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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón *RC*
Chief Academic Affairs Officer

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

SUBJECT: Program Revisions at Northwest Louisiana Technical Community College (NWLTC)

DATE: 4/23/18

APPROVED

Stk 6/13/18
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION:

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

Program Additions

1. Associate of Applied Science (AAS) in Health Information Technology (CIP 51.0707) – **5 STARS**
 - a. Technical Diploma (TD) in Health Information Technology Specialist (CIP 51.0707) – **5 STARS**
 - i. Certificate of Technical Studies (CTS) in Medical Office Specialist (CIP 51.0707) – **5 STARS**
 1. Career and Technical Certificate (CTC) in Customer Service Specialist with an Industry Based Credential (IBC) in Customer Service and Sales Specialist from the Retail Association (CIP 51.0707) – **3 STARS**
2. Certificate of Technical Studies (CTS) in Electrical Helper Level II (CIP 46.0302) – **4 STARS**
3. Career and Technical Certificate (CTC) in Health Care Aide with an Industry Based Credential (IBC) in CPR from the American Heart Association and Certified Nursing Assistant license from the Louisiana Department of Health and Hospitals (CIP 51.3901) – **2 STARS**
4. Career and Technical Certificate (CTC) in Electrician Helper – Level 1 with an Industry Based Credential (IBC) in NCCER Safety Core, OSHA 10, and Safety Awareness Training (TappiSafe) (CIP 46.0302) – **4 STARS**
5. Career and Technical Certificate (CTC) in Customer Service Specialist with an Industry Based Credential (IBC) in Customer Service and Sales Specialist from the Retail Association (52.0401) – **3 STARS**

Program Revisions

6. Technical Diploma (TD) in Practical Nursing (51.3901) – **5 STARS**

7. Technical Diploma (TD) in Business Office Technology – Medical Office Concentration (52.0401) – **3 STARS**
 - ← a. Certificate of Technical Studies (CTS) in Medical Office Specialist (52.0401) – **3 STARS**
8. Technical Diploma (TD) in Industrial Electrician (CIP 46.0302) – **4 STARS**

Program Terminations

9. ~~Technical Diploma (TD) – Industrial Electrician (CIP 46.0302) – 4 STARS~~
10. Technical Diploma (TD) - Marine Electrician (CIP 46.0302) – **4 STARS**
11. Technical Diploma (TD) – Commercial Wiring I (CIP 46.0302) – **4 STARS**
12. Technical Diploma (TD) – Commercial Wiring II (CIP 46.0302) – **4 STARS**
13. Certificate of Technical Studies (CTS) – Energy Systems Technician - (CIP 46.0302) – **4 STARS**
14. Certificate of Technical Studies (CTS) – Industrial Electrician Apprentice - (CIP 46.0302) – **4 STARS**
15. Certificate of Technical Studies (CTS) – Energy System Technician - (CIP 46.0302) – **4 STARS**
16. Certificate of Technical Studies (CTS) – Basic Electrical Core Residential Electrician - (CIP 46.0302) – **4 STARS**
17. Technical Competency Area (TCA) – Solar System Installer (CIP 46.0302) – **4 STARS**
18. Technical Competency Area (TCA) – Electrician Helper - (CIP 46.0302) – **4 STARS**
19. Technical Competency Area (TCA) – Health Aid – (CIP 51.3901)
20. Technical Competency Area (TCA) – Electrician Helper I (CIP 46.0302) – **4 STARS**
21. Technical Competency Area (TCA) – Electrician Helper II (CIP 46.0302) – **4 STARS**
22. Technical Competency Area (TCA) – Electrical Solar System Installer (CIP 46.0302) – **4 STARS**

Background: NWLTC faculty and staff are reviewing all programs in order to better serve students and meet industry demand.

NWLTC is requesting to revise the existing:

- The existing Business Office Administration Program – Medical Office Concentration is being redesigned into its own program titled Health Information Technology as a result of labor market information and critical regional employer input. The new program will include an IBC in Customer Service and Sales Specialist from the Retail Association.

- The Practical Nursing Program was revised to show that the TCA in Health Aid was being replaced with a new CTC in Health Aide. The new CTC carries with it 2 IBCs: CPR from the American Heart Association and Certified Nursing Assistant license from the Louisiana Department of Hospitals and Health.
- The Electrician Commercial Wiring II program is being terminated including all of its awards. The student learning outcomes and industrial needs have been incorporated into another more robust program that integrates instrumentation and electrical capacities. This program termination includes 2 TCAs, 2 CTs, and 4 TDs.
- The Electrician - Industrial Electrician Program has been renamed to Industrial Electrician and revised to show termination of TCAs and a CT. A CTC and CT are now included along with a revised TD. The CTC – Electrician Helper – Level I IBCs include: NCCER Safety Core, OSHA 10, and Safety Awareness Training (TappiSafe).

Currently, the programs are challenging for students to navigate due to the excessive course choices and awards that have limited regional market value with limited employment exit points within the Northwest Louisiana region.

These requests are based on input from multiple sources including feedback from Business and Industry partners, the Occupational Advisory Committee, the Northwest Louisiana Economic Partnership, the Webster Parish Economic and Education Collaborative, and the Louisiana Workforce Commission.

Fiscal Impact: No additional cost will be incurred as a result of these revisions. The effects expected as a result of these changes include increased enrollment, greater persistence and completion. The use of shorter terms within a semester will increase flexibility for student entry and exit. Serving more students who stay longer will require long term planning and forecasting for the most efficient use of faculty and facilities. As growth is experienced and program health is improved, additional adjunct and full-time faculty will likely be needed for the robust program.

History of Prior Actions: There is a history of revising programs to meet student and workforce needs.

Benefits to the System: The program revisions will address and provide solutions for employer challenges currently being cited that include both hard and soft skills among critical needs to support economic stability of the region and to facilitate growth.



 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: Health Information Technology		

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

Name: Customer Service Specialist			
CIP: 51.0707	Credit Hours: 14	Contact Hours: 420	Award Level: New CTC
Name: Medical Office Specialist			
CIP: 51.0707	Credit Hours: 29	Contact Hours: 870	Award Level: CTS
Name: Health Information Technology Specialist			
CIP: 51.0707	Credit 45Hours:	Contact Hours: 1350	Award Level: TD
Name: Health Information Technology			
CIP: 51.0707	Credit Hours:60	Contact Hours: 1575	Award Level: AAS
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

CIP:	Credit Hours:	Contact Hours:	Award Level:
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IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded
Customer Service & Sales Specialist	Retail Foundation	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 LCTCS.

Program Revisions:

The existing Business Office Administration Program – Medical Office Concentration (52.0401) is being redesigned into its own program titled Health Information Technology (51.0707) as a result of Labor Market information and critical regional employer input. The New program will include new CTC in Customer Service Specialist that carries with it an IBC of Customer Service and Sales Specialist from the Retail Federation. In addition, the existing CTS in Medical Office Specialist has been removed from the Business Office Administration program Medical Office Concentration and placed in the new program. The existing Technical Diploma in Business Office Technology – Medical Office Concentration is also being revised and moved to the new program - renamed TD in Health Information Technology Specialist. This program is proposed to also include as a new Associate of Applied Science in Health Information Technology creating a new 5 STAR program.

Additions

1. New Career and Technical Certificate (CTC) in Customer Service Specialist (52.0401) 3 Stars
2. Associate of Applied Science (AAS) in Health Information Technology (CIP 51.0707) – 5 STARS

Revisions

3. Certificate of Technical Studies (CTS) in Medical Office Specialist (52.0401) – 3 Stars revised to (51.0707) – 5 STARS
4. Technical Diploma (TD) in Business Office Technology – Medical Office Concentration (52.0401) – 3 Stars – revised to (51.0707) – 5 STARS

Currently the program is difficult for faculty to implement and for students to navigate due to the excessive course choices and awards that have limited regional market value with limited employment exit points within the Northwest Louisiana region.

Proposed Curriculum Revisions: See Attached Curriculum Revisions

COURSE NAME	Lecture		Laboratory		Work-Based		Course Totals	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
TOTAL ALL COLUMNS								

Note: The requirements for and numbering of the General Education courses will be determined by the individual institutions in accordance with Master Course Articulation Matrix.

IMPLEMENTATION DATE (Semester and Year)	Fall 2018
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HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

This program is difficult for faculty to implement and for students to navigate with excessive course choices and awards that have limited regional market value and represent limited employment exit points within the Northwest Louisiana region. In the past, numerous TCA's were added to demonstrate completion. The courses have been changed over time without utilizing a consistent lecture / Lab combination matrix for course offerings and scheduling consistency.

JUSTIFICATION FOR THE PROPOSED CHANGE
Include support such as four-year university agreements, industry demand, advisory board information, etc.

Industry and business partners in the region have expressed the need for this concentration of the business program more robust in healthcare outcomes and more focused on the regional healthcare employment opportunities.

This proposal is based on input from multiple sources including feedback from Business and Industry partners, the Occupational Advisory Committee, the Northwest Louisiana Economic Partnership, the Webster Parish Economic and Education Collaborative, and the Louisiana Workforce Commission. The practices of sequencing courses over shorter 8 and 4 week terms within a semester, providing hybrid coursework, evening, weekend and block schedules have all been shown to be effective strategies to increase student success (time to completion, persistence and completion) as demonstrated by the research of Achieving the Dream and Complete College America. Fully developing pathways with on-ramps from Jumpstart (dual enrollment and articulation), Workforce (non-credit short term training and PLA), Work Ready U (adult basic education), and special populations (Veterans) provide added support for students and facilitate greater student success.

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

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Main Campus | <input checked="" type="checkbox"/> All Campuses | <input checked="" type="checkbox"/> Sites (list below) | <input type="checkbox"/> Distance Education |
|---|--|--|---|

Site 1: Minden Campus – Minden, LA
 Site 2: Shreveport Campus, Shreveport, LA
 Site 3: Mansfield Campus – Mansfield, LA

QUALIFIED FACULTY (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Use Existing Faculty
#: <u>1 full-time, 1 part-time</u> | <input type="checkbox"/> Hire Adjunct Faculty
#: _____ | <input checked="" type="checkbox"/> Hire Full-Time Faculty
#: <u>1</u> |
|---|---|---|

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education:	Experience:	Certification:
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<p>Education:</p> <p>Associates Degree minimum or equivalent college coursework</p>	<p>Experience:</p> <p>Documented work experience directly related to the course(s) being taught</p> <p>Minimum of four years of related experience</p>	<p>Certification:</p> <p>Professional, nationally recognized, achievement-based certification OR</p> <p>Licensure in the course(s) being taught</p>
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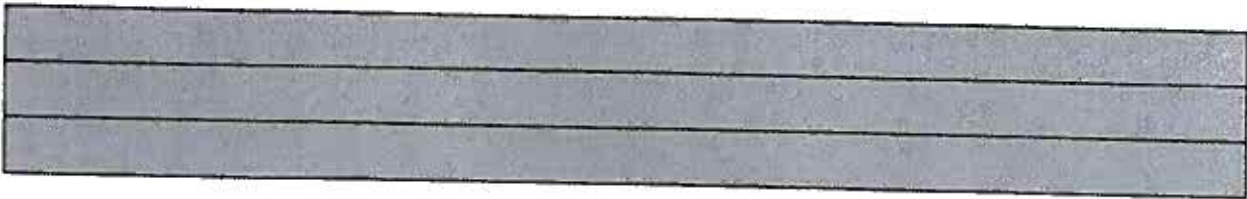
FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS
Department: Healthcare
Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.
<p>This new program will build on existing enrollment of this concentration in business. The use of shorter terms within a semester will increase flexibility for student entry and exit. Serving more students who stay longer will require long term planning and forecasting for the most efficient use of faculty and facilities. As growth is experienced additional adjunct and full-time faculty will likely be needed for the robust program. This program will be offered in Hybrid format.</p>

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>40</u>	<u>50</u>
<u>EVENING</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>40</u>	<u>50</u>
<u>DISTANCE EDUCATION</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

ANTICIPATED ENROLLMENT:	
<p>Describe Process for Attaining & Estimating Enrollment:</p>	<p>The enrollment is based on estimates founded in the previous history of the business program as indicated on the most recent Program Health Index. Growth is expected to occur in daytime and night offerings as this program will be in Hybrid format for all student. In addition, OER will be utilized when possible. We expect to increase the overall enrollment initially with the working population the college has not been serving well- those who need flexible course schedules. The hybrid classes will be offered in sequenced block schedules. Hybrid and web-enhanced curricular strategies will be utilized to improve students' ability to enroll in more hours, but NWLTC curriculum strength is the simulated work-based learning that takes place in the lab and during actual work-based experiences on the job. Hybrid enrollment will compound at an unknown rate. NWLTC persistence and completion are among the highest in the state and this results in the need to constantly recruit as students complete and are employed mostly on-time in less than 2 years. All of these factors were included in the estimates for enrollment shown above. Note: all courses will have pre-work and/or homework required outside of face to face meetings.</p>

PROGRAM ACCREDITATION:	
<p>Is Program Accreditation, Licensure or Certification Required?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If YES, please provide projected accreditation/licensure/certification date: 2014 / 2019</p>
<p>Type/Name of Program Accreditation, Licensure or Certification Required:</p>	<p>COE</p>

PROGRAM CURRICULUM						
<p>(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)</p>						
<p>See Attached Proposed Curriculum</p>						
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours



BENEFITS TO THE SYSTEM

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

These changes will provide highly skilled workers to fill high demand positions critical to the state of Louisiana and specifically in the Northwest region of the state. The program changes will address and provide solutions for employer challenges currently being cited that include both hard and soft skills among critical needs to support economic stability of the region and to facilitate growth. The communities served by NWLTC have a high occurrence of poverty and a high percentage receive financial aid. This program redesign will provide more efficient use of resources for the college and create an environment conducive to greater career and student success. This model is designed to help students complete in less time and attain employment quicker. The NWLTC on-ramps from the different student populations ensures NWLTC is able to meet the student where they are and in many cases provide them with a head-start on career and student success. Students will experience blocked courses with predictable schedules, courses available when they need them and a demonstrated value-add through their ability to secure employment. In addition, this program will transition to utilizing Open Education Resources to further serve the students and community.

SIGNATURES:


College Chief Academic Officer

3/20/2018
Date


College Chief Executive Officer

3/23/18
Date

Semester	Subject	No.	Course Title (1 = Hybrid course)	SCN	Sec	Lab	Contact Hour	Comments
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1st Semester

SWK	LEAD	1009	Work Readiness (H)	3	2	2	90	
	CPTR	1002	Computer Literacy and Applications (H)	3	2	2	90	
SWK	CSRV	1000	Customer Service (H)	3	2	2	90	
	KYBD	1010	Introduction to Keyboarding (H)	3	2	2	90	
	HCOH	1200	Introduction to Anatomy & Physiology (Lead Term)	2	2	1	60	Crosswalk: Important BCA

1st Semester Totals

New CTC: Customer Service Specialist				14	10	9	420	IBC: Customer Service and Sales Specialist from Retail Foundation
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2nd Semester

SWK	KYBD	1200	Advanced Keyboarding (H)	3	2	2	90	
	HCOH	1801	Professional Aspects for Healthcare Providers	2	2	1	60	Crosswalk: Important BCA
	BO7H	1210	Administrative Procedures for Medical Office	2	2	1	60	
SWK	HCTI	2303	Healthcare Information Systems (H)	3	2	2	90	
	HCOH	1801	Communication Techniques in Healthcare	2	2	1	60	
	HCTI	1203	Legal and Ethical Aspects of Health Information (H)	3	2	2	90	

2nd Semester Total

New CTC: Medical Office Specialist				15	12	9	450	
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3rd Semester

SWK	HCTI	2323	Introduction to Coding and Classification	3	2	2	90	
	HCTI <th>2313</th> <td>Quality Assessment and Performance Improvement (H)</td> <td>3</td> <td>2</td> <td>2</td> <td>90</td> <td></td>	2313	Quality Assessment and Performance Improvement (H)	3	2	2	90	
	BO7H <th>2363</th> <td>Business Communications (H)</td> <td>2</td> <td>2</td> <td>1</td> <td>60</td> <td></td>	2363	Business Communications (H)	2	2	1	60	
SWK	HCTI <th>2333</th> <td>Advanced Coding and Reimbursement Methodologies</td> <td>3</td> <td>2</td> <td>2</td> <td>90</td> <td></td>	2333	Advanced Coding and Reimbursement Methodologies	3	2	2	90	
	CPTR <th>2353</th> <td>Interactive Computer Applications (H)</td> <td>3</td> <td>2</td> <td>2</td> <td>90</td> <td></td>	2353	Interactive Computer Applications (H)	3	2	2	90	
	HCTI <th>2363</th> <td>Capstone: Clinical Health Information Records</td> <td>2</td> <td>2</td> <td>1</td> <td>60</td> <td></td>	2363	Capstone: Clinical Health Information Records	2	2	1	60	

3rd Semester Totals

New CTC: Medical Office Specialist				16	12	10	480	
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New CTC: Medical Office Specialist				45	34	28	1350	Renamed from existing TC: Business Office Technology - Medical Office Concentration
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4th Semester

SWK	ENGC	1015	English Composition	3	3	0	45	
	MATH <th>1015</th> <td>College Algebra</td> <td>3</td> <td>3</td> <td>0</td> <td>45</td> <td></td>	1015	College Algebra	3	3	0	45	
	PSYC <th>2015</th> <td>Introduction to Psychology</td> <td>3</td> <td>3</td> <td>0</td> <td>45</td> <td></td>	2015	Introduction to Psychology	3	3	0	45	
SWK <td>PHSC <th>1015</th> <td>Physical Science</td> <td>3</td> <td>3</td> <td>0</td> <td>45</td> <td></td> </td>	PHSC <th>1015</th> <td>Physical Science</td> <td>3</td> <td>3</td> <td>0</td> <td>45</td> <td></td>	1015	Physical Science	3	3	0	45	
	SPCH <th>1015</th> <td>Introduction to Public Speaking</td> <td>3</td> <td>3</td> <td>0</td> <td>45</td> <td></td>	1015	Introduction to Public Speaking	3	3	0	45	

4th Semester Totals

New Associate of Applied Science - Health Information Technology				15	15	0	225	
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New Associate of Applied Science - Health Information Technology				60	49	28	1575	
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With approval of Chief Academic Officer/Deans, the following courses may be substituted for any of the above course requirements individually or in combination:

Experiential Learning Credit Course Options

Rubric Number	Course Title	SCI	Lea	Lab	Contact Hrs
HCT 2991	Special Project I	1	0	1	30
HCT 2993	Special Project II	2	0	2	60
HCT 2995	Special Project III	3	0	3	90
HCT 2996	Special Project IV	4	0	4	120

New Work-Based Learning Experience Options

Rubric Number	Course Title	SCI	Lea	Lab	Contact Hrs
WBLE 1003	Internship / Cooperative Education	3	1	3	105
WBLE 1011	Work-Based Learning Experience	1	0	0	45*
WBLE 1012	Work-Based Learning Experience	2	0	0	90*
WBLE 1013	Work-Based Learning Experience	3	0	0	135*
WBLE 1014	Work-Based Learning Experience	4	0	0	180*
WBLE 1021	Work-Based Learning Experience II	1	0	0	45*
WBLE 1022	Work-Based Learning Experience II	2	0	0	90*
WBLE 1023	Work-Based Learning Experience II	3	0	0	135*
WBLE 1024	Work-Based Learning Experience II	4	0	0	180*
WBLE 2031	Work-Based Learning Experience III	1	0	0	45*
WBLE 2032	Work-Based Learning Experience III	2	0	0	90*
WBLE 2033	Work-Based Learning Experience III	3	0	0	135*
WBLE 2034	Work-Based Learning Experience III	4	0	0	180*
WBLE 2041	Work-Based Learning Experience III	1	0	0	45*
WBLE 2042	Work-Based Learning Experience III	2	0	0	90*
WBLE 2043	Work-Based Learning Experience III	3	0	0	135*
WBLE 2044	Work-Based Learning Experience III	4	0	0	180*

* All Work-Based Learning Experiences that involve external partners, locations and work assignments with an emphasis on skill building and meeting the student learning outcomes of the course must meet the standard of a minimum 45 contact or clock hours = 1 Semester Credit

Work-based Learning Experiences may include:
Live Work, Clinicals, Internships, Cooperatives, Practicums, and

Proposed Fall 2018

New Program Includes:

- ◆ New Career and Technical Certificate (CTC) in Customer Service Specialist (52.0401) 3 Stars

The following awards are removed from Business Office Administration Program to build this New 5 Star Program

- ◆ Certificate of Technical Studies (CTS) in Medical Office Specialist (52.0401) – 3 Stars
- ◆ Technical Diploma (TD) in Business Office Technology – Medical Office Concentration (52.0401) – 3 Stars
- ◆ New AAS in Health Information Technology will be added.

New Health Information Technology Program

Northwest Louisiana Technical College

**Business Office Administration (AAS)
Business Office Technology (TD)**

Program Description & Curriculum

The purpose of this program is to prepare individuals to perform tasks related to the management of manipulable skills and career advancement in various areas of business, industry, and health offices. Students will receive hands-on training in office technology, software skills, customer service, and strong work ethics for success in the workplace.

Degrees/Certificates
 Association of Applied Science (AAAS)
 Technical Diploma (TD)
 Certificate of Technical Studies (CTS)
 Technical Competency Area (TCA)

Available degrees and certificates may vary by semester. Check with your local campus for exact information.
 CIP 520901

Course	Credits	Hours	Credits	Hours	Credits	Hours	Business Office Administration Curriculum	
							CTC	TD
CTIS 3002	3/0	3	3	45			Computer Literacy & Applications	
CTIS 3030	3/0	3	3	45			Introduction to Employment	
CTIS 3000	3/0	3	3	45			Customer Service	
CTIS 3003	3/0	3	3	45			Business Math	
CTIS 3004	3/0	3	3	45			Business English	
CTIS 3005	3/0	3	3	45			Business Law	
CTIS 3006	3/0	3	3	45			Business Writing	
CTIS 3007	3/0	3	3	45			Business Applications	
CTIS 3008	3/0	3	3	45			Business Systems	
CTIS 3009	3/0	3	3	45			Business Administration	
CTIS 3010	3/0	3	3	45			Business Management	
CTIS 3011	3/0	3	3	45			Business Information Systems	
CTIS 3012	3/0	3	3	45			Business Law II	
CTIS 3013	3/0	3	3	45			Business Law III	
CTIS 3014	3/0	3	3	45			Business Law IV	
CTIS 3015	3/0	3	3	45			Business Law V	
CTIS 3016	3/0	3	3	45			Business Law VI	
CTIS 3017	3/0	3	3	45			Business Law VII	
CTIS 3018	3/0	3	3	45			Business Law VIII	
CTIS 3019	3/0	3	3	45			Business Law IX	
CTIS 3020	3/0	3	3	45			Business Law X	
CTIS 3021	3/0	3	3	45			Business Law XI	
CTIS 3022	3/0	3	3	45			Business Law XII	
CTIS 3023	3/0	3	3	45			Business Law XIII	
CTIS 3024	3/0	3	3	45			Business Law XIV	
CTIS 3025	3/0	3	3	45			Business Law XV	
CTIS 3026	3/0	3	3	45			Business Law XVI	
CTIS 3027	3/0	3	3	45			Business Law XVII	
CTIS 3028	3/0	3	3	45			Business Law XVIII	
CTIS 3029	3/0	3	3	45			Business Law XIX	
CTIS 3030	3/0	3	3	45			Business Law XX	
CTIS 3031	3/0	3	3	45			Business Law XXI	
CTIS 3032	3/0	3	3	45			Business Law XXII	
CTIS 3033	3/0	3	3	45			Business Law XXIII	
CTIS 3034	3/0	3	3	45			Business Law XXIV	
CTIS 3035	3/0	3	3	45			Business Law XXV	
CTIS 3036	3/0	3	3	45			Business Law XXVI	
CTIS 3037	3/0	3	3	45			Business Law XXVII	
CTIS 3038	3/0	3	3	45			Business Law XXVIII	
CTIS 3039	3/0	3	3	45			Business Law XXIX	
CTIS 3040	3/0	3	3	45			Business Law XXX	

All courses changed credits and related clock hours based on NWLTC SCH-Contact Hour Conversions Chart

This program will remove the Medical Office Concentration of the Business Office Administration Program only.
 This proposal does not address any other revisions to the Business Office Administration program that may occur in the future.

* Work-based Learning Experience courses may be substituted for a course within this program and may be used to formalize an apprenticeship or extended clinical experience when initiated in a employer—college formalized agreement. See the Chief Academic Officer for course options and approval process.

NWLTC Chart

2018-2019 Program Revisions - Semester Credit Hour - Contact Hour Conversions

Semester	Credit Hour	Contact Hour Allowable	Allowed Combinations			Work-Based Learning Experience (WBLE)
			Lecture HR 15 Contact	Lab HR 30 Contact	Total Contact (clock) HR	EXT: Required WBLE Contact Hrs
1		15-45	1	0	15**	45
			0	1	30	
			2	0	30	
			1	1	45*	
2		30-75	2	0	30**	90
			2	1	60	
			1	2	75*	
3		45-105	3	0	45**	135
			3	1	75	
			2	2	90	
			1	3	105	
4		60-165	4	0	60**	180
			2	3	120	
			3	3	135	
			4	3	150*	
			2	4	150*	
			1	5	165*	
Contact Hours Calculations						
1 Lecture Hour = 15 contact/clock hours (except where noted)						
1 Lab Hour = 30 contact/clock hours with preparatory work/homework (except where noted)						
1 EXT Hour (Work-Based Learning Experience) = 45 contact hours						
* Any course without preparatory work / homework must include a minimum of 37.5 contact hours per Semester Credit Hour in the Lec/Lab combination.						
** Courses using this combination will not be eligible for full pell based on contact hrs.						

Revised 2.21.2018

Effective 8.1.2018

Note: Nursing and Healthcare courses may be outside of these guidelines due to state board licensing regulations

CIP Code table for use with the Louisiana Award System

CIP Code	CIP Title
510506	Endodontics/Endodontology
510507	Oral/Maxillofacial Surgery
510508	Orthodontics/Orthodontology
510509	Pediatric Dentistry/Pedodontics
510510	Periodontics/Periodontology
510511	Prosthodontics/Prosthodontology
510599	Advanced/Graduate Dentistry and Oral Sciences, Other
510601	Dental Assisting/Assistant
510602	Dental Hygiene/Hygienist
510603	Dental Laboratory Technology/Technician
510699	Dental Services and Allied Professions, Other
510701	Health/Health Care Administration/Management
510702	Hospital and Health Care Facilities Administration/Management
510703	Health Unit Coordinator/Ward Clerk
510704	Health Unit Manager/Ward Supervisor
510705	Medical Office Management/Administration
510706	Health Information/Medical Records Administration/Administrator
X 510707	Health Information/Medical Records Technology/Technician
510708	Medical Transcription/Transcriptionist
510709	Medical Office Computer Specialist/Assistant
510710	Medical Office Assistant/Specialist
510711	Medical/Health Management and Clinical Assistant/Specialist
510712	Medical Reception/Receptionist
510713	Medical Insurance Coding Specialist/Coder
510714	Medical Insurance Specialist/Medical Biller
510715	Health/Medical Claims Examiner
510716	Medical Administrative/Executive Assistant and Medical Secretary
510717	Medical Staff Services Technology/Technician
510718	Long Term Care Administration/Management
510719	Clinical Research Coordinator
510799	Health and Medical Administrative Services, Other
510801	Medical/Clinical Assistant
510802	Clinical/Medical Laboratory Assistant
510803	Occupational Therapist Assistant
510805	Pharmacy Technician/Assistant
510806	Physical Therapy Technician/Assistant
510808	Veterinary Animal Health Technology/Technician and Veterinary Assistant
510809	Anesthesiologist Assistant
510810	Emergency Care Attendant (EMT Ambulance)
510811	Pathology Pathologist Assistant
510812	Respiratory Therapy Technician/Assistant



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: Electrician – Commercial Wiring II		

AWARD LEVEL(S)	
<p>For Board of Regents and LCTCS Review:</p> <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 Name: <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)	<p>For LCTCS Review:</p> <input checked="" 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.)

Name: Electrician – Commercial Wiring II [COMPLETE PROGRAM TERMINATION]			
CIP:	Credit Hours:	Contact Hours:	Award Level: New
Name: Electrician Helper – Level II			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name: Industrial Electrician			
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
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NCCER Safety Core	NCCER	Industrial Workplace Safety	WKSF	1003	3
OSHA 10	OSHA	Industrial Workplace Safety	WKSF	1003	3
TappiSafe	TappiSafe	Industrial Workplace Safety	WKSF	1003	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 LCTCS.

Program Terminations

1. Electrician Commercial Wiring
 - a. Technical Competency Area (TCA) – Electrician Helper (CIP 46.0302) – 4 STARS
 - b. Certificate of Technical Studies (CTS) – Basic Electrical Core Residential Electrician - (CIP 46.0302) – 4 STARS
 - c. Technical Diploma (TD) – Industrial Electrician (CIP 46.0302) – 4 STARS
 - d. Technical Diploma (TD) - Marine Electrician (CIP 46.0302) – 4 STARS
 - e. Technical Diploma (TD) – Commercial Wiring I (CIP 46.0302) – 4 STARS
 - f. Technical Diploma (TD) – Commercial Wiring II (CIP 46.0302) – 4 STARS
 - g. Technical Competency Area (TCA) – Solar System Installer (CIP 46.0302) – 4 STARS
 - h. Certificate of Technical Studies (CTS) – Energy System Technician - (CIP 46.0302) – 4 STARS

NWLTC faculty and staff are reviewing all programs. NWLTC currently has 3 programs in the Electrical Field. NWLTC is requesting to terminate and completely remove Electrician – Commercial Wiring II program and awards from the inventory. The student learning outcomes, regional and local industry needs have been included in the redesign of 2 other NWLTC programs. There was redundancy in this program which made it difficult for students to navigate. Now, with a program on each NWLTC campus with a more focused electrical curriculum designed with employment opportunities in mind, students will have a more robust experience in the classroom with greater opportunity for employment.

All students currently in the program will transition to the new program in the fall of 2018 with no loss of credits. In fact, the new schedule using 8 week terms will provide an

opportunity for students to complete programs at a faster rate. There is no need for a teach out since students will transition seamlessly. Each student will be provided a face to face advising consultation and an individual graduation plan to ensure timely completion.

Existing Faculty are cross-trained and will continue to teach in the Industrial Instrumentation and Electrical Program and the Industrial Electrician Program.

.Proposed Curriculum Revisions: **See Attached Curriculum Revisions**

COURSE NAME	Lecture		Laboratory		Work-Based		Course Totals	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
TOTAL ALL COLUMNS								

Note: The requirements for and numbering of the General Education courses will be determined by the individual institutions in accordance with Master Course Articulation Matrix.

IMPLEMENTATION DATE (Semester and Year) Fall 2018

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

This program is difficult for faculty to implement and for students to navigate with excessive course choices and awards that have limited regional market value and represent limited employment exit points within the Northwest Louisiana region.

JUSTIFICATION FOR THE PROPOSED CHANGE
Include support such as four-year university agreements, industry demand, advisory board information, etc.

This proposal is based on input from multiple sources including feedback from Business and Industry partners, the Occupational Advisory Committee, the Northwest Louisiana Economic Partnership, the Webster Parish Economic and Education Collaborative, and the Louisiana Workforce Commission.

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

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION			
<input checked="" type="checkbox"/> Main Campus	<input type="checkbox"/> All Campuses	<input checked="" type="checkbox"/> Sites (list below)	<input type="checkbox"/> Distance Education
Site 1: Shreveport Campus – Shreveport, LA Site 2: Mansfield Campus – Mansfield, LA			
QUALIFIED FACULTY (Check all that apply)			
<input type="checkbox"/> Use Existing Faculty #: 1 full-time, 0 part-time	<input type="checkbox"/> Hire Adjunct Faculty #: _____	<input type="checkbox"/> Hire Full-Time Faculty #: 0	
MINIMUM CREDENTIALS REQUIRED FOR FACULTY			
Education:	Experience:	Certification:	

<p>Education:</p> <p>Associates Degree minimum or equivalent college coursework</p>	<p>Experience: Documented work experience directly related to the course(s) being taught</p> <p>Minimum of four years of related experience</p>	<p>Certification: Professional, nationally recognized, achievement-based certification OR</p> <p>Licensure in the course(s) being taught</p>
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Industrial Technology

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.

Program Terminated

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	0	0	0	0	0
EVENING	0	0	0	0	0

ANTICIPATED ENROLLMENT:					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:					

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date: 2014 / 2019
Type/Name of Program Accreditation, Licensure or Certification Required:	COE

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)						
See Attached Proposed Curriculum						
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours

BENEFITS TO THE SYSTEM

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

These changes will provide highly skilled workers to fill high demand positions critical to the state of Louisiana and specifically in the Northwest region of the state. The program changes will address and provide solutions for employer challenges currently being cited that include both hard and soft skills among critical needs to support economic stability of the region and to facilitate growth. The communities served by NWLTC have a high occurrence of poverty and a high percentage receive financial aid. This program redesign will provide more efficient use of resources for the college and create an environment conducive to greater career and student success. This model is designed to help students complete in less time and attain employment quicker. The NWLTC on-ramps from the different student populations ensures NWLTC is able to meet the student where they are and in many cases provide them with a head-start on career and student success. Students will experience blocked courses with predictable schedules, needed courses available when they need them and a demonstrated value-add through their ability to secure employment.

SIGNATURES:


College Chief Academic Officer

3/20/2018
Date


College Chief Executive Officer

3/23/18
Date

Complete Program Termination

The Electrician Commercial Wiring II program is being terminated including all of its awards. The student learning outcomes and regional industry needs have been incorporated into another, more robust program that integrates instrumentation and electrical capacities. This program termination includes 2 TCA's, 2 CTS's, and 4 TD's.

Northwest Louisiana Technical College

ELECTRICIAN-COMMERCIAL WIRING II

Program Description & Curriculum
 The purpose of this program is to prepare individuals to install, maintain, troubleshoot, and repair electrical systems, components, and equipment. Graduates may find employment in industrial, residential, and commercial electrical professions.

Diploma/ Certificate/ Technical Diploma (TD) Certificate of Technical Studies (CTS) Technical Competency Area (TCA)

Available degrees and certificates may be used to complete credit with prior learning courses for many of the awards.
CIP 460302

Course #	Course Title	Prerequisites	Credits		CIP
			Class	Hours	
ENRT 1000	Electronics Computer		3	36	55
ELEC 1120	Basic Electricity		2/4	6	200
ELEC 1330	Generators/Motors and Transformer Operation		0/2	2	115
ELEC 2460	Technical Skills Seminar for Electricians		1/1	2	60
ENRT 1000	Introduction to Computers		1/1	2	45
Technical Electrician Helper					
ELEC 2420	Residential Wiring		2/4	6	200
ELEC 1220	Electrical Introduction		0/2	3	150
ELEC 1220	National Electrical Code		0/2	2	115
ELEC 2311	Residential Wiring Insulators		1/5	6	180
ELEC 1460	Blueprint Interpretation		1/2	3	75
POSS 2450	Job-Setting Skills		2/0	2	30
Solar Photovoltaic System Installation					
Technical Electrician					
ELEC 1420	Introduction to Motor Controls		0/2	2	115
ELEC 1440	Motor Controls		0/3	3	180
ELEC 2520	Solid State Theory		1/2	3	75
ELEC 2540	Logic/PLCs		0/2	2	90
ELEC 2720	Introduction to Programmable Logic Controllers		0/2	2	90
Industrial Electrician					
ELEC 2520	Motor Electricity		1/4	5	SSA
Industrial Electrician					
ELEC 2542	Electrical Motor Repair I		1/7	8	390
ELEC 2548	Electrical Motor Repair II		1/5	6	200
ELEC 2400	Commercial Wiring		1/4	5	200

Revised March 2017

Revised August 2017

- Terminated:**
- ◆ Electrician Commercial Wiring
 - ◆ Technical Competency Area (TCA)
 - Electrician Helper (CIP 46.0302) – 4 STARS
 - ◆ Certificate of Technical Studies (CTS) – Basic Electrical Core Residential Electrician - (CIP 46.0302) – 4 STARS
 - ◆ Technical Diploma (TD) – Industrial Electrician (CIP 46.0302) – 4 STARS
 - ◆ Technical Diploma (TD) - Marine Electrician (CIP 46.0302) – 4 STARS
 - ◆ Technical Diploma (TD) – Commercial Wiring I (CIP 46.0302) – 4 STARS
 - ◆ Technical Diploma (TD) – Commercial Wiring II (CIP 46.0302) – 4 STARS
 - ◆ Technical Competency Area (TCA) – Solar System Installer (CIP 15.0505) – 4 STARS
 - ◆ Certificate of Technical Studies (CTS) – Energy System Technician - (CIP 15.0505) – 4 STARS

Electrician—Commercial wiring II

Complete Program Termination

The Electrician Commercial Wiring II program is being terminated including all of its awards. The student learning outcomes and regional industry needs have been incorporated into another, more robust program that integrates instrumentation and electrical capacities. This program termination includes 2 TCAs, 2 CTS's, and 4 TD's.

Area 2

ELECTRICIAN-COMMERCIAL WIRING II
Program Description & Certification

Course	Prerequisites	Credits	Hours	Equivalent
CIW 1000		3/0	3	45
CSR 2000	Customer Service & Sales	3/0	3	45
ENTP 2000	Foundations of Entrepreneurship	3/0	3	45
SOLR 1000	Solar Fundamentals	3/0	3	45
SOLR 1010	PV Solar Applications	1/2	3	75
SOLR 1020	Industrial Solar Applications	1/2	3	75
SOLR 1030	Solar Thermal Applications	1/2	3	75
SOLR 1040	Solar Thermal Applications	1/2	3	75
Electrical Fundamentals				
ELEC 2591	Special Projects I	0/1	1	30
ELEC 2598	Special Projects II	0/2	2	60
ELEC 2596	Special Projects III	0/3	3	90
ELEC 2595	Special Projects IV	3/0	3	45
ELEC 2598	Special Projects V	1/0	1	15
ELEC 2597	Production	0/3	3	135
ELEC 2599	Operative Education	0/3	3	135
Advanced Solar Applications				
SOLR 1000	Solar Fundamentals	3/0	3	45
SOLR 1010	PV Solar Applications	1/2	3	75
SOLR 1020	Industrial Solar Applications	1/2	3	75
SOLR 1030	Solar Thermal Applications	1/2	3	75
Electrical Systems				
ELEC 1120	Basic Electricity	2/4	6	150
ELEC 1210	Residential Wiring	2/4	6	150
ELEC 2460	Technical Mathematics for Electricians	1/1	2	45
ELEC 1230	National Electrical Code	0/2	2	90
ELEC 1511	Residential Wiring Practices	1/5	6	165
ELEC 1420	Introduction to Motor Drives	0/2	2	90

Terminated:

- ◆ Electrician Commercial Wiring
- ◆ Technical Competency Area (TCA) – Electrician Helper (CIP 46.0302) – 4 STARS
- ◆ Certificate of Technical Studies (CTS) – Basic Electrical Core Residential Electrician - (CIP 46.0302) – 4 STARS
- ◆ Technical Diploma (TD) – Industrial Electrician (CIP 46.0302) – 4 STARS
- ◆ Technical Diploma (TD) - Marine Electrician (CIP 46.0302) – 4 STARS
- ◆ Technical Diploma (TD) – Commercial Wiring I (CIP 46.0302) – 4 STARS
- ◆ Technical Diploma (TD) – Commercial Wiring II (CIP 46.0302) – 4 STARS
- ◆ Technical Competency Area (TCA) – Solar System Installer (CIP 15.0505) – 4 STARS
- ◆ Certificate of Technical Studies (CTS) – Energy System Technician - (CIP 15.0505) – 4 STARS



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: Practical Nursing		

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

Name: Health Care Aide			
CIP: 51.3901	Credit Hours: 11	Contact Hours: 295	Award Level: New CTC
Name: Practical Nursing			
CIP: 51.3901	Credit Hours: 56	Contact Hours: 1730	Award Level: TD
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

Certified Nursing Assistant(CNA)	Department of Health and Hospitals	Nursing Fundamentals I	HNUR	1211	3
			HCOR	1212	2
CPR	American Heart Assn	Nursing Fundamentals I	HNUR	1211	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 LCTCS.

Rename the program from Electrician – Industrial Electrician to Industrial Electrician.

Program Revisions:

The Practical Nursing Program was revised to show the termination of the TCA in Health Aid and replaced with a new CTC in Health Aide. The new CTC carries with it 2 IBC's: CPR from the American Heart Assn and Certified Nursing Assistant license from the Louisiana Department of Hospitals and Health.

1. New Career and Technical Certificate (CTC) in Health Care Aide (CIP 51.3901) – 2 STARS
2. Revised Technical Diploma (TD) in Practical Nursing (51.3901) – 5 Stars

Program Terminations

- ◆ Technical Competency Area (TCA) – Health Aid – (CIP 51.3901)

NWLTC faculty and staff are reviewing all programs. NWLTC is requesting to revise the existing Practical Nursing program to tightly focus the program and student learning outcomes. This will include the elimination of a TCA and the addition of 1 new CTC. In addition, the semester credit hours and clock hours for the remaining Technical Diploma were revised.

Currently the program is difficult for faculty to implement and for students to navigate due to the excessive course choices and awards that have limited regional market value with limited employment exit points within the Northwest Louisiana region.

Proposed Curriculum Revisions: **See Attached Curriculum Revisions**

COURSE NAME	Lecture		Laboratory		Work-Based		Course Totals	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
TOTAL ALL COLUMNS								

Note: The requirements for and numbering of the General Education courses will be determined by the individual institutions in accordance with Master Course Articulation Matrix.

IMPLEMENTATION DATE (Semester and Year)

Fall 2018

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

This program is difficult for faculty to implement and for students to navigate with excessive course choices and awards that have limited regional market value and represent limited employment exit points within the Northwest Louisiana region. In the past, numerous TCA's were added to demonstrate completion. The courses have been changed over time without utilizing a consistent lecture / Lab combination matrix for course offerings and scheduling consistency.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

This proposal is based on input from multiple sources including feedback from Business and Industry partners, the Occupational Advisory Committee, the Northwest Louisiana Economic Partnership, the Webster Parish Economic and Education Collaborative, and the Louisiana Workforce Commission. The practices of sequencing courses over shorter 8 and 4 week terms within a semester, providing hybrid coursework, evening, weekend and block schedules have all been shown to be effective strategies to increase student success (time to

completion, persistence and completion) as demonstrated by the research of Achieving the Dream and Complete College America. Fully developing pathways with on-ramps from Jumpstart (dual enrollment and articulation), Workforce (non-credit short term training and PLA), Work Ready U (adult basic education), and special populations (Veterans) provide added support for students and facilitate greater student success. Regional and Statewide labor market information demonstrates a continued need for the program emphasizing patient care in the Nursing field.

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: Minden Campus – Minden, LA

Site 2: Shreveport Campus – Shreveport, LA

Site 3: Mansfield Campus – Mansfield, LA

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty Hire Adjunct Faculty Hire Full-Time Faculty
 #: 7 full-time, 4 part-time #: _____ #:

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Experience: Certification:

<p>Education:</p> <p>1. Must be a licensed practical nurse or registered nurse.</p>	<p>Experience: Documented work experience directly related to the course(s) being taught</p> <ol style="list-style-type: none"> 1. Minimum of three years of nursing experience. And 2. At least one year of nursing experience must have been as a medical-surgical nurse providing direct patient care. And 3. The applicant must have practiced as a nurse for a minimum of six full-time months during the three years immediately preceding application. 	<p>Certification: Professional, nationally recognized, achievement-based certification OR</p> <p>Licensure in the course(s) being taught</p> <ol style="list-style-type: none"> 4. Must be a licensed practical nurse or registered nurse And 5. must possess a valid, unencumbered license to practice as a Registered Nurse in the State of Louisiana
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Healthcare Technology

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 affects expected as a result of these changes include increased enrollment, greater persistence and completion. The use of shorter terms within a semester will increase flexibility for student entry and exit. Serving more students who stay longer will require long term planning and forecasting for the most efficient use of faculty and facilities. As growth is experienced and program health is improved, additional adjunct and full-time faculty will likely be needed for the robust program.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	340	355	370	385	400
EVENING	20	22	25	28	32

ANTICIPATED ENROLLMENT:**DISTANCE
EDUCATION**Describe Process for
Attaining &
Estimating
Enrollment:

The enrollment is based on estimates founded in the previous history of the program as indicated on the most recent Program Health Index. Growth is expected to occur in daytime and evening student enrollment. Daytime is expected to grow at a slower rate since the launch of the evening offerings may slightly diminish the daytime number. We expect to increase the overall enrollment initially with the working population the college has not been serving – those who need evening or weekend courses. The evening classes will be offered in sequenced block schedules but will not have students completing as quickly due to the contact hour requirements and subsequent part-time enrollment. Evening track will begin in the 2nd or 3rd year. Hybrid and web-enhanced curricular strategies will be utilized to improve students' ability to enroll in more hours, but NWLTC curriculum strength is the simulated work-based learning that takes place in the lab and during actual work-based experiences on the job. Evening enrollment will compound at a different rate due to students staying longer and as a result of part time enrollment. The current attrition is approximately 25% Fall to Fall. NWLTC persistence and completion are among the highest in the state and this results in the need to constantly recruit as students complete and are employed mostly on-time in less than 2 years. All of these factors were included in the estimates for enrollment shown above.

PROGRAM ACCREDITATION:Is Program Accreditation,
Licensure or Certification
Required? Yes NoIf YES, please provide projected
accreditation/licensure/certification date: 2014 / 2019Type/Name of Program
Accreditation, Licensure or
Certification Required:

Louisiana State Board of Practical Nursing Examiners

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)

See Attached Proposed Curriculum

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
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BENEFITS TO THE SYSTEM

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

These changes will provide highly skilled workers to fill high demand positions critical to the state of Louisiana and specifically in the Northwest region of the state. The program changes will address and provide solutions for employer challenges currently being cited that include both hard and soft skills among critical needs to support economic stability of the region and to facilitate growth. The communities served by NWLTC have a high occurrence of poverty and a high percentage receive financial aid. This program redesign will provide more efficient use of resources for the college and create an environment conducive to greater career and student success. This model is designed to help students complete in less time and attain employment quicker. The NWLTC on-ramps from the different student populations ensures NWLTC is able to meet the student where they are and in many cases provide them with a head-start on career and student success. Students will experience blocked courses with predictable schedules, needed courses available when they need them and a demonstrated value-add through their ability to secure employment.

SIGNATURES:


College Chief Academic Officer

3/20/2018
Date


College Chief Executive Officer

3/23/18
Date

Proposed

Northwest Louisiana Technical College

Practical Nursing

Proposed Fall 2018
Pending Approval

Program Description & Curriculum

This program prepares students to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Each course in the PN program must be completed with a minimum score of 80%. Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

Degrees/Certificates

Technical Diploma (TD)

Career and Technical Certificate (CTC)

Available degrees and certificates may vary at each campus. Check with your local campus for more information.

CIP 513901

Practical Nursing CURRICULUM

Prerequisite Courses: Prerequisite courses may be exempted based on successful completion of previous college level coursework or substituted with the Special Projects course(s) with approval from the College's Chief Academic Officer.

Course #	Course Title	Lecture/ Lab Cr HOURS	Total Credit Hours	Lecture clock hrs.	Lab/ Clinical Hrs.	Total Clock Hours	Suggested course prep Clock hours
Prerequisite Courses							
CPTR 1002	Computer Literacy and Applications (H)	2/2	3	30	60	90	22.5
LEAD 1003	Work Readiness (H)	2/2	3	30	60	90	22.5
Required Practical Nursing Courses							
HNUR1211	Nursing Fundamentals I	3/1	4	45	30	75	30
HNUR1212	Geriatric Clinical I	0/1	1	0	40	40	7.5
CTC-Health Care Aide							
HNUR 1000	PN Applications	2/0	2	60	0	60	15
HNUR 1100	Anatomy and Physiology for PNs	5/0	5	90	0	90	30
HNUR 1322	Nutritional Aspects	1/0	1	30	0	30	7.5
HNUR 1363	Basic Pharmacology	1/1	2	30	30	60	15
HNUR 1411	Nursing Fundamentals II	2/1	3	30	60	90	22.5
HNUR 1460	Advanced Pharmacology	2/0	2	45	0	45	15
HNUR 2118	Medical Surgical I	4/3	7	80	180	260	60
HNUR 2128	Medical Surgical II	4/3	7	80	180	260	60
HNUR 2138	Medical Surgical III	4/3	7	80	180	260	60
HNUR 2522	Mental Illness/Psychiatric Nursing	1/1	2	30	30	60	15
HNUR 2611	IV Therapy	1/0	1	15	15	30	7.5
HNUR 2712	Obstetrics	1/1	2	35	30	65	15
HNUR 2722	Pediatrics	1/1	2	35	30	65	15
HNUR 2812	PN Leadership and Management	1/1	2	30	30	60	15
TD - Practical Nursing			56	775	955	1730	435
						Lab: 135/760 clinical	
HNUR2991	Special Projects I	0/1	1			30	
HNUR2993	Special Projects II	0/2	2			60	
HNUR2995	Special Projects III	0/3	3			90	
HNUR2996	Special Projects IV	3/0	3			45	
HNUR2998	Special Projects V	1/0	1			15	

Revised: 4.15.2018

FA clock/credit 1730/56=30.8
 HW clock+HW 1730+435=2165
 COE Total clock/credit 2165/56=38.6

Effective: Fall 2018

Practical Nursing

EXISTING

All courses changed credits and related clock hours based on NWLTC SCH-Contact Hour Conversions Chart

- Terminated:
- TCA – Health Aid (Pre-Nursing)

Proposed Curriculum Revisions

- Added:
- New CTC: Health Aide (Pre-Nursing) – 51.3901 / 4 Stars – 11 SCH – clock hours 390
- Revised hours (clock/lec/lab/prep)

Replaced with 3 SCH version of this class needed for medical electronic data systems.

Replaced with LEAD 1003 Work Readiness Course

Northwest Louisiana Technical College

Practical Nursing

Program Description & Curriculum

This program prepares students to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBNPE). The program consists of classroom instruction, lab/pradrum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Each course in the PN program must be completed with a minimum score of 80%. Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

Degree/Certificate
Technical Diploma (TD)

Accreditation: Accredited by ANAC (CA)

Available degrees and certificates may vary at each campus. Check with your local campus for more information.
CP 1333901

Practical Nursing CURRICULUM

Course #	Course Title	Lecture/Lab/Pr Hours	Total Credits	Lecture clock hrs.	Lab/Pr. Hrs.	Pradrum Hrs.	Pradrum Prep Hrs.	Pradrum Prep Clock Hours
Prerequisite Courses								
CPRT 1000	Introduction to Computers	1/1	2	15	30	0	45	30
CPRT1000	Pradrum Semester	1/0	1	15	0	0	35	35
Required Prerequisite Courses								
HNLR1213	Nursing Fundamentals I	2/2	4	45	30	75	30	7.5
HNLR1213	Genetic Clinical I	0/1	1	0	40	40	0	0
HNLR 1000	PN Application	2/0	2	60	0	60	0	15
HNLR 2100	Anatomy and Physiology for PNs	4/0	5	90	0	90	0	20
HNLR 2302	Nutritional Aspects	1/0	1	30	0	30	0	7.5
HNLR 2303	Basic Pharmacology	1/1	2	30	30	60	15	1.5
HNLR 2413	Health, Endometrial B	2/0	3	60	60	90	22.5	0
HNLR 2400	Advanced Pharmacology	2/0	2	45	0	45	0	15
HNLR 2113	Medical Surgical I	4/3	7	80	280	280	60	15
HNLR 2128	Medical Surgical II	4/3	7	80	280	280	60	15
HNLR 2522	Medical-Surgical Psychiatric Nursing	1/2	2	20	20	60	0	15
HNLR 2613	N Theory	3/0	4	60	0	60	0	15
HNLR 2613	N Theory	1/2	2	35	30	65	15	1.5
HNLR 2712	Obstetrics	1/2	2	35	30	65	15	1.5
HNLR 2712	Obstetrics	1/2	2	35	30	65	15	1.5
HNLR 2812	PN Leadership and Management	1/2	2	35	30	65	15	1.5
		Totals - Pradrum Nursing		92	2	1610	390	30
		Lec/Pr/Lab/Prep		92	2	1610	390	30
HNLR2291	Special Projects I	0/2	2	0	60	60	0	0
HNLR2292	Special Projects II	0/2	2	0	60	60	0	0
HNLR2293	Special Projects III	0/2	2	0	60	60	0	0
HNLR2294	Special Projects IV	0/2	2	0	60	60	0	0
HNLR2295	Special Projects V	0/2	2	0	60	60	0	0

Revised: 12.18.2017

Revised March 2014

FA clock/credit 1610/39-30.37
 HW clock+HW 1610+399-2000
 COE Total clock/credit 2000/39-37.73

Practical Nursing

See Updated Curriculum (attached)

* Work-based Learning Experience courses may be substituted for a course within this program and may be used to formalize an apprenticeship or extended clinical experience when initiated in a employer—college formalized agreement.

See the Chief Academic Officer for course options and approval process.

Practical Nursing



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: Electrician – Industrial Electrician		

AWARD LEVEL(S)	
<p>For Board of Regents and LCTCS Review:</p> <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.)	<p>For LCTCS Review:</p> <input checked="" type="checkbox"/> Technical Diploma (T.D.) <input checked="" type="checkbox"/> Career and Technical Certificate (C.T.C.) <input checked="" type="checkbox"/> Certificate of Technical Studies (C.T.S.)

Name: Electrician Helper – Level I			
CIP: 46.0302	Credit Hours: 15	Contact Hours: 465	Award Level: New CTC
Name: Electrician Helper – Level II			
CIP: 46.0302	Credit Hours: 29	Contact Hours: 915	Award Level: CTS
Name: Industrial Electrician			
CIP: 46.0302	Credit Hours: 45	Contact Hours: 1410	Award Level: TD
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded
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NCCER Safety Core	NCCER	Industrial Workplace Safety	WKSF	1003	3
OSHA 10	OSHA	Industrial Workplace Safety	WKSF	1003	3
TappiSafe	TappiSafe	Industrial Workplace Safety	WKSF	1003	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 LCTCS.

Rename the program from Electrician – Industrial Electrician to Industrial Electrician.

Program Revisions:

1. New Career and Technical Certificate (CTC) in Electrician Helper – Level 1 (CIP 46.0302) – 4 STARS
2. New Certificate of Technical Studies (CTS) in Electrical Helper Level II (CIP 46.0302) – 4 Star
3. Revised Technical Diploma (TD) in Industrial Electrician (CIP 46.0302) – 4 STARS

Program Terminations

- ◆ Technical Competency Area (TCA) – Electrician Helper I (CIP 46.0302) – 4 STARS
- ◆ Technical Competency Area (TCA) – Electrician Helper II (CIP 46.0302) – 4 STARS
- ◆ Technical Competency Area (TCA) – Elec. Solar System Installer (CIP 46.0302) 4 STARS
- ◆ Certificate of Technical Studies (CTS) –Energy Systems Technician-(CIP 46.0302) 4STARS
- ◆ Certificate of Technical Studies (CTS) – Industrial Electrician Apprentice - (CIP 46.0302) – 4 STARS

NWLTC faculty and staff are reviewing all programs. NWLTC is requesting to revise the existing Electrician - Industrial Electrician program to tightly focus the program and student learning outcomes. This will include the elimination of multiple TCA's and CTS's. In addition, the semester credit hours and clock hours for the remaining awards were revised, a new CTC and CTS proposed.

Currently the program is difficult for faculty to implement and for students to navigate due to the excessive course choices and awards that have limited regional market value with limited employment exit points within the Northwest Louisiana region.

Proposed Curriculum Revisions: **See Attached Curriculum Revisions**

COURSE NAME	Lecture		Laboratory		Work-Based		Course Totals	
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
TOTAL ALL COLUMNS								

Note: The requirements for and numbering of the General Education courses will be determined by the individual institutions in accordance with Master Course Articulation Matrix.

IMPLEMENTATION DATE (Semester and Year) Fall 2018

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

This program is difficult for faculty to implement and for students to navigate with excessive course choices and awards that have limited regional market value and represent limited employment exit points within the Northwest Louisiana region. In the past, numerous TCA's were added to demonstrate completion. The courses have been changed over time without utilizing a consistent lecture / Lab combination matrix for course offerings and scheduling consistency.

JUSTIFICATION FOR THE PROPOSED CHANGE
Include support such as four-year university agreements, industry demand, advisory board information, etc.

This proposal is based on input from multiple sources including feedback from Business and Industry partners, the Occupational Advisory Committee, the Northwest Louisiana Economic Partnership, the Webster Parish Economic and Education Collaborative, and the Louisiana Workforce Commission. The practices of sequencing courses over shorter 8 and 4 week terms within a semester, providing hybrid coursework, evening, weekend and block schedules have all

been shown to be effective strategies to increase student success (time to completion, persistence and completion) as demonstrated by the research of Achieving the Dream and Complete College America. Fully developing pathways with on-ramps from Jumpstart (dual enrollment and articulation), Workforce (non-credit short term training and PLA), Work Ready U (adult basic education), and special populations (Veterans) provide added support for students and facilitate greater student success. Regional and Statewide labor market information demonstrates a continued need for the program emphasizing patient care in the Nursing field.

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

- | | | | |
|---|---------------------------------------|--|---|
| <input checked="" type="checkbox"/> Main Campus | <input type="checkbox"/> All Campuses | <input checked="" type="checkbox"/> Sites (list below) | <input type="checkbox"/> Distance Education |
|---|---------------------------------------|--|---|

Site 1: Shreveport Campus – Shreveport, LA

QUALIFIED FACULTY (Check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Use Existing Faculty
#: 1 full-time, 0 part-time) | <input type="checkbox"/> Hire Adjunct Faculty
#: _____ | <input type="checkbox"/> Hire Full-Time Faculty
#: 1 |
|---|---|---|

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education:	Experience:	Certification:
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<p>Education:</p> <p>Associates Degree minimum or equivalent college coursework</p>	<p>Experience: Documented work experience directly related to the course(s) being taught</p> <p>Minimum of four years of related experience</p>	<p>Certification: Professional, nationally recognized, achievement-based certification OR</p> <p>Licensure in the course(s) being taught</p>
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<p>FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS</p>
<p>Department: Industrial Technology</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 affects expected as a result of these changes include increased enrollment, greater persistence and completion. The use of shorter terms within a semester will increase flexibility for student entry and exit. Serving more students who stay longer will require long term planning and forecasting for the most efficient use of faculty and facilities. As growth is experienced and program health is improved, additional adjunct and full-time faculty will likely be needed for the robust program.</p>

<p>ANTICIPATED ENROLLMENT:</p>					
<p>Students</p>	<p>Year One</p>	<p>Year Two</p>	<p>Year Three</p>	<p>Year Four</p>	<p>Year Five</p>
<p>DAY</p>	<p>80</p>	<p>84</p>	<p>90</p>	<p>95</p>	<p>100</p>
<p>EVENING</p>	<p>10</p>	<p>12</p>	<p>16</p>	<p>20</p>	<p>24</p>

ANTICIPATED ENROLLMENT:					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	<p>The enrollment is based on estimates founded in the previous history of the program as indicated on the most recent Program Health Index. Growth is expected to occur in daytime and evening student enrollment. Daytime is expected to grow at a slower rate since the launch of the evening offerings may slightly diminish the daytime number. We expect to increase the overall enrollment initially with the working population the college has not been serving – those who need evening or weekend courses. The evening classes will be offered in sequenced block schedules but will not have students completing as quickly due to the contact hour requirements and subsequent part-time enrollment. Evening track will begin in the 2nd or 3rd year. Hybrid and web-enhanced curricular strategies will be utilized to improve students' ability to enroll in more hours, but NWLTC curriculum strength is the simulated work-based learning that takes place in the lab and during actual work-based experiences on the job. Evening enrollment will compound at a different rate due to students staying longer and as a result of part time enrollment. The current attrition is approximately 25% Fall to Fall. NWLTC persistence and completion are among the highest in the state and this results in the need to constantly recruit as students complete and are employed mostly on-time in less than 2 years. All of these factors were included in the estimates for enrollment shown above.</p>				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date: 2014 / 2019
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)						
See Attached Proposed Curriculum						
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours

BENEFITS TO THE SYSTEM

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

These changes will provide highly skilled workers to fill high demand positions critical to the state of Louisiana and specifically in the Northwest region of the state. The program changes will address and provide solutions for employer challenges currently being cited that include both hard and soft skills among critical needs to support economic stability of the region and to facilitate growth. The communities served by NWLTC have a high occurrence of poverty and a high percentage receive financial aid. This program redesign will provide more efficient use of resources for the college and create an environment conducive to greater career and student success. This model is designed to help students complete in less time and attain employment quicker. The NWLTC on-ramps from the different student populations ensures NWLTC is able to meet the student where they are and in many cases provide them with a head-start on career and student success. Students will experience blocked courses with predictable schedules, needed courses available when they need them and a demonstrated value-add through their ability to secure employment.

SIGNATURES:


College Chief Academic Officer

3/20/2018
Date


College Chief Executive Officer

3/23/18
Date

NWUTC Electrician - Industrial Electrician Program
 Proposed Program Curriculum Revision
 Effective 2018-2019

Semester	Rubric	No.	Course Title (H = Hybrid course)	SOH	lec	Lab	Contact Hour	Comments
1st Semester								
BWK	LEAD	1008	Work Readiness (H)	3	2	2	90	
WVSE	1003	Industrial Workplace Safety (H)	3	2	2	90	New Course: Embedded IBC's: NCCER Core, Osha 10, Teppe Safe	
IJET	1012	Industrial Tools & Calculations (H)	2	2	1	60	[Technical Math for Electricians]	
BWK	MMMT	1410	Basic Electricity	1	2	0	30	
IMMT	1411	Basic Electricity Lab	3	2	2	90		
ELEC	1131	Basic Electronics	3	1	3	105		
1st Semester Totals								
IBC: CTC: Electrician Helper - Level I				15	11	10	465	IBC's: NCCER Core, Osha 10, TeppeSafe
2nd Semester								
BWK	ELEC	1204	Residential & Commercial Wiring I	4	3	3	135	
ELEC	1230	National Electrical Code	3	2	2	90		
BWK	ELEC	1214	Residential & Commercial Wiring II	4	3	3	135	
IMMT	1120	Blueprint Reading	1	2	0	30		
SOLR	1000	Solar Fundamentals	2	1	1	60	Revise course hours as shown	
2nd Semester Totals								
IBC: CTC: Electrician Helper - Level II				14	11	9	460	
Award (2 Semesters)								
IBC: CTC: Electrician Helper - Level II				29	22	19	915	
3rd Semester								
BWK	ELEC	2304	Industrial Wiring Theory & Practice	3	2	2	90	
ELEC	1390	Generators/Motors and Transformer Operations	3	2	2	90		
ELEC	1220	Electrical Raceway	2	2	1	60		
BWK	MMMT	1430	Motor Controls	3	1	3	105	* Alternative Course: SOLR 1010 PV Solar Applications (3/17/105)
ELEC	1450	Variable Frequency Drives	2	0	2	60	* Alternative Course: SOLR 1020 Industrial Solar Applications (2/0/2/60)	
ELEC	2620	Programmable Logic Controllers	3	2	2	90	* Alternative Course: SOLR 1030 Solar Thermal Applications (3/2/2/90)	
3rd Semester Totals								
Technical Diploma - Industrial Electrician				16	9	12	495	
Award (3 Semesters)								
Technical Diploma - Industrial Electrician				45	31	31	1410	

With approval of Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements individually or in combination:

Rubric Number	Course Title	SCJ	Lec	Lab	Contact Hrs
ELEC 2991	Special Project I	3	0	1	30
ELEC 2993	Special Project II	2	0	2	60
ELEC 2995	Special Project III	3	0	3	90
ELEC 2996	Special Project IV	4	0	4	120

New Work-Based Learning Experience Options					
WBLE 1008	Internship / Cooperative Education	3	1	3	105
WBLE 1011	Work-Based Learning Experience	1	0	0	45*
WBLE 1012	Work-Based Learning Experience	2	0	0	90*
WBLE 1013	Work-Based Learning Experience	3	0	0	135*
WBLE 1014	Work-Based Learning Experience	4	0	0	180*

WBLE 1021	Work-Based Learning Experience II	1	0	0	45*
WBLE 1022	Work-Based Learning Experience II	2	0	0	90*
WBLE 1023	Work-Based Learning Experience II	3	0	0	135*
WBLE 1024	Work-Based Learning Experience II	4	0	0	180*

WBLE 2031	Work-Based Learning Experience III	1	0	0	45*
WBLE 2032	Work-Based Learning Experience III	2	0	0	90*
WBLE 2033	Work-Based Learning Experience III	3	0	0	135*
WBLE 2034	Work-Based Learning Experience III	4	0	0	180*

WBLE 2041	Work-Based Learning Experience III	1	0	0	45*
WBLE 2042	Work-Based Learning Experience III	2	0	0	90*
WBLE 2043	Work-Based Learning Experience III	3	0	0	135*
WBLE 2044	Work-Based Learning Experience III	4	0	0	180*

*All Work-Based Learning Experiences that involve external partners, locations and work assignments with an emphasis on skill building and meeting the student learning outcomes of the course must meet the standard of a minimum 45 contact or clock hours = 1 Semester Credit Hour

Work-based Learning Experiences may include: the Work, Clinicals, Internships, Cooperatives, Practicums, and Apprenticeships.

Proposed Curriculum Revisions

Added:

- ◆ Career and Technical Certificate (CTC) in Electrician Helper – Level 1 (CIP 46.0302) – 4 STARS
- ◆ Certificate of Technical Studies (CTS) in Electrical Helper Level II (CIP 46.0302) – 4 Star

Deleted Courses

Courses were removed, redesigned and renumbered using the NWLTC Numbering Convention for student friendly programs with courses clearly sequenced— Numbering Convention details attached.

EXISTING

Northwest Louisiana Technical College

Electrician-Industrial Electrician

Program Description & Curriculum

The purpose of this program is to prepare individuals to install, maintain, troubleshoot, and repair electrical devices, components, and equipment. Graduates may find employment in industrial, residential, and commercial electrical professions.

Degrees/Certificates

Certificate of Technical Studies (CTS)
Technical Competency Area (TCA)
Certificate of Technical Studies (CTS)

Available degree and certificate options at each campus. Check with your local campus for more information.
CIP 460302

Course	Description – Industrial Electrician CURRICULUM	Credits/ Lab Hours	Credits Hours	CIP +	Description – Industrial Electrician CURRICULUM	
					Course	Credits Hours
ELEC 1000	Introduction to Industrial Electrician	1/0	1	35		
ELEC 1111	Basic Electricity	1/3	4	120		
ELEC 1114	Basic Electronics	1/3	4	120		
ELEC 1212	Residential & Commercial Wiring I	0/3	3	90		
ELEC 1213	Residential & Commercial Wiring II	0/3	3	90		
ELEC 2450	Technical Mathematics for Electricians	1/2	2	20		
ELEC 3313	Industrial Wiring Installation I	0/3	3	90		
ELEC 1314	Industrial Wiring Installation II	0/3	3	90		
ELEC 1220	Electrical Receptives	0/3	3	120		
ELEC 1230	National Electrical Code	0/2	2	120		
ELEC 1430	Blueprint Interpretation	1/2	3	120		
ELEC 1330	Generator/Motors and Transformer Operation	0/2	2	120		
ELEC 1450	Variable Frequency Drives	0/2	2	120		
ELEC 1440	Motor Controls	0/3	3	135		
ELEC 2830	Introduction to Process Controllers, Level, Temperature, Pressure and Flow	0/3	3	150		
ELEC 2820	Programmable Logic Controllers	0/3	3	120		
CSNV 1000	Customer Service	3/0	3	45		
CSNV 2000	Quality Foundations of Entrepreneurship	3/0	3	45		
ELEC 1430	Foundations of Entrepreneurship	3/0	3	45		

Revised March 2017

Revised August 2017

All courses changed credits and related clock hours based on NWLTC SCH-Contact Hour Conversions Chart

Terminated:

- ◆ Electrician – Industrial Electrician
- ◆ Technical Competency Area (TCA) – Electrician Helper I (CIP 46.0302) – 4 STARS
- ◆ Technical Competency Area (TCA) – Electrician Helper II (CIP 46.0302) – 4 STARS
- ◆ Technical Competency Area (TCA) – Elec. Solar System Installer (CIP 46.0302) – 4 STARS
- ◆ Certificate of Technical Studies (CTS) – Energy Systems Technician - (CIP 46.0302) – 4 STARS
- ◆ Certificate of Technical Studies (CTS) – Industrial Electrician Apprentice - (CIP 46.0302) – 4 STARS

Revised

* Work-based Learning Experience courses may be substituted for a course within this program and may be used to formalize an apprenticeship or extended clinical experience when initiated in a employer—college formalized agreement. See the Chief Academic Officer for course options and approval process.

ELEC 1

Proposed Curriculum Revisions

Existing Pg. 2

Deleted Courses

All courses were removed, re-designed and renumbered using the NWLTC Numbering Convention for student friendly programs with courses clearly sequenced— Numbering Convention details attached.

All courses changed credits and related clock hours based on NWLTC SCH-Contact Hour Conversions Chart

PAGE 2

ELECTRICIAN - INDUSTRIAL ELECTRICIAN

Program Description & Curriculum

COURSE NUMBER	COURSE TITLE	SEMESTER	CREDITS	CLOCK HOURS
SOLR 1000	Solar Fundamentals	3/0	3	45
SOLR 1030	PV Solar Applications	1/2	3	75
SOLR 1020	Industrial Solar Applications	1/2	3	75
SOLR 1050	Solar Thermal Applications	1/2	3	75
ELEC 2991	Special Projects I	0/1	1	30
ELEC 2992	Special Projects II	0/2	2	60
ELEC 2995	Special Projects III	0/3	3	90
ELEC 2996	Special Projects IV	3/0	3	45
ELEC 2998	Special Projects V	1/0	1	15
ELEC 2997	Practicum	0/3	3	135
ELEC 2999	Cooperative Education	0/3	3	135
SOLAR FUNDAMENTALS				
SOLR 2000	Solar Fundamentals	3/0	3	45
SOLR 1010	PV Solar Applications	1/2	3	75
SOLR 1020	Industrial Solar Applications	1/2	3	75
SOLR 1030	Solar Thermal Applications	1/2	3	75
BASIC ELECTRICITY				
ELEC 1111	Basic Electricity	1/3	4	105
ELEC 1211	Residential Wiring & Installation	2/4	6	150
ELEC 2460	Technical Mathematics for Electrician	1/1	2	45
ELEC 1290	National Electrical Code	0/2	2	90
ELEC 1311	Residential Wiring Installation	1/5	6	165
ELEC 1440	Motor Controls	0/3	3	135

Terminated:

- ◆ Electrician – Industrial Electrician
- ◆ Technical Competency Area (TCA) – Electrician Helper I (CIP 46.0302) – 4 STARS
- ◆ Technical Competency Area (TCA) – Electrician Helper II (CIP 46.0302) – 4 STARS
- ◆ Technical Competency Area (TCA) – Elec. Solar System Installer (CIP 46.0302) – 4 STARS
- ◆ Certificate of Technical Studies (CTS) – Energy Systems Technician - (CIP 46.0302) – 4 STARS
- ◆ Certificate of Technical Studies (CTS) – Industrial Electrician Apprentice - (CIP 46.0302) – 4 STARS