

**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: Business Education

Contact person: Tamra Davis

Date: September 15, 2016

Proposed new program: Master of Science in Business Education

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

BRIEF DESCRIPTION OF THE PROPOSED PROGRAM

The Master of Science in Business Education (MSBE) degree is a collegiate degree with courses offered in the College of Business and the College of Education. The goal of the Illinois State University MSBE program is to prepare students for successful careers in positions of leadership in business or education organizations. The integrative curriculum is designed to provide a thorough understanding of business education, to ensure that students develop an educational philosophy and framework for evaluation and decision making, to encourage them to apply that framework with a sense of integrity, and to strengthen interpersonal, leadership, and communication skills. The program strives to imbue graduates with an appreciation of the business education environment and expanding technology.

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.

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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)	5	20
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)	5	10
Annual Number of Degrees Awarded	5	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

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 program uses existing courses from within the Business Education major, Master of Business Administration, Department of Educational Administration and Foundations, and School of Teaching and Learning. All departments that are involved have provided written support for the program. No new faculty will be required from any of the impacted departments.

- 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?

Yes, the current faculty will be sufficient to teach the courses within all impacted programs. Written support from all impacted departments has been provided.

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.

[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]**

The current staff will be adequate to support the program. The co-program coordinators for Business Education will provide student support for the program.

- 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]**

The program will utilize existing resources within the College of Business and College of Education. The majority of the courses will be offered in an online format.

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

The library was contacted and indicated that the resources are adequate to support the program.

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

No additional costs are expected at this time.

- g. Are any sources of funding temporary (e.g., grant funding)? If so, how will the program be sustained once these funds are exhausted?

h.

No additional funding is required for this program.

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


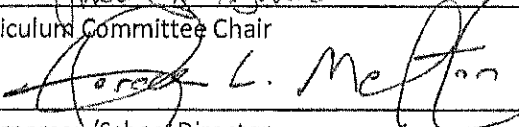



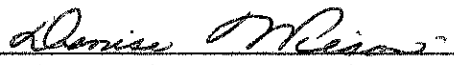
The majority of students within the program will be full-time working adults who will not seek a graduate assistantship. At this time, the program does not expect to offer assistantships.

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.	\$	\$	\$
Section 2: Personnel			
Faculty	FTE	#	#
Faculty	\$	\$	\$
Other Personnel Costs – All Staff excluding Faculty	\$	\$	\$
Section 3: Facilities			
Including but not limited to rental, maintenance, etc.	\$	\$	\$
Section 4: Other Costs (itemized)			
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
Total	\$	\$	\$

Routing and action summary – in sequential order:

1.  Department/School 9/20/16
Curriculum Committee Chair Date Approved
2.  Department 9/20/16
Chairperson/School Director Date Approved
3.  9/21/16
College Dean Date Approved
4.  1-18-17
Provost Date Approved
5.  11/26/2017
College Curriculum Committee Chairperson Date Approved
6. _____ Teacher _____
Education Council Chair Date Approved
7.  11/17/17
University Curriculum Committee Chairperson Date Approved
Graduate

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