

**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 Special Education

Contact person: Mindy Ely

Date: 2.28.19

Proposed new program: Low Vision and Blindness

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

BRIEF DESCRIPTION OF THE PROPOSED PROGRAM

The proposed online degree program will provide individuals who hold a professional educator license (PEL), with specialized training in low vision and blindness. This training will enable graduates to apply for the special education endorsement in low vision and blindness through the Illinois State Board of Education. The program consists of nine courses that will provide scholars with foundational knowledge about visual impairments (SED 413, 432); specialized content knowledge (i.e. braille and access technology) (SED 433, 435, 438); and specialized methods for assessment and teaching when students do not learn through vision (SED 434, 436, 437, 439). Several courses throughout the program include clinical projects so that scholars can apply concepts as they are being learned. As a final component of the program, scholars will complete an intensive clinical placement in which they will be expected to apply knowledge and skills from all coursework in supervised classroom experiences with students who have visual impairments. A plan of study is provided below.

Plan of Study

Su	Fa	Sp	Su	Fa
Intro 413	Brai 433	Nem 438	Re & Ma 437	St Teach 498
CVI 432	AT 435	Assess 436	ECC 439	
O&M 434				
8 hours	6 hours	6 hours	6 hours	6 hours

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	5 th Year (or when fully implemented)
Number of Program Majors/Minors (Fall Headcount)		
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)		
Annual Number of Degrees Awarded		

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.

An attachment is provided with enrollment projections.

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]** This program will be a stand-alone fully-online cohort program. The cost will be covered through the FCR model.

- 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? *Existing tenure track faculty will teach the courses as part of their TT load during the 9-month academic year. NTTs may teach sections of the courses that are a part of the TT load reassignment. For instance, TT faculty have a 3-3 load each semester. If the TT faculty are reassigned to teach in this program, one course of their typical load would be covered by an NTT.*

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. *We currently have NTTs teaching in the LVB program at the undergraduate level. If needed, we will hire from our current pool of consistent NTTs.*

[Table 2 – Section 2]

- 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. *Our current staff are adequate to implement and maintain the program. We will hire from our existing pool of NTTs. [Table 2 – Section 2] Jane Koscielak’s position in the department provides information on the applications and the acceptance of the students. No advising is needed in the set cohort program.*

- 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]** *No additional facilities are needed.*

- e. Are library resources adequate to support the program when fully implemented? Please elaborate. *Yes, we will not need additional resources because we are there are sufficient materials in Milner for those low vision and blindness. In addition, the program will have access to demonstration of LVB materials in the SEAT Center.*

- 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. The program will be funded through full cost recovery.*

- h. If this is a graduate program, discuss the intended use of graduate assistantships and where the funding for assistantships would come from. *Graduate assistantships will not be a part of this program.*

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	5 th 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	#	#
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\$

Routing and action summary – in sequential order:

1. Mindy Ely 8/21/19
Department/School Curriculum Committee Chair Date Approved
2. Gene A. Hildebrandt 8/21/19
Department Chairperson/School Director Date Approved
3. Jane Wiggins 8/22/19
College Dean Date Approved
4. Jan Murphy 9.25.19
Provost Date Approved
5. [Signature] 10-22-19
College Curriculum Committee Chairperson Date Approved
6. [Signature] 10/30/19
Teacher Education Council Chair Date Approved
7. ~~Janet Lippert~~ ~~11.13.19.~~
University Curriculum Committee Chairperson Date Approved
- [Signature] 03/27/20

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

ENROLLMENT PROJECTIONS, FALL CENSUS DAY

M.S. in Low Vision and Blindness

Fall Census Day	Count of students newly enrolled	Total enrollment (new plus continuing students)
2020	20 – 22	20 – 22
2021	0	20 – 22
2022	20 – 22	20 – 22
2023	0	20 – 22
2024	20 – 22	20 – 22

If fall census day enrollment counts are not the most representative reflection of program participation, please indicate so and provide a brief explanation. (E.G., if enrollment is expected to be highest during the spring term or the summer term, please indicate so and explain why.)

The program is a 5-semester sequence beginning in the summer term (i.e. summer, fall, spring, summer, fall) with a new cohort beginning every other year. Therefore, enrollment will be highest in the summer and fall since students will complete the program leaving the spring semester of the second year with no students in the program.

	Su	Fa	Sp
Year 1 2020	Cohort 1 (20 – 22 Students)	Cohort 1 (20 – 22 Students)	Cohort 1 (20 – 22 Students)
Year 2 2021	Cohort 1 (20 – 22 Students)	Cohort 1 (20 – 22 Students)	
Year 3 2022	Cohort 2 (20 – 22 Students)	Cohort 2 (20 – 22 Students)	Cohort 2 (20 – 22 Students)
Year 4 2023	Cohort 2 (20 – 22 Students)	Cohort 2 (20 – 22 Students)	
Year 5 2024	Cohort 3 (20 – 22 Students)	Cohort 3 (20 – 22 Students)	Cohort 3 (20 – 22 Students)
Year 6 2025	Cohort 3 (20 – 22 Students)	Cohort 3 (20 – 22 Students)	

Please provide a brief profile of the students expected to enroll in the program.

E.G., Will students likely be enrolled full time or part time? Will a cohort model be used to enroll students? Are students likely to be practitioners who work full or part time in the field? Are students likely to be traditional or non-traditional students?

Students will take 8 credits the first semester and 6 credits each of the remaining semesters of this five-semester-program. They will complete the program as a cohort with new enrollment offered every other year. Cohorts will not overlap. Students are likely to be non-traditional students and will likely be teachers working full- or part-time in the field while completing the program.

PROGRAM COMPLETION PROJECTIONS

M.S. in Low Vision and Blindness

Graduating Fiscal Year	Count of completers
2021	Cohort 1 (20 – 22 Students)
2022	0
2023	Cohort 2 (20 – 22 Students)
2024	0
2025	Cohort 3 (20 – 22 Students)

Note: Graduating Fiscal Year consists of summer, fall, and spring terms, in that order.

For example, Graduating Fiscal Year 2022 consists of the following terms:

Summer 2021, Fall 2021, Spring 2022