



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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Louisiana
Community
& Technical
College System

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APPROVED

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón
Chief Academic Affairs Officer

FROM: Dr. Adrienne Fontenot
Director of Adult Learning and Educational Programs

SUBJECT: Program Revisions at Louisiana Delta Community College (LDCC)

DATE: 05/25/2018

LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION:

Recommendation: Staff recommends the Board approve the following program revisions listed below.

Program Additions

- 1. Associate of Applied Science (AAS) – Paramedicine (CIP 51.0904) – 2 Stars
2. Certificate of Technical Studies (CTS) – Mortgage Document Specialist (CIP 52.0809) – 4 Stars

Background: LDCC is requesting to add an Applied Science Degree in Paramedicine to the curriculum. The AAS Degree in Paramedicine will combine the current requirements for the Technical Diploma (TD) in Paramedicine (45 semester hours) with an additional 15 semester hours of General Education requirements for a total of 60 semester hours needed for the degree to be awarded.

The current workforce is lacking in paramedics, and many employers are seeking employees who can fill roles as educators, coordinators, manager, and training officers. The AAS will permit paramedics to expand their skills, knowledge, and academic credentials so they can function in these roles. The need for an AAS has been addressed, specifically in the Paramedic Program Advisory meetings.

LDCC is requesting to add a Mortgage Documents Specialist CTS as part of the Business Office Administration program. The courses and resulting CTS will be sustained as part of the normal course offerings of the college and will be marketed to students in all majors. Courses in this CTS introduce students to basic computer competencies, mortgage industry skills/requirements, and essential workplace skills needed to gain employment in this industry. Local businesses in the community expressed the need for training in this area during an advisory committee meeting.

Fiscal Impact: Minimal costs will be incurred as a result of increased paramedic faculty workloads to accommodate the projected increase in enrollment within the program. The additional revenue obtained from tuition and fees generated should help with funding.

The addition of the Mortgage Documents Specialist CTS will not affect the administrative structure of the department. One adjunct faculty will be required to teach BUSF 1200 due to credentialing requirements.

History of Prior Actions: N/A

Benefits to the System: The AAS in Paramedicine will expand upon the offerings already in place by LCTCS and allow for continuous professional growth and service to our communities from our students.

The strength of Business Office Administration program is the flexible opportunities it offers to local workforce and multiple concentration areas for students. This CTS will allow students to gain the fundamental skills to be able to work in the mortgage documents industry.



Approved for Recommendation to the Board
Dr. Monty Sullivan

6-13-18

Date



LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

Requests for Programs: New, Modification, and Adoption

TYPE OF PROPOSED CHANGE		
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification	<input type="checkbox"/> Curriculum Adoption
Program Name: Paramedicine		

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input checked="" type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree <u>Name:</u> _____ <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)	For LCTCS Review: <input type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Career and Technical Certificate (C.T.C.) <input type="checkbox"/> Certificate of Technical Studies (C.T.S.)

CIP:510904	Credit Hours: 60	Contact Hours:1,813.5	Award Level :A.A.S.
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The purpose of the proposed change is to add an Associate in Applied Science Degree in Paramedicine to the curriculum at Louisiana Delta Community College. The Associate in Applied Science Degree in Paramedicine will combine the current requirements for the Technical Diploma in Paramedic (45 semester hours) with an additional 15 semester hours of General Education requirements for a total of 60 semester hours needed for the degree to be awarded.

IMPLEMENTATION DATE (Semester and Year)

Fall 2018

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

This is a new program that will combine the current TD in Paramedic curriculum with 15 semester hours of General Education credits. The Louisiana Delta Community College Curriculum Committee approved the proposed curriculum on May 16, 2018.

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

The current workforce is lacking in paramedics and many employers are seeking paramedics who can fill roles as educators, coordinators, managers, and training officers in their departments. The Associate in Applied Science Degree will permit paramedics to expand their skills, knowledge, and academic credentials so they can function in these expanded roles within our communities. The need for an Associate's in Applied Science Degree has been addressed specifically in the Paramedic Program Advisory meetings and on June 8, 2015, a motion to change the curriculum to incorporate the degree of Associates of Applied Science in Paramedicine was unanimously approved by the committee. The status of the proposed degree has been monitored and addressed in subsequent advisory meetings on July 22, 2015, August 18, 2016, and January 18, 2018.

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (http://www.laworks.net/Stars/)
<input type="checkbox"/> 5 Stars <input type="checkbox"/> 4 Stars <input type="checkbox"/> 3 Stars <input checked="" type="checkbox"/> 2 Stars <input type="checkbox"/> 1 Star

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION			
<input type="checkbox"/> Main Campus	<input type="checkbox"/> All Campuses	<input checked="" type="checkbox"/> Sites (list below)	<input type="checkbox"/> Distance Education
Site 1: Louisiana Delta Community College West Monroe Campus Site 2: Site 3: Site 4:			
QUALIFIED FACULTY (Check all that apply)			
<input checked="" type="checkbox"/> Use Existing Faculty #: <u>6</u>	<input checked="" type="checkbox"/> Hire Adjunct Faculty #: <u>2</u>	<input type="checkbox"/> Hire Full-Time Faculty #: _____	
MINIMUM CREDENTIALS REQUIRED FOR FACULTY			

<p>Education: For academic courses, all faculty must hold a minimum of a Master's degree from an accredited college with 18 graduate semester hours in the teaching discipline.</p> <p>For technical courses, all faculty must hold a minimum of an Associate's degree from a nationally or regionally accredited college or university, certification as a Nationally Registered Paramedic, and a Louisiana Bureau of EMS instructor credential.</p>	<p>Experience: Preferred but not required.</p>	<p>Certification: For paramedic courses, the instructor must possess a National Registry Certification as a Paramedic.</p>
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<p>FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS</p>
<p>Department: EMT/ Paramedic</p>
<p>Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.</p>
<p>The administrative structure will require minimal additional oversight or administrative support above what is required for the paramedic program now. However, the paramedic faculty workloads will need to be modified to accommodate the projected increase in enrollment within the program. The additional revenue obtained from the tuition and fees generated from the General Education courses should help the program be more fiscally sound. No changes are needed to the current faculty that teach the general education requirements unless the courses are completely filled and require new open sections. The facilities that house both the general education courses and the paramedic courses will not need to be expanded or modified.</p>

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>10</u>	<u>15</u>	<u>20</u>	<u>25</u>	<u>30</u>
<u>EVENING</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>DISTANCE EDUCATION</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Describe Process for Attaining & Estimating Enrollment:	<p>We currently have 15 paramedic students that plan to obtain their AAS in Paramedicine as soon as it is offered. Several former graduates of the paramedic program have expressed an interest in obtaining the degree so they can advance their careers and use the additional credits to meet the prerequisites for other educational programs such as nursing. Some of these students are taking general education courses without specified majors in order to meet their goals.</p> <p>Paramedics in the community who have not graduated from Louisiana Delta Community College but wish to have an academic credential have also expressed interest in the degree. Since 2015, the growth of the paramedic program has increased and it is anticipated that more students will enroll in the AAS program because the eligibility for financial aid will be based on credit and not clock hours. The support of the advisory committee members and relationships with stakeholders in the community will help promote the program to individuals within Northeast Louisiana. The general public and high school students will receive information and pamphlets about the program at the various career fairs offered by Louisiana Delta Community College.</p>				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type/Name of Program Accreditation, Licensure or Certification Required:	<p>If YES, please provide projected accreditation/licensure/certification date: 2018- 2019 Year</p> <p>Accreditation from the Commission on the Accreditation of Allied Health Education Programs is needed for the Paramedic Program.</p> <p>The Louisiana Delta Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic</p>

	credentialing examinations(s). However, it is NOT a guarantee of eventual accreditation.
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PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
BIOL	110	Introduction to Human Anatomy and Physiology	3	0	45	3
BIOL	111	Introduction to Human Anatomy and Physiology Lab	0	1	30	1
EMSE	1100	Emergency Medical Technology	4	2	120	6
EMSE	1200	Emergency Medical Technology Practicum	0	2	60	2
Second Semester						
EMSE	2010	Preparatory	2	2	90	4
EMSE	2030	Patient Assessment	1	1	45	2
EMSE	2080	Operations	0.5	0.5	22.5	1
EMSE	2090	Clinical Experience I	0	2	168	2
EMSE	2120	Field Experience I	0	1	114	1
Third Semester						
EMSE	2020	Airway and Ventilation	1	1	45	2

EMSE	2040	Medical I	2	2	90	4
EMSE	2060	Shock, Resuscitation, and Trauma	1.5	1.5	67.5	3
EMSE	2100	Clinical Experience II	0	2	168	2
EMSE	2130	Field Experience II	0	1	114	1
Fourth Semester						
EMSE	2050	Medical II	2	2	90	4
EMSE	2070	Special Populations	1.5	1.5	67.5	3
EMSE	2110	Clinical Experience III	0	2	108	2
EMSE	2140	Field Internship	0	1	114	1
EMSE	2150	Final Assessment and Exam Preparation	0	1	30	1
Fifth Semester						
BIOL	222	Human Anatomy & Physiology II- Lecture	3	0	45	3
ENGL	101	English Composition I	3	0	45	3
MATH	110	College Algebra	3	0	45	3
PSYC	201	Introduction to Psychology	3	0	45	3
		Humanities Requirement	3	0	45	3
Sixth Semester						

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

The adoption of the AAS in Paramedicine will permit more students to apply for financial aid to become paramedics and subsequently increase the number trained professionals that can provide emergency medical care to others in need. The degree will also allow paramedics to gain additional skills and knowledge used to further their professional growth or expand their roles into other health-related or administrative fields. The individuals in the community will benefit from the life-saving interventions paramedics can perform now and the additional medical interventions that will come in the future. Paramedics need to be able to critically think, stay current in their practices, adapt to changes, and lead other first responders in performing treatments that can benefit others. These activities require education, passion and competence. LCTCS plays a vital role in the acquisition of these skills by offering programs that aim to make a difference in the lives of those we serve. The AAS in Paramedicine will expand upon the offerings already in place by LCTCS and allow for continuous professional growth and service to our communities from our students.

SIGNATURES:

Emmy Campbell
College Chief Academic Officer

5-22-18
Date

[Signature]
College Chief Executive Officer

5-23-18
Date



**LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE
SYSTEM**

Requests for Programs: New, Modification, and Adoption

TYPE OF PROPOSED CHANGE		
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification	<input type="checkbox"/> Curriculum Adoption
Program Name:		
Business Office Administration Career and Technical Certificate: Mortgage Documents Specialist		

AWARD LEVEL(S)	
For Board of Regents and LCTSS Review: <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree <u>Name:</u> _____ <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)	For LCTSS Review: <input type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Career and Technical Certificate (C.T.C.) <input checked="" type="checkbox"/> Certificate of Technical Studies (C.T.S.)

CIP: 52.0809	Credit Hours: 18	Contact Hours: 285	Award Level :CTS Mortgage Documents Specialist
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded
IC3 Digital Literacy Certification	Certiport	Computer Literacy and Applications	CPTR	1002	3
Customer Service	(National Retail Federation)	Customer Service	CSRV	1000	3

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTSS.

The goal of the Mortgage Documents Specialist CTS is to prepare our students with skills to gain employment as a mortgage documents specialist in mortgage markets.

At the completion of the Career and Technical Certificate program in Mortgage Documents Specialist, the student will be able to:

- Perform basic computer applications using computer hardware, software.
- Transmit documents and communicating using electronic mail.
- Type a minimum rate of 25 wpm from straight copy for 3 minutes with 3 or fewer errors.
- Communicate effectively, using strategies for listening, speaking and observing critically.
- Use interpersonal skills to guide others and work cooperatively.
- Integrate customer service skills at home, in the community as well as at work.
- Reflect and evaluate their own abilities and adjust strategies as needed to become more customer service oriented.
- History of Mortgage Banking
- Define Mortgage Banking and the life cycle of a mortgage loan
- Demonstrate knowledge of basic Mortgage Banking terminology
- Differentiate mortgage loan types and their characteristics
- Examine the role of Fannie Mae, Ginnie Mae, Freddie Mac, Federal Housing Administration, Department of Veterans Affairs, Private Investors, and Credit Unions in Mortgage Banking
- Demonstrate knowledge of mortgage loan documents and their purpose
- Verify the documents required in a closing package according to mortgage loan type
- Discuss Credit vs Collateral mortgage documents
- Validate key data on each mortgage document
- Determine data on each mortgage document that impact loan salability
- Verify document exception citation vs. document exception resolution

IMPLEMENTATION DATE (Semester and Year)

Fall 2018

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

Business Office Administration has several concentration areas (General, Medical, Accounting, Bank Teller, Computer Applications, Call Center Rep., and Human Resources). The strength of this workforce oriented program is the flexible opportunities it offers to our local workforce and multiple concentration areas for students.

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

The courses and resulting CTS will be sustained as part of the normal course offerings of the college and will be marketed to students in all majors. Courses in this CTS introduce students to basic computer competencies, mortgage industry skills/requirements and essential workplace skills needed to gain employment in this industry. Local businesses in the community have expressed the need for training in this area.

This is a snapshot below (the minutes are also attached with this form) from the Mortgage Documents Workforce meeting with Dean Baugh, Chancellor Dennis Epps and local mortgage documents advisory committee members:

LA Delta Community College**Agenda – 2017 Mortgage Docs Advisory Committee Meeting**

Date – October 12, 2017 2:30 – 4:30pm

Location – 7500 Millhaven Rd, Monroe, LA

In Attendance:

Karen Tolar – LDCC (Ruston); Allison Gault – LDCC; Katie McCarty – WDB-83; Amber Deutsch – LDCC; Dean Baugh – LDCC; Dennis Epps – LDCC; Misty Smith – Richland State Bank; Darlene Woodruff – Origin Bank; Amanda McMullen – NELEA; Tana Trichel – NELEA; James Jopling – LDCC; Laura Ellard – BAFS; John Turner – LDCC; Ann O’Quain – Progressive Bank; Vickie Wheelis – LDCC; Morgan Buxton – Chase; Melinda Bonnette – Bank of Ruston; Darian Atkins – LDCC; Bedie Lewis – OBSC; Justin Underwood – Movement Mortgage; Katie Hodge – Movement Mortgage; Ryan Pierce - LDCC

Call to Order (2:33pm) – Dean Baugh

Introduction – Dennis Epps

What is the need?

There is no one that teaches it. Have to teach in house and it is time consuming. Past being a Loan Officer, there is no true organized training

At Movement Mortgage, you have to have a mortgage license

Progressive – the need is from the commercial banking side, not the secondary mortgage side

Bank of Ruston – difficult skill set to find. On the job training has worked best due to their specific process.

Many applicants, very few qualified.

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)

5 Stars
 4 Stars
 3 Stars
 2 Stars
 1 Star

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus
 All Campuses
 Sites (list below)
 Distance Education

Site 1: Bastrop
 Site 2: Ruston
 Site 3: West Monroe
 Site 4: Tallulah
 Site 5: Jonesboro

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty
 Hire Adjunct Faculty
 Hire Full-Time Faculty

#: 2 #: 1 #: _____

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Associate Degree
 Experience: Three years of experience in the area of teaching.
 Certification: None required

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Business Office Administration

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

The addition of the CTS Mortgage Documents Specialist will not affect the administrative structure of the department. One adjunct faculty will be required to teach BUSF 1200 due to credentialing requirements.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>5</u>	<u>8</u>	<u>11</u>	<u>14</u>	<u>17</u>
<u>EVENING</u>					
<u>DISTANCE EDUCATION</u>					
Describe Process for Attaining & Estimating Enrollment:	Attend multiple career fairs, guest speakers during regular classes to promote the program; inform and educate students about program during advising process. Estimation is based upon information obtained during advisory committee meetings.				

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date:	
Type/Name of Program Accreditation, Licensure or Certification Required:		

PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section. **Please refer to the attached curriculum sheet.**

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
ORNT/FRST	1000/100	Freshman Seminar	1	0	15	1
CSRV/BUSN	1000/130	Customer Service	3	0	45	3

CPTR/CINS	1002/101/102	Computer Literacy and Applications	3	0	45	3
KYBD	1010	Introductory Keyboarding	3	0	45	3
KYBD	11111	Introduction to Formatting	3	0	45	3
Second Semester						
BUSF	1200	Mortgage Documents	3	0	45	3
JOBS	2450	Job Seeking Skills	2	0	45	2
Third Semester						
Fourth Semester						

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTSS.

The Mortgage Documents Specialist CTS will give the student an understanding of the mortgage documents industry. This CTS will allow our students to gain the fundamental skills to be able to work in the mortgage documents industry.

According to the U.S. Bureau of Labor Statistics Career Outlook, there are no direct matches for a mortgage document specialist as this is a specialized career choice. Yet, the closest matches to a person needing to understand the types of documents a mortgage processor or mortgage documents specialist would oversee would be financial clerks and loan officers.

Data suggests the job growth for financial clerks and loan officers at a rate of 9% and 11% respectively over the next 10 years. While a financial clerk's median salary is \$38,680 per year, individuals with these basic skills can leverage additional college experience and on-the-job training to ascend to loan officer positions with a median pay of \$64,660.

SIGNATURES:

College Chief Academic Officer

Date

College Chief Executive Officer

Date