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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. Paul Carlsen 
Chief Content Officer

FROM: Dr. René Cintrón
Executive Director, Education and Research

SUBJECT: Program Revisions at South Louisiana Community College

DATE: 11/30/2016

FOR BOARD ACTION:

Recommendation: Staff recommends the Board approve the following revisions to allow programs to be offered up to 100% through distance education technology.

Program Revisions

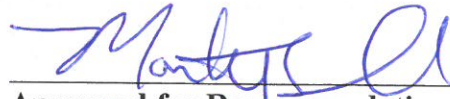
1. Associate of Arts Louisiana Transfer (AALT) (CIP 24.0199) – **TRANSFER ORIENTED**
2. Associate of Science Louisiana Transfer (ASLT) (CIP 24.0199) – **TRANSFER ORIENTED**
3. Associate of Science (AS) in Business (CIP 52.0101) – **TRANSFER ORIENTED**

Background: SLCC is revising these programs to offer the programs as face-to-face, 100% online, and a mixture of online and face-to-face. The AALT and ASLT are part of the Louisiana Transfer Degree. Act 356, in 2009 established the guidelines for the Louisiana Transfer Degree, and the Board of Regents and Statewide Articulation Council have implemented these degrees and curriculums since the Fall of 2010. Students completing a Louisiana Transfer Degree are guaranteed junior standing at all public, 4-year institutions in Louisiana. The AS in Business is intended for transfer to either McNeese, UL Lafayette, LSU, and Northwestern.

Fiscal Impact: There are no new costs associated with these revisions. Faculty and resources are already allocated under the existing curriculum.

History of Prior Actions: There is a history of offering programs via distance education technology to meet student and workforce needs.

Benefits to the System: These revisions will allow SLCC to reach new student markets by offering more programs online.



Approved for Recommendation to the Board
Dr. Monty Sullivan

Date



South Louisiana
Community College

Lafayette Campus

Office of Academic Affairs
1101 Bertrand Drive
Lafayette, LA 70506
Phone: 337.521.9000

November 30, 2016

Dr. Paul Carlsen
Chief Content Officer
Louisiana Community & Technical College System
265 South Foster Drive
Baton Rouge, LA 70806

Dear Dr. Carlsen,

Please find attached South Louisiana Community College's (SLCC) updated AcAf 2.12 form requesting to offer four academic degree programs as 100% online:

- CIP 240199 Louisiana Transfer AALT
- CIP 240199 Louisiana Transfer ASLT
- CIP 240102 General Studies AGS
- CIP 520101 Business AS

This request is an update to a previous request in last fall 2015, which sought permission to offer 50% or more courses through distance, but did not specify as online. The online courses provide an additional instructional delivery mode for our students. Consequently, we will be providing courses in these degree programs as face to face, online, and hybrid.

Also, please find attach, SLCC's letter from SACSCOC letter acknowledging acceptance of the college offering 50% of its courses through distance education. The College's Accreditation Liaison, Ms. Bridget Jacobs received the letter and informed us that, "SACSCOC does not approve individual online degree programs. They approve institutions to offer programs by distance learning technology (including but not exclusive to "online"). Once a school is approved for one, they are approved to implement all existing approved programs via distance. SACSCOC used to require additional approvals/notifications but they no longer do. This is why our individual programs are not listed in the approval letter." Please see the last paragraph of the letter regarding online approval.

Should you have additional questions, please do not hesitate to contact me.

Sincerely,

Willie E. Smith, Ed.D
Interim Vice Chancellor of Academic Affairs

Natalie Harder, PhD
Chancellor

DELIVERY OF DEGREE PROGRAMS THOROUGH DISTANCE EDUCATION TECHNOLOGY

REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM THROUGH DISTANCE LEARNING TECHNOLOGIES

(Academic Affairs Policy 2.12, revised January 2014)

- 1. University or College** –South Louisiana Community College (SLCC)
- 2. Name, Phone and Email Address of contact person for questions regarding this request**
Dr. Willie E. Smith, Interim Vice Chancellor of Academic Affairs, 337-521-8909,
Willie.Smith@solacc.edu
- 3. Name of Degree Program and CIP Classification**
CIP 240199 Louisiana Transfer AALT
CIP 240199 Louisiana Transfer ASLT
CIP 240102 General Studies AGS
CIP 520101 Business AS
- 4. List the initial date of implementation**
Academic Year 2016-2017, based on SACSCOC Approval – June 2016
- 5. Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rational for the differences.**
Permission is requested to offer the above referenced degree/certificate programs 100% online. This is in addition to being able to offer 50% or more as hybrid, and face to face. The curricula, admission, or graduation requirements will not be changed for these programs—just adding another instructional delivery mode.
- 6. Briefly describe the extent to which the program will be offered via distance learning.**
SLCC will progressively develop the ability to provide an online version of all courses in the transfer degrees. All courses will be developed by faculty using Quality Matters (QM) rubric and are required to pass its eight standards. Faculty themselves will receive appropriate instruction in this mode and only those certified will be able to teach online courses. It will take a few semesters before any degree could be accessed fully online. Initially, any course with a laboratory component can only be taken as a hybrid. The lab component requiring student physical attendance in a physical laboratory of the College.
- 7. Describe distance learning technologies which will be used to offer the proposed program.**
SLCC will be using the Canvas Learning Management System (LMS), which is a well-established, comprehensive LMS operating in a secure, Amazon cloud-based, and software-as-a-service environment. Canvas has been implemented across the LCTCS system, and is capable of supporting complete distance education programs. Canvas-offered online and hybrid courses will be offered in addition to SLCC's existing compressed video courses.
- 8. Indicate where (city/town and parish) the proposed program will be offered.**
Acadiana Region and by extension the state of Louisiana.
- 9. Describe processes in place to ensure that students have structured access to faculty.**
Students in distance learning classes will have structured access to faculty through college email, telephone, as well as the Canvas LMS platform. Faculty and students are required to communicate through their office college assigned (Outlook/Office365) email addresses.

If this is the campus' first request for approval to offer 50% or more of a program electronically, upon approval by the Board of Regents the campus must submit notification to the Southern Association of Colleges and Schools

Commission on Colleges (SACSCOC) prior to implementation. Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.



Provost/ Vice Chancellor for Academic Affairs

11/15/2016

Date



Campus Head (or Authorized Signature)

System Head (or Authorized Signature)



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

Rec 7/8/16

June 28, 2016

Dr. Natalie J. Harder
Chancellor
South Louisiana Community College
1101 Bertrand Drive
Lafayette, LA 70506

Dear Dr. Harder:

Thank you for the letter of May 18, 2016, providing SACSCOC with additional information regarding your intention to offer 50% or more of the credits for several degree programs via electronic distance learning, effective fall 2015. In a letter dated April 19, 2016, SACSCOC requested the following:

Please provide documentation that the institution has written procedures to protect the privacy of students enrolled in a distance education course and to notify students of any projected student charges associated with verification of student identity (FR 4.8.2 and 4.8.3).

While the following faculty members may be qualified to teach the courses assigned, those qualifications are not clear, and the institution should provide additional explanatory information concerning their qualifications:

Allison Jones (P) holds the M.A. in Drama and Theatre Studies; teaches ENGL1020 Composition & Critical Thought and ENGL2020 British Literature II.

Francena Lee (P) holds the M.Ed. in Adult Education; teaches MCIS1005 Microcomputer Applications.

Alicia Page (P) holds the M.B.A.; teaches MCIS1005 Microcomputer Applications.

Copies of the institution's policies for protecting the privacy of students enrolled in distance education courses (FR 4.8.2) and notification of any projected additional student charges associated with the verification of student identity (FR 4.8.3) were provided. A specific statement related to the verification of a student's identity was added to the institution's Tuition and Fee Schedule.

Further documentation was provided regarding the qualifications of the three faculty members noted above. Ms. Jones completed her master's degree from the National University of Ireland-Galway. Her M.A. degree in Drama and Theatre Studies was housed in the English department. All of her coursework has an EN prefix and is related to writing and literature. The faculty has



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Dr. Harder
June 28, 2016

credentialed her to teach ENGL1020 Composition and Critical Thought, and ENGL2020 British Literature II (in addition to coursework in Theatre). The course taught by Ms. Lee and Ms. Page, MCIS1005, is a basic course in Microsoft Office applications. Along with their master's degrees, both instructors have Microsoft Office Specialist Certifications.

All three instructors appear to be qualified to teach the coursework assigned. The institution is reminded, however, that final judgement concerning a faculty member's qualifications is the prerogative of SACSCOC reviewers during any review of the institution in the future and documentation of credentials and professional experiences qualifying them to teach the courses should be kept on file.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval to offer 50% or more of the credits for several degree programs via electronic distance learning. It was the decision of the Board to approve the programs and include them in the scope of the current accreditation.

Since this is the institution's initial approval to offer 50% or more of a program via electronic distance learning, please be reminded that, once an institution is approved to offer electronically 50% or more of the credits in a program, no notification is necessary when any percentage of an additional approved program is offered online.

The Commission wishes you success in this endeavor.

Best regards,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/LCS:iy

cc: Ms. Bridget M. Jacobs, Director of Accreditation and Services ✓
Dr. Michael T. Hoefer