

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: Technology

Contact person: Chris Merrill, Coordinator, Technology & Engineering Education

Date: August 21, 2012

Proposed new program: Graduate Certificate in STEM Education and Leadership utilizing exiting courses in the MS Degree in Technology, STEM Education and Leadership Sequence

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

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)	Not to Exceed 24	Not to Exceed 24
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)	15	20

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

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 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?

Yes, the Department has the current operating budget adequacy for this graduate certificate. No new courses are being proposed for this certificate. Currently the sequence offers three required courses and one elective, which will be deleted. The new certificate utilizes three required courses in the sequence. The sequence uses approximately \$500 of its current budget for graduate-level coursework; we do not anticipate any significant increase to this dollar amount.

- b. Will current faculty be adequate to provide instruction for the new program? If "yes", please explain. Will additional faculty need to be hired? If additional hires will be made, please elaborate.

Yes, the Department currently has the requisite number of faculty to implement the courses in this certificate. No new faculty will be hired.

- 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.

Yes, the Department currently has the requisite number of staff to implement the courses in this certificate. No new staff will be hired.

- 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).

Yes, the Department currently has the appropriate classroom and laboratory facilities to support the courses in this certificate. No new facilities or equipment will be required.

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

Yes, the current library resources will support the program.

- f. Are there any additional costs not addressed in Items a. – d.? If "yes" please explain.

No additional costs.

- 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.

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

Yes, this is a graduate-level certificate utilizing existing graduate courses in the Master of Science Degree in the Department of Technology. The Department typically funds one graduate assistant (GA) per program from the annual GA budget. GA's are regularly assigned to the Technology and Engineering Education faculty/program in order to help to maintain laboratories, assist with courses as needed, and conduct related research. A GA would not be assigned specifically to the certificate program.

Table 2: RESOURCES REQUIREMENTS

TABLE 2

ESTIMATED COSTS OF THE PROPOSED 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.	\$	\$500	\$700
Section 2: Personnel			
Faculty	FTE	.25	.25
Faculty (C. Merrill)	\$	\$22,295	\$23,632
Faculty (J. Brown)	\$	\$17,930	\$19,005
Other Personnel Costs – All Staff excluding Faculty	\$	\$0	\$0
Section 3: Facilities			
Including but not limited to rental, maintenance, etc.	\$	\$0	\$0

Routing and action summary - in sequential order:

1. [Signature] 8/30/12
Department/School Curriculum Committee Chair Date Approved
2. [Signature] 8/30/12
Department Chairperson/School Director Date Approved
3. [Signature] 9/18/2012
College Dean Date Approved
4. [Signature]
Provost Date Approved
5. [Signature] 10/12/2012
College Curriculum Committee Chairperson Date Approved
6. [Signature] 11/15/2012
Teacher Education Council Chair Date Approved
7. [Signature] 2/17/13
University Curriculum Committee Chairperson Date Approved
Graduate

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