The School of Information Resources and Library Science (SIRLS) proposes a continuing education certificate program, consisting eventually of four certificates supporting graduate studies in high demand areas of library and information science. Three certificates (Libraries in Changing Times, Government Information Specialist, and Health Information Specialist) will be post-master’s only. One certificate (Digital Information Management) will be post-baccalaureate or post-master’s. Each certificate will consist of six three credit hour classes for a total of eighteen credit hours, all delivered virtually.

**Need**
Certificate programs are increasingly popular and successful in schools of Library and Information Science as a way for degreed professionals to obtain an additional specialization or learn content and skills that are important in today’s digital information world and were not available when they completed their education. The market for each certificate will be researched and presented as part of the proposal for each specific certificate.

**Instructional and Administrative Management**
The SIRLS CE certificate program is envisioned as operating under the oversight of the SIRLS administration and faculty, but with separate registration, virtual delivery, instructional section numbers, administrative coordination, advising, and student and instructor support. The SIRLS faculty establishes the curriculum for the certificates, ensuring that all the courses are important to SIRLS curriculum and mission and goals. Instruction is provided by a combination of SIRLS full-time faculty, expert adjuncts in relevant areas, and associate professors of practice in relevant areas that will be hired and sustained through CE certificate revenues (see revenue projections). All instruction is delivered virtually, following an authored e-course design for each course. Full-time faculty either author the e-course for its first presentation or they oversee the authorship by an expert adjunct through SIRLS established “professor of record” system. Students are admitted once a year, on a cohort model, thus allowing scheduling of the required core courses in a sequence which all students in a cohort take together. The certificate program is administered by a program coordinator, hired by certificate revenues after the first year in the case of high enrollments, and after the second year, in the case of minimum enrollments.

**Virtual Delivery**
The SIRLS CE Certificate program depends on having a full-service, integrated virtual course delivery environment, including a multi-functional integrated course management system, hosting and 24/7 technical support, and training and 24/7 support for faculty and students, plus instructional design services as needed. SIRLS currently provides virtual courses under a partial-service situation with CCIT, using D2L. SIRLS
envisions continuing to use D2L or other CCIT-supported environment for its MA-only courses, but experience shows us that the partial-service model will not scale up to the degree needed to support a certificate program of virtual students and faculty. The collaboration with CEAO, described below, includes full-service, integrated virtual course delivery provided by a vendor, proposed as eCollege.

Costs to the Students
In-state students will pay $1185 per three-credit class during the fall and spring. Out-of-state students will pay $3045 to take courses in the fall and spring; All students will pay $1155 for winter and summer courses. These costs include a one-time application fee of $25 and a virtual course delivery fee of $85 dollars per course. A virtual course delivery fee is currently not assessed for SIRLS master’s students, although such a fee, probably set at $50, is a possibility.

Collaboration with CEAO
In fall, 2005, SIRLS and CEAO developed a plan for delivering SIRLS CE certificates that grew out of cooperative work between the two units to define a new class of SIRLS student, a continuing education student. Under the CE collaboration, SIRLS certificate students register through CEAO and pay SIRLS tuition (in-state or out-of-state as relevant), a Continuing Education fee ($300 for residents and $1200 for non-residents), an application fee, and a virtual course delivery fee. Also under the conditions of collaboration, CEAO provides the robust, full-service integrated virtual delivery environment needed for the certificates through its arrangements with eCollege, or other provider. The course delivery fee is set by agreement with CEAO and eCollege and the fee is a pass-through to the virtual course provider.

Revenues and Expenses
Under the collaborative arrangement, SIRLS receives 70% of the combined SIRLS tuition and continuing education fee, and CEAO receives 30%. Revenue tables appear on page six of the full document, with worst case scenarios based on enrollments of 15 students per year per certificate and best case projections based on 25 students. In reality, revenues are likely to fall between worst and best case. At the end of the Business Plan document is a “profit and loss” statement, showing revenues and expenses for the program over five years, under conditions with minimum student enrollment of 15 per year and maximum of 25. In summary, the program operates at a profit from its inception. Full-time staff (a coordinator and professors of practice) are added as revenues accumulate. The plan depends on carrying over revenues for five years. After five years, when four certificates have been established, annual profits, ranging from an estimated $3380 with 15 students per year per certificate to $102,300 with 25 students per year per certificate, will be available for use for the certificate program or for SIRLS needs in general.