**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: English

Contact person: Kass Fleisher

Date: Oct. 31, 2013

Proposed new program: Creative Writing Studies Sequence in the English Department.

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

BRIEF DESCRIPTION OF THE PROPOSED PROGRAM

The creative writing studies sequence provides students the opportunity to develop their talents by beginning with an Intermediate course in their genre of choice, and two Advanced courses, one in the genre of their choice and one alternative genre to help them stretch a bit from their comfort zones. It also provides the opportunity to study their genre in scholarly terms, to study literature from a diverse standpoint, and concludes with a course that encourages discussion of how literary artists utilize literary theory and aesthetics. The sequence should better prepare students for further study in graduate programs, or for further development in other kinds of writing communities.

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	30
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)	10	30
Annual Number of Degrees Awarded	3	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 (<u>contractual, commodities, equipment, etc.</u>) 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]*

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 / bru* *

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 <u>staff</u> 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]* *yes / bru* *

d. Are the unit's current <u>facilities</u> 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]*

e. Are <u>library resources</u> adequate to support the program when fully implemented? Please elaborate.

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

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. If this is a graduate program, discuss the intended use of graduate assistantships and where the funding for assistantships would come from.
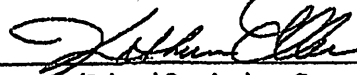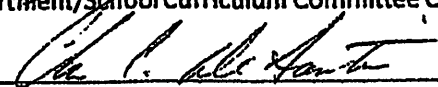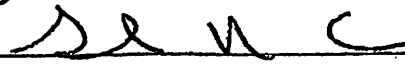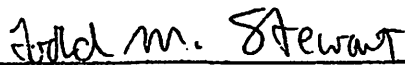
* *Information received from Dr. Christopher DeSantis, Chairperson, Department of English, 12-22-13*

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	5th Year (or when fully implemented)
Section 1: Operating Expenses			
Including but not limited to: Contractual, Commodities, Equipment, etc.	$	$0	$0
Section 2: Personnel			
Faculty	FTE	#0	#0
Faculty	$	$0	$0
Other Personnel Costs – All Staff excluding Faculty	$	$0	$0
Section 3: Facilities			
Including but not limited to rental, maintenance, etc.	$	$0	$0
Section 4: Other Costs (itemized)			
•	$	$	$
•	$	$	$
•	$	$	S
•	$	$	$
•	$	$	$
Total	$	$0	$0

Routing and action summary – in sequential order:

1. _____   12/12/13
Department/School Curriculum Committee Chair   Date Approved

2. _____   12/16/13
Department Chairperson/School Director   Date Approved

3. _____   12/16/13
College Dean   Date Approved

4. _____   2/11/14
Provost   Date Approved

5. _Holld M. Stewart_____   4/11/14
College Curriculum Committee Chairperson   Date Approved

6. _____
Teacher Education Council Chair   Date Approved

7. _____   3/17/15
University Curriculum Committee Chairperson   Date Approved

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