Form updated: *May 20, 2011*

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: Educational Administration and Foundations

Contact person: Dr. Len Sutton

Date: 02/16/2015

Proposed new program:

Pirincipal Endorsement Sequence in the M.S. in Education Master's in Educational Administration

(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**	**5th Year** (or when fully implemented)
Number of Program Majors/Minors (Fall Headcount)	10	40
Annual Full-time-Equivalent Majors/Minors (Fiscal Year)	*all part time	*all 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.
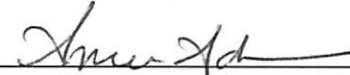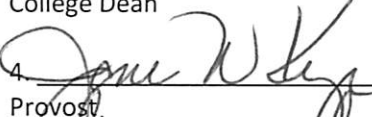
a. Is the unit's (College, Department, School) current operating budget adequate to support the program when fully implemented? If "yes", please explain. If new resources are to be provided to the unit to support the program, what will be the source(s) of these funds? *[Table 2 – Section 1]*

b. Will current <u>faculty</u> 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. Are *[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]*

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.

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	$	$	$
Other Personnel Costs – All Staff excluding Faculty	$	$	$
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. _____   9·7·15
Department/School Curriculum Committee Chair   Date Approved

2. _____   9·23·15
Department Chairperson/School Director   Date Approved

3. _____   7.27.15
College Dean   Date Approved

4. _____   8-5-15
Provost   Date Approved

5. _____   8/27/15
College Curriculum Committee Chairperson   Date Approved

6. _____   8/27/15
Teacher Education Council Chair   Date Approved

7. _____   11/10/15
~~University~~ Curriculum Committee Chairperson   Date Approved
Graduate

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

Print Form

Request for New Program Approval

Principal Endorsement Sequence in the M.S. in Education in Educational Administration

Student Enrollment attachment

Currently the M. S. in Education in Educational Administration provides the principal endorsement. The program currently exists. The Department is proposing a new sequence, which requires that the existing principal program to be identified as a separate sequence. The current program attracts 10 students per year in a cohort model. It is anticipated that by year 5 enrollment will increase to admitting 15-20 students per year, and remain steady at that point. Students in the master's sequence will complete in the program in 6 to 9 semesters, so it is anticipated that by year 5, 30-40 students would be in the principal sequence or the master's program at one time.

Budget Rationale Attachment

a. Is the current budget adequate?
   - Yes. The EAF Department has a sufficient budget for the existing principal program, which will be identified as a sequence in the future.
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b. Will current faculty be adequate?
   - Yes. The Department has a sufficient faculty for the current principal program, which will be identified as a sequence in the future.

c. Will current staff be adequate?
   - Yes. The current civil servant staff and AP academic advisor are adequate to support the existing program, which will be identified as a sequence in the future.

d. Are current facilities adequate?
   - Yes. The current program does not require any additional facilities. There is sufficient office and classroom space in DeGarmo Hall.

e. Are library resources adequate?
   - Yes. The current library holdings are adequate for the existing principal program, which will be identified as a sequence in the future.

f. Are any additional costs needed?
   - No.

g. Is there grant funding?
   - No.

h. Use of graduate assistants:
   - None. All students are part time in the graduate programs