

Financial Implication Form

Illinois State University Request for New Program Approval

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.

Division	College/Unit	Department/School
Vice President & Provost	Dean of Business	Department of Management
Department/School (if not listed above)		

Primary Contact ULID	Primary Contact First Name	Primary Contact Last Name	Primary Contact Email Address
nshartm	Nathan	Hartman	nshartm@ilstu.edu
Secondary Contact ULID	Secondary Contact First Name	Secondary Contact Last Name	Secondary Contact Email Address
tnoel	Terry	Noel	tnoel@ilstu.edu

Proposed New Program

Leadership Certificate, Undergraduate

Brief Description of the Proposed Program

The 15-credit Leadership certificate program housed within the Department of Management and Management Major, which allows undergraduate students at ISU the chance to explore leadership in a way that complements their major. Enrollees will gain leadership skills that can boost their abilities to empathize, understand, relate to, and ethically influence others toward the accomplishment of a larger vision. Completion of the certificate program will also be noted on the student’s academic transcripts.

The leadership certificate program equips students with essential skills that are beneficial in any career, fostering both personal and professional growth. Participants gain not only theoretical knowledge about leadership but also hands-on experience that helps them become effective leaders in organizations. Through the program, students learn the importance of influencing others, building strong relationships, staying true to their values, and leading teams to accomplish shared objectives. By the end of the program, participants report personal growth, increased confidence in their leadership

abilities, and a stronger sense of responsibility within their communities and careers. Additionally, the program integrates leadership development into the university's broader educational goals by requiring courses in ethics, social issues, and applied leadership.

The certificate program emphasizes several key learning outcomes, including the ability to analyze leadership challenges, apply leadership theories, and develop strategic thinking. Students gain a deeper understanding of the organizational processes that impact leadership today and the significance of leading with emotional intelligence and integrity. The program also enhances students' critical thinking, communication, and decision-making skills, preparing them to lead diverse teams in various contexts. Ethical leadership, social responsibility, and the ability to create and execute long-term strategies are central to the program, ensuring that students are well-prepared to make meaningful contributions as leaders in any field.

The leadership certificate is not intended exclusively for students pursuing an existing major or minor in organizational leadership. Instead, it is designed to offer value to a broader range of students with vocational and professional interests outside of business. Key differentiators include:

- **Broader Accessibility:** The certificate provides an opportunity for students from diverse disciplines (e.g., Nursing, education, social services, STEM) to develop leadership skills applicable in their chosen fields or communities without the need to pursue a business degree, minor, or double major.
- **Reduced Credit Hour Requirements:** With fewer credit hours than a minor, the certificate is particularly beneficial to students who are interested in leadership development but are constrained by time or program requirements that make pursuing a minor or double major impractical.
- **Enhanced Diversity in Learning:** By integrating certificate students with those pursuing the major or minor in organizational leadership, the program fosters richer in-class discussions. The diversity of perspectives, career goals, and motivations enhances peer learning and creates a dynamic, multidisciplinary educational environment.
- **Complementary Focus:** While the organizational leadership major and minor cater primarily to business students with aspirations in management, the leadership certificate allows students with non-business majors to focus on leadership development as a complement to their primary field of study.

Distinct Audiences for Major, Minor, and Certificate

- **The Organizational Leadership Major** is tailored to students aiming for careers in business and management, such as operations manager, project manager, or business analyst, and requires a robust foundation in business principles.
- **The Organizational Leadership Minor** is designed for students who wish to augment their studies with a deeper understanding of leadership and management without the time commitment of a double major.
- **The Leadership Certificate** targets students outside the field of business who wish to develop leadership skills to enhance future opportunities in their chosen profession (future leader aspirations in their field) or with an interest in leading in their communities outside of a formal career as a form of community engagement without focusing on business-specific principles.

By offering the certificate program, the Illinois State University and the College of Business specifically expand access to leadership education traditionally offered only to Management Majors and Minors, reaching students whose interests and career paths might not align with traditional business-focused programs. This strategic addition maximizes the College of Business's existing resources while broadening the scope of its impact on leadership development to more of the university's student population.

Is this a Teacher Education program? _____ Is this a graduate program? _____

Enrollments

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.

Student Enrollment and Degree Projections for the Proposed Program	
Fall Headcount of Program Majors/Minors (1st year)	Fall Headcount of Program Majors/Minors (5th year or when fully implemented)
22	74
Annual FTE Program Majors/Minors (1st year)	Annual FTE Program Majors/Minors (5th year or when fully implemented)
22	74
Annual Degrees Awarded (1st year)	Annual Degrees Awarded (5th year or when fully implemented)
5	17
Relevant Notes for Enrollment	

The College of Business reported a current Management and Business Leadership Minors (<https://business.illinoisstate.edu/academics/minors/>) enrollment in the Organizational Leadership Minor at 43, Business Analytics at 39, Entrepreneurship at 23, Business Environment and Sustainability at 16, and International Business at 5.

For the purposes of this estimate, I anticipate 22 students a year to be interested in attaining a Leadership Certificate (1/2 the current enrollment in the Organizational Leadership Minor) in the first four years. Of the interested students, I estimate that 60% of students who start the certificate will fulfill the certificate requirement, which is the estimated completion rate for students pursuing the Organizational Leadership Minor. In the first year, some seniors may be able to complete the certificate, but it is anticipated that as few as five would attain the certificate in the first year after approval. As students become more aware of the Leadership Certificate and as the interest in attaining certificates as an undergraduate at ISU becomes more popular, I estimate the program can grow by 50% in the first five years to equate to 39 students starting the certificate each year (22 students x 1.5 = 16.5 or 17 additional students five years after approval).

The Department of Management, which offers the majority of classes, does not anticipate difficulty in meeting an annual demand of 22 or 40 additional students. The size of the Department of Management and the frequent offering of the courses associated with this certificate ensures adequate course availability for interested students. Multiple faculty (tenure track and non-tenure track) have the background and experience to teach the courses in the program, and the completion of the certificate is

not dependent upon one instructor's availability. As a result, it is likely that the program could grow by a factor of 2 or 3 before additional instructional resources would be required.

Budget Rationale

Estimated Costs of the Proposed Program - **For all sections below, only NEW resources not currently available to the program.**

Operating Expenses

Including but not limited to: Contractual, Commodities, Equipment, etc.

Is the unit's (College, Department, School) current operating budget (contractual, commodities, equipment, etc.) adequate to support the program when fully implemented?

Yes

Please explain.

The Department of Management has adequate resources to support a leadership certificate because it has already successfully managed and currently manages Business Administration, Business Environment and Sustainability, Entrepreneurship, International Business, and Organizational Leadership minors. These minors require similar but more extensive oversight, making the addition of a certificate a manageable task. The infrastructure for advising, course offerings, and faculty expertise is already in place, allowing the department to leverage its existing resources and skills with administration without the need for significant expansion. The leadership certificate is less rigorous than a minor, which simplifies administration and advising. This reduces the burden on the department chair, assistant chair, and academic advisors, making it easier to incorporate into the department's current structure. The streamlined nature of the certificate means that the department can offer valuable leadership development without overwhelming its staff or stretching resources.

If new resources are to be provided to the unit to support the program, what will be the source(s) of these funds?

The new leadership certificate program will have minimal impact on faculty assignments in the departments housing the different courses. Many of the courses required for the program already have multiple sections, which ensures sufficient coverage without placing an undue burden on current faculty or students interested in attaining a certificate. Additionally, the elective courses incorporated in the program offer several pathways to completion, allowing students to choose from a variety of existing courses that align with their interests, graduate requirements, and career goals. Since these courses are not overloaded and are frequently offered, they are already part of popular ISU students' undergraduate trajectories. Thus, with minimal planning and adjustment, interested students could adjust to attain a certificate in Leadership.

Given the existing structure and course offerings, the current faculty is adequate to provide instruction for the new program without the need for additional hires. The flexibility in course selection and the multiple sections available reduce the likelihood of overwhelming faculty resources. As a result, there is no immediate need to hire new full-time or part-time faculty, whether tenure-track or non-tenure-track, to support the program. The various department's existing infrastructure can smoothly accommodate the addition of the certificate.

Operating Expenses (1st year)

\$0.00

Operating Expenses (5th year or when fully implemented)

\$0.00

Personnel

What impact will the new program have on faculty assignments in the department?

The new leadership certificate program will have minimal impact on faculty assignments in the departments housing the different courses. Many of the courses required for the program already have multiple sections, which ensures sufficient coverage without placing an undue burden on current faculty or students interested in attaining a certificate. Additionally, the elective courses incorporated in the program offer several pathways to completion, allowing students to choose from a variety of existing courses that align with their interests, graduate requirements, and career goals. Since these courses are not overloaded and are frequently offered, they are already part of popular ISU students' undergraduate trajectories. Thus, with minimal planning and adjustment, interested students could adjust to attain a certificate in Leadership.

Given the existing structure and course offerings, the current faculty is adequate to provide instruction for the new program without the need for additional hires. The flexibility in course selection and the multiple sections available reduce the likelihood of overwhelming faculty resources. As a result, there is no immediate need to hire new full-time or part-time faculty, whether tenure-track or non-tenure-track, to support the program. The various department's existing infrastructure can smoothly accommodate the addition of the certificate.

Will current faculty be adequate to provide instruction for the new program?

Yes

Will additional faculty need to be hired, either for the proposed program or for courses faculty of the new program would otherwise have taught?

No

Will current staff be adequate to implement and maintain the new program?

Yes

Please explain.

Yes, the current faculty is well-equipped to implement and maintain the leadership certificate program. Nine of the required credits for the certificate are already part of the undergraduate organizational leadership minor and major, ensuring seamless integration with existing curricula. Faculty members currently teaching these courses have substantial expertise in leadership principles and practical experience in delivering content relevant to the program.

Will additional staff be hired?

No additional staff are required to implement the program.

Will the current advising staff be adequate to provide student support and advisement, including job placement and/or admission to advanced studies?

Yes, the current advising staff will be sufficient to provide comprehensive student support, including advisement for job placement and guidance for admission to advanced studies. The program's structure aligns closely with the organizational leadership minor and major, which the advising team is already well-prepared to support. This alignment leverages the faculty's existing knowledge and resources, ensuring the program's success without requiring additional hires or training.

Will current advising staff be adequate to provide student support and advisement, including job placement and or admission to advanced studies?

Yes

Will additional staff be hired?

No

Please elaborate.

No additional staff are required to implement the program.

Yes, the current advising staff will be sufficient to provide comprehensive student support, including advisement for job placement and guidance for admission to advanced studies. The program's structure aligns closely with the organizational leadership minor and major, which the advising team is already well-prepared to support.

This alignment leverages the faculty's existing knowledge and resources, ensuring the program's success without requiring additional hires or training.

Faculty FTE (1st year)	Faculty FTE (5th year or when fully implemented)
0	0
Faculty Salary Dollar(s) (1st year)	Faculty Salary Dollar(s) (5th year or when fully implemented)
\$0.00	\$0.00
Other Personnel Costs (1st year)	Other Personnel Costs (5th year or when fully implemented)
\$0.00	\$0.00

Facilities
Including but not limited to rental, maintenance, etc.

Are the unit's current facilities adequate to support the program when fully implemented?

Yes

Will there need to be facility renovation or new construction to house the program?

No. Not applicable.

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.

Current facilities are adequate, and no renovations will be required.

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

The university's library, both physical and digital, is well-equipped to support the new leadership certificate program. Current resources, including a wide range of leadership-related books, journals, and databases, are already in place to support the existing organizational leadership undergraduate minor, major, and graduate certificate in the MBA program. The library offers extensive digital access to scholarly journals, leadership case studies, and databases such as JSTOR and ProQuest, providing students with the necessary academic materials to complete their coursework and research. In addition, the physical library offers a collection of leadership and management texts, as well as study spaces for students to collaborate on group projects or conduct independent research. The existing infrastructure and resources meet the needs of the certificate program without requiring additional investments or enhancements, ensuring that students have access to comprehensive support for their academic success.

Facilities Costs (1st year)

\$0.00

Facilities Costs (5th year or when fully implemented)

\$0.00

Other Costs

Are there any additional costs not addressed above?

No

Please explain.

None.

Are any sources of funding temporary (e.g., grant funding)?

No

How will the program be sustained once these funds are exhausted?

Not applicable to this certificate.

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

This is not a graduate program.

Itemized Costs

1. Description	1. Cost (1st year)	1. Cost (5th year or when fully implemented)
	\$0.00	\$0.00

Total Costs

Please subtotal the Operating, Personnel, Facilities, and Other Costs.

Total Cost (1st Year)	Total Cost (5th year or when fully implemented)
\$0.00	\$0.00

Notes

There will be minimal costs in terms of current employees’ time associated with updating websites and advertisements and training faculty and staff about the new leadership certificate program. Most of the necessary updates can be handled by existing employees as part of their regular duties, requiring only minor adjustments to current web pages and marketing materials. The faculty and staff are already familiar with leadership-related content due to the existing minor and major programs, so any additional training will be minimal and easily integrated into routine department activities.

However, some actual costs may be incurred for printing and delivering the physical certificates to students at graduation. These costs will likely be modest, covering materials and distribution, and can be managed within the department's operational budget without significant financial impact. Overall, the program's implementation will have a low cost in terms of time and resources.

Other Attachment/Documentation

No Response

Approval Signatures

Department/School Curriculum Committee Chair

DSCCC Signature

Electronically Signed by Nathan Hartman (nshartm@ilstu.edu) - March 13, 2025 at 8:21 AM (America/Chicago)

Department Chairperson/School Director

DCSD Signature

Electronically Signed by Lahiri, Somnath (slahiri@ilstu.edu) - March 13, 2025 at 10:05 AM
(America/Chicago)

College Dean

CD Signature

Electronically Signed by Samant, Ajay (asamant@ilstu.edu) - March 14, 2025 at 5:02 PM
(America/Chicago)

Provost

Provost Signature

Electronically Signed by Ani Yazedjian (ayazedj@ilstu.edu) - March 17, 2025 at 5:20 AM
(America/Chicago)

College Curriculum Committee Chairperson

CCCC Signature

No Response

University Curriculum Committee Chairperson

UCCC Signature

No Response

Chairs and Deans - Routing Steps
To be completed by the Provost's Office.

The ULID is the part of your Illinois State University email address before the @ symbol.

Dept/School Curriculum Committee Chair ULID	First Name	Last Name	Email Address
nshartm	Nathan	Hartman	nshartm@ilstu.edu
Dept/School Chair ULID	First Name	Last Name	Email Address
slahiri	Somnath	Lahiri	slahiri@ilstu.edu
College/Dean ULID	First Name	Last Name	Email Address

asamant	Ajay	Samant	asamant@ilstu.edu
College Curriculum Committee Chair ULID	First Name	Last Name	Email Address
mbahl	Mona	Bahl	mbahl@ilstu.edu

University Curriculum Committee Chair ULID	First Name	Last Name	Email Address
jcnewpo	Joshua	Newport	jcnewpo@ilstu.edu

For Workflow Purposes Only

The following data will be used to route the submitted form to the proper individuals in the workflow. If you see issues with the names in the route steps displaying below, contact the Technology Support Center [438-HELP (4357) or supportcenter@ilstu.edu] for assistance.

Primary Contact ULID (HCM Link)		Secondary Contact ULID (HCM Link)	
nshartm		tnoel	
D/S Curr-Comm Chair ULID (HCM Link)	D/S Curr-Comm Chair Name (Kuali Link)	D/S Chair ULID (HCM Link)	D/S Chair Name (Kuali Link)
nshartm	Nathan Hartman	slahiri	Somnath Lahiri
College/Dean ULID (HCM Link)	College/Dean Name (Kuali Link)	College Curr-Comm Chair ULID (HCM Link)	College Curr-Comm Chair Name (Kuali Link)
asamant	Ajay Samant	mbahl	Mona Bahl
University Curr-Comm Chair ULID (HCM Link)		University Curr-Comm Name (Kuali Link)	
jcnewpo		Joshua Newport	

Form Submission - Proposer

Submitted for Approval | Proposer

Hartman, Nathan - March 6, 2025 at 3:01 PM (America/Chicago)

Submission Notification

Notification Sent

Hartman, Nathan - March 6, 2025 at 3:01 PM (America/Chicago)

Provost (Update)

Approved

J Cooper Cutting - March 11, 2025 at 11:55 AM (America/Chicago)

D/S Curr-Comm Chair

Approved

Nathan Hartman - March 13, 2025 at 8:21 AM (America/Chicago)

D/S Chair

Approved

Somnath Lahiri - March 13, 2025 at 10:05 AM (America/Chicago)

College Dean

Approved

Ajay Samant - March 14, 2025 at 5:02 PM (America/Chicago)

I approve.

Status Update Email

Notification Sent

Curriculum - Registrar Office - March 14, 2025 at 5:03 PM (America/Chicago)

Provost (Approve)

Approved

Christie Wissmiller

Ani Yazedjian - March 17, 2025 at 5:20 AM (America/Chicago)

Approval Email

Notification Sent

Nathan Hartman - March 17, 2025 at 5:20 AM (America/Chicago)

Approval Email

Notification Sent

Nathan Hartman - March 17, 2025 at 5:20 AM (America/Chicago)

Approval Email

Notification Sent

Somnath Lahiri - March 17, 2025 at 5:21 AM (America/Chicago)

Approval Email

Notification Sent

Ajay Samant - March 17, 2025 at 5:21 AM (America/Chicago)

Approval Email

Generating PDF

J Cooper Cutting

Coll Curr-Comm Chair

Approval

Mona Bahl

Univ Curr-Comm Chair

Approval

Joshua Newport

Status Update Email

Notification

Approval Email

Notification

Nathan Hartman

Approval Email

Notification

nshartm@ilstu.edu

Approval Email

Notification

tnoel@ilstu.edu

Approval Email

Notification

J Cooper Cutting

Approval Email

Notification