



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,
Creating Futures*

Monty Sullivan
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Louisiana
Community
& Technical
College System

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www.lctcs.edu

APPROVED

 6/14/23
LCTCS BOARD OF SUPERVISORS

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. Wendi Palermo 
Chief Education and Training Officer

FROM: William Tulak 
Director of Institutional Effectiveness

DATE: May 19, 2023

SUBJECT: Program Requests at Delgado Community College

FOR BOARD ACTION

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

Program Additions

1. Certificate of Technical Studies (CTS) in Health Science (CIP 51.0000) - **4 STARS**
2. Certificate of Technical Studies (CTS) in Legal Assistant (CIP 22.0302) with the Industry Based Credential (IBC) Westlaw Fundamentals for Paralegal Training Certificate issued by Thomson Reuters - **4 STARS**

Program Termination

1. Career and Technical Certificate (CTC) in Net+ Certification (CIP 11.0901) - **4 STARS**

Background: The CTS in Health Science will prepare students to enter the labor force in a variety of entry level healthcare occupations or continue the pursuit of a college education in one of the 21 allied health programs of study or General Studies degree options offered at Delgado Community College. This program will provide students with foundational knowledge and skills that will enable them to be successful in the allied health programs and in their employment in the healthcare field. Salary ranges according to Lightcast, Indeed, Glassdoor and Louisiana Workforce is \$26K-34K annually. The college and faculty representatives have identified several partners who offer these types of positions which include Ochsner Health System, LCMC Health, DePaul Community Centers and Crescent Care. Delgado Community College will provide foundational coursework for students to pursue industry-based credentials (IBCs) in Medical Scribe, Patient Care Technician and Health Insurance, each requiring successful exam completion.

The CTS in Legal Assistant will allow completers entry-level access to employment opportunities in the legal field as well as provide them with the academic foundation to continue their education and earn the existing A.A.S. in Paralegal Studies. All courses

in the proposed CTS program are applicable to the Paralegal Studies degree and have an embedded industry-based credential in Westlaw Fundamentals for Paralegal Training Certificate. Per online employment searches, the college reports a legal assistant can earn \$19.73 per hour or approximately \$41,000 annually.

Delgado requests termination of the CTC in Net+ Certification. The program does not meet program sustainability metrics. The CTC has had low enrollment and low completion. Currently only one student is enrolled in the program. Additionally, the college recognized this program is sometimes confusing to students and employers since the CompTIA Network+ Certification is commonly referred to as Net+.

Fiscal Impact: There will be no fiscal impact unless otherwise noted.

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

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



Approved for Recommendation to the Board
Dr. Monty Sullivan



Date

Health Science, C.T.S. - 05/18/2023

TYPE OF PROPOSED CHANGE : New Program
PROGRAM NAME : Health Science, C.T.S.

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: Health Science, C.T.S.		Program Delivery Mode: Standard	
CIP: 51.0000	Credit Hours: 33.00	Contact Hours: 495.00	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.
The Certificate of Technical Studies in Health Science will prepare students to enter the labor force in a variety of entry level healthcare occupations or continue the pursuit of a college education in one of the 21 Allied Health programs of study or General Studies degree options offered at Delgado Community College. This program will provide students with foundational knowledge and skills that will enable them to be successful in Allied Health programs of study as well as employment in the healthcare field.

IMPLEMENTATION DATE (Semester and Year)	Fall 2023
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
NA

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

The C.T.S. in Health Science supports student success in Allied Health programs by providing an incentive for students to invest in Health Science courses that give them an early introduction to topics such as medical terminology, human disease, medical ethics and communications, health records management, and healthcare systems. Topics and principles covered in these classes will provide students with a broad educational foundation to be built upon in their in-program studies and thus increase their likelihood of success and retention in Allied Health programs. The C.T.S. in Health Science also provides students with an academic credential/milestone in their pursuit of further higher education or the flexibility to enter the health care workforce in an entry level position. The C.T.S. in Health Science provides students with an opportunity to gain knowledge of career paths and educational opportunities in health care and the skills needed to thrive in health care professions.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus, Sites (list below), Distance Education

Westbank Campus

Sidney Collier Campus

QUALIFIED FACULTY (Check all that apply)**Use Existing Faculty:** Yes

- Full Time: 36

- Part Time: 6

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:** Bachelor's degree in Health Science or related field**Experience:****Certification:** current Allied Health Certification or Licensure**FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS****Department :** School of Health Sciences--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 to the administrative structure or the allocation of department funds since all of the courses for the proposed C.T.S Health Science are currently taught within the School of Health Sciences by either full-time faculty or part-time faculty.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	50	75	100	100	100
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:

Longitudinal review of enrollment in Health Science courses as well as a review of "pre-allied health" students who did not matriculate into an Allied Health program

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?

No

Accreditation status:

N/A

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: Health Science, C.T.S. (see Curricula Map attachment)					Credit Hours: 33.00		
Program, Degree or Concentration:					Credit Hours: 0.00		

BENEFITS TO THE SYSTEM

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

This certificate program benefits students, the community, and the LCTCS by providing students with a stackable healthcare credential that enables them to gain entry-level employment in a healthcare setting which, in turn, benefits the community by providing much needed assistance to healthcare consumers. Further, this certificate will provide the foundational knowledge needed to academically prepare students for continued success in advanced healthcare associate degree programs. These objectives help to fulfill the mission of Delgado Community College as a member of LCTCS.

KEYWORDS

Health Science C.T.S. Curriculum Plan

General Education credits

Math 120 Contemporary Math	3
English 101 College English	3
Psyc 127 Intro to Psychology	3
Biology 141 General Biology	3
	12

General Education credit hours 12

Health Science Concentration credits 15

Course No	Course Title	Credit Hours
Hesc 103	Introduction to Medical Ethics and Communication	3
Hesc 111	Medical Terminology	3
Hesc 112	Advanced Medical Terminology	3
Hesc 142	Human Disease	3
Hesc 151	Introduction to Health Care Professions	3

Health Science electives credits: Students may choose 6 additional credits from any of the following HESC courses **6**

Course No.	Course Title	Credit Hours
Hesc 102	First Aid	3
Hesc 109	Medical Nutrition Therapy for Nursing & Allied health	3
Hesc 114	Introduction to Pharmacology	3
Hesc 118	Information Management for Allied Health	3
Hesc 125	Health Care Systems and Structure	3
Hesc 127	Cultural Diversity Awareness for Healthcare Professionals	3

Total C.T.S. in Health Science credit hours

33 credits

Legal Assistant, C.T.S. - 05/19/2023

TYPE OF PROPOSED CHANGE : New Program
PROGRAM NAME : Legal Assistant, C.T.S.

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: Legal Assistant, C.T.S.				Program Delivery Mode: Standard		
CIP: 22.0302	Credit Hours: 27.00	Contact Hours: 405.00	Certificate of Technical Studies (C.T.S.)			
IBC: Westlaw Fundamentals for Paralegal Training Certificate	Issuing Body: Thomson-Reuters	Course Title:	Course Prefix:	Course Number:	Credits Awarded: 0.00	IBC Awarded upon Completion? : No-Test is Required

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 goal of the proposed program is to provide completers with a credential as a Legal Assistant so that they may begin working in entry-level positions in the legal field. Program completers may elect to continue their studies to earn the Associate of Applied Science in Paralegal Studies, which is currently offered at the College. The courses used in the proposed C.T.S. program are in existence at the College and are offered on a regular basis. All courses in the proposed C.T.S. program are applicable to the existing A.A.S. program, meaning that the proposed program will be 100 percent embedded within the existing A.A.S. program.

IMPLEMENTATION DATE (Semester and Year)	Fall 2023
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HISTORY OF PRIOR ACTIONS**Provide an overview of changes to this program.**

NA

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

The C.T.S in Legal Assistant will allow completers entry-level access to employment opportunities in the legal field as well as provide them with the academic foundation to continue with the A.A.S. in Paralegal Studies, also offered by the College. In addition, this certificate will allow completers to sit for the exam to earn the Westlaw Fundamentals for Paralegals Training Certificate. Further, paralegal and legal assistant job openings are expected to grow much faster than average (14% nationally and 12% in Louisiana.) There are 590 projected annual job openings for 2020-2030 in Louisiana in this field. Median wages for 2021 are \$27.03 hourly and \$56,230 annually.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus, Distance Education**QUALIFIED FACULTY (Check all that apply)****Use Existing Faculty:** Yes

- Full Time: 3

- 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:** Juris Doctor or Bachelor's Degree or Post-Bachelor's Certification in Paralegal Studies**Experience:****Certification:****FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS****Department :** School of Business--Paralegal Studies

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 proposed program may be offered at no additional cost to the College since the courses included in this C.T.S. are in existence at the College, taught by current faculty, and offered on a regular basis.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	15	30	50	65	80
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:

This enrollment projection is based on current enrollment in paralegal classes as well as the employment demands in the legal field.

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?

No

Accreditation status:

N/A

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: Legal Assistant, C.T.S.					Credit Hours: 27.00		
Semester: First Semester					Credit Hours: 12.00		

BUSG	224	Business Computer Applications	3.00	0.00	45.00	3.00	0.00
BUSL	202	Introduction to Paralegal Studies	3.00	0.00	45.00	3.00	0.00
ENGL	101	English Composition I	3.00	0.00	45.00	3.00	0.00
CMST	130	Fundamentals of Communication	3.00	0.00	45.00	3.00	0.00
Semester: Second Semester					Credit Hours: 15.00		
BUSL	165	Legal Research	3.00	0.00	45.00	3.00	0.00
BUSL	175	Legal Writing	3.00	0.00	45.00	3.00	0.00
BUSL	180	Litigation and Trial Preparation	3.00	0.00	45.00	3.00	0.00
BUSL	185	Technology in the Law Office	3.00	0.00	45.00	3.00	0.00
BUSL	195	Legal Ethics	3.00	0.00	45.00	3.00	0.00

BENEFITS TO THE SYSTEM

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

This certificate program benefits students, the community, and the LCTCS by providing students with a stackable credential that enables them to gain entry-level employment in the legal field. This certificate will also provide the academic foundation needed to prepare students to continue their education in pursuit of the A.A.S. in Paralegal Studies as well as the opportunity for students to earn an IBC in the field. This C.T.S. benefits the local community by creating skilled prospective employees in a high earning field. The proposed program benefits Delgado and the LCTCS by achieving our goal of providing students with milestones toward advanced program completion which, in turn, leads to greater employment and income opportunities.

KEYWORDS

CURRICULUM AND PROGRAM DEVELOPMENT

615 City Park Avenue
New Orleans, LA 70119-4399
(504) 671-5631
www.dcc.edu

May 29, 2023

Board of Supervisors
The Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, LA 70826

Attention: Wendi Palermo, Ph.D., R.N.
Chief Education and Training Officer

Dear Dr. Palermo:

Please see the additional information below regarding recent submissions to the LCTCS on behalf of Delgado Community College:

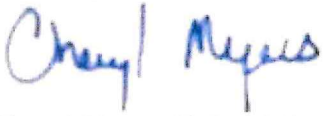
1. Certificate of Technical Studies (CTS) in Health Science (CIP 51.0000)
 - a. Entry level positions associated with the attainment of the CTS include such high demand jobs as Unit Secretary, Patient Access Representative, Patient Navigator, Front Desk Agent, Monitor Technician, and Outpatient Technician. The salary range according to Lightcast, Indeed, Glassdoor and Louisiana Workforce is \$26K -34K annually.
 - b. Our Allied Health faculty have identified several industry partners who offer these types of positions including Ochsner Health System, LCMC Health, DePaul Community Centers, and Crescent Care.
 - c. By earning the CTS in Health Science, certificate completers are much better positioned to secure positions at the higher end of the salary range than those without the certificate. The CTS also increases the likelihood that completers will experience career advancement opportunities at their place of employment. Additionally, many healthcare employers are increasingly interested in soft skills such as interpersonal relations, communication, judgment, and ethical problem solving, and these skills are embedded in the CTS curriculum.
 - d. Although there is no direct IBC match associated with completion of the CTS in Health Science, the CTS does provide the foundational coursework for students to pursue IBCs in Medical Scribe, Patient Care Technician, and Health Insurance, each requiring successful exam completion.

2. Certificate of Technical Studies (CTS) in Legal Assistant (CIP 22.0302)
 - a. According to Indeed, the salary rate for legal assistants in this region is approximately \$41,000 annually.
 - b. Students who successfully complete the CTS in Legal Assistant will have the foundational knowledge to sit for the exam to earn the IBC in Westlaw Fundamentals.

If you require any additional information, please do not hesitate to contact Rosaria Guastella, Director, Curriculum and Program Development at (504) 671-5296.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl Myers". The signature is written in a cursive style.

Cheryl Myers, Ph.D., R.N.
Vice Chancellor
Academic & Student Affairs and College Provost


CTS Health Science_CTS Legal Assistant_Memo


Final Audit Report

2023-05-29


Created:	2023-05-29
By:	Rosaria Guastella (rguast@dcc.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI7PpIJBUTpk7ENyZHsFQsj8XZoJd1jev


"CTS Health Science_CTS Legal Assistant_Memo" History

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 Document e-signed by Cheryl Myers (cmyers@dcc.edu)
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CURRICULUM AND PROGRAM DEVELOPMENT

615 City Park Avenue
New Orleans, LA 70119-4399
(504) 671-5631
www.dcc.edu

May 19, 2023

Board of Supervisors
The Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, LA 70826

Attention: Wendi Palermo, Ph.D., R.N.
Chief Education and Training Officer

Dear Dr. Palermo:

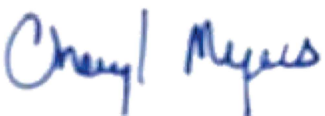
Please be advised that the Delgado Community College Curriculum Committee approved a proposal by the department chair to terminate the Career and Technical Certificate (CTC) in Net+ Certification. The department chair provided the rationale that the term "Net+" is misleading and could cause confusion to students and employers since the CompTIA Network+ Certification is commonly referred to as Net+.

Only one student was enrolled in the program as of spring 2023, and independent study classes are included in the Teach-Out plan. There is no impact to faculty, staff, or facilities as a result of this program termination.

If you require any additional information, please do not hesitate to contact Rosaria Guastella, Director, Curriculum and Program Development at (504) 671-5296.

Thank you for your consideration.

Sincerely,



Cheryl Myers, Ph.D., R.N.
Vice Chancellor
Academic & Student Affairs and College Provost

Signature: *William Tulak*

Email: williamtulak@lctcs.edu

Signature: *Wendi Palermo*

Email: wendipalermo@lctcs.edu












Consent Agenda - DCC

Final Audit Report

2023-06-08

Created:	2023-06-08
By:	Katie Waldrop (katiewaldrop@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAG3rI2Ink900Q8D-amy_-_sMUPJegroV

"Consent Agenda - DCC" History

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