

**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: Special Education

Contact person: Maribeth Lartz

Date: September 8, 2014

Proposed new program: Graduate Specialization Certificate: Early Intervention Vision Specialist

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

BRIEF DESCRIPTION OF THE PROPOSED PROGRAM

This interdisciplinary program is designed to prepare current teachers and Orientation and Mobility Specialists (O&M) to provide early intervention services to infants and toddlers who are blind or visually impaired and their families. Graduates from the program will help reduce the critical shortage of developmental therapists and Orientation and Mobility Specialists who are qualified to work with infants and toddlers with vision loss. Through this project, current teachers of the visually impaired (TVIs) and O&Ms will be eligible to earn the State of Illinois Early Intervention Credential.

Includes five proposed courses:

SED 414 (number not yet confirmed) Assessment of Young Children who are Blind or Visually Impaired

SED 415 (number not yet confirmed) Collaboration with Families & Professionals Serving Young Children who are Blind or Visually Impaired

SED 416 (number not yet confirmed) Intervention with Young Children who are Blind or Visually Impaired

SED 417 (number not yet confirmed) Impact of Additional Disabilities/Deafblindness on the Development of Children who are Blind or Visually Impaired,

Approved by Academic Senate
March 6, 2013

and SED 498 Professional Practice: Early Intervention Vision Specialist (need new section only).

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	5th Year (or when fully implemented)
Number of Program Majors/Minors (Fall Headcount)	10-at end of year one	10 for 5 th year; 40 total certificates
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)		
Annual Number of Degrees Awarded	10	10

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

Students are enrolled in a cohort beginning with summer school registration and complete 2 summer classes in July, take SED 498 Professional Practice from September-May, and complete the last 2 classes in the second summer. All 10 students are enrolled for 6 hours for each of two summers and 3 hours of SED 498 between the 2 summers (September-May).

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 (contractual, commodities, equipment, etc.) 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? *[Table 2 – Section 1]*

The College of Education will not provide any of the operating budget or resources required for implementation of this new graduate certificate program. All costs for implementation are covered through the federal Department of Education grant awarded to Maribeth Lartz (PI) and Olaya Landa-Vialard (Co-PI), RSP Award Number A13-0005-001.

- b. What impact will the new program have on faculty assignments in the department? Will current faculty be adequate to provide instruction for the new program?

Current faculty members who will be assigned to the new graduate certificate program include Maribeth

Lartz and Olaya Landa-Vialard. Dr. Lartz is working 4 hours per week on the project in an administrative role. Dr. Landa-Vialard will teach 2 summer school classes for the program and will work during the months of June and July. Dr. Landa-Vialard's 9-month academic year appointment will not be impacted by the new program. The two classes she will teach each summer for the proposed program will be part of a regular summer load. All salary costs associated with the new graduate certificate program will be covered through the federal grant.

Will additional faculty need to be hired, either for the proposed program or for courses faculty of the new program would otherwise have taught? If yes, please indicate whether new faculty members will be full-time or part-time faculty, tenure track or non-tenure track faculty.

No additional faculty will be hired for the proposed program or for courses faculty of the new program would have otherwise taught.

[Table 2 – Section 2]

- 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. **[Table 2 – Section 2]**

One additional full-time and one part-time Administrative Professional (AP) will be hired and be paid completely through grant funds. The full-time AP will manage budget, reports, co-teach 2 classes each year, supervise SED 498 students, and secure field mentors and clinical sites. The part-time AP will oversee the webpage, social media, and advisory board meetings.

- 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). **[Table 2 – Section 3]**

Current ISU facilities are adequate for the central Illinois location as existing classrooms and technology will be used to connect through video conferencing to a northern site located in Glenn Ellyn. Students from southern and central Illinois will attend class at ISU and students from Joliet and north will attend the same class at the northern location connected through technology.

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

Yes, library resources are adequate for the journals and books students are required to utilize. Any new assessment resources or curricula kits will be purchased through grant funding.

- f. Are there any additional costs not addressed in items a. – d.? If “yes” please explain. **[Table 2 – Section 4]**

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?

The source of funding for the certificate program is the federal grant. There are budgeted resources to support four cohorts of 10 students each over a 5-year period. The certificate program will be disestablished at the end of the grant due to lack of need.

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

One part-time (10 hours per week) graduate assistant (GA) will be utilized each of the 5 years of the grant. The GA will help with organization of paperwork, research coding and development of course materials. The funding for this assistantship comes from the federal grant.

Table 2: RESOURCES REQUIREMENTS


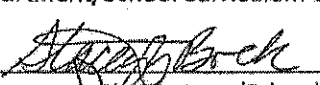

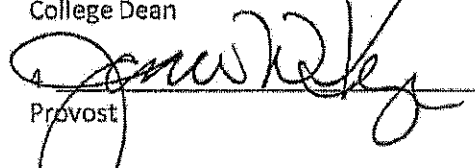
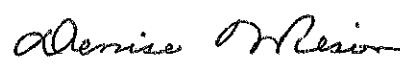
TABLE 2

ESTIMATED COSTS OF THE PROPOSED PROGRAM- Only new resources not currently available to the 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.	\$	\$ 17,200	\$ 8,950
Section 2: Personnel			
Faculty	FTE	# see attached	# see attached
Faculty	\$	\$ 35,277	\$ 40,820
Other Personnel Costs – All Staff excluding Faculty	\$	\$ 112,434	\$ 124,442
Section 3: Facilities			
Including but not limited to rental, maintenance, etc.	\$	\$ 0	\$ 0
Section 4: Other Costs (itemized)			
• Travel	\$	\$ 20,197	\$ 19,678
• Training Stipends	\$	\$ 15,000	\$ 15,000
• Other contract course costs	\$	\$ 8,120	\$ 21,070
•	\$	\$	\$
•	\$	\$	\$
Total	\$	\$ 208,228	\$ 226,960

Faculty:	FTE	Salary Yr. 1	Salary Yr. 2
Olaya Landa-Vialard	16.7	20,229	23,389
Maribeth Lartz	9.2	15,048	17,431
Subtotal		<u>\$35,277</u>	<u>\$40,820</u>
Other Personnel:			
Grad Asst		3,825	3,825
Student Wkr		1,770	1,770
Melinda Ely	100	99,087	114,485
Gail Olson		7,752	4,362
Sub-Total		<u>\$112,434</u>	<u>\$124,442</u>

GRANT FUND

Routing and action summary -- In sequential order:

1.  October 2, 2014
Department/School Curriculum Committee Chair Date Approved
2.  10-2-14
Department Chairperson/School Director Date Approved
3.  10/6/14
College Dean Date Approved
4.  10-14-14
Provost Date Approved
5. _____
College Curriculum Committee Chairperson Date Approved
6. _____
Teacher Education Council Chair Date Approved
7.  3-17-15
University Curriculum Committee Chairperson Date Approved
Graduate

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