

ILLINOIS STATE UNIVERSITY  
GRADUATE PROGRAMS

SEP 26 2007  
ILLINOIS STATE UNIVERSITY

*Program Proposal Financial Implications Form  
For Request for New Program Approval*

**Purpose:** Proposed new graduate programs (degrees, sequences, certificates) must include information concerning how the program will be financially supported to proceed through the curriculum proposal process. Signatures of the College Dean and Provost/Provost Representative are required prior to submission of the new program to the College Curriculum Committee.

**Procedure:** This completed form, with all necessary signatures, is to be attached to new program curricular proposals.

**Definition:** A “program” at the graduate level can be either a degree, a sequence as part of a degree, or a graduate-level certificate (Graduate Certificate, Post-Baccalaureate Certificate, or Post-Master’s Certificate).

*Complete the following information:*

Department: Curriculum & Instruction/Milner Library      Date: October 2, 2006

Proposed New Program: Post-Baccalaureate Certificate Program in School Librarianship

Person Completing Form: Dane Ward      Contact #: 438-3481

*Complete Table I to show student enrollment projections for the program.*

**Table I:  
STUDENT ENROLLMENT PROJECTIONS FOR THE NEW PROGRAM**

	<b>1<sup>st</sup> Year (July – June)</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>	<b>4<sup>th</sup> Year</b>	<b>5<sup>th</sup> Year</b>
Number of program majors(Fall headcount)—SEQUENCE PARTICIPANTS <sup>1</sup>	15-20	30-40	30-40	30-40	30-40
Annual Full-Time-Equivalent Majors <sup>1</sup>	15-20	15-20	15-20	15-20	15-20
Annual Credit Hours in EXISTING Courses <sup>2</sup>	270-360	270-360	270-360	270-360	270-360
Annual Credit Hours in NEW Courses <sup>2</sup>	0	0	0	0	0
Annual Number of Post-Bac. Certificates Awarded	0	7	15	15	15

<sup>1</sup> Enrollment pattern may vary. Program candidates can complete the program within four semesters by taking two courses each semester. However, actual enrollment is at the discretion of each individual.

<sup>2</sup> Include credit hours generated by both majors and non-majors in courses offered by the academic unit directly responsible for the proposed program.

*Complete Table II (even if no new funding is requested). Show all required resources including amounts and sources of funds reallocated from other programs or units.*

**Table II:  
PROJECTED RESOURCE REQUIREMENTS FOR THE NEW PROGRAM**

	1 <sup>st</sup> Year (July – June)	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
FTE Staff <sup>1</sup> (FTE)	.5	.5	.5	.5	.5
Personnel Services ( \$ )	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Equipment and Instructional Needs ( \$ )	\$0	\$0	\$0	\$0	\$0
Library ( \$ ) \$5000 already allocated (would increase with state allocated increases)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other Support Services <sup>2</sup> ( \$ )	\$0	\$0	\$2,000	\$4,000	\$4,000

<sup>1</sup>Reflects the number of FTE staff to be supported with requested funds. Not a dollar entry.

<sup>2</sup>Other dollars directly assigned to the program. Do not include allocated support services.

***Budget narrative listing projected sources of program funding (including sources of reallocated funds).***

The costs of the program are jointly shared by Milner Library and the College of Education. Program costs consist primarily of those expenses associated with teaching previously approved courses. The program simply brings together and coordinates that coursework into a more systematic whole. \$10,000 comes from Milner Library, half of which is used to pay instructors to teach two courses. The other half is applied to the annual materials budget for school librarianship. The College of Education also provides \$5,000 for the cost of instructors for two courses. Additional courses are taught as part of the regular load of existing faculty. To date, Milner Library has provided staff to advise potential students, schedule courses, hire instructors, and facilitate registration. Further materials costs in years 3 through 5 will be incorporated into Milner's budget.