

**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: School of Social Work

Contact person: Dr. Doris M. Houston (Interim Director)/ Amy Dennison (Director, MSW Student Services)

Date: July 9, 2019 School Social Work Graduate Certificate

Proposed new program: Post-MSW Professional Educator's License Graduate Certificate

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

**BRIEF DESCRIPTION OF THE PROPOSED PROGRAM**

This certificate program will target non-degree seeking individuals who currently hold a Master of Social Work (MSW) but are ineligible to practice social work in a school setting without a professional educator's license. The professional educator's license is required by the Illinois State Board of Education and will allow certificate holders to be eligible to practice social work in a school setting.

Non-degree seeking students who currently hold an MSW will complete the following courses once they are admitted to the certificate program:

Course Name	Course #	Credit hours
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Approved by Academic Senate  
March 6, 2013

School Policy	SWK 481	3
Social Work Practice in School	SWK 483	3
Survey of Methods in Special Education	SED 411	3
Professional Practice in Social Work	SWK 498.03	3
Specialized Practicum Seminar I	SWK 491	1
Professional Practice in Social Work	SWK 498.04	3
Specialized Practicum Seminar II	SWK 492	1
<b>Total Credit hours:</b>		<b>17</b>

**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**

<b>STUDENT ENROLLMENT AND DEGREE PROJECTIONS FOR THE PROPOSED PROGRAM</b>		
<b>Category</b>	<b>Year One</b>	<b>5<sup>th</sup> Year (or when fully implemented)</b>
Number of Program Majors/Minors (Fall Headcount)	2	5
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)	NA	NA
Annual Number of Degrees Awarded	2	5

**Notes:** Enrollment is only offered in the fall and all students will be enrolled part-time.

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 school of social work currently implements a "school social work sequence" for degree-seeking MSW students. As such, existing operating resources will be used to serve students in the certificate program.

- 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?

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]*

The school of social work currently implements a "school social work sequence" for degree-seeking MSW students. As such, existing faculty teaching resources/course assignments will be able to adequately absorb students in the certificate program.

- 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 school of social work currently implements a "school social work sequence" for degree-seeking MSW students. As such, existing academic advising staff and field education staff resources will be used to serve students in the certificate 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 school of social work currently implements a "school social work sequence" for degree-seeking MSW students. As such, existing facilities will be used to serve students in the certificate program.**

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

**The school of social work currently implements a "school social work sequence" for degree-seeking MSW students. As such, existing library resources will be used to serve students in the certificate program.**

- f. Are there any additional costs not addressed in items a. – d.? If "yes" please explain.  
**[Table 2 – Section 4] NO**

- 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.


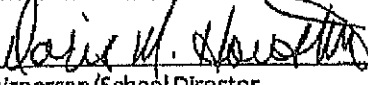
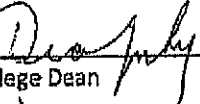
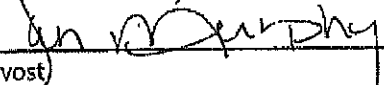


**N/A- no graduate assistantships will be offered to non-degree seeking participants of the certificate program.**

**Table 2: RESOURCES REQUIREMENTS**

**TABLE 2**

<b>ESTIMATED COSTS OF THE PROPOSED PROGRAM- Only new resources not currently available to the program</b>			
<b>Category</b>	<b>Unit of Measurement</b>	<b>Year One</b>	<b>5<sup>th</sup> Year (or when fully implemented)</b>
<b>Section 1: Operating Expenses</b>			
Including but not limited to: Contractual, Commodities, Equipment, etc.	\$ 0	\$ 0	\$ 0
<b>Section 2: Personnel</b>			
Faculty	FTE (existing)	# (existing)	# (existing)
Faculty	\$ 0	\$ 0	\$ 0
Other Personnel Costs -- All Staff excluding Faculty	\$ 0	\$ 0	\$ 0
<b>Section 3: Facilities</b>			
Including but not limited to rental, maintenance, etc.	\$ 0	\$ 0	\$ 0
<b>Section 4: Other Costs (Itemized)</b>			
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
•	\$	\$	\$
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Routing and action summary in sequential order:

1.  Department/School School of Social Work  
Curriculum Committee Chair Date Approved 7-19-19
2.  Department School of Social Work  
Chairperson/School Director Date Approved 7-19-19
3.  7-22-19  
College Dean Date Approved
4.  9-12-19  
Provost Date Approved
5.  2-24-20  
College Curriculum Committee Chairperson Date Approved
6. \_\_\_\_\_ Teacher \_\_\_\_\_  
Education Council Chair Date Approved
7.  04/03/20  
University Curriculum Committee Chairperson Date Approved

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