



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,
Creating Futures*

Monty Sullivan
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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: March 18, 2024

SUBJECT: Program Requests at Fletcher Technical Community College

APPROVED
 4-10-2024
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION

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

Program Adoption

1. Technical Diploma (TD) in Aviation Maintenance Technology (CIP 47.0608) – **4 STARS**
 - a. Certificate of Technical Studies (CTS) in Aviation Maintenance Technology: Airframe, CTS (CIP 47.0608) – **4 STARS**
 - b. Certificate of Technical Studies (CTS) in Aviation Maintenance Technology: Powerplants, CTS (CIP 47.0608) – **4 STARS**
 - c. Certificate of Technical Studies (CTS) in Aviation Maintenance Assistant (CIP 47.0608) – **4 STARS**

Program Modifications

1. Career and Technical Certificates (CTC) in Medical Clinical Assistant (CIP 51.0801) with an Industrial Based Certification in Certified Clinical Medical Assistant (CCMA) – **5 STARS**
2. Associate of Applied Science (AAS) in Surgical Technology (CIP 51.0909) – **4 STARS**

Background: Fletcher Technical Community College (FTCC) is adopting a Technical Diploma and three CTS credentials in Aviation Maintenance Technology from South Louisiana Community College (SLCC). Local industry partners had identified the need for aviation maintenance training in the Houma area. The proposed training is intended to be offered at Houma Airport. The program will be supported by industry partner (PHI). Funds for faculty salaries and training equipment will be budgeted and/or secured through external funding sources such as TPCG and possibly federal appropriations. Graduates of the program will receive Industry Based Certifications (IBC) in Aircraft Mechanic Certificate with Powerplant Rating and Airframe and Powerplant (A&P) certification.

The CTC in Medical Clinical Assistant is being modified to include a clinical course that was designed in partnership with Cardiovascular Institute of the South (CIS). The clinical labs will take place at CIS. The credit hours required for the CTC will increase from 6 to 9. Modifications to the Associate of Applied Science in Surgical Technology are required to comply with the Commission on Accreditation of Allied Health Education Programs (CAHEP) requirements. Two lab courses are being added to the curriculum: Surgical Procedures I Lab (2 credit hours) and a Surgical Technology Practicum lab course (3 credit hours). These changes will increase the credit hours from 65 to 70.

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 FTCC to better meet student and workforce needs.



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

4-10-24

Date

Aviation Maintenance Technology - 03/17/2024

TYPE OF PROPOSED CHANGE : Archived Curriculum
PROGRAM NAME : Aviation Maintenance Technology

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: 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: Aviation Maintenance Technology				Program Delivery Mode: Standard		
CIP: 47.0608	Credit Hours: 63.00	Contact Hours: 1455.00	Technical Diploma (T.D.)			
IBC: 14 CFR Part 147 Aviation Maintenance Technician School (AMTS) Certification: Airframe and Powerplant (A&P)	Issuing Body: FAA	Course Title:	Course Prefix:	Course Number: Upon TD completion	Credits Awarded: 0.00	IBC Awarded upon Completion? : No-Test is Required
IBC: Aircraft Mechanic Certificate with Powerplant Rating	Issuing Body: FAA	Course Title:	Course Prefix:	Course Number: Upon TD completion	Credits Awarded: 0.00	IBC Awarded upon Completion? :
Stars : 4 Stars						
Name: Aviation Maintenance Assistant				Program Delivery Mode: Standard		
CIP: 47.0608	Credit Hours: 21.00	Contact Hours: 495.00	Certificate of Technical Studies (C.T.S.)			

Name: Aviation Maintenance Technology: Airframe		Program Delivery Mode: Standard	
CIP: 47.0608	Credit Hours: 42.00	Contact Hours: 960.00	Certificate of Technical Studies (C.T.S.)
Name: Aviation Maintenance Technology: Powerplants		Program Delivery Mode: Standard	
CIP: 47.0608	Credit Hours: 42.00	Contact Hours: 990.00	Certificate of Technical Studies (C.T.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.

Adopting three CTS credentials and the TD from SLCC. Program requested by industry (PHI) to offer training in the Houma area, proposed training intended to be offered at Houma Airport.

IMPLEMENTATION DATE (Semester and Year)	Fall 2024	Expected offering in Spring 2025. Fall 2024 was the latest date option in the drop down.
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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.

Adopting three CTS credentials and the TD from SLCC. Program requested by industry (PHI) to offer training in the Houma area, proposed training intended to be offered at Houma Airport.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No # - Full Time: 0 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 3
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

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

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Associate Degree in AMT/Powerplant-Airframe	Experience: 5 years work	Certification: FAA
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Energy & Advanced Technologies

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.

Change will be supported by industry partner (PHI). Funds for faculty salaries and training equipment will be budgeted and/or secured through external funding sources such as TPCG and possibly federal appropriations.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	20	40	60	60	60
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:

Enrollment estimated based on three cohorts. Cohort 1 will enroll for general maintenance. This group will move to the airframe certificate portion after earning general certificate. Then Cohort 2 will start general and move to airframe while cohort moves to the powerplant certificate training and so forth. Limited to 20 students per cohort for training safety.

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	Mandatory Accreditation status: Applied
Type/Name of Program Accreditation, Licensure or Certification Required:	Have applied for FAA recognition to offer training. Currently on waiting list. Intended to have visit secured prior to start of training.

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

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

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Aviation Maintenance Assistant					Credit Hours: 21.00		
AVMT	1107	Aviation Fundamentals I	3.00	4.00	165.00	7.00	0.00
AVMT	1207	Aviation Fundamentals II	3.00	4.00	165.00	7.00	0.00
AVMT	1307	Aviation Fundamentals III	3.00	4.00	165.00	7.00	0.00
Program, Degree or Concentration: Aviation Maintenance Technology: Airframe, CTS					Credit Hours: 42.00		
AVMT	1107	Aviation Fundamentals I	3.00	4.00	165.00	7.00	0.00
AVMT	1207	Aviation Fundamentals II	3.00	4.00	165.00	7.00	0.00
AVMT	1307	Aviation Fundamentals III	3.00	4.00	165.00	7.00	0.00
AVMT	2107	Airframe Maintenance Technology I	3.00	4.00	135.00	7.00	0.00
AVMT	2207	Airframe Maintenance Technology II	5.00	2.00	165.00	7.00	0.00
AVMT	2307	Airframe Maintenance Technology III	3.00	4.00	165.00	7.00	0.00
Program, Degree or Concentration: Aviation Maintenance Technology: Powerplants, CTS					Credit Hours: 42.00		
AVMT	1107	Aviation Fundamentals I	3.00	4.00	165.00	7.00	0.00
AVMT	1207	Aviation Fundamentals II	3.00	4.00	165.00	7.00	0.00
AVMT	1307	Aviation Fundamentals III	3.00	4.00	165.00	7.00	0.00
AVMT	2407	Reciprocation Powerplants	3.00	4.00	165.00	7.00	0.00
AVMT	2507	Turbine Powerplants	3.00	4.00	165.00	7.00	0.00
AVMT	2607	Powerplants Systems	3.00	4.00	165.00	7.00	0.00
Program, Degree or Concentration: Aviation Maintenance Technology, TD					Credit Hours: 63.00		
AVMT	1107	Aviation Fundamentals I	3.00	4.00	165.00	7.00	0.00
AVMT	1207	Aviation Fundamentals II	3.00	4.00	165.00	7.00	0.00

AVMT	1307	Aviation Fundamentals III	3.00	4.00	165.00	7.00	0.00
AVMT	2107	Airframe Maintenance Technology I	3.00	4.00	165.00	7.00	0.00
AVMT	2207	Airframe Maintenance Technology II	5.00	2.00	135.00	7.00	0.00
AVMT	2307	Airframe Maintenance Technology III	3.00	4.00	165.00	7.00	0.00
AVMT	2407	Reciprocation Powerplants	3.00	4.00	165.00	7.00	0.00
AVMT	2507	Turbine Powerplants	3.00	4.00	165.00	7.00	0.00
AVMT	2607	Powerplants Systems	3.00	4.00	165.00	7.00	0.00

BENEFITS TO THE SYSTEM

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

Program will benefit the industry need by providing more aviation maintenance technician to the workforce. Will benefit community by offering additional training in this high-wage, high demand field to low income areas.

KEYWORDS

MEDICAL CLINICAL ASSISTANT - 03/17/2024

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : MEDICAL CLINICAL ASSISTANT

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: 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 : 5 Stars						
Name: Medical Clinical Assistant				Program Delivery Mode:		
CIP: 51.0801	Credit Hours: 9.00	Contact Hours: 210.00	Career and Technical Certificate (C.T.C)			
IBC: Certified Clinical Medical Assistant (CCMA)	Issuing Body: National Health Career Association (NHA)	Course Title: Medical/Clinical Assistant III	Course Prefix: CMCA	Course Number: 1030	Credits Awarded: 0.00	IBC Awarded upon Completion? : Yes

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.
There is currently no course to cover the lab/clinical provided by CIS. This program was designed in partnership with Cardiovascular Institute of the South. All labs and clinicals are currently performed at CIS. Students receive the CTC upon lab and clinical completion. However, there is no lab or clinical course to reflect this in the curriculum. This will be a no-charge class to the students.

IMPLEMENTATION DATE (Semester and Year)	Fall 2024
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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.

There is currently no course to cover the lab/clinical provided by CIS. This program was designed in partnership with Cardiovascular Institute of the South. All labs and clinicals are currently performed at CIS. Students receive the CTC upon lab and clinical completion. However, there is no lab or clinical course to reflect this in the curriculum. This will be a no-charge class to the students.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:**QUALIFIED FACULTY (Check all that apply)**

Use Existing Faculty: No

- Full Time: 0

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

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

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education:

Experience:

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Nursing & Allied Health

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 changes.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY					
EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:					

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status:
Type/Name of Program Accreditation, Licensure or Certification Required:	

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.								
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours	
Program, Degree or Concentration: Medical Clinical Assistant (OLD)						Credit Hours: 0.00		
CMCA	1010	Medical/Clinical Assistant I	3.00	0.00	45.00	3.00	0.00	
CMCA	1020	Medical/Clinical Assistant II	3.00	0.00	45.00	3.00	0.00	
Program, Degree or Concentration: Medical Clinical Assistant (NEW)						Credit Hours: 0.00		
CMCA	1010	Medical/Clinical Assistant I	3.00	0.00	45.00	3.00	0.00	
CMCA	1020	Medical/Clinical Assistant II	3.00	0.00	45.00	3.00	0.00	

CMCA	1030	Medical/Clinical Assistant III	0.00	1.00	120.00	3.00	2.00
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BENEFITS TO THE SYSTEM
Discuss how this change will benefit your students, your community, and the LCTCS.

KEYWORDS

PROGRAM CURRICULUM CHANGES-Surgical Technology Program

OLD CURRICULUM			NEW CURRICULUM		
Course No.	Course Title	Credit Hours	Course No.	Course Title	Credit Hours
Semester 1 (Fall)			Semester 1 (Fall)		
MATH 1213/ 12114 MATH 1103/1104	College Algebra (GER) OR Contemporary Math (GER)	3	MATH 1213/1214 MATH 1103/1104	College Algebra (GER) OR Contemporary Math (GER)	3
ENGL 1000/1010	English Composition I (GER)	3	ENGL 1000/1010	English Composition I (GER)	3
BIOL 1140	Anatomy & Physiology I	3	BIOL 1140	Anatomy & Physiology I	3
BIOL 1150	Anatomy & Physiology I Lab	1	BIOL 1150	Anatomy & Physiology I Lab	1
PSYC 2010 Or PSYC 2120	Intro to Psychology (GER) OR Developmental Psychology	3	PSYC 2010 Or PSYC 2120	Intro to Psychology (GER) OR Developmental Psychology	3
	Approved Primary Hum. Elective (GER)	3		Approved Primary Hum. Elective (GER)	3
		16			16
Semester 2 (Spring)			Semester 2 (Spring)		
BIOL 1160	Anatomy & Physiology II	3	BIOL 1160	Anatomy & Physiology II	3
BIOL 1170	Anatomy & Physiology II Lab	1	BIOL 1170	Anatomy & Physiology II Lab	1
BIOL 2030 OR BIOL 2121/2123	Microbiology Or General Microbiology & Lab		BIOL 2030 OR BIOL 2121/2123	Microbiology Or General Microbiology & Lab	

HESC 1110	Medical Terminology	3	HESC 1110	Medical Terminology	3
HESC 1010	Intro to Surg	2	HESC 1010	Intro to Surg	2
		12			12
Semester 3 (Summer)			Semester 3 (Summer)		
SURG 1100	Fundamentals I	3	SURG 1100	Fundamentals I	3
SURG 1101	Fundamentals I Lab	2	SURG 1101	Fundamentals I Lab	2
SURG 1102	Intro to Clinical	1	SURG 1102	Intro to Clinical	1
		6			6
Semester 4 (Fall)			Semester 4 (Fall)		
SURG 2100	Fundamentals II	3	SURG 2100	Fundamentals II	3
SURG 2101	Fundamentals II Lab	3	SURG 2101	Fundamentals II Lab	3
SURG 2200	Surgical Procedures I	7	SURG 2200	Surgical Procedures I	7
		13	SURG 2201	Surgical Procedures I Lab	2
Semester 5 (Spring)			** 2 CREDIT HOUR LAB ADDED THIS SEMESTER		15
SURG 2300	Surgical Procedures II	4	Semester 5 (Spring)		
SURG 2310	Clinical I	8	SURG 2300	Surgical Procedures II	4
		12	SURG 2320	Surgical Technology Practicum	3
Semester 6 (Summer)			SURG 2310	Clinical I	8
			** 3 CREDIT HOUR LAB ADDED THIS SEMESTER		15
SURG 2410	Clinical II	4	Semester 6 (Summer)		
SURG 2402	Surgical Case Review	2	SURG 2410	Clinical II	4
		6	SURG 2402	Surgical Case Review	2
					6
Total Credit Hours		65	Total Credit Hours		70

Surgical Technology - 03/18/2024

TYPE OF PROPOSED CHANGE : Curriculum Modification

PROGRAM NAME : Surgical Technology

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: Surgical Technology

Program Delivery Mode: Standard

CIP: 51.0909

Credit Hours: 70.00

Contact Hours: 1605.00

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.

Due to board-required procedures and practicum to cover, the proposal is to add two lab courses into the curriculum. This includes one Surgical Procedures I Lab (2 credit hours) and a Surgical Technology Practicum lab course (3 credit hours). If passed, will only affect new incoming cohorts.

**IMPLEMENTATION DATE
(Semester and Year)**

Fall 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.

Due to board-required procedures and practicum to cover, the proposal is to add two lab courses into the curriculum. This includes one Surgical Procedures I Lab (2 credit hours) and a Surgical Technology Practicum lab course (3 credit hours). If passed, will only affect new incoming cohorts.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No # - Full Time: 0 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

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

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education:	Experience:	Certification:
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department :

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.

ANTICIPATED ENROLLMENT:

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

DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:					

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	Mandatory Accreditation status: Approved
Type/Name of Program Accreditation, Licensure or Certification Required:	

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

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

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

KEYWORDS

Signature: *Wendi Palermo*
Email: wendipalermo@lctcs.edu

Signature: *William Tulak*
Email: williamtulak@lctcs.edu












Consent Agenda Item - FTCC

Final Audit Report

2024-04-03

Created:	2024-04-03
By:	Ericka Poole (erickapoole@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWbQLbo1C5_OXqmOVa_MseaGvnqWrsfpE

"Consent Agenda Item - FTCC" History

-  Document created by Ericka Poole (erickapoole@lctcs.edu)
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-  Agreement completed.
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