

11-069

**ILLINOIS STATE UNIVERSITY
UNDERGRADUATE PROGRAMS
REQUEST FOR NEW PROGRAM APPROVAL
(Reporting of Financial Implications)**

Purpose: Proposed new undergraduate 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” can be either a degree, a sequence as part of a degree or a certificate.

Complete the following information:

Department: Politics & Government Date: 10 December 2010

Proposed New Program: Legal Studies Major

Person Completing Form: Ali Riaz Contact #: 438-8638

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

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

	1st Year (June – July)	2nd Year	3rd Year	4th Year	5th Year
Number of Program Majors (Fall headcount)	7	14	21	23	25
Annual Full-Time-Equivalent Majors	5	10	15	16	17
Annual Credit Hours in EXISTING Courses	5,594	5,684	5,774	5,864	5,954
Annual Credit Hours in NEW Courses	0	0	0	0	0
Annual Number of Degrees Awarded	0	0	0	5	10

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**

	1st Year (July – June)	2nd Year	3rd Year	4th Year	5th Year
FTE Staff ¹ (FTE)	.25	.50	.75	.75	1.0
Personnel Services (\$)	\$416	\$831	\$1247	\$1247	\$1662
Equipment and Instructional Needs (\$)	\$854	\$1708	\$2562	\$2806	\$3054
Library (\$)	\$515	\$515	\$515	\$515	\$515
Other Support Services ² (\$)	0	0	0	0	0

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

²Other 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 proposed major will be developed on existing Minor in Legal Studies by the Department of Politics and Government. The required and elective courses for the proposed major are currently offered regularly for Political Science majors and Legal Studies minor students. No new courses will be added for the purpose of the new major. The equipment and other support services are, in large measure, in place to support the proposed major; only minor additions will be required (see below). Milner library is equipped to absorb the additional demands the new major will create. The American Bar Association (ABA) team during its site visit in January 2010 expressed satisfaction with the facilities and approved our minor program and recommended introduction of a major.

FTE Staff: The calculation is based on the current faculty-student ratio. Currently 20 FTE (T/TT and NTT) is assigned to offer courses for 504 students (Political Science major, Political Science as second major, Political science as minor and Legal Studies as minor). Currently the faculty-Student ratio is 1:25. The proposed major will have 25 students in its fifth year and therefore the reallocation of faculty resources will increase the ratio to 1:26.

Personnel Service: Advisement is the only personnel service that will be required to support the new major. Addition of 25 students over time will increase inconsequential work load of the undergraduate academic advisor. However, the dollar amount is computed based on the time to be devoted for the new students by current advisor and on the basis of monthly salary (on a nine-month basis).

Equipment and Instructional Needs: One of the key needs will be additional user-licenses for WestLaw, a database currently used by the students in Legal Studies minor. Currently University has a 35-user license agreement with the vendor; the number of user will be increased incrementally as new students are added. The additions will be pro-rated (each student \$122 for each year). The dollar amount is arrived in the basis of new students added each year.

Library: Currently Milner library's annual allocation for Political Science is \$10,297. The major will require no more than 5% of the total allocation to be dedicated to procure materials related to Legal Studies major.

Routing and action summary:

1.	<u>Ali King</u> Department/School Curriculum Committee Chair	<u>11/15/2010</u> Date Approved
2.	<u>Ali King</u> Department Chairperson/School Director	<u>12/7/2010</u> Date Approved
3.	<u>Chris Sledge</u> College Dean	<u>12/12/10</u> Date Approved
4.	<u>Deanna</u> Provost/Provost Representative	<u>12/22/10</u> Date Approved
5.	<u>Joel M. Stewart</u> College Curriculum Committee Chairperson	<u>4/14/11</u> Date Approved
6.	<u>Teacher Education Council Chair</u> Teacher Education Council Chair	<u> </u> Date Approved
7.	<u>Jean M. Still</u> University Curriculum Committee Chairperson	<u>9/21/11</u> Date Approved

**Once approved, please include this form with the curricular proposal for the new program.
Please also submit an electronic copy of this form.**