October 2, 2023 at 11:29 AM

Approved by Academic Senate March 6, 2013

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

Vice President & Provost

College/Unit

Dean of Applied Science and

Technology

Department/School

Family and Consumer Sciences

Department/School (if not listed above)

Primary Contact ULID

mjreese

Primary Contact First

Name

Marla

Primary Contact Last

Name

Reese-Weber

Primary Contact Email

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Secondary Contact ULID

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Name

Sally

Secondary Contact Last

Name

Arnett-Hartwick

Secondary Contact

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Proposed New Program

FCS Teacher Education Endorsement Certificate (this will be under the Master’s of Science in Family and

Consumer Sciences)

Brief Description of the Proposed Program

The FCS Teacher Education Endorsement Certificate will include 18 graduate-level credits and be offered

completely online. The Department of Family and Consumer Sciences receives numerous phones

calls and emails every semester from middle and high school teachers wanting to receive an FCS

endorsement. Because this interested population is adult learners with full-time careers, we need to

offer the courses online. The state requires 18 credits of FCS content prior to taking the endorsement

exam. This certificate will provide the necessary coursework. Two new graduate-level courses (6 credits)

in the FCS Teacher Education area will be proposed to support this certificate. We already offer two

Nutrition courses online that can be taken for this certificate (6 credits) and one Interior Design course

that is offered online (3 credits). We also plan to offer one existing Human Development and Family

Science course online (3 credits) and one Fashion Design course (3 credits). This totals 18 credits. All

courses will be offered as Full Cost Recovery courses.

Is this a Teacher Education program?

Yes

Is this a graduate program?

No

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)

10

Fall Headcount of Program Majors/Minors (5th

year or when fully implemented)

15

Annual FTE Program Majors/Minors (1st year)

0

Annual FTE Program Majors/Minors (5th year or

when fully implemented)

0

Annual Degrees Awarded (1st year)

0

Annual Degrees Awarded (5th year or when fully

implemented)

0

Relevant Notes for Enrollment

We do not expect to see large numbers of students enrolled in the certificate program but do believe

there will be a consistent number of students enrolled part-time over the years. Currently, we would

need 8 students to cover the instructional cost ($6,000) of each course.

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 only additional funds may be laptop computers for non-tenure track faculty who are hired to

teach the courses. The department has a Foundation account for equipment that can cover this

cost.

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

of these funds?

Foundation funds

Operating Expenses (1st year)

$600.00

Operating Expenses (5th year or when fully

implemented)

$600.00

Personnel

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

Current staff will be adequate to implement the new program. Our current FCS TE program

coordinator will advise students on this certificate program just as program coordinators for all

other FCS areas advise graduate students.

We may need to hire non-tenure track faculty to teach the courses or cover the overload costs of

current faculty. Because this will be a Full-Cost Recovery program. No new instructional costs are

needed.

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?

Yes

Please indicate whether new faculty members will be full-time or part-time faculty, tenure track

or non-tenure track faculty.

We may need to hire one part-time, non-tenure track faculty to teach the courses. Because this

will be a Full-Cost Recovery program. The salary for this new hire will be covered with FCR funds.

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

Yes

Please explain.

Current staff will be adequate to implement the new program. Our current FCS TE program

coordinator will advise students on this certificate program just as program coordinators for all

other FCS areas advise graduate students.

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.

Current staff will be adequate to implement the new program. Our current FCS TE program

coordinator will advise students on this certificate program just as program coordinators for all

other FCS areas advise graduate students.

Faculty FTE (1st year)

0.25

Faculty FTE (5th year or when fully

implemented)

0.5

Faculty Salary Dollar(s) (1st year)

$12,000.00

Faculty Salary Dollar(s) (5th year or when fully

implemented)

$12,000.00

Other Personnel Costs (1st year)

$0.00

Other Personnel Costs (5th year or when fully

implemented)

$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.

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.

Because all courses will be offered online, no facilities will be needed.

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

elaborate.

Because all courses will be offered online, no facilities will be needed.

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.

Because all courses will be offered online and enrollment will be 10 - 15 part-time students, no

additional costs are expected.

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

Yes

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

All funds will be from the FCR salaries and residuals (temporary funds).

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 graduate assistantships offered to these students and no graduate assistants will

be needed to implement this certificate.

Itemized Costs

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

Total Costs

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

Total Cost (1st Year)

$12,600.00

Total Cost (5th year or when fully implemented)

$12,600.00

Notes

Currently, we would need 8 students to cover the instructional cost ($6,000) of each course. The

residuals of $345 per course will cover the cost of purchasing an additional laptop computer for our

new, part-time faculty member.

Other Attachment/Documentation

No Response

Approval Signatures

Department/School Curriculum Committee Chair

DSCCC Signature

Electronically Signed by Altenburger, Elke (ealtenb@ilstu.edu) - March 9, 2024 at 7:11 AM

(America/Chicago)

Department Chairperson/School Director

DCSD Signature

Electronically Signed by Reese-Weber, Marla (mjreese@ilstu.edu) - March 9, 2024 at 12:06 PM

(America/Chicago)

College Dean

CD Signature

Electronically Signed by McEvoy, Chad (cdmcevo@ilstu.edu) - March 11, 2024 at 1:49 PM

(America/Chicago)

Provost

Provost Signature

Electronically Signed by Ani Yazedjian (ayazedj@ilstu.edu) - March 14, 2024 at 6:58 AM

(America/Chicago)

College Curriculum Committee Chairperson

CCCC Signature

Electronically Signed by Sattler, Liz (easattl@ilstu.edu) - March 18, 2024 at 4:27 PM (America/Chicago)

Teacher Education Council Chair

TECC Signature

Electronically Signed by Bazan, Christy (cnstath@ilstu.edu) - March 19, 2024 at 8:00 AM

(America/Chicago)

University Curriculum Committee Chairperson

UCCC Signature

Electronically Signed by Selkow, Noelle (nselkow@ilstu.edu) - April 19, 2024 at 3:35 PM

(America/Chicago)

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

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Last Name

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Noelle

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Selkow

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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)

mjreese

Secondary Contact ULID (HCM Link)

sarnett

D/S Curr-Comm Chair

ULID (HCM Link)

ealtenb

D/S Curr-Comm Chair

Name (Kuali Link)

Elke Altenburger

D/S Chair ULID (HCM

Link)

mjreese

D/S Chair Name (Kuali

Link)

Marla Reese-Weber

College/Dean ULID

(HCM Link)

cdmcevo

College/Dean Name

(Kuali Link)

Chad McEvoy

College Curr-Comm

Chair ULID (HCM Link)

easattl

College Curr-Comm

Chair Name (Kuali Link)

Liz Sattler

Teacher Ed Council

Chair ULID (HCM Link)

cnstath

Teacher Ed Council

Chair Name (Kuali Link)

Christy Bazan

University Curr-Comm

Chair ULID (HCM Link)

nselkow

University Curr-Comm

Name (Kuali Link)

Noelle Selkow

Form Submission - Proposer

Submitted for Approval | Proposer

Marla Reese-Weber - October 2, 2023 at 12:51 PM (America/Chicago)

Submission Notification

Notification Sent

Marla Reese-Weber - October 2, 2023 at 12:51 PM (America/Chicago)

Provost (Update)

Approved

J Cooper Cutting - March 5, 2024 at 7:37 AM (America/Chicago)

Ani Yazedjian

D/S Curr-Comm Chair

Approved

Elke Altenburger - March 9, 2024 at 7:11 AM (America/Chicago)

D/S Chair

Approved

Marla Reese-Weber - March 9, 2024 at 12:06 PM (America/Chicago)

College Dean

Approved

Chad McEvoy - March 11, 2024 at 1:49 PM (America/Chicago)

Status Update Email

Notification Sent

Curriculum Forms - Registrar Office - March 11, 2024 at 1:49 PM (America/Chicago)

Provost (Approve)

Approved

Christie Wissmiller

Ani Yazedjian - March 14, 2024 at 6:58 AM (America/Chicago)

Approval Email

Notification Sent

Marla Reese-Weber - March 14, 2024 at 6:59 AM (America/Chicago)

Approval Email

Notification Sent

Elke Altenburger - March 14, 2024 at 6:59 AM (America/Chicago)

Approval Email

Notification Sent

Marla Reese-Weber - March 14, 2024 at 6:59 AM (America/Chicago)

Approval Email

Notification Sent

Chad McEvoy - March 14, 2024 at 6:59 AM (America/Chicago)

Approval Email

Notification Sent

J Cooper Cutting - March 14, 2024 at 6:59 AM (America/Chicago)

Ani Yazedjian - March 14, 2024 at 6:59 AM (America/Chicago)

Coll Curr-Comm Chair

Approved

Liz Sattler - March 18, 2024 at 4:27 PM (America/Chicago)

Teacher Ed Council Chair

Approved

Christy Bazan - March 19, 2024 at 8:01 AM (America/Chicago)

Univ Curr-Comm Chair

Approved

Noelle Selkow - April 19, 2024 at 3:36 PM (America/Chicago)

Title will need endorsement removed.

Faculty FTE in year 1 and 5 are different, but the costs are the same. Is that correct?

Status Update Email

Notification Sent

Curriculum Forms - Registrar Office - April 19, 2024 at 3:36 PM (America/Chicago)

Approval Email

Notification Sent

Marla Reese-Weber - April 19, 2024 at 3:37 PM (America/Chicago)

Approval Email

Notification Sent

mjreese@ilstu.edu - April 19, 2024 at 3:38 PM (America/Chicago)

Approval Email

Notification Sent

sarnett@ilstu.edu - April 19, 2024 at 3:38 PM (America/Chicago)

Approval Email

Notification Sent

J Cooper Cutting - April 19, 2024 at 3:38 PM (America/Chicago)

Ani Yazedjian - April 19, 2024 at 3:38 PM (America/Chicago)

Approval Email

Generating PDF

Curriculum Forms - Registrar Office