



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

**Changing Lives,  
Creating Futures**

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College System

265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

[www.lctcs.edu](http://www.lctcs.edu)

**TO:** Dr. Monty Sullivan  
LCTCS President

**THROUGH:** Dr. Wendi Palermo WP  
Chief Education and Training Officer

**FROM:** William Tulak WT  
Director of Institutional Effectiveness

**DATE:** January 8, 2024

**SUBJECT:** Program Requests at SOWELA Technical Community College

APPROVED  
EW 2-7-24  
LCTCS BOARD OF SUPERVISORS

## FOR BOARD ACTION

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

### Program Modifications

1. Associate of Applied Science (AAS) in Culinary Arts (CIP 12.0503) new Concentration in Culinary Medicine – **4 STARS**
2. Associate of Applied Science (AAS) in Business Administration (CIP 52.0101) new Concentration in Paralegal Studies – **4 STARS**
  - a. Technical Diploma (TD) in Business Administration (CIP 52.0101) new Concentration in Paralegal Studies – **4 STARS**

### Program Addition

1. Technical Diploma (TD) in Culinary Medicine (CIP 12.0503) – **4 STARS**
2. Associate of Applied Science (AAS) in Technical Studies (CIP 47.9999) – **NA**

**Background:** SOWELA is adding a concentration to the current A.A.S. degree in Culinary Arts. The new concentration in Culinary Medicine will offer students a third specialty option. Currently, students may select a concentration in Culinary Arts or Baking and Pastry Arts. A new exit point credential, the Technical Diploma (TD) in Culinary Medicine (45 credit hours), will be added to the curriculum SOWELA is adding a concentration to the current A.A.S. degree and Technical Diploma in Business Administration. The concentration in Paralegal Studies will offer students a fourth specialty option. Currently, students may select a concentration from General Business, Hospitality Management, and Office Administration. SOWELA is adding an A.A.S in Technical Studies. The Technical Studies degree will be an umbrella program where students from a Technical Diploma (TD) program (Carpentry, Forest Technology, Vehicle Maintenance and Repair Technology, and Welding) can earn an associate degree by earning fifteen (15) general education credit hours in addition to the TD.

**Fiscal Impact:** The administrative structure and allocation of departmental funds will be unchanged, unless otherwise noted.

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

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



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

2-7-2024

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**Date**



January 5, 2024

Dr. Wendi Palermo  
Chief Education and Training Officer  
Louisiana Community & Technical College System

Re: Adding a new Culinary Medicine Concentration as part of an existing Culinary Arts AAS

Dr. Palermo,

SOWELA Technical Community College is requesting the creation of a Culinary Medicine Concentration under our existing Culinary Arts AAS. SOWELA's proposed concentration in Culinary Medicine contains 27 credit hours and 690 clock hours.

**Program Modifications**

1. Associate of Applied Science (AAS) in Culinary Arts (CIP 120503) new Concentration in Culinary Medicine – **4 STARS**
  - a. Technical Diploma (TD) in Culinary Medicine (CIP 120503) – **4 STARS**

**Background**

SOWELA Technical Community College would like to add a concentration to the current Associate of Applied Science degree in Culinary Arts. The concentration in Culinary Medicine will offer students a third specialty option. Currently, students may select a concentration in Culinary Arts or Baking and Pastry Arts. A new exit point credential, the Technical Diploma (TD) in Culinary Medicine (45 credit hours), will be added to the curriculum.

The Culinary Arts faculty, along with the dean, program coordinator, and advisory committee propose creating a Culinary Medicine Concentration under the existing Culinary Arts AAS degree. Nutrition and healthy lifestyle habits are recognized as essential for health across the lifespan (CDC, 2021). Focusing more health care on lifestyle and nutrition is a critical piece of reducing the burden of chronic disease and healthcare costs. The art of teaching and the goal of empowering individuals and families to eat healthier is far less costly than the medications and invasive procedures needed to manage chronic disease. (Maurillo and Artz, 2019). Culinary Medicine is a growing field that blends the art of preparing and presenting food with the science of medicine to target disease processes or overall health (Mauriello and Artz 2019; Parks and Polak 2020; Hirsch et al. 2019). The emphasis is on hands-on participation including preparation of meals and practicing cooking skills, in a kitchen setting while discussing ingredients as it relates to health. Culinary Medicine is a form of preventative medicine or management of a variety of diseases. The program takes into consideration food access, environment, and individual and cultural preferences while providing social support, meal preparation, and health literacy. Implementing culinary medicine is a powerful first step to embracing lifestyle as medicine.



Please let me know if anything additional would be helpful.

Sincerely,

*Paula Hellums*

Dr. Paula Hellums  
Vice Chancellor for Academic Affairs



The table below shows the proposed 4-semester plan for completing the AAS in Culinary Arts while providing three concentration areas from which students may choose. SOWELA is proposing a new concentration in Culinary Medicine.

CULINARY ARTS Associate of Applied Science				
Course No.	Course Title	Lecture	Lab	Total Credit Hrs
<b>Semester 1</b>				
CULN 1103	Basic Skills Development	3	0	3
CULN 1172	Essentials of Dining Room Service	1	2	3
CULN 1133	Sanitation and Safety	3	0	3
CULN 1506	Introduction to Culinary Principles	2	4	6
				<b>15</b>
<b>Semester 2</b>				
CULN 1223	Nutrition	3	0	3
	<b>Concentration Course</b>	3	0	3
	<b>Concentration Course</b>	3	0	3
	<b>Concentration Course</b>	3	0	3
	General Education Course	3	0	3
				<b>15</b>
<b>Semester 3</b>				
	<b>Concentration Course</b>	3	0	3
	<b>Concentration Course</b>	3	0	3
	<b>Concentration Course</b>	3	0	3
	General Education Course	3	0	3
	General Education Course	3	0	3
				<b>15</b>
<b>Semester 4</b>				
	<b>Concentration Course (Internship or three 3-credit hour courses in the Culinary Medicine Concentration)</b>	0	9	9
	General Education Course	3	0	3
	General Education Course	3	0	3
				<b>15</b>
<b>AAS – Culinary Arts (60 credit hours)</b>		<b>CIP Code: 120503</b>		



**Culinary Arts Concentration**

CULN 1603	Culinary Productions Principles for Dining Facilities	0	3	3
CULN 2413	Regional Cuisine	1	2	3
CULN 1323	A`La Carte	0	3	3
CULN 1233	Garde Manger	1	2	3
CULN 1953	Introduction to Baking and Pastry	1	2	3
CULN 2433	Food & Beverage Operation	3	0	3
CULN 2110	Culinary Productions Internship	0	9	9

**Baking and Pastry Arts Concentration**

CULN 1953	Introduction To Baking & Pastry	1	2	3
CULN 1013	Cake Decorating and Candy Making	1	2	3
CULN 1023	Baking and Pastries of the South	1	2	3
CULN 1033	Professional Baking and Pastries	1	2	3
CULN 1043	International Pastry	1	2	3
CULN 2013	Artisan Theory & Advanced Bread Techniques	1	2	3
CULN 2039	Baking and Pastries Internship	0	9	9

**Culinary Medicine Concentration**

CULN 2111	Culinary Medicine I	2	1	3
CULN 2121	Culinary Medicine II	0	3	3
CULN 2131	Culinary Medicine III	0	3	3
CULN 2141	Culinary Medicine IV	0	3	3
CULN 2151	Culinary Medicine V	0	3	3
CULN 2161	Culinary Medicine VI	3	0	3
CULN 2171	Culinary Medicine VII	0	3	3
CULN 2181	Culinary Medicine VIII	0	3	3
CULN 2223	Nutrition and Diet Therapy	3	0	3



The tables below show how the stackable exit points may be earned while permitting students to choose from the three areas of concentration.

CULINARY ARTS <i>Diploma/Certificate Options</i>				
Course No.	Course Title	Lecture	Lab	Total Credit Hrs
CULN 1103	Basic Skills Development	3	0	3
CULN 1172	Essentials of Dining Room Service	1	2	3
CULN 1133	Sanitation and Safety	3	0	3
CULN 1506	Introduction to Culinary Principles	2	4	6
<b>CTC – Entry Level Cook (15)</b>				<b>15</b>
CULN 1223	Nutrition	3	0	3
<b>CTS – Entry Level Prep Cook (18)</b>				<b>3</b>

To earn the CTS – Production Cook and TD – Culinary Arts, students in the Culinary Arts Concentration must complete the CTS – Entry Level Prep Cook as well as the courses indicated below.

CULN 1603	Culinary Productions Principles for Dining Facilities	0	3	3
CULN 2413	Regional Cuisine	1	2	3
CULN 1323	A`La Carte	0	3	3
CULN 1233	Garde Manger	1	2	3
CULN 1953	Introduction to Baking and Pastry	1	2	3
<b>CTS – Production Cook (33)</b>				<b>15</b>
CULN 2433	Food & Beverage Operation	3	0	3
CULN 2110	Culinary Productions Internship	0	9	9
<b>TD – Culinary Arts (45)</b>				<b>12</b>

To earn the CTS – Production Baker and TD – Baking and Pastry Arts, students in the Baking and Pastry Arts Concentration must complete the CTS – Entry Level Prep Cook as well as the courses indicated below.

CULN 1953	Introduction To Baking & Pastry	1	2	3
CULN 1013	Cake Decorating and Candy Making	1	2	3
CULN 1023	Baking and Pastries of the South	1	2	3
CULN 1033	Professional Baking and Pastries	1	2	3
CULN 1043	International Pastry	1	2	3
<b>CTS – Production Baker (33)</b>				<b>15</b>
CULN 2013	Artisan Theory and Advanced Bread Techniques	1	2	3
CULN 2039	Baking and Pastry Internship	0	9	9
<b>TD – Baking and Pastry Arts (45)</b>				<b>12</b>



To earn the TD – Culinary Medicine, students in the Culinary Medicine Concentration must complete the CTS – Entry Level Prep Cook as well as the courses indicated below.

CULN 2111	Culinary Medicine I	2	1	3
CULN 2121	Culinary Medicine II	0	3	3
CULN 2131	Culinary Medicine III	0	3	3
CULN 2141	Culinary Medicine IV	0	3	3
CULN 2151	Culinary Medicine V	0	3	3
CULN 2161	Culinary Medicine VI	3	0	3
CULN 2171	Culinary Medicine VII	0	3	3
CULN 2181	Culinary Medicine VIII	0	3	3
CULN 2223	Nutrition and Diet Therapy	3	0	3
	<b>TD - Culinary Medicine (45)</b>			<b>27</b>





## Culinary Medicine Concentration Course Descriptions

### CULN 2111. Culinary Medicine I

Lecture 2, Lab 1, Credit 3

This course will enable the student to prepare and serve foods as it relates to the introduction to culinary medicine, macronutrition, micronutrition, and gastrointestinal tract. The student will demonstrate hands-on concepts of foods and menu planning using a variety of meal preps as well as demonstrate hands-on sanitation and safety procedures required to prevent food-borne illnesses in the workplace. The student will be exposed to the foundations of modern restaurant cooking as it relates to the culinary medicine field, allowing them to refine their skills and build their repertoire. Emphasis is placed on the principles of diet modification as it relates to specialized diets tailored to the individual's needs.

### CULN 2121. Culinary Medicine II

Lecture 0, Lab 3, Credit 3

This course will enable the student to prepare and serve foods as it relates to recipe modification, calorie and nutrient density, plant forward cuisine, anti-inflammatory diet, and allergy intolerance. The student will demonstrate hands-on concepts of foods and menu planning using a variety of meal preps as well as demonstrate hands-on sanitation and safety procedures required to prevent food-borne illnesses in the workplace. The student will be exposed to the foundations of modern restaurant cooking as it relates to the Culinary Medicine field, allowing them to refine their skills and build their repertoire. Emphasis is placed on the principles of diet modification as it relates to specialized diets tailored to the individual's needs.

### CULN 2131. Culinary Medicine III

Lecture 0, Lab 3, Credit 3

This course will enable the student to prepare and serve foods as it relates to renal diets, diabetic diets, heart disease diets, and cancer nutrition: prevention and diet after diagnosis. The student will demonstrate hands-on concepts of foods and menu planning using a variety of meal preps as well as demonstrate hands-on sanitation and safety procedures required to prevent food-borne illnesses in the workplace. The student will be exposed to the foundations of modern restaurant cooking as it is related to the Culinary Medicine field, allowing them to refine their skills and build their repertoire. Emphasis is placed on the principles of diet modification as it relates to specialized diets tailored to the individual's needs.

### CULN 2141. Culinary Medicine IV

Lecture 0, Lab 3, Credit 3

This course will enable the student to prepare and serve foods as it relates to obesity and weight management, nutrition and aging, pregnancy nutrition and pediatric nutrition: a family approach to healthy children. The student will demonstrate hands-on concepts of foods and menu planning using a variety of meal preps as well as hands-on sanitation and safety procedures required to prevent food-borne illnesses in the workplace. The student will be exposed to the foundations of modern restaurant cooking as it relates to the Culinary Medicine field, allowing them to refine their skills and build their repertoire. Emphasis is placed on the principles of diet modification as it relates to specialized diets tailored to the individual's needs.



#### CULN 2151. Culinary Medicine V

Lecture 0, Lab 3, Credit 3

This course will enable the student to prepare and serve foods as it relates to sports nutrition, myths, fad diets, supplements and controversies, food safety and sanitation, and celiac disease. The student will demonstrate hands-on concepts of foods and menu planning using a variety of meal preps as well as providing hands-on sanitation and safety procedures required to prevent food-borne illnesses in the workplace. The student will be exposed to the foundations of modern restaurant cooking as it relates to the Culinary Medicine field, allowing them to refine their skills and build their repertoire. Emphasis is placed on the principles of diet modification as it relates to specialized diets tailored to the individual's needs.

#### CULN 2161. Culinary Medicine VI

Lecture 3, Lab 0, Credit 3

This course explains the concepts of food security and eating disorders. Discussion of the three components of food security – *availability* (having sufficient quantities of appropriate food available), *access* (having adequate income or other resources to access food), and *utilization/consumption* (having adequate dietary intake and the ability to absorb and use nutrients in the body) will be addressed. Understanding these concepts is important to assess the nutrition situation, design and implementation of programs, investments and policies that address nutrition problems (also called “nutrition-sensitive”) and evaluate the nutritional outcomes of programs. An explanation of the different types of eating disorders discussed, along with an emphasis on a culinary medicine approach to management of eating disorders.

#### CULN 2171. Culinary Medicine VII

Lecture 0, Lab 3, Credit 3

Vitamins and minerals are essential for health throughout life. This module examines the metabolism of vitamins and minerals in the context of human development from infancy, childhood, adolescence, adulthood, reproduction, and through to aging.

#### CULN 2181. Culinary Medicine VIII

Lecture 0, Lab 3, Credit 3

Technology found in foodservice kitchens is constantly improving. This module will look at how these technologies can be harnessed to create menu items that are inherently healthier than traditional methods. Particular attention to the benefits of steaming, air frying, dehydrating, and high-speed blending. The importance of food and neurocognition will be discussed. The student will be able to identify the foods and food groups most likely to be lacking or excessive in the diets of adults, describe the changes in the older adult's body that affect nutritional status, explain how a nutritional assessment of an older adult differs from that of a younger one, illustrate ways in which food can be used to aid in the developmental tasks of adulthood, and list several suggestions to improve food intake for older people in a variety of living situations.



CULN 2223. Nutrition and Diet Therapy

Lecture 3, Lab 0, Credit 3

This course deals with the study of food in relation to health and illness. It addresses nutrients and other substances in relation to health and diseases and the process by which the human body ingests, digests, absorbs, transports, utilizes, and excretes food substances. It also focuses on the therapeutic and food service aspects of delivery of nutritional services. The student is expected to develop the competencies in appropriate meal planning and education of a given client.



January 5, 2024

Dr. Wendi Palermo  
Chief Education and Training Officer  
Louisiana Community & Technical College System

Re: Adding a new Paralegal Studies Concentration as part of an existing Business Administration AAS

Dr. Palermo,

SOWELA Technical Community College is requesting the creation of a Paralegal Studies Concentration under our existing Business Administration AAS. SOWELA's proposed concentration in Paralegal Studies contains 21 credit hours and 405 clock hours.

**Program Modifications**

1. Associate of Applied Science (AAS) in Business Administration (CIP 520101) new Concentration in Paralegal Studies – **4 STARS**
  - a. Technical Diploma (TD) in Business Administration (CIP 520101) new Concentration in Paralegal Studies – **4 STARS**

**Background**

SOWELA Technical Community College would like to add a concentration to the current Associate of Applied Science degree and Technical Diploma in Business Administration. The concentration in Paralegal Studies will offer students a fourth specialty option. Currently, students may select a concentration from General Business, Hospitality Management, and Office Administration.

In 2023, the Louisiana Workforce Commission listed paralegal as a high-demand job with 5,433 paralegal positions projected. The closest paralegal program is located at Baton Rouge Community College. The dean, program coordinator, and faculty members have worked closely with several attorneys in the Southwest Louisiana area to develop the curriculum for the Paralegal Studies Concentration. The Business Administration and Accounting Technology Advisory Committee, dean, program coordinator, and faculty members propose creating a Paralegal Studies Concentration under the Business Administration AAS degree.

Please let me know if anything additional would be helpful.

Sincerely,

*Paula Hellums*

Dr. Paula Hellums  
Vice Chancellor for Academic Affairs



## Paralegal Studies Concentration Course Descriptions

### PALG 1900. Paralegal Studies I

*Lecture 3, Lab 0, Credit 3*

This course provides an overview of the paralegal profession with an emphasis on the professional, communication, and ethical responsibilities associated with serving clients, legal professionals, supervising attorneys, and the surrounding community. Students will familiarize themselves with the rules of professional conduct and distinguish between their legal role as a paralegal and the role of an attorney. They will be introduced to legal terminology and federal and state regulations. Additional topics will include Constitutional Law, the federal and state court systems, alternative dispute resolution, civil litigation, criminal law, and administrative law.

**Prerequisite/Corequisite: BUSI 2010**

### PALG 1950. Paralegal Studies II

*Lecture 3, Lab 0, Credit 3*

This course introduces students to interviewing, investigating, writing, critical thinking, and research specific to the legal field. Students will apply such skills as they study the fundamental concepts associated with the most common legal areas of practice, including torts and product liability law; contracts and e-commerce law; property law; estates and elder law; family law; employment and immigration law; business organization; bankruptcy law; and intellectual property, data, and digital law. Students will expand their knowledge of law office practice by distinguishing which forms; documents, including orders, petitions, affidavits, exceptions, expungements, and more; and various other communications that apply to each legal field. **Prerequisite: PALG 1900**

### PALG 2000. Law Office Technology

*Lecture 3, Lab 0, Credit 3*

This course provides students with industry-specific technology application tasks using such programs as Word, Excel, and Adobe Pro to gather, manage, and utilize client information. Students will apply a systematic approach to electronic client data management during fact-gathering, the discovery process, and trial preparation. Students will explore the various applications of a larger case-management platform, including but not limited to timekeeping and billing entries. **Prerequisite: ITEC 1000 or OADM 1150**

### PALG 2300. Litigation Procedures

*Lecture 3, Lab 0, Credit 3*

This course offers a systematic approach to the litigation process. Students will apply the process, complying with local, state, and federal rules of procedure, through the development of a litigation systems folder that contains legal forms, documents, checklists, rules, research, and deadlines. As students simulate the litigation process, they will demonstrate their understanding of investigative techniques; jurisdiction and venue; commencement of the lawsuit; pleadings and motions; discovery, evidence, and depositions; summary judgments; pre-trial, trial, and post-trial phases; appeals; and other applicable court processes. As they compile documents, students will comply with ethical procedures and substantiate their understanding of client care and authorization. **Prerequisite: PALG 1950**

### PALG 2400. Legal Research and Writing

*Lecture 3, Lab 0, Credit 3*

This course introduces students to the basic sources of law and case-law-based research and writing. Students will navigate legal research tools such as WestLaw, LexisNexis, FastCase, and Pacer and apply such research when preparing case briefs, statements of facts and procedures, legal correspondence, and various other communications while considering the ethical implications of each composition. As students compose documents, they will draft, edit, and revise, applying legal and grammatical conventions, including accurate mechanics, usage, diction, and style, while citing sources in *The Bluebook* format. **Prerequisites: ENGL 1010 or 1020 and BUSI 2300**



PALG 2500. Notary Studies and Exam Preparation

*Lecture 3, Lab 0, Credit 3*

This course examines the professional and legal obligations that govern Notary Publics in Louisiana and prepares students to take the notary exam, enhancing their employability upon graduation. The course content is driven by the *Fundamentals of Louisiana Notarial Law and Practice* study guide, published by the Louisiana Secretary of State. **Prerequisite: Special Approval**

PALG 2595. Paralegal Studies Internship

*Lecture 0, Lab 3, Credit 3*

This course requires students to complete 135 hours of supervised, practical field experience within a private law office, government entity, or business of their choice, in which they will apply the professional, communication, regulatory, ethical, and legal standards presented in the classroom. Students will apply to an approved entity and engage in the interview process like all potential candidates. Students will report biweekly to a faculty supervisor and self-assess their performance through reflective compositions and field experience tasks, in which they will highlight ethical dilemmas they face daily. Students will receive an employer evaluation and reflect on their overall term performance, focusing on their interview process, job performance, and individual employability by constructing a culminating composition that proves their understanding of the program concepts applicable to their field of choice. Students will prepare a career portfolio which will include a resume, cover letter, and career/collegiate accolades. **Prerequisite: Special Approval**



The table below shows the proposed 4-semester plan for completing the AAS in Business Administration while providing four concentration areas from which students may choose. SOWELA is proposing a new concentration in Paralegal Studies.

Business Administration Associate of Applied Science				
Course No.	Course Title	Lecture	Lab	Total Credit Hrs
<b>Semester 1</b>				
ITEC 1000	Application Basics	3	0	3
Or				
OADM 1150	Introduction to Software Applications	3	0	3
BUSI 1030	Introduction to Business	3	0	3
BUSI 2330	Business Ethics	3	0	3
ACCT 1110	Fundamentals of Accounting (or other <b>Concentration Course</b> for Paralegal Studies)	3	0	3
	General Education Course	3	0	3
				<b>15</b>
<b>Semester 2</b>				
ECON 2020	Microeconomics	3	0	3
BUSI 2010	Legal Environment of Business	3	0	3
BUSI 2300	Business Communication	3	0	3
	<b>Concentration Course</b>	3	0	3
	General Education Course	3	0	3
				<b>15</b>
<b>Semester 3</b>				
	<b>Concentration Course</b>	3	0	3
	<b>Concentration Course</b>	3	0	3
BUSI 2320	Principles of Marketing	3	0	3
	General Education Course	3	0	3
	General Education Course	3	0	3
				<b>15</b>
<b>Semester 4</b>				
	<b>Concentration Course</b>	3	0	3
	<b>Concentration Course</b>	3	0	3
	<b>Concentration Course</b>	3	0	3
	General Education Course	3	0	3
BUSI 2310	Principles of Management	3	0	3
				<b>15</b>
<b>AAS – Business Administration (60 credit hours)</b>		<b>CIP Code: 520101</b>		



**PARALEGAL STUDIES CONCENTRATION**

PALG 1900	Paralegal Studies I	3	0	3
PALG 1950	Paralegal Studies II	3	0	3
PALG 2000	Law Office Technology	3	0	3
PALG 2300	Litigation Procedures	3	0	3
PALG 2400	Legal Research and Writing	3	0	3
PALG 2500	Notary Studies and Exam Preparation	3	0	3
PALG 2595	Paralegal Studies Internship	0	3	3

**GENERAL BUSINESS CONCENTRATION**

ACCT 1110	Fundamentals of Accounting	3	0	3
ACCT 2030	Financial Accounting	3	0	3
ACCT 2040	Managerial Accounting	3	0	3
OADM 1330	Introduction to Spreadsheets	3	0	3
BUSI 1090	Personal Finance	3	0	3
BUSI 2080	Intro to HR Management	3	0	3
ECON 2010	Macroeconomics	3	0	3

**HOSPITALITY MANAGEMENT CONCENTRATION**

ACCT 1110	Fundamentals of Accounting	3	0	3
BUSI 2995	Internship	0	3	3
CULN 1133	Sanitation and Safety	3	0	3
CULN 2433	Food and Beverage Operations	3	0	3
OADM 1000	Customer Service	3	0	3
HOSP 1000	Hospitality Management	3	0	3
HOSP 1010	Resort Operations	3	0	3

**OFFICE ADMINISTRATION CONCENTRATION**

ACCT 1110	Fundamentals of Accounting	3	0	3
OADM 1250	Keyboarding	3	0	3
ACCT 1210	Computerized Accounting	3	0	3
OADM 1330	Introduction to Spreadsheets	3	0	3
OADM 1700	Microsoft Word	3	0	3
BUSI 2080	Intro to HR Management	3	0	3
OADM 2996	Special Projects	3	0	3





The table below shows the proposed plan for completing the Business Administration Technical Diploma while providing four concentration areas from which students may choose. SOWELA is proposing a new concentration in Paralegal Studies.

Business Administration Diploma/Certificate Options				
Course No.	Course Title	Lecture	Lab	Total Credit Hrs
ITEC 1000	Application Basics	3	0	3
Or				
OADM 1150	Introduction to Software Applications	3	0	3
BUSI 1030	Introduction to Business	3	0	3
BUSI 2330	Business Ethics	3	0	3
CTC – General Clerk				<b>9</b>
BUSI 2010	Legal Environment of Business	3	0	3
ECON 2020	Microeconomics	3	0	3
BUSI 2300	Business Communication	3	0	3
BUSI 2310	Principles of Management	3	0	3
BUSI 2320	Principles of Marketing	3	0	3
CTS – Management Trainee				<b>15</b>

#### PARALEGAL STUDIES CONCENTRATION

PALG 1900	Paralegal Studies I	3	0	3
PALG 1950	Paralegal Studies II	3	0	3
PALG 2000	Law Office Technology	3	0	3
PALG 2300	Litigation Procedures	3	0	3
PALG 2400	Legal Research and Writing	3	0	3
PALG 2500	Notary Studies and Exam Preparation	3	0	3
PALG 2595	Paralegal Studies Internship	0	3	3

#### GENERAL BUSINESS CONCENTRATION

ACCT 1110	Fundamentals of Accounting	3	0	3
ACCT 2030	Financial Accounting	3	0	3
ACCT 2040	Managerial Accounting	3	0	3
OADM 1330	Introduction to Spreadsheets	3	0	3
BUSI 1090	Personal Finance	3	0	3
BUSI 2080	Intro to HR Management	3	0	3
ECON 2010	Macroeconomics	3	0	3



**HOSPITALITY MANAGEMENT CONCENTRATION**

ACCT 1110	Fundamentals of Accounting	3	0	3
BUSI 2995	Internship	0	3	3
CULN 1133	Sanitation and Safety	3	0	3
CULN 2433	Food and Beverage Operations	3	0	3
OADM 1000	Customer Service	3	0	3
HOSP 1000	Hospitality Management	3	0	3
HOSP 1010	Resort Operations	3	0	3

**OFFICE ADMINISTRATION CONCENTRATION**

ACCT 1110	Fundamentals of Accounting	3	0	3
OADM 1250	Keyboarding	3	0	3
ACCT 1210	Computerized Accounting	3	0	3
OADM 1330	Introduction to Spreadsheets	3	0	3
OADM 1700	Microsoft Word	3	0	3
BUSI 2080	Intro to HR Management	3	0	3
OADM 2996	Special Projects	3	0	3

TD – Business Administration (45 Credit Hours)

CIP CODE: 520101

Total Clock Hrs: 675-765



January 22, 2024

Dr. Wendi Palermo  
Chief Education and Training Officer  
Louisiana Community & Technical College System

Re: Adding a new program, Associate of Applied Science in Technical Studies

Dr. Palermo,

SOWELA Technical Community College is requesting to add a new Associate of Applied Science in Technical Studies. SOWELA’s proposed A.A.S in Technical Studies will be an umbrella program where students from technical diploma (TD) programs in Carpentry, Forest Technology, Vehicle Maintenance and Repair Technology, and Welding may take fifteen (15) general education credit hours to earn the associate of applied science (AAS) degree. Below you will find a table showing the credit and clock hours for each program of study.

<b>General Education Core</b>	<b>Total Credit Hours</b>	<b>Total Clock Hours</b>
English Composition Elective	3	45
Math Elective	3	45
Natural Science Elective	3	45
Behavioral Science Elective	3	45
Humanities Elective	3	45
<b>Technical Diploma Program</b>	<b>Total Credit Hours</b>	<b>Total Clock Hours</b>
Carpentry	50	1200
Forest Technology	56	1245
Vehicle Maintenance and Repair Technology (Automotive Concentration)	52	1260
Vehicle Maintenance and Repair Technology (Collision Concentration)	52	1140
Welding	56	1470

**New Program**

1. Associate of Applied Science (AAS) in Technical Studies (47.9999)

**Background**

SOWELA Technical Community College proposes an associate in applied science (AAS) in Technical Studies. SOWELA Technical Community College offers technical diplomas in Carpentry, Forest Technology, Vehicle Maintenance and Repair Technology, and Welding. By creating an option for these technical diplomas to lead to an AAS, we hope to improve graduate competitiveness in the work force, improve the likelihood of SOWELA graduates being considered for leadership roles within their respective fields, and grant students access to coursework that can be transferred to a four-year institution.



The AAS in Technical Studies aligns with SOWELA Technical Community College’s strategic plan objective 1.4.3, “Expand SOWELA’s efforts to encourage transfer from two-year colleges to four-year universities; objective 1.8, “Increase the total number of associate degree completers in a given academic year from the baseline year number of 349 in 2020-2021 to 390 in AY 2027-2028.

Please let me know if anything additional would be helpful.

Sincerely,

*Paula Hellums*

Dr. Paula Hellums  
Vice Chancellor for Academic Affairs

## Associate of Applied Science in Technical Studies - 01/22/2024

**TYPE OF PROPOSED CHANGE :** New Program

**PROGRAM NAME :** Associate of Applied Science in Technical Studies

### AWARD LEVEL(S)

**For Board of Regents and LCTCS Review:**

Associate of Applied Science (A.A.S.)

**Name:**

**For LCTCS Review:**

Technical Diploma (T.D.)

Certificate of Technical Studies (C.T.S.)

Career and Technical Certificate (C.T.C)

TCA - For Archive Purpose Only

### NAME OF PROGRAM(S) and AWARD LEVEL(S)

**Stars :** 4 Stars

**Name:** Technical Studies

**Program Delivery Mode:** Standard

**CIP:** 47.9999

**Credit Hours:** 71.00

**Contact Hours:** 1695.00

Associate of Applied  
Science (A.A.S.)

### PROPOSED CHANGE

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

The purpose of the Associate of Applied Science in Technical Studies degree program is to provide students pursuing education in a technical field the opportunity to seamlessly transition from an associate degree to a baccalaureate degree with maximum credits awarded.

In addition to the General Education Core, students in the Associate of Applied Science in Technical Studies program must complete a Technical Diploma in one of SOWELA's programs of study. These include, but are not limited to, the following: 1) Carpentry, 2) Forest Technology, 3) Vehicle Maintenance and Repair Technology, and 4) Welding.

**IMPLEMENTATION DATE  
(Semester and Year)**

Summer 2024

### HISTORY OF PRIOR ACTIONS

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

**JUSTIFICATION FOR THE PROPOSED CHANGE**

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

SOWELA has articulation agreements in place to facilitate seamless transfer to 4-year colleges and universities. For example, SOWELA has an agreement in place with Louisiana Tech University for students wishing to pursue transfer to a Bachelor of Science in Forestry program. Having the degree option at SOWELA will allow students to complete the general education requirements for the AAS prior to transfer.

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:** All Campuses

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

<b>Use Existing Faculty:</b> No	<b>Hire Adjunct Faculty:</b> No	<b>Hire Full-Time Faculty:</b> No
# - Full Time: 40	# - 0	# - 0
# - Part Time: 21		

**ADMINISTRATION and IMPLEMENTATION COSTS**

**Department :**

**How will this change affect the administrative structure and/or allocation of departmental funds in terms of:**

<b>Faculty :</b>	<b>Facilities :</b>	<b>Library Resources :</b>
<b>Support :</b>	<b>Related Fields :</b>	<b>Other :</b>

**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**

<b>Education:</b> Masters Degree in Discipline or Masters +18 in Concentration	<b>Experience:</b>	<b>Certification:</b>
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**FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS**

**Department :** Transportation 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.**

No change.

**ANTICIPATED ENROLLMENT:**

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	14	16	16	18	20
EVENING					
DISTANCE EDUCATION					
<b>Describe Process for Attaining &amp; Estimating Enrollment:</b>	The program will be advertised through local and regional media. The new AAS will also be explained to current students via the advising process. The anticipated enrollment was calculated by taking 10% of the current combined enrollment (as of spring 2024) of the technical diploma programs (carpentry, forest technology, vehicle maintenance repair technology, and welding).				

<b>PROGRAM ACCREDITATION:</b>	
<b>Is Program Accreditation, Licensure or Certification Required?</b>	No  Accreditation status: N/A
<b>Type/Name of Program Accreditation, Licensure or Certification Required:</b>	

<b>DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)</b>

<b>PROGRAM CURRICULUM</b> Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.								
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours	
<b>Program, Degree or Concentration:</b>						<b>Credit Hours: 0.00</b>		

<b>BENEFITS TO THE SYSTEM</b>
<b>Discuss how this change will benefit your students, your community, and the LCTCS.</b>

The Associate of Applied Science in Technical Studies will benefit students by giving them a firm foundation in general studies. These transferrable classes can then aid the student in pursuing a bachelor's degree from one of our state's four-year institutions. The program will also contribute to student development of occupational competencies in technical fields. The combination of technical expertise and general education knowledge will make the students more desirable to employers. The benefits to the community will be well-rounded employees in technical fields who will have the depth and breadth of knowledge to adapt to the ever-changing workforce. The added benefit of an associate degree exit in these technical programs will bring more prestige to the programs and their graduates.

## **KEYWORDS**

Technical Studies, Carpentry, Vehicle Maintenance and Repair, Welding, Forest Technology, Automotive, Collision





## THE ASSOCIATE OF APPLIED SCIENCE IN TECHNICAL STUDIES

**School:** Transportation and Applied Technology

**Program Description:** The mission of the School of Transportation and Applied Technologies is to educate and nurture students to become lifelong learners, who are technically competent, socially conscious, and globally competitive in an ever-changing workforce. The School of Transportation and Applied Technology upholds the tradition of SOWELA by being faithful to its historical commitment to training an ethical workforce.

The purpose of the Associate of Applied Science in Technical Studies degree program is to provide students pursuing education in a technical field opportunity to seamlessly transition from an associate degree to a baccalaureate degree with maximum credits awarded.

In addition to the General Education Core, students in the Associate of Applied Science in Technical Studies program must complete a Technical Diploma in one of SOWELA's programs of study. These include, but are not limited to, the following: 1) Carpentry, 2) Forest Technology, 3) Vehicle Maintenance and Repair Technology, and 4) Welding.

For students to earn the Associate of Applied Science in Technical Studies degree, they must complete the required 15 credit hours in General Education. The required General Education courses are listed below:

<b>General Education Core</b>	<b>15</b>
English Composition Elective	
Math Elective	
Natural Science Elective	
Behavioral Science Elective	
Humanities Elective	
<b>Technical Diploma*</b>	<b>Hours Vary</b>
Carpentry	50
Forest Technology	56
Vehicle Maintenance and Repair Technology (Collision or Automotive)	52
Welding	56
<b>Total Hours</b>	<b>Hours Vary</b>

Dean: Mr. Robert Null

Program Coordinators: Mr. Bobby Bordelon, Dr. Emma Thomas, Mr. Thomas Richard, Mr. Jonathan Darbonne

CIP Code: 47.9999



THE ASSOCIATE OF APPLIED SCIENCE IN TECHNICAL STUDIES

The table below demonstrates credit hours and contact hours for the individual technical diploma programs of study along with the general education core for the proposed Associate of Applied Science in Technical Studies. To earn the AAS in Technical Studies, students will select from (but are not limited to) one of the technical diploma programs listed below plus complete the fifteen (15) general education credit hours.

General Education Core	Total Credit Hours	Total Clock Hours
English Composition Elective	3	45
Math Elective	3	45
Natural Science Elective	3	45
Behavioral Science Elective	3	45
Humanities Elective	3	45
Technical Diploma Program	Total Credit Hours	Total Clock Hours
Carpentry	50	1200
Forest Technology	56	1245
Vehicle Maintenance and Repair Technology (Automotive Concentration)	52	1260
Vehicle Maintenance and Repair Technology (Collision Concentration)	52	1140
Welding	56	1470

**Signature:** *Wendi Palermo*

**Email:** wendipalermo@lctcs.edu

**Signature:** *William Tulak*

**Email:** williamtulak@lctcs.edu












# Consent Agenda - SOWELA

Final Audit Report

2024-01-31

Created:	2024-01-31
By:	Ericka Poole (erickapoole@lctcs.edu)
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