

**ILLINOIS STATE UNIVERSITY REQUEST
FOR NEW PROGRAM APPROVAL
Financial Implication Form**

Purpose: Proposed new undergraduate and graduate programs (degrees, sequences, minors, and certificates) must include information concerning how the program will be financially supported to proceed through the curricular process.

Procedure: This completed form is to be approved by the Department/School Curriculum Committee chair, department chair/school director, college dean, and Provost prior to submission of the proposal to the College Curriculum Committee.

Definition: A "program" can be a degree, a sequence within a degree, a minor, or a certificate. This form is to be used for both undergraduate and graduate programs.

Complete the following information:

Department: Department of Educational Administration and Foundations

Contact person: Dr. Lenford Sutton, Department Chairperson

Date: March 14, 2017

Proposed new program: Higher Education Administration sequence The Office of the Provost asks that
CPED P-12 Administration sequence the title of the second sequence be
simplified to "P-12 Administration"
sequence. BRS 4-11-17

(Note: if the proposed program is a sequence, please indicate the full degree it is housed within)

*Both sequences will be housed in the Ed.D., Ph.D. in Educational Administration program.
The plan of study for each sequence will be based on a long-standing concentration in the program.*

BRIEF DESCRIPTION OF THE PROPOSED PROGRAM

*The Department of Educational Administration and Foundations proposes to establish two sequences in the Ed.D., Ph.D. in Educational Administration program: a **Higher Education Administration sequence** and a **CPED P-12 Administration sequence**. Each sequence will be based on a long-standing concentration or focus offered by the program. The change from concentrations to sequences is being proposed by the department for two primary reasons: 1) to set forth course requirements beyond the core for the degree program (in the concentrations, courses beyond the core are suggested but are not required), and 2) to have the plan of study completed by the student cited on the student transcript (the current university policy is to transcript majors and sequences but not concentrations).*

Program enrollment is not expected to change as a result of the change from concentrations to sequences. Resources that have been used to administer the concentrations will be used to administer the sequences. No new resources will be needed by the department or college as a result of the change from concentrations to sequences.

ENROLLMENTS

In the table below, summarize enrollment and degrees conferred projections for the program for the first- and fifth-years of operation. If possible, indicate the number of full-time and part-time students to be enrolled each fall term in the notes section. If it is not possible to provide fall enrollments or fall enrollments are not applicable to this program, please indicate so and give a short explanation.

TABLE 1

STUDENT ENROLLMENT AND DEGREE PROJECTIONS FOR THE PROPOSED PROGRAM		
Category	Year One	5th Year (or when fully implemented)
	Higher Education Administration	P-12 Administration
Number of Program Majors/Minors (Fall Headcount)	94	35
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)		
Annual Number of Degrees Awarded	18	4

Add any relevant notes for the enrollment table 1 (Students are to be enrolled in a cohort; all students will be enrolled part-time; etc.) as an attachment

Program enrollment is not expected to change as a result of the change from concentrations to sequences.

Budget Rationale (as an attachment; include corresponding data in Table 2)

Provide financial data that document the department or school’s capacity to implement and sustain the proposed program and describe the program’s sources of funding.

- a. Is the unit’s (College, Department, School) current operating budget (contractual, commodities, equipment, etc.) adequate to support the program when fully implemented? If “yes”, please explain. If new resources are to be provided to the unit to support the program, what will be the source(s) of these funds? **[Table 2 – Section 1]**

Yes.

- b. What impact will the new program have on faculty assignments in the department? Will current faculty be adequate to provide instruction for the new program?

There will be no impact on faculty assignments in the department. Current faculty resources will be adequate to provide instruction in the sequences just as they have been adequate to provide instruction in the concentrations on which the proposed sequences are based.

Will additional faculty need to be hired, either for the proposed program or for courses faculty of the new program would otherwise have taught? If yes, please indicate whether new faculty members will be full-time or part-time faculty, tenure track or non-tenure track faculty.

[Table 2 – Section 2]

No new faculty members will be needed to offer the sequences.

- c. Will current staff be adequate to implement and maintain the new program? If “yes”, please explain. Will additional staff be hired? Will current advising staff be adequate to provide student support and advisement, including job placement and or admission to advanced studies? If additional hires will be made, please elaborate. [Table 2 – Section 2]

Current staff resources will be adequate to implement and maintain the sequences, just as current staff resources have been adequate to implement and maintain the concentrations on which the proposed sequences are based.

- d. Are the unit’s current facilities adequate to support the program when fully implemented? Will there need to be facility renovation or new construction to house the program? (For a new degree program describe in detail the facilities and equipment available to maintain high quality in this program including buildings, classrooms, office space, laboratories, equipment and other instructional technologies for the program). [Table 2 – Section 3]

Current facilities will be adequate to support the sequences, just as current facilities have been adequate to support the concentrations on which the proposed sequences are based.

- e. Are library resources adequate to support the program when fully implemented? Please elaborate.

Current library resources will be adequate to support the sequences, just as current library resources have been adequate to support the concentrations on which the proposed sequences are based.

- f. Are there any additional costs not addressed in items a. – d.? If “yes” please explain.
[Table 2 – Section 4]

No.

- g. Are any sources of funding temporary (e.g., grant funding)? If so, how will the program be sustained once these funds are exhausted?

No.

- h. If this is a graduate program, discuss the intended use of graduate assistantships and where the funding for assistantships would come from.

There will be no change in policies or practices regarding graduate assistantships for students in the proposed sequences from the policies and practices in place for students in the existing concentrations on which the proposed sequences are based.

Table 2: RESOURCES REQUIREMENTS

No new resources will be needed to offer the proposed sequences.
Therefore, the table below has been left blank.

TABLE 2

ESTIMATED COSTS OF THE PROPOSED PROGRAM- Only new resources not currently available to the program			
Category	Unit of Measurement	Year One	5th Year (or when fully implemented)
Section 1: Operating Expenses			
Including but not limited to: Contractual, Commodities, Equipment, etc.	\$	\$	\$
Section 2: Personnel			
Faculty	FTE	#	#
Faculty	\$	\$	\$
Other Personnel Costs – All Staff excluding Faculty	\$	\$	\$
Section 3: Facilities			
Including but not limited to rental, maintenance, etc.	\$	\$	\$
Section 4: Other Costs (itemized)			
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
Total	\$	\$	\$

Routing and action summary – in sequential order:

- | | |
|--|-------------------|
| 1. <u>Wesley C. Blum</u> | <u>03/27/2017</u> |
| Department/School Curriculum Committee Chair | Date Approved |
| 2. <u>[Signature]</u> | <u>3.29.17</u> |
| Department Chairperson/School Director | Date Approved |
| 3. <u>[Signature]</u> | <u>3/27/17</u> |
| College Dean | Date Approved |
| 4. <u>[Signature]</u> | <u>4.10.17</u> |
| Provost | Date Approved |
| 5. _____ | _____ |
| College Curriculum Committee Chairperson | Date Approved |
| 6. _____ | _____ |
| Teacher Education Council Chair | Date Approved |
| 7. _____ | _____ |
| University Curriculum Committee Chairperson | Date Approved |

Once approved, include this form with the curricular proposal for the new program.