

**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: Creative Technologies Program

Contact person: Kristin Carlson, kacarl1@ilstu.edu

Date: 02/16/2021

Proposed new program: Creative Technologies Accelerated Master's Degree Sequence

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

BRIEF DESCRIPTION OF THE PROPOSED PROGRAM

The Creative Technologies Program seeks to create an accelerated program that allows qualified ISU undergraduate Creative Technologies majors to earn a Master's degree in Creative Technologies by earning 12 hours of graduate credit in their senior year and completing their graduate degree requirements with only one and a half years of additional enrollment. This sequence changes none of the requirements for the Master's in Creative Technologies. For the undergraduate degree, AMD students would take the graduate core course (CTK 450: Design and Aesthetics in Creative Technologies) in their senior year and would be advised to take graduate level courses as CTK electives; the program changes no other requirements for the undergraduate degree. Ultimately, the AMD program is an efficient merger of the course requirements for both programs. The AMD program would also be open to Creative Technologies-Game Design Majors, who would complete their graduate degree requirements with one year and one semester of additional enrollment.

Shared Courses

AMD students will share 12 hours of course credit between their undergraduate and graduate degrees. This translates to 4 courses. In their first semester of their senior year, they will take CTK 450 (Design and Aesthetics in Creative Technologies), in which they will complete the work expected of graduate students in that course. In the second semester of their senior year, they will take CTK 451 (Research Methods in Creative Technologies), and CTK 480 (Special Topics in Creative Technologies). They should also have taken CTK 402 at some point in their undergraduate degree, otherwise a 400-level elective is acceptable.

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.

T
A
B
L
E
1

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

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

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. The addition of the AMD program may increase the number of students slightly, but this will not impact our course offerings, instructional needs, or equipment costs.
- 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?

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]

- There will be minimal impact on faculty assignments in this department. Current faculty will

be adequate to provide instruction for the new program.






- 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]**
- Yes. Current staff will be adequate to implement and maintain the new program. The addition of the AMD program will be working with existing undergraduate students, so no additional resources will be necessary
- 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]**
- Yes, the unit’s current facilities are adequate to support the program. There will not need to be any renovation or new construction to facilitate these students.
- e. Are library resources adequate to support the program when fully implemented? Please elaborate.
- Yes. Library resources are adequate to support the program when fully implemented, because we are working with existing students.
- 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?
- There are no temporary funds being used to support this program.
- h. If this is a graduate program, discuss the intended use of graduate assistantships and where the funding for assistantships would come from.
- While these students will feed into the graduate program, Creative Technologies has successfully placed our students in GA positions across campus that utilize their technical skills in marketing, graphic design, video production, web services, and IT support. We believe that funding opportunities will come from their positions in other units.

Table 2: RESOURCES REQUIREMENTS

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.	\$0	\$0	\$0
Section 2: Personnel			
Faculty	FTE	#0	#0
Faculty	\$0	\$0	\$0
Other Personnel Costs – All Staff excluding Faculty	\$0	\$0	\$0
Section 3: Facilities			
Including but not limited to rental, maintenance, etc.	\$0	\$0	\$0
Section 4: Other Costs (itemized)			
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
Total	\$0	\$0	\$0

Routing and action summary – in sequential order:

1.  _____ Department/School _____
Curriculum Committee Chair Date Approved
2.  _____ Department 4/25/21
Chairperson/School Director Date Approved
3.  _____ 4/25/21
College Dean Date Approved
4.  _____ 4/29/21
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.

RE: MS in Creative Technologies

Koopmans, Heather <hrkoopm@ilstu.edu>

Thu 8/26/2021 9:06 AM

To: Carlson, Kristin <kacar1@ilstu.edu>

Hi Kristin,

Nice to hear from you! Of course, I'd be glad to collaborate in integrating library support into the program and courses in whichever ways are needed. We briefly emailed about this back in April (eons ago in terms of my own memory span 😊) and you'd provided draft syllabi for CTK 450, 451 and 480. At that time, we concluded that the required texts/sources were generally well-covered. Double-checking the syllabi just now, I can see that the library has most of the required readings; a few are available via open-access sources. If there are gaps (readings not avail. at the library or OA) I don't think it will be a problem for the library to purchase additional books or e-books. (For example, the library does not have Sommerer's book "Interface Cultures". I'll add that to my list of books to purchase soon.)

Once these courses enter rotation, I can work with you and any other prof's to provide instructional support. That could include virtual or in-person library instruction sessions, or asynchronous content. (The CTK 450 research guide from last fall is one example of the latter. <https://guides.library.illinoisstate.edu/CTK450>). I can also advise on assignment and curriculum development as far as research skills are concerned – If helpful.

How does this sound? Let's continue to share notes or further discuss as new courses or plans come into focus. Don't hesitate to reach out if specific questions or ideas come to mind.

Heather

Heather Koopmans
She/her/hers
Fine Arts Librarian
Illinois State University
619A Milner Library
hrkoopm@ilstu.edu
(309) 438-3950

From: Carlson, Kristin <kacar1@ilstu.edu>
Sent: Thursday, August 26, 2021 6:02 AM
To: Koopmans, Heather <hrkoopm@ilstu.edu>
Subject: MS in Creative Technologies

Hello Heather,

I think that we discussed this last year, so I'm sorry if I am repeating myself!

I am revising our graduate program and adding some new courses in research methods (including practice-based/ practice-led), and capstone, maybe some theses, and for obvious reasons we would love to have Milner Library support.

I don't think I need to declare anything specific in my course proposals, but is it possible to have library support for these courses?

Thank you!
Kristin