



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

Monty Sullivan
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Louisiana
Community
& Technical
College System

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TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. Paul Carlsen
Chief Content Officer

FROM: Dr. René Cintrón
Executive Director of Education and Research

SUBJECT: Program Revisions at Fletcher Technical Community College

DATE: 03/23/2017

FOR BOARD ACTION:

Recommendation: Staff recommends the Board approve the following revisions to allow the program to be offered up to 100% through distance education technology.

Program Revisions to be Delivered 100% through Distance Education Technology

- 1. Associate of Applied Science (AAS) in Criminal Justice (CIP 43.0104) – 4 STARS
2. Associate of Applied Science (AAS) in Business Administration (CIP 52.0101) – 5 STARS

Background: The AAS in Criminal Justice has agreements with Nicholls State University and Lafourche Parish Sheriff's Office. The expansion to an online environment supports other pending agreements with various regional Law Enforcement Agencies requesting online classes. The AAS in Business Administration will also have similar partnerships. Introducing these programs in an online modality will provide access and flexibility to non-traditional and non-local students increasing enrollment and completion.

Fiscal Impact: Faculty and resources are already allocated under the existing curriculum. Additional faculty members (one for each program) will be necessary as the programs grow. Adjunct faculty contract will be issued as enrollment increases.

History of Prior Actions: There is a history of offering programs via distance education technology to meet student and workforce needs.

Benefits to the System: These revisions will allow FTCC to better meet student and workforce needs.

Approved for Recommendation to the Board
Dr. Monty Sullivan

APPROVED
4/12/17
LCTCS BOARD OF SUPERVISORS

4-12-17
Date



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

New Program and Curriculum Modification Form

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

AWARD LEVEL(S)	
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 Name: <input type="text"/>	<input type="checkbox"/> Technical Diploma (T.D.) <input checked="" 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.)

NAME OF PROGRAM(S) and AWARD LEVEL(S)			
Name: Business Administration			
CIP: 520101	Credit Hours: 60	Contact Hours: 1080	Award Level: TCA/CTS/AAS
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)
Approval to offer the above program as 100 percent online.

REASON/JUSTIFICATION FOR THE PROPOSED CHANGE (Include support such as four-year university agreements, industry demand, advisory board information, etc.)
Instructing this program in online modality will provide access and flexibility to non-traditional and non-local students and potential students, to increase retention and increase enrollment.

IMPLEMENTATION DATE (Semester and Year)	Fall 2017
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SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION		
<input type="checkbox"/> Main Campus	<input type="checkbox"/> All Campuses	<input checked="" type="checkbox"/> Sites (list below)
Site 1: Curriculum will be offered 100% online		
Site 2:		
Site 3		
Site 4:		

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

PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)		
<input checked="" type="checkbox"/> Use Existing Faculty #: <u>4 full time & 2 adjuncts</u>	<input checked="" type="checkbox"/> Hire Adjunct Faculty #: <u>2</u>	<input checked="" type="checkbox"/> Hire Full-Time Faculty #: <u>1</u>
MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Master's Degree with 18 graduate hours in BA		Certification: teaching online certification

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>50</u>	<u>55</u>	<u>66</u>	<u>72</u>	<u>79</u>
<u>EVENING</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Describe Process for Attaining & Estimating Enrollment:	The enrollment estimates are based on an annual 10% increase over the 2016-2017 enrollment numbers of the face-to-face program. Note: the face-to-face was implemented Fall 2016.				

PROGRAM ACCREDITATION: No

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

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

The addition of one full time Instructor – Annual base salary - \$33,000.00

Adjunct: \$700 per credit hour

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) **All below courses are to be offered both face to face and 100% online.**

Business Administration

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
SEMESTER 1				
ACCT 2100	Financial Accounting	3	0	3
BUSN 1100	Introduction to Business	3	0	3
CPTR 1100	Introduction to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I	3	0	3
MATH 1000/1100	College Algebra	3	0	3
TCA	BUGC Business General Clerk (15)			15
SEMESTER 2				
BUSI 1050	Business Communication	3	0	3
BUSN 2100	Introduction to Management	3	0	3
BUSN 2230	Introduction to Marketing	3	0	3
ECON 2020	Microeconomics	3	0	3
Approved Business Elective		3	0	3
Approved Humanities		3	0	3
CTS	BOGB General Business (33)			18
SEMESTER 3				
BUSN 2120	Human Resource Management	3	0	3
BUSN 2130	Personal Finance	3	0	3
BUSN 2200	Legal Environment of Business	3	0	3
ECON 2010	Macroeconomics	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
SEMESTER 4				
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Natural Science		3	0	3
				12
AAS BSAD Business Administration CIP Code: 520101 Total Clock Hours: 1,800				60

SIGNATURES:

 College Chief Academic Officer

 Date

 College Chief Executive Officer

 Date

**FLETCHER TECHNICAL COMMUNITY COLLEGE
CURRICULUM COMMITTEE
PROGRAM PROPOSAL FORM**

COVER/SIGNATURE SHEET

Program Title: Business Administration

Proposal Type: New X Revision _____ Deletion _____

Program Type (A.A., A.S., A.A.S., Technical Diploma, C.A.S., C.T.S., TCA): AAS
 Number of credit hours in program: 60

Program Rationale (Attach): Purpose of program and why it is being proposed, revised, or deleted.
 Offer the program as 100 percent online program.

Program Requirements: Attach program page as it will appear in the catalog;
 Attach list of courses (with credits) required.
 Indicate new courses in italics. New courses
 require a Course Proposal Form.

Associated Course Proposals: Attach a Course Proposal Form for each new, revised, or deleted course.

_____/_____/_____
 INITIATOR OF PROPOSAL DATE _____/_____/_____
 DEPARTMENT CHAIR/DEAN DATE

BRIEF DESCRIPTION

SIGNATURES AND ACTIONS

CURRICULUM COMMITTEE DATE REVIEWED ____/____/_____
 CHAIR _____

____ RECOMMENDED ____ RECOMMENDED WITH AMENDMENT ____ NOT RECOMMENDED

VCAA DATE REC'D ____/____/_____
 ____ APPROVED ____ RETURNED WITH RECOMMENDATION VCAA _____
 NOT APPROVED

IF RETURNED WITH RECOMMENDATION TO CURRICULUM COMMITTEE
 DATE REC'D ____/____/_____ DATE REVIEWED ____/____/_____

____ RECOMMENDATION APPROVED ____ RECOMMENDATION NOT APPROVED

INITIATOR _____ C.C. CHAIR _____ VCAA _____ DATE _____

CATALOG
 DATE REC'D ____/____/_____ EDIT COMPLETED ____/____/_____

CHAIR _____

Business Administration

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
SEMESTER 1				
ACCT 2100	Financial Accounting	3	0	3
BUSN 1100	Introduction to Business	3	0	3
CPTR 1100	Introduction to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I	3	0	3
MATH 1000/1100	College Algebra	3	0	3
TCA	BUGC Business General Clerk (15)			15
SEMESTER 2				
BUSI 1050	Business Communication	3	0	3
BUSN 2100	Introduction to Management	3	0	3
BUSN 2230	Introduction to Marketing	3	0	3
ECON 2020	Microeconomics	3	0	3
Approved Business Elective		3	0	3
Approved Humanities		3	0	3
CTS	BOGB General Business (33)			18
SEMESTER 3				
BUSN 2120	Human Resource Management	3	0	3
BUSN 2130	Personal Finance	3	0	3
BUSN 2200	Legal Environment of Business	3	0	3
ECON 2010	Macroeconomics	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
SEMESTER 4				
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Natural Science		3	0	3
				12
AAS BSAD Business Administration CIP Code: 520101 Total Clock Hours: 1,800				60



LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

New Program and Curriculum Modification Form

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

AWARD LEVEL(S)	
Award Level(s): <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input checked="" 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"/> Technical Diploma (T.D.) <input type="checkbox"/> Technical Competency Area (T.C.A.) <input 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.)

NAME OF PROGRAM(S) and AWARD LEVEL(S)			
Name: Criminal Justice			
CIP: 430107	Credit Hours: 60	Contact Hours: 1080	Award Level: AS
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)
Approval to offer the following program through Distance Education Technology: Criminal Justice (CIP Code 430107) Associate of Science to the Louisiana online list of programs.

REASON/JUSTIFICATION FOR THE PROPOSED CHANGE (Include support such as four-year university agreements, industry demand, advisory board information, etc.)
Current 2+2 agreement with Nicholls State University as well as a Memorandum of Understanding with the Lafourche Parish Sheriff's Office. Also several other pending agreements with various regional Law Enforcement Agencies requesting online classes.

IMPLEMENTATION DATE (Semester and Year)	Fall 2017
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SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION		
<input type="checkbox"/> Main Campus	<input type="checkbox"/> All Campuses	<input checked="" type="checkbox"/> Sites (list below)
Site 1: Curriculum will be offered 100% online		
Site 2:		
Site 3		
Site 4:		

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

PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)		
<input checked="" type="checkbox"/> Use Existing Faculty #: <u>1 full time & 4 adjuncts</u>	<input type="checkbox"/> Hire Adjunct Faculty #: _____	<input checked="" type="checkbox"/> Hire Full-Time Faculty #: <u>1</u>

MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Master's Degree	Experience: 5 years law enforcement experience preferred	Certification: online certification

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	118	124	130	136	143
<u>EVENING</u>	0	0	0	0	0

ANTICIPATED ENROLLMENT:

Describe Process for
Attaining &
Estimating
Enrollment:

The enrollment estimates are based on an annual 5% increase over the 2015-2016 unique enrollment numbers.

PROGRAM ACCREDITATION:

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

N/A

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

The addition of one full time Instructor – Annual base salary - \$33,000.00

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) **All below courses are to be offered both face to face and 100% online.**

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
CRJU	1010	Introduction to Criminal Justice	3	0	45	3
CRJU	2630	Intro to Corrections	3	0	45	3
ENGL	1000/1010	English Composition I	3	0	45	3
MATH	1000/1010	College Algebra	3	0	45	3
		Approved Computer Applications	3	0	45	3

**FLETCHER TECHNICAL COMMUNITY COLLEGE
CURRICULUM COMMITTEE
PROGRAM PROPOSAL FORM**

COVER/SIGNATURE SHEET

Program Title: CRIMINAL JUSTICE (online program)

Proposal Type: New Revision Deletion

Program Type (A.A., A.S., A.A.S., Technical Diploma, C.A.S., C.T.S., TCA): A.S.
Number of credit hours in program: 60

Program Rationale: An online program will give students who are interested in a Criminal Justice degree more flexibility for course offerings. This will be valuable for our current students who are enrolled in the CRJU program because of our Memorandum of Understanding with Lafourche Parish Sheriff's Office and 2+2 agreement with Nicholls State University. In addition, there are several other pending agreements with various regional Law Enforcement Agencies.

Program Requirements: Attach program page as it will appear in the catalog: See attached
Attach list of courses (with credits) required. See attached
Indicate new courses in italics. New courses require a Course Proposal Form.

Associated Course Proposals: Attach a Course Proposal Form for each new, Revised, or deleted course. None

PRINTED: William Lopez 2/1/17 Donald J. Estrada 02/01/17
 INITIATOR OF PROPOSAL DATE DEPARTMENT CHAIR/DEAN DATE

BRIEF DESCRIPTION

The CRJU online program will follow the current format of Fletcher's approved Criminal Justice program, but offer all courses online.

SIGNATURES AND ACTIONS

CURRICULUM COMMITTEE DATE REVIEWED 2/6/17
 CHAIR
 RECOMMENDED RECOMMENDED WITH AMENDMENT NOT RECOMMENDED

VCAA DATE REC'D 2/4/17 VCAA Recomm. by Ed
 APPROVED RETURNED WITH RECOMMENDATION NOT APPROVED

IF RETURNED WITH RECOMMENDATION TO CURRICULUM COMMITTEE

DATE REC'D ___/___/___ DATE REVIEWED ___/___/___

RECOMMENDATION APPROVED RECOMMENDATION NOT APPROVED

INITIATOR _____ C.C. CHAIR _____ VCAA _____ DATE _____

CATALOG
 DATE REC'D ___/___/___ EDIT COMPLETED ___/___/___

CHAIR _____

PROGRAM CURRICULUM

All below courses are to be offered both face to face and online.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
CRJU	1010	Introduction to Criminal Justice	3	0	45	3
CRJU	2630	Intro to Corrections	3	0	45	3
ENGL	1000/1010	English Composition I	3	0	45	3
MATH	1000/1010	College Algebra	3	0	45	3
		Approved Computer Applications	3	0	45	3
Second Semester						
CRJU	2030	Criminal Related Law	3	0	45	3
CRJU	####	Criminal Justice Elective	3	0	45	3
ENGL	1020	English Composition II	3	0	45	3
MATH	1###	Math Elective	3	0	45	3
SPCH	1200	Introduction to Public Speaking	3	0	45	3
Third Semester						
CRJU	2020	Public & Community Relations	3	0	45	3
CRJU	2040	Police Administration	3	0	45	3
CRJU	####	Criminal Justice Elective	3	0	45	3
POLI	1100 or 2520	American National Government or State & Local Government	3	0	45	3
		Approved Natural Science	3	0	45	3
Fourth Semester						
CRJU	2610	Criminal Justice Ethics	3	0	45	3
CRJU	####	Criminal Justice Elective	3	0	45	3

		Approved Natural Science	3	0	45	3
		Approved Humanities	3	0	45	3
		Associate of Science –Criminal Justice	Total Credit Hours		60	