# UNIVERSITY COUNCIL ACADEMIC PROGRAMS COMMITTEE REQUEST FOR DECISION

**PRESENTED BY:** Len Proctor, Chair, Academic Programs Committee of Council

**DATE OF MEETING:** June 21, 2012.

**SUBJECT:** College of Graduate Studies and Research: Post Graduate

**Degree Specialization Certificate in Corrections** 

#### **DECISION REQUESTED:**

*It is recommended:* 

That Council approve the proposal from the College of Graduate Studies and Research for a Post-Graduate Degree Specialization

Certificate in Corrections.

#### **PURPOSE:**

The proposed program is an academic program at the University of Saskatchewan. Implementation of new programs requires approval by University Council.

#### **SUMMARY:**

The Post-Graduate-Degree Specialization Certificate in Corrections (PGDSC) is joint offering of the Department of Psychology and the Centre for Forensic Behavioural Sciences and Justice Studies. It will offer specialized two-year full time post-graduate training program for senior corrections managers which will support the application of evidence-based corrections programming and practices, and leadership in corrections research and evaluation within the agencies and jurisdictions these managers represent.

The program will admit three or more students annually who already possess a graduate degree. The program consists of a combination of formal course work, and practical or applied learning opportunities.

Admission criteria for the PGDSC are:

- Completion of a Master's degree from a recognized university in one of Psychology, Sociology, Criminology, Social Work, or another relevant graduate degree in the human services area with a 70% average for coursework completed within that degree;
- Current employment with and written letter of nomination from the sponsoring corrections agency (employer) confirming commitment to participate;

#### **New courses**

CORR 810.3 Evidence-Based Best Practice in Corrections

CORR 820.3 Law and Policy in Corrections

CORR 830.4 Essential Elements of Forensic and Correctional Assessment

CORR 840.3 Incorporating Effective Correctional Principles and Practices into Case

Management

CORR 850.7 Evidence-Based Intervention with Criminal Offenders CORR 860.3 Research and Evaluation of Effective Correctional Treatment Principles, Practices and Interventions CORR 870.3 Achieving Program Integrity, Quality Assurance, and Outcomes Through Clinical Supervision

Instruction for these courses will be provided by Senior Clinical Directors from the Saskatchewan Ministry of Corrections, Public Safety & Policing (CPSP) who hold a Professional Affiliate designation with the University of Saskatchewan.

#### **REVIEW:**

At its April 25, 2012 meeting, the Academic Programs Committee discussed this proposal with CGSR Associate Dean Trever Crowe and with Steve Wormith, Director and Rhonda Appell, Coordinator of the Centre for Forensic Behavioural Sciences and Justice Studies. Following additional clarification regarding the Memorandum of Understanding with the Saskatchewan Ministry of Corrections, Public Safety and Policing, the committee agreed at its May 9 meeting that this will be a high quality program of significant benefit to the province, and its approval should be recommended to Council.

#### **ATTACHMENTS:**

Proposal documentation



# PROPOSAL FOR A POST-GRADUATE-DEGREE SPECIALIZATION CERTIFICATE IN CORRECTIONS

November 2011

## Proposal for Curriculum Change University of Saskatchewan

to be approved by University Council or by Academic Programs Committee

#### 1. PROPOSAL IDENTIFICATION

#### Title of proposal:

Degree(s): Post-Graduate-Degree Specialization Certificate

Field(s) of Specialization: Evidence-Based Practice in Corrections

Level(s) of Concentration: n/a Option(s):

Degree College: Arts and Science

Department: Department of Psychology and Centre for Forensic Behavioural Sciences

and Justice Studies

Home College: Arts and Science

Contact person(s) (name, telephone, fax, e-mail):

J. Stephen Wormith, Director, Centre for Forensic Behavioural Sciences and Justice Studies

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Ronda Appell, Coordinator, Centre for Forensic Behavioural Sciences and Justice Studies

Tel: 966-2687 Fax: 966-6007

Email: ronda.appell@usask.ca

Date:

Approved by the degree college and/or home college:

Proposed date of implementation: September 2012

## 2. Type of change

#### Requiring approval by Council

- A new Degree-Level program or template for program.
- A new Field of Specialization at the Major or Honours Level of Concentration or template for a major or honours program

Conversion of an existing program from regular to special tuition program.
 A change in the requirements for admission to a program
 A change in quota for a college
 Program revisions that will use new resources
 A replacement program, including program deletion
 A program deletion (consult Program Termination Procedures, approved by Council in May 2001)

#### Requiring approval by Academic Programs Committee

Other: new post-graduate specialization certificate

- Addition of a higher Level of Concentration to an existing Field of Specialization.
- Addition of a new Field of Specialization at the Minor Level of Concentration.
- A change in program options
- A change in the name of a Degree-level Program or Field of Specialization.
- A change in the total number of credit units required for an approved degree program.

#### 3. RATIONALE

The proposed Post-Graduate-Degree Specialization Certificate in Corrections is an entirely new and unique program designed for senior corrections managers responsible for the development, monitoring and evaluation of offender programs. Its underlying goal is to enhance correctional effectiveness and community safety by equipping candidates with the advanced knowledge and skills (e.g. laws and regulations governing corrections practice, principles of general and risk assessment, case management and treatment of offenders, and research and evaluation methods in corrections) required to support the consistent and effective application of evidence-based corrections programming and practices and active leadership in ongoing corrections research, evaluation and knowledge translation. This has been identified as a need by the Saskatchewan Ministry of Corrections, Public Safety and Policing (CPSP), as evidenced by its signing of a Memorandum of Understanding with the University of Saskatchewan in October, 2010 which includes an annual allocation of resources to support a number of modes of intended collaboration, one of which is the joint development and offering of the proposed program for senior corrections practitioners.

The joint development with CPSP of a unique teaching initiative is an example of engagement linked to the University's academic mission, as described in the University's foundational document on Outreach and Engagement (University of Saskatchewan, 2006). Such active collaboration with CPSP provides an opportunity for the University to make a positive contribution to addressing practical issues related to corrections and public safety that are of provincial, national and international importance. Moreover, the development of such a program is in keeping with "innovation in academic programs and services" described in the areas of focus for the Third Integrated Plan and the need to provide "compelling, engaging, challenging academic programs which are creatively designed.....utilize new methodologies and approaches, provide future-oriented professional education and address areas of societal need." (University of Saskatchewan, 2011). In these ways, the proposed program is in keeping with the University's strategic priorities to both improve the student experience and to enhance its profile in research and scholarly activity, and in particular the University's commitments to provide innovative, quality programs and to engage with external partners to support mutually beneficial goals and priorities (University of Saskatchewan, 2008a).

The program has the potential to attract students from government corrections departments and agencies, both within and outside Canada as no similar program is known to exist within North America. However, initial capacity of the program is set at 3 students per year. Thus, beginning in year two after the program is first introduced, an ongoing cohort of at least 6 students (3 in year one, 3 in year two) is anticipated. Further expansion of the program beyond 6 seats will be dependent on observed demand and program capacity. Importantly, the MOU between the U of S and CPSP confers upon the province 3 seats in the program on an annual basis. CPSP may opt to fill all 3 seats, but if not filled by CPSP these seats may be offered to eligible applicants from other jurisdictions for a set tuition. Due to a significant practical component to the program, candidates will be required to apply with full commitment from a sponsoring organization (employer) that will ensure appropriate access to community and facility corrections staff, programs and case files for the dual purpose of candidates' fulfilling ongoing job roles and responsibilities while at the same time satisfying program requirements. The requirement for agency commitment will ensure that candidates have the needed support to participate in the program, but may also limit the number and range of potential applicants so as to ensure program delivery is manageable. Initially, jurisdictions from which the program can accept applicants will be limited to Saskatchewan and North Dakota due to limited capacity and jurisdictional expertise required to deliver the kind of one-on-one training and mentorship that is the delivery model of the program.

#### 4. DESCRIPTION OF PROGRAM CHARACTERISTICS

The proposed Post-Graduate-Degree Specialization Certificate in Corrections (PGDSC) is a specialized post-graduate training program, targeted to practitioners in the field of corrections. This largely applied training program designed for senior corrections managers, has as its underlying goal to enhance correctional effectiveness and community safety by ensuring participants are equipped with the advanced knowledge and skills that will support the consistent and effective application of evidence-based corrections programming and practices and active leadership in corrections research and evaluation within the agencies and jurisdictions they represent.

The proposed program, representing a new joint offering of the Department of Psychology and the Centre for Forensic Behavioural Sciences and Justice Studies, is similar to the Post-Graduate-Degree Specialization Certificate: Nurse Practitioner in the College of Nursing in that it will be offered to students already possessing a graduate degree and will involve a combination of formal course work, and practical or applied learning opportunities. However, in this program, formal instruction and knowledge application will be fully integrated, taking place over a two year period as part of the fulfillment of the student's ongoing employment responsibilities. Ongoing instruction and one-on-one mentoring throughout this period will be provided by an assigned Senior Clinical Director employed by Saskatchewan Corrections, Public Safety and Policing.

Admission criteria for the PGDSC will be:

- Completion of a Masters degree from a recognized University in one of Psychology,
   Sociology, Criminology, Social Work, or another relevant graduate degree in the Human Services area with a 70% average for coursework completed within that degree;
- Current employment with and written letter of nomination from the sponsoring corrections agency (employer) confirming commitment to participate;

The program will consist of the following courses, totaling 26 credit units, to be completed during full-time enrollment over a two year period:

#### Year 1 courses:

CORR 810. Evidence-Based Best Practice in Corrections (3 credit units)

CORR 820. Law and Policy in Corrections (3 credit units)

CORR 830. Essential Elements of Forensic and Correctional Assessment (4 credit units)

#### Year 2 courses:

CORR 840. Incorporating Effective Correctional Principles and Practices into Case Management (3 credit units)

CORR 850. Evidence-Based Intervention with Criminal Offenders (7 credit units)

CORR 860. Research and Evaluation of Effective Correctional Treatment Principles,
Practices and Interventions (3 credit units)

#### Continuous enrollment over program duration:

CORR 870. Achieving Program Integrity, Quality Assurance, and Outcomes Through Clinical Supervision (3 credit units)

There is no separate 'practicum' component to the program. Rather, all applied aspects of this course-based program are fully imbedded within the context of the above-listed courses.

The above courses are not part of an existing University of Saskatchewan graduate program but rather represent new offerings specific to the proposed program. No program or course deletions are anticipated as a result of this proposal.

The proposed effective date of the new program is September, 2012.

#### 5. RESOURCES

Resource requirements for the program will be limited due the relatively small enrollment. The MOU with CPSP provides an allocation of resources to offset the resources required to develop and launch the program, as well as a contribution to administrative/management support related to ongoing program coordination.

Resources for instruction and field supervision will include Senior Clinical Directors employed by CPSP who hold a Professional Affiliate designation with the Department of Psychology. Affiliates will not receive remuneration from the University for the instruction and mentoring provided to program participants but rather will perform these functions as part of their assigned duties within CPSP.

Information technology support for program delivery - use of Blackboard Learn for all courses, and video-conferencing software and/or facilities for one course - will be required. Remote access to University library resources for enrolled students and participating instructors will also be required.

Due to the large practical component of the program, minimal classroom space will be required. The use of centrally available, rather than dedicated facilities for video-conferencing or other distributive learning is anticipated to maximize efficiency.

No student funding will be provided; rather students will be fully funded by their employer.

#### 6. RELATIONSHIPS AND IMPACT OF IMPLEMENTATION

The program represents a new joint offering of the Department of Psychology and the Centre for Forensic Behavioural Sciences and Justice Studies. Academic oversight of the program will rest with the Department of Psychology, and as such Psychology will be the academic home of students enrolled in the program. However, program coordination, administrative and management support will be provided by the Centre for Forensic Behavioural Sciences and Justice Studies. Program instruction for six of the seven courses will be provided collectively by Senior Clinical Directors employed by Saskatchewan Corrections, Public Safety and Policing who must hold a Professional Affiliate designation with the Department of Psychology.

Teaching of one of the seven courses identified within the proposed program will involve two faculty members from the Department of Psychology. The additional teaching workload for this course is estimated at 4 credit units (cu) which will be accommodated through a redistribution of assigned teaching duties for these faculty and use of sessional lecturers where possible/appropriate for courses affected by the distribution. Dr. J. Stephen Wormith, Professor, Department of Psychology and Director, Centre for Forensic Behavioural Sciences and Justice Studies will be the faculty contact and coordinator for the program.

There is no anticipated impact on courses or programs outside the Department of Psychology. Required consultations have been undertaken with the University Library, Registrar, Information Technology Services and Facilities Management.

#### 7. BUDGET STATEMENT

The proposed Post-Graduate-Degree Specialization Certificate represents a new joint offering of the Department of Psychology and Centre for Forensic Behavioural Sciences and Justice Studies. Costs for program administration and delivery will be borne by the Centre and by the Saskatchewan Ministry of Corrections, Public Safety and Policing - the former through a combination of anticipated tuition revenue and funds available through an MOU with CPSP and the latter by way of in-kind provision of program instructors/mentors. The Department of Psychology will receive an agreed upon allocation of funds annually from the Centre for 6 cu of sessional instruction (approximately \$13,000) in exchange for Department faculty time devoted to the program (2 faculty members affected), and for anticipated administrative workload (approximately \$4,000).

Overall, annual costs for program delivery (excluding in-kind instructional resources provided by CPSP) are estimated at approximately \$26,000. This includes the distribution of funds to the Department of Psychology, described above, as well as the following additional expenses:

- > \$5,000 for program administration/management support provided by the Centre for Forensic Behavioural Sciences and Justice Studies
- > \$2,500 for video-conferencing
- ➤ \$1,500 for miscellaneous operating expenses

The MOU with CPSP provides approximately \$10,000 on an annual basis to offset the total program costs. Thus, approximately \$16,000 in annual tuition revenue is required in order for the program to be self-sufficient. Moreover, overall sustainability of the program is dependent on receipt of annual tuition revenue equivalent to 1-2 students per year, as well as continued support from CPSP by way of in-kind instructional resources and MOU funds. A letter of support from CPSP regarding its commitment to long-term partnership with the University of Saskatchewan in delivering this program is provided in Appendix IV.

Program tuition has been set at \$15,000 per student per year or \$30,000 per student for the two-year program. Tuition will be paid via contract with the sponsoring correctional agency, with CPSP students (max 3 per year) being covered by the existing MOU. Separate contractual agreements will be established with other correctional agencies/jurisdictions who wish to sponsor one or more students in the program.

#### REFERENCES

University of Saskatchewan (2011, January). Third Integrated Plan: Areas of Focus. Retrieved from http://www.usask.ca/ip/docs/protected/AreasofFocus\_FINALJan2011.pdf?ticket=ST-729601-l2shpbmWFVrEroaJiS4Q-%24HOST

University of Saskatchewan (2008a). *The Second Integrated Plan: Toward an Engaged University, 2008-09 to 2011-12.* Retrieved from http://www.usask.ca/ip/inst\_planning/docs/UofS\_Report\_Booklet\_final\_LR.pdf

University of Saskatchewan (2006, January). *The Foundational Document on Outreach and Engagement: Linking with Communities for Discovery and Learning.* Retrieved from http://www.usask.ca/ip/inst\_planning/docs/OEFD\_FINALAPPROVED.pdf

#### **Summary of new courses:**

#### **CORR 810.3** Evidence-Based Best Practice in Corrections

This course explores the theoretical and empirical basis of criminal behaviour. This knowledge will then be considered with respect to prediction of criminal behaviour, classification of offenders for purposes of treatment and interventions and finally effective interventions with offender populations.

Rationale for introducing this course:

This course provides foundational knowledge required for senior correctional practitioners to implement evidence based practice in their organization. The uniqueness of this course is the focus on operationalization and application of evidence based correctional principles in the participant's home jurisdiction.

#### **CORR 820.3 Law and Policy in Corrections**

This course aims to expose the participants to statutes, acts and legislations that govern corrections, including those governing information sharing and services. Next, policies governing management of correctional clientele, including roles and responsibilities, are reviewed. Legal and policy aspects are each considered from an effective correctional intervention perspective.

Rationale for introducing this course:

Application of effective correctional practices within a jurisdiction requires knowledge of specific legislative regulations, and policies governing that jurisdiction. This course is unique in the review of law and policy application as it pertains to the participant's home jurisdiction. Existing policies will be reviewed for understanding, confirmation of legislative authorities and inclusion of principles related with effective correctional interventions e.g., resource allocation, practice standards.

#### **CORR 830.4 Essential Elements of Forensic and Correctional Assessment**

This course provides content teaming and supervised field experience in general psychological and specific forensic assessment as they are applied to offender populations. Risk and criminogenic needs assessment pertaining to risk for general and specific criminal recidivism will be examined, as will the delineation of offender-specific treatment targets for intervention. *Rationale for introducing this course:* 

Content area knowledge and applied skills at the graduate level in aspects of psychological and forensic assessment, are germane to competent analysis and consultation regarding correctional case management. This particular course differs from other graduate-level psychological assessment courses in that it is focused specifically on knowledge and experience within this domain which is essential to practice with correctional clientele.

*Instructor:* This course will be taught by members of the Psychology department (Wormith and Olver)

# **CORR 840.3 Incorporating Effective Correctional Principles and Practices into Case Management**

Prerequisite: CORR 810, CORR 830

This course will examine the development case management of offenders from social service

models of the late 1960's to the present day practice of incorporating the Risk, Need, Responsively principles and linking assessment with case management. Important concepts of assessment, risk management and rehabilitation will be explored.

Rationale for introducing this course:

There is a large body of research that identifies effective correctional treatment practices. This course specifically teaches how this information needs to be operationalized and integrated into a case management structure and how to implement such a structure within the candidate's jurisdictional area.

#### **CORR 850.7 Evidence-Based Intervention with Criminal Offenders**

Prerequisite: CORR 810, CORR 830

This course will cover topics related to effective correctional intervention with institutional and community-based correctional clients, including aspects of offender screening and classification, a review of general evidence-based treatment approaches with emphasis on cognitive behavioural modalities, and an examination of their application to specific offender criminogenic needs.

Rationale for introducing this course:

This course specifically is geared towards the application of evidence-based forensic psychological knowledge to the selection, application and evaluation of treatment interventions for correctional clientele. A unique element of this course is in its approach to developing key correctional interaction skills and intervention practices for front-line correctional staff working with offenders in both the community and within institutions.

## **CORR 860.3 Research and Evaluation of Effective Correctional Treatment Principles, Practices and Interventions**

Prerequisite: CORR 810, CORR 830

This course explores the evaluation literature on correctional treatment and the research design and methodologies that are used to undertake these evaluation in large organizational structures. A primary objective will be to examine the research and development of the Correctional Programs Assessment Inventory (CPAI) and its use to evaluate correctional programs. *Rationale for introducing this course:* 

Program integrity and accountability are important principles of effective correctional interventions and are reflected in demonstrating how applied practices and interventions reduce re-offending. This course provides methodological approaches for the student to be able to evaluate program integrity and demonstrate this accountability requirement.

# CORR 870.3 Achieving Program Integrity, Quality Assurance, and Outcomes Through Clinical Supervision

This course will examine the role of cl inical supervision for assessment and case management in the development of effective correctional treatment service delivery systems. This will include the importance of professional and ethical standards for practice and how this is achieved through policy and developing formal mechanisms to evaluate performance.

Rationale for introducing this course:

Professional candidates in the program review offender cases and provide direction to other professionals. This course provides direct supervision to train the candidate in those important dimensions of clinical supervision that comprise clinical case reviews and reporting.

Instruction for all courses except CORR 830.4: Instruction for these courses will be provided by Senior Clinical Directors from the Saskatchewan Ministry of Corrections, Public Safety & Policing (CPSP) who hold a Professional Affiliate designation with the University of Saskatchewan, so teaching workload of U of S faculty will not be affected. Administrative workload will be assumed by the Centre for Forensic Behavioural Sciences and Justice Studies which receives an annual contribution of funds from CPSP for this purpose.

Instructors will be Professional Affiliates employed by the Saskatchewan Ministry of Corrections, Public Safety & Policing; specific instructor(s) to be determined annually based on the needs of program participants and their respective jurisdictional and geographical areas. Within these parameters, course instruction will be provided by one or more of the following individuals: Dean Carey, M.S.W., Delphine Gassner, M.Ed. Psyc., Janelle Jakiw, M.Ed. Psyc., Ross Keele, M.Ed. Psyc., Doris Schnell, M.A. Psyc., Chris Turner, M.Sc. Clin. Psyc.



9 Campus Drive Saskatoon SK: S7N 5A5 Canada Telephone: (306) 966-4232 Facsimile: (306) 966-8839

October 20, 2011

To Whom It May Concern:

RE: College of Arts and Science Statement in support of the proposal for a Post-Graduate-Degree Specialization Certificate in Evidence-Based Correctional Practice

The Division of Social Sciences and the College of Arts and Science support the introduction of a new Post-Graduate-Degree Specialization Certificate in Evidence-Based Correctional Practice.

Discussions regarding the proposed Certificate have been taking place among the key proponents, including the Division of Social Sciences, the Centre for Forensic Behavioural Sciences and Justice Studies (formerly the Forensic Behavioural Sciences and Justice Studies Initiative), and the Saskatchewan Ministry of Corrections, Public Safety & Policing since 2009. The Dean and Associate Dean of the College of Graduate Studies and Research have also been involved in a number of these discussions.

The proposed credential, a Post-Graduate-Degree Specialization Certificate in Evidence-Based Correctional Practice, was determined based on consultation with the College of Graduate Studies and Research, and the noted similarities between the proposed program and the existing Post-Graduate-Degree Specialization Certificate: Nurse Practitioner, in terms of entry requirement of a graduate degree and emphasis on applied learning in a specialized area of professional practice.

More recently within the College, a proposal to structure the program as a joint offering of the Centre for Forensic Behavioural Sciences and Justice Studies (Centre) and the Department of Psychology, the latter serving as academic authority, was put forward. This proposed arrangement was discussed at two separate Department meetings and approved by Department faculty members on October 13, 2011.

Key issues for discussion with the Department of Psychology included:

- 1) Impact on Department of Psychology resources, in particular two faculty members who are implicated to teach one course in the proposed program, and additional administrative workload. To address this issue, annual funding for two 3cu sessional lecturers and 0.1 FTE clerical support for the Department of Psychology have been included in the program budget. In addition, it is agreed that the Centre will assume the majority of program administration and coordination activities.
- Related to the preceding point, the loss of proficiency and knowledge when replacing seasoned faculty with sessional lecturers in existing Department of Psychology programs.

- This concern is acknowledged but at the same time it is suggested that providing opportunity to experienced graduate students to teach a sessional course in their area of developing expertise would also be of potential benefit to them. Moreover, loss of content knowledge and expertise would be minimized by ensuring senior faculty mentorship of those students filling such a sessional placement.
- 3) Potential for conflict of interest in the situation where an assigned course instructor who is a Professional Affiliate employed by Corrections, Public Safety & Policing, is also the employment supervisor of a student in the program. It is noted that this potential conflict will be mitigated by the fact that different Professional Affiliates will instruct different courses. Thus, it should not be the case that a single Professional Affiliate will evaluate the same student in all courses. In addition, a joint Committee, consisting of the Centre Director and CPSP Director of Program Development and Therapeutic Services, will have oversight over final decisions regarding student pass/fail evaluation in order to ensure that measurable competency standards have been met and applied consistently for all.

The program itself, developed in full partnership with the Saskatchewan Ministry of Corrections, Public Safety and Policing (CPSP) responds to an identified void in the post-secondary environment for specialized programming which seeks to build capacity and competency in the development and implementation of evidence-based correctional programming and practices. Such evidence-based practice in corrections has been identified by CPSP as an important means of enhancing correctional effectiveness and moreover achieving the broader societal goals of crime reduction and community safety. Thus, through active engagement with CPSP in the development and delivery of the program, the University of Saskatchewan has an opportunity to work alongside senior practitioners, facilitate the transfer of knowledge into practice and to act as a catalyst for evidence-based policy and program/service provision as it pertains to the care of offenders in Saskatchewan, Canada and beyond. It is for these reasons that the development of this program is featured among the new programming initiatives described within the Division of Social Sciences Plan for the Third Planning Cycle, 2012-2016.

In summary, the College is confident in the quality of the proposed program and in the ability of the Centre for Forensic Behavioural Sciences and Justice Studies, together with the Department of Psychology as academic authority, to succeed in implementing and delivering this highly innovative and timely post-graduate offering.

Sincerely,

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Vice-Dean, Division of Social Sciences

# APPENDIX II: EXCERPT FROM DIVISION OF SOCIAL SCIENCE PLAN FOR THIRD PLANNING CYCLE, 2012-2016

B. Areas of Focus Innovation in Academic Programs and Service

"6. Post Graduate-Degree Specialization Program in Corrections: Developed by the Department of Psychology and the Centre for Forensic Behavioural Sciences & Justice Studies in conjunction with the Saskatchewan Ministry of Corrections, Public Safety and Policing (CPSP), this program will attract students from government corrections departments and agencies, both within and outside Canada. No similar program is known to exist within North America. This applied training program designed for senior corrections professionals has the goal of enhancing correctional effectiveness and community safety by ensuring participants are equipped with the advanced knowledge and skills that will support the consistent and effective application of evidence-based corrections programming and practices and active leadership in ongoing corrections research, knowledge translation, application, and evaluation."

#### **MEMORANDUM**

**To:** Cathie Fornssler, Committee Coordinator

Academic Programs Committee of University Council

**From:** Trever Crowe, Associate Dean

College of Graduate Studies and Research

Copies: S. Wormith, R. Appell, L. McIntyre, P. Skilnik

**Date:** April 18, 2012

**Re:** Proposal for a Post-Graduate-Degree Specialization Certificate in Corrections

Consistent with the Curricular Changes – Authority for Approval chart approved by University Council April 2002, attached is a report that describes the review of the proposed Post-Graduate-Degree Specialization Certificate in Corrections in the Department of Psychology.

This report includes four appendices: CGSR committees' recommendations for approval, correspondence associated with the review process (most recent to earliest), the CGSR approved version of the proposal, and New Graduate Course Proposals. The formal review started with the Graduate Programs Committee on November 1, 2011 and the final motion to recommend to the Academic Programs Committee was made by the College Executive Committee on March 15, 2012.

The College of Graduate Studies and Research supports the proposal for a Post-Degree Specialization Certificate in Corrections. If questions or concerns arise during the review by the Academic Programs Committee, I would be happy to respond.

TC/ls

Juver Crown

#### **Graduate Programs and Graduate Executive Committees Discussion and Approvals**

#### **Graduate Programs Committee**

The proposal for a Post-Graduate-Degree Specialization Certificate in Corrections was reviewed by the Graduate Programs Committee on November 1, 2011, December 6, 2011, and February 1, 2012. A motion to recommend to Graduate Executive was made on February 1, 2012.

MOTION: "that the proposal, with response to minor items (to be submitted and approved by CGSR), for a Post-Graduate Degree Specialization Certificate in Corrections be recommended to Graduate Executive Committee for review." D. Goodridge/B. Nelson. All in favour. Carried.

#### **Graduate Executive Committee**

The proposal was reviewed, as submitted to APC, by Graduate Executive on March 15, 2012. A motion to recommend to APC for review was made on March 15, 2012.

#### 4.2 SPECIALIZATION CERTIFICATE in CORRECTIONS

The Provincial Ministry of Corrections made a large contribution to the College of Arts and Science for the establishment of the Centre for Forensic Behavioural Sciences and Justice Studies. The Centre, which supports graduate students and faculty through scholarships and research funding, submitted a proposal for a two year, 26 credit unit post-graduate-degree specialization certificate in corrections. The certificate program is designed to provide professional upgrading for employed corrections workers from across the province, and the Ministry has committed funding to support the tuition for three students per year in the program.

There was extensive discussion by Executive Committee members regarding the nature of this program and the admission criteria for students. Admission will be restricted to students who are employed by the Ministry of Education working in corrections service in some capacity. Many members expressed the opinion that admission criteria should be knowledge and credential based and not employment based. Proponents for the program noted that students will still meet the institutional admission requirements, and, that this is a certificate program for students who already have a master's degree. Regardless, several members concluded that this is not a graduate program, rather it is highly specified employment upgrading, and very employer specific.

**MOTION**: "That the proposal for a new POST-GRADUATE-DEGREE SPECIALIZATION CERTIFICATE in CORRECTIONS be recommended to APC for approval."

Crowe / McIntyre – (5/2/2) CARRIED

Trever Crowe reminded members that the College has a commitment to APC to include any concerns or comments that arise from discussion at the College level. The minority voice expressed today will be shared with APC when the proposal goes forward and the dialogue will continue at that committee level.

#### College of Graduate Studies and Research

#### **MEMORANDUM**

**TO:** Penny Skilnik, Coordinator, Graduate Executive Committee

**FROM:** Dr. Laureen McIntyre, Chair

Graduate Programs Committee, College of Graduate Studies and Research

**DATE:** March 12, 2012

**RE:** Recommendation for review of the proposal for a Post-Graduate Degree

Specialization Certificate in Corrections

At its November 1, 2011, December 6, 2011, and February 1, 2012 meetings the Graduate Programs Committee of the College of Graduate Studies and Research considered the new program proposal for a Post-Graduate Degree Specialization Certificate in Corrections. At its February 1, 2012 meeting the committee passed the following motion:

"that the proposal, with response to minor items (to be submitted to and approved by CGSR), for a Post-Graduate Degree Specialization Certificate in Corrections be recommended to Graduate Executive committee for review." D. Goodridge/B. Nelson. All in favour. Carried.

Please find attached correspondence associated with the review process (Pages 2-15) and the final version of the proposal (Pages 16-21).

Sincerely,

Laureen McIntyre, Ph.D. Chair, Graduate Programs Committee, College of Graduate Studies and Research

LS for LM



#### *MEMORANDUM*

TO: Dr. Stephen Wormith, Director, Centre for Forensic Behavioural Sciences and Justice

Studies

FROM: Bob Tyler, Chair, Planning and Priorities Committee of Council

DATE: October 27, 2011

RE: Notice of Intent for a Post-Graduate Degree Specialization Certificate in

Corrections

Thank you once again for attending the meeting of the Planning and Priorities Committee on October 19<sup>th</sup> to outline the intent for the Post-Graduate Degree Specialization Certificate in Corrections. You are to be commended for taking the initiative to develop this innovative program, with the potential to enhance the training and education of professionals within the provincial justice system and practitioners within our corrections system.

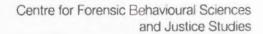
The following recommendations are made for your consideration as the program proposal is developed:

- that additional discussion take place with the College of Graduate Studies and Research regarding the potential to initially offer the certificate program as a special-case program, given the low enrolment envisioned;
- that the proposal include a comment on the sustainability of the program, again associated with the low program enrolment;
- that given the relevance of the program and foreseen program demand, that expansion of the
  program nationally and internationally be considered, potentially calling upon adjunct faculty
  and professionals from other agencies and institutions to provide the necessary supervision of
  students;
- that consideration be given to admitting a cohort of Aboriginal students, who could then provide each other with cultural support throughout the program delivery;
- that the proposal fully elaborate upon the resources required and strategies to ensure these are
  available beyond the initial ten years of funding identified, and that this include reference to
  ongoing support for professional affiliates and adjunct faculty members involved in program
  delivery;

Please let me know if you have any questions regarding any of the above points. It was a pleasure to meet you and Ms. Appell once again, and to review this novel program. I wish you success as you move the proposal through the approval process.

With kind regards,

c Brett Fairbairn, Provost and Vice-President Academic
Len Proctor, Chair, Academic Programs Committee
Trever Crowe, Associate Dean, College of Graduate Studies and Research
Ronda Appell, Coordinator, Centre for Forensic Behavioural Sciences and Justice Studies
Russell Isinger, Registrar





9 Campus Drive, Room 110B Arts Saskatoon SK S7N 5A5 Canada Telephone: (306) 966-2687 Facsimile: (306) 966-6007

September 30, 2011

Dr. Bob Tyler
Chair, Planning & Priorities Committee of Council
c/o Office of the University Secretary
College Building
University of Saskatchewan

Dear Dr. Tyler,

This letter is to notify the Planning & Priorities Committee of University Council that the Centre for Forensic Behavioural Sciences and Justice Studies, in collaboration with the Saskatchewan Ministry of Corrections, Public Safety and Policing, wishes to bring forward to the Academic Programs Committee, a proposal for a specialized post-graduate training program targeted to professionals in the field of corrections. This largely applied training program, designed for senior corrections professionals has as its underlying goal to enhance correctional effectiveness and community safety by ensuring participants are equipped with the advanced knowledge and skills that will support the consistent and effective application of evidence-based corrections programming and practices and active leadership in ongoing corrections research and evaluation. The two-year program, with heavy emphasis on the practical aspects and real-time application of knowledge in correctional settings, would lead to a post-graduate-degree specialization certificate in evidence-based correctional practice.

What is the motivation for proposing the program at this time? What elements of the university and/or society support and/or require this program? The Saskatchewan Ministry of Corrections, Public Safety and Policing (CPSP), approached the Division of Social Sciences, College of Arts and Science about the joint development of the program in the context of the Division's intent to lead the establishment of the interdisciplinary Centre for Forensic Behavioural Sciences and Justice Studies (Centre), the latter which was approved by University Council on May 19, 2011. Discussions between CPSP and the Division of Social Sciences led to the signing of a Memorandum of Understanding between CPSP and the University of Saskatchewan (U of S) on October 29, 2010, which outlines an annual financial contribution from CPSP to the Centre valued at \$150,000 per year for ten years, and the commitment of the parties to collaborate on the development of the proposed post-graduate training program.

What is the anticipated student demand for this program? Does the program meet a perceived need, particularly within a national context? How have these needs been assessed? In light of a growing body of literature related to effective correctional practices, and the need to build capacity for its application in the Saskatchewan context, CPSP has identified the need for such an advanced training program, both for its own senior practitioners as well as, given the absence of any other such program in North America, a potentially significant market among professionals from other criminal justice agencies both in Canada and internationally. By playing a leadership role in the development of this unique program offering, there is a window of opportunity for the U of S and CPSP to establish and to be

recognized for setting a new standard of academic excellence and professional achievement for senior practitioners in this area.

As a specialty program for senior practitioners who already possess graduate degrees, demand for and admission to the program will be limited. Further, given the highly applied nature of the program, candidates must apply to the program with evidence of full commitment from a sponsoring organization (employer) that it will support and provide the necessary resources to enable the candidate to satisfy program requirements in the context of fulfilling ongoing job responsibilities. The requirement for agency commitment may further limit the number and range of potential applicants. The MOU with CPSP confers upon the province three seats in the program on an annual basis. Thus, beginning in year two after the program is first introduced, an ongoing cohort of at least six students (three in year one, three in year two) is anticipated. Further expansion of the program beyond six seats will be dependent on observed demand and program capacity. For any students outside CPSP (or within CPSP but in excess of the three reserved seats) an appropriate tuition, to be established in keeping with the University's approved tuition strategy, will apply.

How does this proposal fit with the priorities of the current college or school plan and the University's integrated plan? If the program was not envisioned during the integrated planning process, what circumstances have provided the impetus to offer this program at this time? The Centre for Forensic Behavioural Sciences and Justice Studies, envisioned in the second integrated plan of the Division of Social Sciences, College of Arts and Science, has as its vision to "become an international leader in promoting research and education within the domains of forensic behavioural sciences and justice...", and its mission "to build capacity in the creation and use of new knowledge...and act as a catalyst for evidence-based policy change and program/service provision as it pertains to crime, justice, and corrections." (Wormith, 2011) Thus, the development of an advanced program for corrections professionals that is unique in the North American post-secondary environment, is in keeping, both with the Centre's goal to establish itself as an international leader, and its desire to make a meaningful contribution to building capacity and influencing effective policy development and service provision as it pertains to the care and supervision of offenders in Saskatchewan, Canada, and beyond. In addition, the development of such a program is in keeping with "innovation in academic programs and services" described in the areas of focus for the Third Integrated Plan and the need to provide "compelling, engaging, challenging academic programs which are creatively designed.....utilize new methodologies and approaches, provide future-oriented professional education and address areas of societal need." (University of Saskatchewan, 2011).

What is the relationship of the proposed program to other programs offered by the college or school and to programs offered elsewhere (interactions, similarities, differences, relative priorities)? Is there justification to proceed regardless of any perceived duplication? Will a program be deleted as a result of offering the new program? Relationship between the proposed program an existing programs, such as the Clinical and Applied Social Psychology programs, will be primarily in terms of some shared faculty. There may also be some overlap in content with these programs, and perhaps with criminology courses offered by the Department of Sociology, College of Arts and Science and the Law and Psychiatry course offered jointly by the Colleges of Law and Medicine. However, all of these programs/course offerings are geared toward future, rather than current professionals in the field thus making the focus inherently different. No program deletions are proposed as a result of this initiative. Rather it is anticipated that the program will result in an entirely unique and innovative offering on the North American post-secondary landscape.

Does the college or school possess the resources required to implement and support the program (faculty teaching, administrative and other support, student funding, classroom space, infrastructure)? Will additional university resources be required, for example, library resources, IT support? Has the Provost's Committee on Integrated Planning been involved in any discussion related to resources? Resource requirements for the program will be limited due to the relatively small enrolment. The MOU with CPSP provides an infusion of resources to offset the cost of program development and well as a contribution to ongoing administrative support. Resources for instruction and field supervision/mentorship will include seven CPSP senior Clinical Directors for whom Professional Affiliate status with the College of Graduate Studies and Research will be sought. Minimal information technology support for program development and delivery is anticipated, that being primarily related to use of video-conferencing for seminar participation in one course. The use of centrally available, rather than dedicated facilities will be utilized to maximize efficiency. In addition, remote access to University library resources for enrolled students and participating instructors will be required in accordance with standard University practice. Due to the large practical (field-based) nature of the program, very minimal if any use of classroom space is anticipated. Finally, no student funding will be provided; rather students will be fully funded by their employer.

In summary, the proposed post-graduate training program for corrections professionals will both address and identified need for advanced instruction and mentoring in this professional group, one that is unmet by any programming in the national, and indeed North American post-secondary environment. At the same time, the program will further the goal of enhancing the University's profile through innovative programming and collaboration with external partners to address advanced education and identified professional development needs. At this time, support from the Planning & Priorities Committee of Council is sought to proceed with formal review of the program proposal by the College of Graduate Studies and Research and subsequently the Academic Programs Committee of Council.

Thank you for your consideration,

J. Stephen Wormith, Ph.D.

Director, Centre for Forensic Behavioural Sciences and Justice Studies

Professor, Department of Psychology

Cc: T. Crowe, College of Graduate Studies and Research

H. Dickinson, Division of Social Sciences, College of Arts and Science

B. Rector, Saskatchewan Corrections, Public Safety & Policing

#### References:

http://www.usask.ca/ip/inst planning/docs/UofS Report Booklet final LR.pdf
University of Saskatchewan (2011, January). Third Integrated Plan: Areas of Focus. Retrieved from http://www.usask.ca/ip/docs/protected/AreasofFocus FINALJan2011.pdf?ticket=ST-729601-I2shpbmWFVrEroaJiS4Q-%24HOST

Womith et al. (2011, May). Proposal to Establish a Centre for Forensic Behavioural Sciences and Justice Studies. As approved by University Council, May 19, 2011.

**From:** Crowe, Trever

Sent: Thursday, April 26, 2012 4:42 PM

**To:** Fornssler, Cathie; steve wormith; Appell, Ronda

**Cc:** Proctor, Len; Sorowski, Lorrie **Subject:** RE: Corrections certificate

#### Hi, Cathie

Thanks for this update. I'll let Steve and Ronda respond to your questions about the MOU and letter of support. I thought it might also be helpful to provide some additional information about Professional Affiliates. Professional Affiliates are important appointment types for people in CGSR. Professional Affiliates are managed much like adjunct faculty, where they have opportunities to teach graduate courses, mentor graduate students and participate on graduate student committees, and their membership in the College of Graduate Studies is renewable on regular intervals. While it is true that professional affiliates will be involved in course delivery in this program, that is not unique or a break from tradition or allowed policy. There will also be adjunct faculty and tenure-track faculty who will be actively involved in delivery of the program.

I can be available May 09. Please confirm when you know if/when we would be invited to attend.

Regards

Trever

**From:** stephen wormith <s.wormith@usask.ca>

Sent: Thursday, April 26, 2012 6:12 PM

**To:** Crowe, Trever

**Cc:** Fornssler, Cathie; Appell, Ronda; Proctor, Len; Sorowski, Lorrie

**Subject:** Re: Corrections certificate

thanks Trevor for your for your points of clarification about professional affiliates. Also I ma point out that the potential academic home of the program, the Psychology Department, has a long history of working with numerous professional affiliates, who are absolutely necessary to sustain our graduate program in clinical psychology. Therefore, I am taking the liberty of suggesting that the department is quite comfortable with our relying on professional affiliates to sustain the lion's share of this program.

Ronda will get copies of the MOU and support letter to you, pronto, and point you towards the relevant clauses.

thanks

SW

From: Appell, Ronda

Sent: Thursday, April 26, 2012 9:30 PM

**To:** Fornssler, Cathie

**Cc:** s.wormith@usask.ca; Crowe, Trever; Proctor, Len; Sorowski, Lorrie

**Subject:** RE: Corrections certificate

**Attachments:** C2496\_Wormith.pdf; DM Hilton letter to UofS.pdf

Hi Cathie - as requested, attached are the MOU and letter of support from CPSP.

Reference to the post-graduate degree specialization program can be found on pp. 12-13 of the MOU.

Please let me know if you require anything further.

Sincerely, Ronda

## Ronda Appell

Coordinator, Centre for Forensic Behavioural Science & Justice Studies University of Saskatchewan

Tel: 306-966-2687 Fax: 306-966-6007

1

## Saskatchewan



Deputy Minister

1200 - 1874 Scarth Street Regina, Canada S4P 4B3

(306) 787-8065 (306) 798-0270 Fax

October 31, 2011

Centre for Forensic Behavioural Sciences and Justice Studies University of Saskatchewan 9 Campus Drive, Room 110B Arts SASKATOON SK S7N 5A5

To Whom it May Concern:

I am providing this letter to support the creation of a post-graduate degree specialization program in corrections within the University of Saskatchewan. The Ministry of Corrections, Public Safety and Policing (CPSP) is committed to high-quality research and clinical training in the field of corrections. Our commitment to these outcomes is reflected in the partnership we have developed with the University of Saskatchewan. This partnership, articulated in a joint Memorandum of Understanding, provides long-term funding for research, and our commitment to participate with the University in the design and delivery of a post-graduate degree specialization program.

Years of work by clinical staff, real-world clinical application, and refinement have gone into the proposal you have in front of you today. What is truly exciting is the partnering of expertise and experience between the University and CPSP resulting in an exceptional program I believe has no equal. The program will be of significant interest to correction agencies throughout North America. CPSP is committed to a long-term partnership with the University in delivering this program should it be approved by the University.

Sincerely,

Al Hilton Deputy Minister

cc: Dr. Brian Rector, Director of Program Development and Therapeutic Services





### MEMORANDUM OF UNDERSTANDING

#### BETWEEN

UNIVERSITY OF SASKATCHEWAN, a body corporate continued under *The University of Saskatchewan Act*, 1995, S.S. 1995, c. U-6.1 (the "University")

#### AND

## HER MAJESTY THE QUEEN IN THE RIGHT OF THE PROVINCE OF SASKATCHEWAN,

as represented by the Minister of Corrections, Public Safety and Policing (hereinafter called "CPSP")

The University and CPSP may be collectively referred to hereinafter as the "Parties" or individually as a "Party".

WHEREAS, the University intends to create a centre of excellence for forensic behavioural science and justice studies at the University of Saskatchewan for the purposes of providing training and research;

WHEREAS, the University and CPSP intend to initiate and to promote joint research, development, and training activities in accordance with the Letter of Intent (LOI) signed October 22, 2009 (Appendix A), and shall, by agreement, determine the specific areas and subjects of such cooperation;

WHEREAS, members of the University community including but not limited to the Colleges of Arts & Science, Medicine, Nursing, Law and Commerce have extensive experience in conducting research and development in the Areas of Cooperation (Section 1.1), and are recognized internationally as experts in their fields, and possess the expertise to provide training and mentorship to workers in the field of corrections;

AND WHEREAS, the purposes of this Memorandum of Understanding (the "MOU") are to set out the understanding of the Parties respecting their proposed collaboration and to provide a framework to enable and encourage both Parties to continue and further strengthen their collaboration.

NOW THEREFORE in consideration of the premises and the mutual covenants contained herein, the Parties agree as follows:

#### 1: AREAS OF COOPERATION

- 1.1 The Parties agree to collaborate in joint activities relating to research, training and professional development in the areas of Justice and Forensic Psychology that advances and promotes community safety as more particularly set out in section 2.1.
- 1.2 In order to facilitate the administration and operation of this MOU, there shall be a Committee consisting of one representative from the University and one from CPSP. The Committee shall meet from time to time and in such a manner as it determines for the purpose of granting approvals, monitoring progress, exchanging information, resolving issues and discussing any matter or issue that arises out of this MOU.
- 1.3 Until further notice, the representatives on the Committee are:

Corrections, Public Safety and Policing

Dr. Brian Rector
Director, Program Development and Therapeutic Services
Young offender Programs and Adult Corrections
Ministry of Corrections, Public Safety and Policing
710-1874 Scarth Street, Regina, Saskatchewan, S4P 4B3

University:

Dr. Steve Wormith, Professor,
Department of Psychology, College of Arts & Science
University of Saskatchewan
Room 180, Arts Building
9 Campus Drive, Saskatoon, Saskatchewan, S7N 5A5

#### 2: MODES OF COLLABORATION

- 2.1 The above collaboration will be undertaken by the following modes:
  - (a) an interdisciplinary research and graduate training centre that includes in its mandate aspects of justice and forensic psychology that advances and promotes community safety;
  - (b) a joint applied training program for senior clinicians in the field of corrections as described in Appendix B;
  - (c) a research and evaluation agenda that advances community safety;

- (d) research, practicum, and supervised internship opportunities.
- 2.2 Both Parties agree to fulfill the obligations of the collaboration as described in Appendix "B" providing the necessary funding, personnel, facilities, services, equipment, and supplies. The funding commitment by CPSP is limited to the annual contribution to be provided by it pursuant to section 3.2.
- 2.3 The execution of any specific joint project approved by the Committee and decided upon by the Parties shall be undertaken through a separate written agreement between the University and CPSP.
- 2.4 The Parties agree that each joint project agreement shall be bound by all terms and conditions of this MOU.
- 2.5 The agreement for each such joint project will, without limitation, shall address all significant issues relevant to the execution of the project concerned, shall include a work plan, schedule of performance outcomes, and shall be signed by authorized representatives of each Party and approved by the lead project investigators.
- 2.6 The work plans shall include:
  - a brief background of the project, its origin, and its objectives;
  - a description of the technical contents of the project;
  - identified advantages of using the collaborative model to achieve the research objectives (including a schedule of performance outcomes);
  - a timeline of the project; and
  - provisions regarding the division of labour and budgetary allocations.
- 2.7 In addition, each joint project agreement shall be separately negotiated and address, as may be applicable, issues relating to warranty and liability, ownership and licensing of intellectual property, confidentiality, publication rights/academic freedom, and such other matters as may be identified by the Parties.
- 2.8 Parties will assign a "lead project investigator" for each aforementioned project. This individual or these individuals will be responsible for working within the assigned parameters and meeting the project goals.
- 2.9 CPSP is hereby permitted by the University to enroll up to 3 CPSP personnel per academic calendar year for the duration of this MOU in the training program described in section 2.1 (b) above at no additional cost to CPSP; however, enrollment of such personnel will be in accordance with and subject to such requirements of the University as would apply to any other person enrolled in the said training program.

#### 3: ARRANGEMENTS AND FUNDING

3.1 In implementing the envisaged collaborative projects, the Parties shall seek financial support through their respective, or shared, sources of funding. Representatives of the

Parties may meet occasionally to negotiate specific project-related agreements, including aspects relating to project financing, but it is understood and agreed that neither of the Parties nor the Committee shall have the authority to bind the other Party to financial commitments without the official, written agreement in advance from the other Party. The funding commitment by CPSP is limited to the annual contributions to be provided by it pursuant to section 3.2

- 3.2 CPSP shall provide to the University funds in the amount of One Million and Five Hundred Thousand dollars (CDN \$1.5M) in ten (10) equal installments of (CDN \$150,000) each. Out of each \$150,000 installment the amount of \$19,564 will be allocated to University overhead on the basis described in more detail in Appendix B. Except for this overhead, all funds provided by CPSP shall be used for expenditures identified in Appendix B and for projects under this MOU approved by the Committee.
  - 3.2.1 Payment of the above amount will be made to the University in accordance with and pursuant to the schedule set out below:

The First payment of \$150,000 is due within sixty (60) days of signing this MOU: CDN \$ 150,000.00

Second payment is due on or within 60 days after
April 01, 2011:

CDN \$ 150,000.00

Remaining Eight (8) payments of \$150,000 each are due on or within 60 days after the first day of April of each of the following 8 years:

CDN \$1,200,000.00

Total cash contribution: CDN \$1,500,000.00

- 3.3 At the end of each project year (April 1 to March 31) any of the funds provided pursuant to section 3.2 which have not been committed to projects (residual funds) will be carried over to be used for the purposes of this MOU in subsequent years, provided that at the end of the last project year on March 31, 2020 all residual funds shall be repaid by the University to CPSP. The residual funds will not cause any reduction in the funding pursuant to section 3.2 in any subsequent period during the term of this MOU.
- 3.4 The Committee shall provide to CPSP a year-end report of progress and expenditures for each project year, due by May 31 annually.
- 3.5 The University and CPSP are in agreement that the projected project requirements and expenses, as outlined in Appendix B, may change through the term of this MOU and may increase in cost e.g. inflation. From time to time to ensure viability and sustainability of the collaboration, CPSP agrees to review the contribution to consider any potential increase to the expenses. This does not commit CPSP to any increase in its funding commitments under section 3.2 unless CPSP agrees in writing to an increase by an amendment to this MOU signed by the Parties.

- 3.6 Any financial arrangement resulting from, or related to, individual projects will be articulated clearly in the aforementioned project agreements. The Parties agree that in the absence of any specific agreement to the contrary, all expenses, including but not limited to, salary, travel, living and ancillary costs relating to each specific project, shall be borne by the Party incurring such expenses.
- 3.7 The Parties acknowledge that they anticipate that Project performance will occur through use of premises, facilities, and services contributed by the Parties, provided that if any such contributions are to be made by CPSP for a project they shall be specifically provided for in the project agreement. The Parties shall define in the specific project-related agreements the reasonable access rights and access costs to its facilities and infrastructure in a manner consistent with its existing policies and guidelines.
- 3.8 Payment by CPSP under or pursuant to this Agreement is subject to an appropriation to which the payment can be charged being made available by the Legislature of the Province of Saskatchewan in the fiscal year of CPSP in which a payment provided under this Agreement becomes due, as required under section 33(2) of *The Financial Administration Act*, 1993 of the Province of Saskatchewan.

#### 4: RELATIONSHIP OF THE PARTIES

4.1 Nothing in this MOU shall be construed as establishing an agency, partnership, joint venture, or employment relationship between the Parties and this MOU will not bind a Party to any contract, arrangement, undertaking, or understanding except as specifically stated herein or within joint project agreements. No Party shall have any authority to act for or to assume any obligations or responsibility on behalf of the other Party.

#### 5: TERM OF THIS MOU

- 5.1 Subject to section 5.2, this MOU shall commence from the date this Agreement is executed by both parties and shall remain in force until March 31, 2020. This MOU may be amended or extended by mutual agreement in writing by the Parties.
- 5.2 Either Party may terminate this MOU effective March 31 of any year by providing at least Twelve (12) months written notice of termination to the other Party.
- 5.3 The termination of the MOU shall not affect the completion of the specific projects, activities and/or agreements approved and entered into under it prior to such termination.

#### 6: CONFIDENTIALITY

6.1 For the purposes of this MOU "Confidential Information" means information whether in electronic, written, graphic or other tangible form and any such oral information disclosed by a Party (the "Discloser") to the other Party (the "Recipient") that is directly or indirectly connected to an object or purpose of this MOU.

- 6.2 Confidential Information shall not include:
  - (a) information which is or becomes publicly known through no fault of the Recipient;
  - (b) information learned by the Recipient from a third party entitled to disclose it;
  - (c) information that can be proven through documentary evidence to have been independently developed by the Recipient without reference to or use of information disclosed by the Discloser hereunder;
  - (d) information disclosed by the Recipient after its receipt of the Discloser's written consent to such disclosure; or
  - (e) information that is required to be disclosed pursuant to a governmental, administrative or judicial process provided that, if disclosure is so required, the Recipient shall notify the Discloser and provide the Discloser assistance with any reasonable effort to obtain confidential treatment for such disclosure.
- 6.3 Each Party acknowledges and agrees that:
  - (a) it shall not use any Confidential Information of the other party for any purpose other than furthering the objectives of this MOU;
  - (b) it shall take all reasonable precautions against unauthorized disclosure or misuse of the other party's Confidential Information and at least the same or similar precautions as it would take to preserve the confidentiality of its own confidential information of a similar nature.
- 6.4 Neither Party shall originate any publicity, news release, public statement or public announcement, whether written or oral, relating to this MOU or its activities pursuant to this MOU without the prior consent of the other Party, which consent will not be unreasonably withheld or delayed.
- 6.5 The Parties agree that personal information, as defined in *The Local Authority Freedom* of Information and Protection of Privacy Act, The Freedom of Information and Protection of Privacy Act (Saskatchewan) or any similar applicable provincial or federal legislation then in force, that is collected or provided to the other Party shall be used or disclosed only for the purposes for which it was collected or for use consistent with that purpose, except with the consent of the individual from whom the personal information is collected or as specifically authorized or required by law.
- 6.6 The provisions of this Article 6 shall not prevent either party from disclosing any Confidential Information as necessary to comply with any applicable statute or other law requiring such disclosure, or as required for the provision of legal services.
- 6.7 The provisions of this Article 6 shall survive the expiration or termination of this MOU.

#### 7: PUBLICATION

7.1 CPSP acknowledges that a primary function of the University is to add to the general knowledge of society and increase its use for scholarship. The Parties agree that any specific project agreements developed pursuant to Section 2.3 will provide for the rights of University employees and students to publish the results of research performed under such project agreements, but consistent with the confidentiality provisions of Article 6. The author will retain copyright in such publications and specifically any graduate student will hold copyright in a thesis resulting from such research.

#### 8: INDEMNIFICATION

8.1 Each Party (the "Indemnitor") shall indemnify, defend and hold harmless the other Party and its directors, officers, employees, agents and other representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, legal fees, costs and expenses of whatsoever kind or nature and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by the Indemnitor or anyone acting under the Indemnitor's direction or control or on the Indemnitor's behalf resulting from their (i) improper use or disclosure of Confidential Information, (ii) violation of any law during the performance of this MOU, (iii) material breach of this MOU, or (iv) negligence or willful misconduct. Notwithstanding the foregoing, in no event shall either party to this MOU bear liability to the other party for punitive damages, lost profits or other indirect or consequential damages. This section shall survive the expiration or termination of this MOU.

#### 9: GENERAL

- 9.1 No amendment to any of the terms or conditions of this MOU shall be deemed valid unless by written instrument signed by both Parties.
- 9.2 Neither Party shall assign or transfer in any manner its interest in any part of this MOU without obtaining prior written approval of the other Party.
- 9.3 This MOU shall be governed by, construed and interpreted in accordance with the laws of the Province of Saskatchewan and the laws of Canada applicable therein and the Parties shall attorn to the exclusive jurisdiction of the courts of the Province of Saskatchewan and all courts competent to hear appeals there from. This section shall survive the expiration or termination of this MOU.
- 9.4 In the event that any provision of this MOU, as amended from time to time, is deemed invalid, void or unenforceable, in whole or in part, by any court of competent jurisdiction, the remaining terms and provisions of this MOU remain in full force and effect.
- 9.5 This MOU and all schedules hereto, and any subsequent joint project agreements, constitute the entire agreement between the Parties with respect to the subject matter of

this MOU and supersede all previous negotiations, communications, and other agreements, whether written or verbal, between the Parties.

There are no warranties, representations or conditions between the Parties except as specially set forth in this MOU. The singular shall include the plural and vice versa, and words importing gender shall include all genders.

9.6 This MOU may be executed in counterparts and may be signed and delivered by facsimile or other means of electronic communication producing a printed copy, each of which so signed and delivered shall be deemed to be an original and such counterparts together shall constitute one and the same instrument and, notwithstanding the date of execution, shall be deemed to bear the date first written above.

[Signature Page Follows]

IN WITNESS WHEREOF the Parties hereto have caused this MOU to be duly executed on the day and year first written above.

and year first written above.				
UNIVERSITY OF SASKATCHEWAN  For Chair, Board of Governors	CORRECTIONS, PUBLIC SAFETY AND POLICING  Minister, Corrections, Public Safety and Policing			
Date: Oct. 29, 2010  Sea Tennock  For Secretary, Board of Governors  Date: Act. 29, 3010	Date: 29 OCT 2010			
Dr. Joanne Dillon, Dean College of Arts and Sciences	Mr. Al Hilton, Deputy Minister Corrections, Public Safety and Policing			
Date:	Date:			
Date: 29/10/10  Dr. Steve Wormith, Professor Department of Psychology College of Arts & Science	Date: 29/10/10			

Date: 29/10/10

#### APPENDIX "A"

#### Promoting Community Safety Letter Of Intent

#### Partnership

The University of Saskatchewan and the Ministry of Corrections, Public Safety and Policing, have signed this Letter of Intent to confirm their interest in negotiating, within 12 months after the date of this Letter, a Memorandum of Understanding for the purpose of establishing the following outcomes:

#### **Outcomes**

- (a) an interdisciplinary research and graduate training centre pertaining to aspects of justice and Forensic Psychology that advances and promotes community safety;
- (b) a joint applied training program for senior clinicians in the field of Corrections,
- (c) a research and evaluation agenda that advances community safety,
- (d) research, practicum, and supervised internship opportunities.

#### Implementation

The parties will begin immediately to develop	the Memorandum of Understand	ling
Vice-President of Research University of Saskatchewan	Date	
AS	OCT 2 2 2009	<del>,</del>
Deputy Minister Corrections, Public Safety and Policing	Date	

A

#### APPENDIX "B"

#### Part 1. Budget allocation and expenditures

This MOU provides the University with \$150,000 per fiscal year commencing from the date this Agreement is executed by both parties until March 31, 2020 for the purposes of the MOU. As per Section 3.2, this amount shall be inclusive of 15% University overhead. The remaining \$130,436 will fund those activities of collaboration identified in Section 2.1.

As outlined in the MOU the Committee shall have approval in allocating funds between specific initiatives undertaken under Section 2.1. Throughout the duration of the MOU, the Committee have the discretion both to reallocate portions of the budget to address changing circumstances or demands (e.g. computer or software upgrades, new software, hiring of a research assistant for project tasks), and to identify new initiatives. New initiatives will be directly aligned with the initiatives outlined in Section 2.1. Not withstanding Section 3.3, at no time may the Committee approve expenditures in excess of the allocated budget.

Table 1.0, Budget Allocation, outlines proposed expenditures for the first five years of the MOU. The Expenditure Categories are explained below:

- Office set-up and furnishing in 2010-2011 \$30,000 will be allocated to furnish the Centre for Forensic Behavioural Sciences and Justice Studies. The College has allocated centrally located space – room 110B Arts – for the initiative and has purchased necessary computer, phone and copying equipment. Funds from CPSP may be used for the purchase of furniture (desk, tables, work place dividers, storage, etc), office supplies (whiteboard, writing materials, etc) and to complete minor renovations (window covering, paint).
- **Program Development Costs** The primary activity in year one of the agreement will be development of a post-graduate program for justice professionals. \$8,000 will be allocated in 2010-2011 to provide teaching release for a member of faculty and to cover incidental costs associated with program development. This faculty member will work with CPSP representatives to develop the proposed program.
- Research personnel Funds will be allocated annually to support research personnel. Such personnel may include postdoctoral fellows, doctoral students and/or research assistants. Decisions on the number and type of personnel will be made by the Committee and will consider the need to provide enhanced training and research capacity within the Centre. The escalating expenditures in this category reflect a modest cost of living increase (3%) and earned salary increments (estimated at 3%).
- Research/Administrative Assistant funds will be allocated annually to cover a portion
  of the salary costs for an administrative assistant. These funds cover administrative
  responsibilities related to managing the proposed post-graduate program (admissions,
  scheduling, advertising, etc) and management of the research accounts and activities
  related to the MOU.
- Student / Faculty Research Support In each year funds will be used to support research activities associated with the MOU. Activities supported may include seed funding programs, student scholarships, professional 'sabbaticals' into the university,

visiting lecturers, etc. The Committee will determine the programs to be funded in any given year.

- Overhead As per the University's policy, 15% overhead will be assessed on funds provided by CPSP. These funds will be allocated as follows:
  - o 50% of the overhead (or \$9,782 per year) will be retained by the University's central administrative offices. These funds will be used to compensate the University for the general costs associated with research activities such as: the provision of space and its maintenance and servicing (utilities), a proportionate share of other costs such as insurance and legal services, and services provided by the University's support staff, (e.g., Research Services, Financial Services Division, Human Resources Division, Purchasing Services, Facilities Management Division, Auxiliary Services, Office of the Registrar, Library.)
  - o 25% of the overhead (or \$4891 per year) will be retained by the College of Arts & Science to compensate the College for services provided to the Centre such as IT support and set up, financial assistance and research facilitation.
  - o 25% of the overhead (or \$4891 per year) will be directed to the Centre and will be used to cover incidental costs associated with its operations including but not limited to supplies, phone lines and long distance, computer replacement, etc.

#### Part 2. Applied Fellowship Program

#### Overview & objectives:

The Ministry of Corrections, Public Safety and Policing, Government of Saskatchewan, is mandated to promote safe communities by delivering a broad array of programs- many of which pertain to adults and youth involved in the corrections system. In meeting this mandate, the Ministry employs over 2,000 staff throughout the province. Clinical Directors, or related program personnel, represent an important contribution within this staffing complement in that they provide expert direction in clinical matters pertaining to effective correctional practices. Clinical Directors require a unique combination of graduate education and specialized professional training in the design, implementation, and evaluation of effective correctional programs and services. These professionals are drawn from a range of appropriate academic backgrounds. Currently, however, there is no nationally recognized or widely available graduate program that mentors professionals in the application of effective correctional practices. Jurisdictions individually address this deficit through in-house or informal training programs.

The University of Saskatchewan and the Ministry of Corrections, Public Safety and Policing are collaborating to develop and offer an Applied Fellowship Program that addresses this current gap.

#### Initiative details:

The Applied Fellowship Program will involve a two-year program that provides candidates with courses, professional mentoring, and work-site assistance in the application of effective correctional practices. Work-site environments may include custody facilities or community-based probation offices. The number of fellowship seats is limited and priority will be given to

candidates of the Ministry. One fellowship seat may be provided at no charge to U.S. Federal Probation and Pretrial Services. Fellowship seats not used by the Ministry may be awarded to candidates external to the Ministry.

Upon successful completion of this two-year program the University of Saskatchewan will award the candidate with a graduate level recognition to be determined.

#### Benefits of collaborative approach:

The proposal builds on the expertise of both parties to create a unique, highly relevant, high quality, application-focused program for professionals seeking to apply effective correctional practices in the Saskatchewan, Canadian and possibly international arena. Specifically:

The University of Saskatchewan will provide:

- o a mechanism for marketing and managing the program
- o faculty and other professional staff in the design and delivery
- o ongoing review and revision of the program based on cutting edge research
- o candidates with courses, including alternative delivery courses, relevant to the program e.g. forensic assessment
- o university affiliate recognition for members of the Ministry's Program Development and Therapeutic Services Unit, in compliance with University policy
- o office support, administration, and space as appropriate

The Ministry of Corrections will

- Provide a structured mentoring and evaluation process of fellowship candidates.
- Assist candidates in on-site application of effective correctional practices.

#### Project timelines:

The Applied Fellowship Program will be jointly developed and delivered by the University of Saskatchewan and Corrections, Public Safety and Policing. The following timeline is proposed:

Development Phase- – April 2010 to April 2011
April to December 2010 – joint development of the curriculum
Submission for approval of the program by the requisite University bodies- January 2011.
Approval of the program by the University bodies- by April 2011.

Recruitment Phase- January to September 2011

January to September 2011- advertising and publication of program, specific date contingent upon University approval of the program.

September 2011 – intake of first cohort

TABLE 1

Budget Allocation, Prairie Centre of Excellence for Forensic Behavioral Science and Justice

	2010-11	2011-12	2012-13	2013-14	2014-15
Project Expenditures					
Office - Set-up and Furnishing	30,000				
Research Personnel	71,250	97,850	100,786	103,809	106,923
Program Development Costs	8,000	•	•	, , , , , , , ,	.00,020
Research/Administrative Assistant	10,000	10,000	10,000	10,000	10,000
Student/Faculty Research Support	11,186	22,586	19,650	16,627	13,513
Total Project Expenditures	130,436	130,436	130,436	130,436	130,436
Overhead Costs					
Central Overhead	9,782	9.782	9,782	0.700	0.700
Forensic Centre Overhead	9,782	9.782	*	9,782	9,782
. c.c co.m.ca	0,702	3,702	9,782	9,782	9,782
Total Contribution	150,000	150,000	150,000	150,000	150,000