- The Commencement Ceremony and related functions currently require a minimum of two full days of space rental at the Coliseum. Load-in and set-up begin early morning the day before Commencement and often the night before (pending whether Komets are in the playoffs, and the space is available).

- In order to have a Ceremony there on a Sunday, this setup would ideally have to begin on a Friday evening; a Saturday ceremony would require setup to begin on a Thursday evening. These are prime rentable days and nights for the Coliseum and Expo Center for concerts, trade shows, and other events. Even if we could find weekends in future years that the space is available, it would be at a premium price.
- The Sunday following the current Wednesday Commencement Ceremony dates is usually Mother's Day. That would be a very unpopular weekend to schedule a Commencement Ceremony.

### **STAFFING ISSUES**

- A weekend Commencement Ceremony would require having a significant number of university staff work off hours and beyond their normal work schedules. It's already a challenge to adequately staff for the setup, ceremony, and celebration/after-party.
- Additionally, a large number of staff and volunteers are hourly employees who would need to be paid overtime, thus resulting in additional expense.

### **IMPACT ON GRADUATING STUDENTS AND THEIR FAMILIES**

- Moving the Commencement Ceremony to a weekend would impact students and families of various religious faiths who have observances, services, and gatherings on Saturdays and Sundays.
- Moving the Commencement Ceremony to a weekend would impact families with children who have sporting events and club activities that meet on Saturdays and Sundays.
- Having the Commencement Ceremony at a later date than currently scheduled could have an impact on international students who might incur additional costs to extend their stay in the country.

### **Information provided by Marcus Weemes**

- Housing Operational Costs would increase (utilities and extra staffing due to having additional students in all buildings) creating also a shorter period of time for summer camps, conferences and summer interns that help offset the costs for students during the academic year by delaying the arrival by over a week and a half from the current ceremony. This could also add additional costs for having vendors come in to flip and prepare rooms for summer and fall.
- We are already providing all graduating students 5 nights of free housing beyond their housing contract which is at least ~\$135 per student.
- In an ideal world for operations if Graduation could be the weekend of finals that would create the least friction on our operations and actually improve our ability to serve students (preparing for transition to summer housing/interns/summer camps). This has been my first institution that has had graduation beyond Sunday of Finals Week.

MEMORANDUM

TO: Fort Wayne Senate  
 FROM: Steven A. Hanke, Chair of the Education Policy Committee  
 DATE: 2/12/2024  
 SUBJ: Recommendation on Assigned Academic Work During Scheduled Breaks

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WHEREAS the Executive Committee of the Faculty Senate tasked the Educational Policy Committee to create a proposal to address the assignment of academic coursework and exams over scheduled breaks such as Fall Break, Thanksgiving Break, and Spring Break.

WHEREAS the aforementioned scheduled breaks are placed throughout the academic year intentionally to provide students rest and a break from coursework.

BE IT RESOLVED that it is best practice and it is strongly recommended that faculty not schedule a graded exam, quiz, or other graded assignment that is only available to students and due solely over a scheduled break; and

BE IT FURTHER RESOLVED that students be made aware (via the syllabus and/or other instructional materials) of course-level assignment schedules, requirements and expectations, including the expectation that students be prepared for exams and/or assignments on the scheduled dates following a break.

**Approved**  
 Stephen Buttes  
 Patricia Eber  
 Steven Hanke  
 Andres Montenegro  
 Erik Ohlander

**Opposed**

**Abstention**

**Absent**  
 Promotes Saha

**Non-Voting**  
 Chris Huang  
 Teri Swim



### **Recommendation on Assigned Academic Work During Scheduled Breaks**

The Educational Policy Committee considers it best practice and strongly recommends that instructors not schedule a graded exam, quiz, or other graded assignment that is only available to students and due solely over a scheduled break. While students should always be prepared for class, framing assignments in such a way that requires academic work over Fall Break, Thanksgiving Break, and Spring Break is strongly discouraged. Students should be given sufficient time to carry out assignments without being required to devote their breaks to such coursework.

The following exceptions may apply:

- Students are expected to be prepared for class sessions that meet immediately after scheduled breaks, for example, by keeping up with reading assignments during scheduled breaks as normally expected;
- Students who have been granted extensions through scheduled breaks for graded academic coursework may find it necessary to complete such coursework or prepare for such assessments over break;
- Courses with a travel/field or clinical component may expect students to conduct such academic coursework during scheduled breaks.

MEMORANDUM

TO Jane Leatherman, Chair  
Nominations and Elections Committee

FROM: Jay Johns, Chair  
Senate Executive Committee

DATE: 02/26/2024

SUBJ: Charge to Nominate Candidates for the Advisory Committee on Equity

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The Vice-President for Ethics and Compliance of Purdue University appoints, upon the nomination of various stakeholders, including the Chancellor of PFW, an Advisory Committee on Equity to help with resolving complaints of discrimination and harassment and with maintaining an environment that recognizes the inherent worth and dignity of every person. For more details see:

<https://www.purdue.edu/ethics/resources/resolving-complaints.php> .

The Chancellor seeks to make nominations to the committee informed by formalized faculty input. The Executive Committee wishes therefore to charge Nominations and Elections to put out a call and solicit names of faculty members willing to serve on said committee; from the list of candidates thus populated, Faculty Leadership will then submit three names to the Chancellor for his consideration. Please note that according to Purdue University regulations lecturers are not considered Faculty.

Terms are for three years, and the time commitment includes an in-person training upon appointment (one-half to one full day), annual online training thereafter (about 30–60minutes), and participation in panel meetings as needed (about 2–4 times per year for about 2–3 hours each, depending on the complexity of the matter). The policies for which this apply are the Nondiscrimination Policy:

[https://www.purdue.edu/home/ea\\_eou\\_statement/](https://www.purdue.edu/home/ea_eou_statement/),

and the Anti-Harassment Policy:

<https://www.purdue.edu/policies/ethics/iic1.html> .

**Approved**

Kristin Barker  
Bernd Buldt  
Jay Johns  
Carol Lawton  
Assem Nasr  
Nash Younis

**Opposed**

**Abstention**

**Absent**

Daniel Tembras

**Non-Voting**

Craig Ortsey

**Progress Report**  
**Fort Wayne Senate Academic Regulations Taskforce**

The taskforce held six meetings to date over the course of academic year 2023-2024.

Per our charge as the Academic Regulations Taskforce, we have undertaken the responsibility of a thorough and systematic review of PFW academic regulations.

Our taskforce has worked diligently to evaluate and consider thoroughly the academic regulations of both Purdue West Lafayette and Purdue Fort Wayne using the tools provided us by the expertise of our administrators and Registrar's office in addition to documented internet sources available to the public. Work began by our group on September 9, 2023. To date, January 2024, we have reviewed and prepared recommendations on the following regulations:

- Academic Programs
- Academic Year and Calendar
- Financial Obligations and Responsibilities
- Schedule of Exams
- Scholastic Deficiencies
- Scholastic Recognition

Work is being completed on:

- Classes
- Degree Requirements
- Registration and Course Assignments
- Grades and Grade Report
- Scholastic Records

Our taskforce expects to complete work on the remaining records by March 26, 2024 as able. We will then provide EPC with our minor wording changes and recommendations.

Please contact us with any questions or concerns.

Respectfully submitted,

Elva Resendez, PhD  
Chair, Academic Regulations Taskforce 2023-2024

MEMORANDUM

TO: 2023-2024 Senate Executive Committee  
FROM: Teri Hogg  
Chair, Undergraduate Curriculum Subcommittee  
DATE: January 30, 2024  
SUBJECT: Minor in Forensic Investigations

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The Undergraduate Curriculum Subcommittee reviewed and supported the proposal from the College of Liberal Arts for a new minor in the Department of Criminal Justice and Public Administration in the College of Liberal Arts . We find that the proposal requires no Senate review.

Thank you for the opportunity to review this new concentration.

<b>Approved</b>	<b>Opposed</b>	<b>Absent</b>	<b>Non-Voting</b>
Claudio Freitas, Teri Hogg Jordan Marshall Lee Roberts Emily Tock Xiaoguang Tian		Laurel Campbell	Terri Swim

## Degree/Certificate/Major/Minor/Concentration Cover Sheet

Date:

Institution: Purdue

Campus: Fort Wayne

School or College:

Department:

Location:                      80% or more online: Yes      No

County:

Type:

Program name:

Graduate/Undergraduate:

Degree Code:

Brief Description:

Rationale for new or terminated program:

CIP Code:

Name of Person who Submitted Proposal:

Contact Information (phone or email):



## Undergraduate Academic Program Memo

**Date:** 1/10/24

**From:** Dr. Jospeter Mbuba, Chair, Department of Criminal Justice and Public Administration

**To:** Dr. Carl Drummond, Vice Chancellor for Academic Programs

**Re:** Proposal for a new minor - Forensic Investigations

### Brief description of the program:

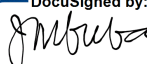
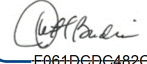
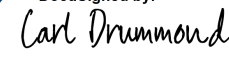
This minor will be hosted in the Department of Criminal Justice and Public Administration. Students declaring the minor will be required to take a minimum of 15 credit hours or 5 courses with a 2.00 grade point average. The 5 courses will include 3 required and 2 elective courses. No more than 3 resident credits will be below the 20000+ level. Students taking this minor will gain skills and understand the techniques used in criminal investigations. They will learn how to analyze crime scenes, collect and preserve evidence, and apply scientific methods to solve complex criminal cases. Legal and ethical considerations in forensic work will also be covered.

### Brief rationale for program request:

Students have consistently inquired about forensic studies programs. At the same time, the United States Bureau of Labor Statistics projects a “much faster than average” growth rate for jobs whose roles include collecting, identifying, and analyzing physical evidence related to criminal investigations, with a projected national growth rate of 13% from 2022-2032. In Indiana, this growth rate is even higher at 16%. Moreover, the Bureau projects an “average” growth rate for jobs under “Detectives and Criminal Investigators” with a projected nationwide annual growth rate of 2% from 2022 to 2032. In Indiana, a slightly higher growth rate of 4% is anticipated for the same period. This minor can be administered with no additional resources beyond what is currently available in the department and collaborating academic units.

**CIP Code:** 43.0104

**For completion by Office of Academic Affairs**

DocuSigned by:  <small>57E3F1335B05464...</small>	1/15/2024
<i>Department Chair Signature</i>	<i>Date</i>
DocuSigned by:  <small>F061D0DC482G4E6...</small>	1/17/2024
<i>School Dean Signature</i>	<i>Date</i>
DocuSigned by:  <small>27109142004745C...</small>	1/16/2024
<i>Vice Chancellor for Academic Affairs Signature</i>	<i>Date</i>

PLEASE NOTE: The Office of Academic Affairs will collect electronic signatures from the Chair, Dean, and Vice Chancellor for Academic Affairs after the form has been filled out and submitted to the Associate Vice Chancellor for Academic Programs with the rest of the program proposal.

**PFW**  
**Request for a New UG Minor**

Proposed Title of Minor:  
Forensic Investigations

College/School and Department Offering the Minor:  
College of Liberal Arts, Department of Criminal Justice and Public Administration

Projected Date of Implementation: Fall 2024

I. Brief Description of Minor: *This may be published in the Catalog. A brief explanation of what the student will experience and/or learn; no more than 2-3 sentences.*

Students taking this minor will gain skills and understand the techniques used in criminal investigations. They will learn how to analyze crime scenes, collect and preserve evidence, and apply scientific methods to solve complex criminal cases. Legal and ethical considerations in forensic work will also be covered.

II. Why is this minor needed? *Rationale, including market research and/or survey results.*

**Rationale:** Over the recent years, the Department of Criminal Justice and Public Administration has undergone significant programmatic changes, transitioning from offering a Bachelor of Science in Public Affairs to gaining approval for the current Bachelor of Science in Criminal Justice by the Indiana Commission for Higher Education in 2020, followed by its official launch in 2021. The introduction of the BSCJ significantly enhanced the prominence of the criminal justice program on our campus. Consequently, prospective students consistently inquire about forensic studies programs during the annual New Students Orientations. Additionally, students majoring in Biology, Chemistry, and Anthropology have occasionally expressed similar interests. These inquiries affirm the demand for a minor in forensic investigations and justify why this proposal should be approved.

**Evidence of Labor Market Need:** The United States Bureau of Labor Statistics projects a “much faster than average” growth rate for job positions whose roles include collecting, identifying, and analyzing physical evidence related to criminal investigations. Specifically, within the category of “Forensic Science Technicians” which encompasses roles such as crime lab analysts, crime scene analysts, crime scene technicians, criminalists, crime scene investigators, evidence technicians, forensic science examiner, forensic scientists, and forensic specialists, among others, the projected national growth rate from 2022-2032 is 13%. Within the state of Indiana, this growth rate is even higher at 16%. In terms of remunerations for these positions, the reported current wages are \$30.64 per hour and \$63,740 annually.<sup>1</sup> This bright outlook for the job market in forensic studies provides further justification why this proposal should be approved.

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<sup>1</sup> <https://www.onetonline.org/link/summary/19-4092.00>

Additionally, the United States Bureau of Labor Statistics, as reported by the Occupational Information Network (onetonline.org), projects an “average” growth rate for the category of jobs under “Detectives and Criminal Investigators.” This category includes crime scene investigators, criminal investigators, detectives, fugitive detectives and investigators, narcotics detectives, narcotics investigators, police detectives, and special agents, among others. The projected annual growth rate for this job category nationwide from 2022 to 2032 is 2%. In the state of Indiana, a slightly higher growth rate of 4% is anticipated for the same period. The reported wages for these positions are currently \$41.48 hourly, \$86,280 annually.<sup>2</sup>

Moreover, a recent online job search for *forensic investigation* positions posted 30 days prior to November 15, 2023, by ZipRecruiter – an employment marketplace for both job seekers and employers – revealed the availability of 36 jobs within a 100-mile radius of Fort Wayne, 6 within 50 miles, 4 within 25 miles, and 2 within 10 miles. For *criminal investigations* jobs during the same timeframe, there were 46 job postings within 100 miles of Fort Wayne, 27 within 50 miles, 23 within 25 miles, and 14 within 10 miles. Job opportunities span various agencies, ranging from the Juvenile Probation office to the IRS. Although some agencies may impose additional qualification requirements, such as specific years of experience, the demand for the skill set that the proposed minor aims to provide is clear and well demonstrated.<sup>3</sup>

III. Prospective Curriculum: *Please create a plan of study for the degree. If new courses are being created, all course proposals must be completed in order to add to this block.*

Only one of the required courses, Forensic Linguistics, needs to be developed. This course will be at the 2000 level. The proposed syllabus is attached here.

IV. Credits required:

The proposed minor requires a minimum of 18 credits or 6 courses.

V. List all specific **program completion** requirements, including courses, minimum course GPA, minimum overall GPA, number of credits completed in residence, maximum time allowed from the completion of the first course, how many courses can be applied to another certificate or program of study, etc.

This minor should be declared within the Department of Criminal Justice and Public Administration. The minor requires a minimum of 18 credit hours or 6 courses with a 2.00 grade point average. The 6 courses include 4 required courses and 2 electives. At least 9 credits must be earned as resident credits at the 2000+ level or above.

Required courses:

- CRIM 10100 – The American Criminal Justice System
- CRIM 22200 – Introduction to Criminalistics
- CRIM 34800 – Criminal Investigation
- PSY 33200 – Forensic Psychology or LING 2xx – Forensic Linguistics

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<sup>2</sup> <https://www.onetonline.org/link/summary/33-3021.00>

<sup>3</sup> <https://www.ziprecruiter.com>



CRIM 10100 (The American Criminal Justice System) is a prerequisite to all CRIM courses and requires a grade of C– or better. This course can also be completed as part of the General Education requirements (B.5) or the College of Liberal Arts Thematic Area C.

Elective Courses:

- AD 20201 – Introduction to Photography
- HSRV 10500 – Basic Interviewing Skills
- HSRV 35000 – Drugs and Society
- ANTH 42600 – Human Osteology
- SOCI 20100 – Sociology of Serial Killing
- CRIM 20100 – Causes of Crime (only for non-criminal justice majors)

VI. Describe student population to be served and summarize the benefits to them, including focus and/or career relevance.

The Forensic Investigations minor will be available to students who are enrolled in baccalaureate programs including the Bachelor of Science in Criminal Justice. The minor will equip students with practical skills in **crime scene analysis, evidence collection, investigative techniques, and a hands-on understanding of criminal procedures.** It will provide valuable specialization to enhance their competitiveness in job markets where expertise in forensic investigations is needed. The minor will also enhance the career opportunities for liberal arts and other majors. Upon the successful completion of this program, students will benefit from the following program learning outcomes:

1. Develop the necessary skills in crime scene management including **evidence collection and preservation** as well as **documentation of findings.**
2. Demonstrate the ability to **interpret forensic evidence** to support decision-making in the management of criminal cases.
3. Apply forensic techniques in criminal investigations including **surveillance, interviews, and interrogations.**
4. Differentiate the **principles of criminal profiling and behavioral analysis,** including the development of offender profiles.
5. Understand the importance of **maintaining the integrity of evidence** and ensuring that evidence is **admissible in court.**
6. Evaluate the **strengths and limitations of different types of evidence and techniques** used in forensic investigations.
7. Apply critical thinking and investigative skills to solve complex crime-related issues.

VII. How does this minor complement the institution, college, or departmental missions?

The introduction of the Forensic Investigations minor aligns with Purdue Fort Wayne’s mission to “educate and engage our students and communities with purpose” and supports the College of Liberal Art’s education agenda that emphasizes a broad education for students in an ever-changing world. This minor expands academic offerings in the Department of Criminal Justice and Public Administration, offering students a new set of skills in line with the institution and college’s missions.

VIII. Describe any relationship to existing programs within the university.

Programs that exist at PFW with courses that are relevant to the proposed minor include Criminal Justice, Psychology, Arts and Design, Human Services, Anthropology, Sociology, and International Language and Culture Studies. Thus, the proposed minor incorporates courses from these programs.

- IX. List and indicate the resources required to implement the proposed minor. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.). \*

The proposed minor will be offered by the Department of Criminal Justice and Public Administration, part of the College of Liberal Arts. The department currently consists of three tenured/tenure-track faculty members, one clinical faculty member, and an administrative assistant. Additionally, there is an academic advisor shared equally with the Department of Communication Sciences and Disorders. The department also benefits from the assistance of three regular limited term lecturers. Furthermore, the department has a strong and supportive Community Advisory Board comprised of criminal justice professionals in the region. The proposed minor can be administered with the resources currently available in the department. For the elective courses, consultations with the relevant departments offering them have confirmed that the electives are offered regularly enough to fulfill the requirements of the minor.

## Liaison Librarian Memo

Date: 1/11/24  
From: Emily Tock, Reference & Instruction Librarian, COLA Liaison, GovDocs Coordinator  
To: Carl Drummond  
Re: Forensic Investigations minor

Describe availability of library resources to support proposed new program:

Helmke Library currently subscribes to a number of criminal justice databases, such as The Criminology Collection and Criminal Justice Database, which should provide a base for this minor program, as well as cross-disciplinary databases that would also provide classroom and research support (16 databases in total). In addition, Helmke has access to 29 current forensic science journal titles and a current count of 139 monograph/edited collection titles dating from 2018. This collection of resources is commensurate with other criminal justice programs with forensic science programs/minors in Indiana and across the Midwest. As with other programs, Document Delivery Services can provide materials not located within Helmke's physical and digital collections.

Comments:

I feel that Helmke Library is adequately-equipped to provide materials support for this new minor. However, there is a larger question of librarian research/reference support. As the liaison for all of COLA and with my government documents coordinator duties and various outreach duties, I am stretched quite thin at the current time. Additionally, we currently only have four other reference & instruction librarians supporting university academic programs, one of whom is doing double/triple duty as library director, director for library academic services and liaison to Education and Health Sciences. Even with the opportunity to hire an additional reference & instruction librarian for COS support in July of 2024, that still leaves us short one reference & instruction librarian from the optimal number of library faculty to ensure best services practices to academic programs. Currently, Helmke Library faculty are able to provide research and reference support - and this additional minor will be fully supported. However, continued growth in the number of academic programs will become an issue without analogous growth in Helmke Library faculty.



11 January 2024

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*Liaison Librarian Signature*

*Date*

Please email [academic\\_program@pfw.edu](mailto:academic_program@pfw.edu) with questions about this form.  
Send signed original to Associate Vice Chancellor for Academic Programs  
Kettler Hall, Room 174