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Community  
& Technical  
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# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

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 Requests at SOWELA Technical Community College

DATE: 08/24/2018

## FOR BOARD REVIEW AND ACTION:

**Recommendation:** Staff recommends that the Board approve the following program requests listed below.

### Program Revisions

1. Concentration in Hospitality Management under:
  - a. Associate of Applied Science (AAS) – Business Administration (CIP 52010) - **5 STARS**
    - i. Technical Diploma (TD) - Business Administration (CIP 52010)
      1. Certificate of Technical Studies (CTS) - Management Trainee (CIP 52010)

### Program Revisions to be Delivered 100% through Distance Education Technology

2. Associate of Applied Science (AAS) Culinary Arts (CIP 12.0503) - **5 STARS**
  - a. Technical Diploma (TD) Culinary Arts (CIP 12.0503)
    - i. Certificate of Technical Studies (CTS) Production Cook (CIP 12.0503)
    - i. Certificate of Technical Studies (CTS) Entry Level Prep Cook (CIP 12.0503)
      1. Technical Competency Area (TCA) Entry Level Cook (CIP 12.0503)

**Background:** SOWELA is requesting to add a Hospitality Management concentration to the AAS in Business Administration. Southwest Louisiana boasts 5 resort casinos (L'Auberge, Golden Nugget, Isle of Capri, Delta Downs, and Coushatta), dozens of local restaurants, numerous hotels, and several specialty clubs including country clubs and yacht clubs. The hospitality industry is thriving as evidenced by numerous 4 and 5 star jobs from the Louisiana Workforce Commission. Graduates in this area will be

APPROVED

Sk 9/12/18  
LCTCS BOARD OF SUPERVISORS

able to gain employment as General and Operations Managers, Food Service Managers, Lodging Managers, and First-line Supervisors in the Lake Charles area. A hospitality advisory committee met on 3/22/18, with members from L'Auberge, Golden Nugget, and Isle of Capri. During this meeting the advisory committee vetted the Hospitality Management Concentration of the Business Administration degree and voiced unanimous support for the modification.

SOWELA proposes offering their existing AAS in Culinary Arts completely online. The online AAS will be exactly the same as the traditional AAS. Currently there are many potential students in the 5 parish service area who cannot physically come to campus to complete their culinary degree. There are 5 resort casinos locally that employ numerous workers who desire to earn a culinary credential but are unable to attend based on their working hours. In addition, the Allen Parish School Board has approached SOWELA about offering culinary courses online so their high school students can receive dual enrollment credit. The Culinary Arts Advisory Committee is interested in SOWELA reaching new markets with an online degree.

**Fiscal Impact:** The current AAS in Business Administration can initially support the added concentration in Hospitality Management. One additional full-time faculty member and one adjunct instructor will be needed. The College is committed to dedicating additional funds from the existing budget, as needed.

Carl Perkins funding will be used to develop 55 videos in which a trained chef demonstrates techniques. A videographer will record the training session, and a curriculum designer will work with each chef to build the appropriate content into each online course.

**History of Prior Action:** The AAS in Culinary Arts was approved in 2011. The AAS in Business Administration was approved in 2015.

**Benefits to the System:** The revisions will allow SOWELA to better meet student and workforce needs.

  
\_\_\_\_\_  
**Approved for Recommendation to the Board**  
**Dr. Monty Sullivan**

9-12-18  
\_\_\_\_\_  
**Date**



# LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

## New Program and Curriculum Modification Form

<b>TYPE OF PROPOSED CHANGE</b>	
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification

<b>AWARD LEVEL(S)</b>	
Award Level(s): <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: Culinary Arts</u>	<input checked="" type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Technical Competency Area (T.C.A.) <input checked="" type="checkbox"/> Certificate of Technical Studies (C.T.S.) <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)

<b>NAME OF PROGRAM(S) and AWARD LEVEL(S)</b>			
Name: Culinary Arts			
CIP: 12.0503	Credit Hours: 60	Contact Hours: 1485	Award Level: AAS
Name:			
CIP: 12.0503	Credit Hours: 45	Contact Hours: 1260	Award Level: TD
Name:			
CIP: 12.0503	Credit Hours: 33	Contact Hours: 810	Award Level: CTS
Name:			
CIP: 12.0503	Credit Hours: 18	Contact Hours: 360	Award Level: CTS

<b>DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)</b>
<p>SOWELA proposes offering their existing AAS in Culinary Arts completely online. The online AAS will be exactly the same as the on-ground AAS (courses, course requirements, and grading rubrics). The exit points will also be the same online and on-ground.</p>



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

Currently there are many potential students in the 5 Parish service area who cannot physically come to campus to complete their culinary degree. There are 5 resort casinos locally that employ numerous workers who desire to earn a culinary credential, but are unable to based on their working hours. The Allen Parish School Board has approached SOWELA about offering culinary courses online so their high school students can receive dual enrollment credit. The Culinary Arts Advisory Committee would love to see SOWELA reach the new markets with an online degree.

IMPLEMENTATION DATE (Semester and Year)      Spring 2019

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus       All Campuses       Sites (list below)

Site 1: Online

Site 2:

Site 3

Site 4:

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

5 Stars       4 Stars       3 Stars       2 Stars       1 Star

PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty       Hire Adjunct Faculty       Hire Full-Time Faculty  
       #: 2                                        #: 2                                        #: \_\_\_\_\_

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: AAS Culinary Arts      Experience: 2 years      Certification: ACF Certified Culinarian

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<b>ONLINE</b>	<u>15</u>	<u>17</u>	<u>20</u>	<u>22</u>	<u>25</u>
<b>EVENING</b>					
Describe Process for Attaining & Estimating Enrollment:	We know of 7 potential students at Golden Nugget. A very conservative guess is that the other four resort casinos can give us at least one student each. Allen Parish School Board should be able to get us at least 4 students. That would give us a minimum of 15 students to start. The future years are based on growing approximately 10% per year.				

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

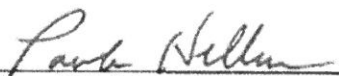
DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc )
We have requested \$33,500 from Carl Perkins funding for 2018-2019 to develop 55 videos to embed in online courses. We will have a trained chef demonstrating certain techniques. A videographer will record the training session, and a curriculum designer will work with each chef to build the appropriate content into each online course.

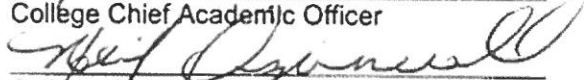
PROGRAM CURRICULUM
(Use the template below or insert separate attachment; all modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed)

The curriculum attached is identical online and on-ground. There are no changes to our existing program curriculum.

Semester in which the student enrolled in the program:									
CIP:120503		AAS – Associates of Applied Science							
Course Offerings									
Course Number	Course Title	Lecture Credit Hours	Lecture Contact Hours 1/15"	Lab Credit Hours	Lab Contact Hours 1/30	Extern Credit Hours	*Extern Contact Hours 1/45"	Total Credit Hours	Total Contact Hours
CULN 1103	Basic Skills Development	3	45	0	0	0	0	3	45
CULN 1172	Essentials of Dining Room Service	1	15	2	60	0	0	3	75
CULN 1133	Sanitation and Safety	3	45	0	0	0	0	3	45
CULN 1506	Introduction to Culinary Principles	2	30	4	120	0	0	6	150
<b>TCA – Entry Level Cook (15)</b>		<b>9</b>	<b>135</b>	<b>6</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>315</b>
CULN 1223	Nutrition	3	45	0	0	0	0	3	45
<b>CTS - Entry Level Prep Cook (18)</b>		<b>12</b>	<b>180</b>	<b>6</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>360</b>
CULN 1603	Culinary Productions Principles for Dining Facilities Prerequisites: "C" or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506	0	0	2	60	1	45	3	105
CULN 2413	Regional Cuisine Prerequisites: "C" or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506	1	15	2	60	0	0	3	75
CULN 1323	A` La Carte Prerequisites: "C" or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506	0	0	3	90	0	0	3	90
CULN 1233	Garde Manger Prerequisites: "C" or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1223, CULN 1506	1	15	1	30	1	45	3	90
CULN 1953	Introduction To Baking and Pastry	1	15	1	30	1	45	3	90
<b>CTS – Production Cook (33)</b>		<b>15</b>	<b>225</b>	<b>15</b>	<b>450</b>	<b>3</b>	<b>135</b>	<b>33</b>	<b>810</b>
CULN 2433	Food & Beverage Operations	3	45	0	0	0	0	3	45
		<b>18</b>	<b>270</b>	<b>15</b>	<b>450</b>	<b>3</b>	<b>135</b>	<b>36</b>	<b>855</b>
CULN 2110	Culinary Production Externship "C" or better in: CULN 1103, CULN 1172, CULN 1133, CULN 1506, CULN 1223, CULN 1603, CULN 2413, CULN 1323, CULN 1233, CULN 1953	0	0	0	0	9	405	9	405
<b>TD – Culinary Arts (45)</b>		<b>18</b>	<b>270</b>	<b>15</b>	<b>450</b>	<b>12</b>	<b>540</b>	<b>45</b>	<b>1260</b>
General Education Courses:									
Course Number	Course Title	Lecture Credit Hours	Lecture Contact Hours 1/15"	Lab Credit Hours	Lab Contact Hours 1/30	Extern Credit Hours	*Extern Contact Hours 1/45"	Total Credit Hours	Total Contact Hours
ENGL 1010	English Composition I	3	45	0	0	0	0	3	45
MATH 1100	College Algebra	3	45	0	0	0	0	3	45
	Natural Science	3	45	0	0	0	0	3	45
	Humanities	3	45	0	0	0	0	3	45
	Social/Behavioral Science	3	45	0	0	3	0	3	45
<b>AAS - Associate of Applied Science</b>								<b>60</b>	<b>1485</b>

SIGNATURES:

  
\_\_\_\_\_  
College Chief Academic Officer

  
\_\_\_\_\_  
College Chief Executive Officer

8-16-18  
Date

8-16-18  
Date



# LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

## Requests for Programs: New, Modification, and Adoption

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

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

CIP: 520101	Credit Hours: 24	Contact Hours: 360	Award Level: C.T.S.
Name: Management Trainee			
CIP:520101	Credit Hours: 45	Contact Hours:675-765	Award Level: T.D.
Name: Business Administration			
CIP: 520101	Credit Hours: 60	Contact Hours: 900-990	Award Level: A.A.S.
Name: Business Administration			
CIP:	Credit Hours:	Contact Hours:	Award Level:

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded
ServSafe Manager	National Restaurant Association	Sanitation and Safety	CULN	1133	3



Responsible Vendor Training	Louisiana Office of Alcohol and Tobacco Control	Food and Beverage Operations	CULN	2433	3
Guest Service Gold	American Hotel and Lodging Educational Institute	Customer Service	OADM	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.

b) The previous credit and clock hours for the AAS in Business Administration is 60 credit hours and 900 clock hours. The proposed credit and clock hours for the AAS in Business Administration in the General Business Concentration is 60 credit hours and 900 clock hours. The proposed credit and clock hours for the AAS in Business Administration in the Hospitality Management Concentration is 60 credit hours and 990 clock hours.

**IMPLEMENTATION DATE (Semester and Year)**

Spring 2019

**HISTORY OF PRIOR ACTIONS**

**Provide an overview of changes to this program.**

The current A.A.S. in Business Administration was approved by the LCTCS and Louisiana BoR then launched in the summer of 2016. No changes have been made to the program since its inception.

**JUSTIFICATION FOR THE PROPOSED CHANGE**

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

Southwest Louisiana boasts 5 resort casinos (L'auberge, Golden Nugget, Isle of Capri, Delta Downs, and Coushatta), dozens of local restaurants, numerous hotels, and several specialty clubs such as country clubs and yacht clubs. The

hospitality industry is thriving as evidenced by numerous 4 and 5 star jobs from the Louisiana Workforce Commission. A few examples are: General and Operations Managers, Food Service Managers, Lodging Managers, and First-line Supervisors in the Lake Charles area. A hospitality advisory committee met on 3/22/18, with members from L'auberge, Golden Nugget, and Isle of Capri. During this meeting the advisory committee vetted the Hospitality Management Concentration of the Business Administration degree and voiced unanimous support for the medication.

**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 checked="" type="checkbox"/> Distance Education
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Site 1: SOWELA Main Campus – Lake Charles, LA  
 Site 2: SOWELA online  
 Site 3: SOWELA Morgan Smith Site – Jennings, LA  
 Site 4: SOWELA Oakdale Site – Oakdale, LA

**QUALIFIED FACULTY** (Check all that apply)

<input checked="" type="checkbox"/> Use Existing Faculty #: <u>1</u>	<input checked="" type="checkbox"/> Hire Adjunct Faculty #: <u>1</u>	<input checked="" type="checkbox"/> Hire Full-Time Faculty #: <u>1</u>
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**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**

Education: Master's Degree	Experience: 3+ years preferred	Certification: ServSafe or Customer Service
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**FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS**

Department: School of Business and Applied 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 current AAS in Business Administration can initially support the added concentration in Hospitality Management. Current Culinary faculty will be utilized to teach the two Culinary courses in the concentration. We will need to hire one full-time faculty and one adjunct to help support Business Administration and the Hospitality Management Concentration. The full-time faculty will cost approximately \$63,000 annually including benefits, and the adjunct will cost approximately \$6,000 annually. The College is committed to dedicating additional funds from existing budget, as needed.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>50</u>	<u>55</u>	<u>58</u>	<u>61</u>	<u>64</u>
<u>EVENING</u>					
<u>DISTANCE EDUCATION</u>	<u>89</u>	<u>98</u>	<u>103</u>	<u>108</u>	<u>113</u>
Describe Process for Attaining & Estimating Enrollment:	An immediate 10% increase in year one with the added concentration. A 5% increase each year thereafter.				

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

**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.**

## BUSINESS ADMINISTRATION CORE (OLD)

Course No.	Course Title	Lecture	Lab	Cr. Hrs.
ITEC 1000 or OADM 1150	Software Applications	3	0	3
BUS 1030	Introduction to Business	3	0	3
BUS 2320	Principles of Marketing	3	0	3
BUS 2010	Legal Environment of Business	3	0	3
BUS 2310	Principles of Management	3	0	3
ECON 2020	Microeconomics	3	0	3
BUS 2300	Business Communications	3	0	3
BUS 2330	Business Ethics	3	0	3
Total				24

## CHOOSE ONE CONCENTRATION

General Business (OLD)				
ACCT 2030	Financial Accounting	3	0	3
ACCT 2040	Managerial Accounting	3	0	3
OADM 1330	Intro. to Spreadsheets	3	0	3
BUS 1090	Personal Finance	3	0	3
BUS 1080	Human Resource Management	3	0	3
ECON 2010	Macroeconomics	3	0	3
BUS/ACCT/OADM elective		3	0	3
TOTAL				21

Hospitality Management (NEW)				
ACCT 1110	Fund. Of Accounting	3	0	3
BUS 2995	Internship	0	3	3
CULN 1133	Sanitation and Safety	3	0	3
CULN 2433	Food and Beverage Ops.	3	0	3
OADM 1000	Customer Service	3	0	3
HOSP 1000	Hosp. Mgt.	3	0	3
HOSP 1010	Resort Operations	3	0	3
TOTAL				21

IBCs Included – ITEC 1000 or OADM 1150 TestOut Desktop Pro; CULN 1133 ServSafe; CULN 2433 Responsible Vendor Training; OADM 1000 Guest Service Gold

**BENEFITS TO THE SYSTEM**

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

Students will be trained in a specific workforce need – Hospitality Management. They will receive a necessary business foundation coupled with front-of-house hospitality training. This meets a stated need by our Advisory Committee while opening the door to specialized training for students.

**SIGNATURES:**

\_\_\_\_\_

College Chief Academic Officer

\_\_\_\_\_

Date

\_\_\_\_\_

College Chief Executive Officer

\_\_\_\_\_

Date