LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
                  LCTCS President

THROUGH: Dr. Wendi Palermo
                  Chief Education and Training Officer

FROM: William Tulak
                  Director of Institutional Effectiveness

DATE: September 12, 2023

SUBJECT: Program Requests at SOWELA Technical Community College

APPROVED
10/4/23
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION

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

Program Additions

1. Career and Technical Certificate (CTC) in General Clerk-Accounting (CIP 52.0302) with an Industrial Based Certification in Office Pro - **3 STARS**
2. Career and Technical Certificate (CTC) in General Clerk-Business Administration (CIP 52.0101) with an Industrial Based Certification in Office Pro - **2 STARS**

Program Terminations

1. Career and Technical Certificate (CTC) in General Clerk (CIP 52.0401) - **2 STARS**
2. Certificate of Technical Studies (CTS) in Word Processor Operator (CIP 52.0401) – **2 STARS**
3. Certificate of Technical Studies (CTS) in Office Assistant (CIP 52.0401) – **2 STARS**
4. Technical Diploma (TD) in Office Systems Technology (CIP 52.0401) – **3 STARS**
5. Associate of Applied Science (AAS) in Office Systems Technology (CIP 52.0401) – **3 STARS**

Background: SOWELA has closed the Office Systems Technology A.A.S. program. The current CTC-General Clerk (CIP 52.0401) was an exit point in the Office Systems Technology program, but it was also in two other programs (Accounting Technology and Business Administration). The new CTC in General Clerk-Business Administration will be an exit point in Business Administration A.A.S (CIP 52.0101) and the new CTC in General Clerk-Accounting be an exit point in the Accounting Technology A.A.S (CIP 52.0302). The old CTC in General Clerk (CIP 52.0401) will be discontinued. In addition, the following exit points of the Office Systems Technology A.A.S. will be

deleted: (CTS) in Word Processor Operator, (CTS) in Office Assistant, (TD) in Office Systems Technology.

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.

Monty Sull   October 4, 2023

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

CTC- General Clerk -Accounting - 09/12/2023

TYPE OF PROPOSED CHANGE : Curriculum Modification

PROGRAM NAME : CTC- General Clerk -Accounting

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 : 2 Stars

Name: CTC-General Clerk - Accounting	**Program Delivery Mode:** Standard

CIP: 520302	**Credit Hours:** 9.00	**Contact Hours:** 135.00	Career and Technical Certificate (C.T.C)

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 current CTC-General Cleark appears in two programs (Accounting Technology and Business Administration) Its CIP Code (CIP 520401) was attached to SOWELA's Office Systems Technology A.A.S. SOWELA has discontinued its Office Systems Technology A.A.S. We are proposing that the newly named CTC - General Clerk-Accounting be attached to Accounting Technology A.A.S (CIP 520302).

IMPLEMENTATION DATE (Semester and Year)	Spring 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.

The Office Systems Technology A.A.S that the CTC-General Clerk was attached to has been discontinued. We need to attach it to a new CIP Code moving forward. Both CTCs are different enough to justify separating them between the two programs they are currently stackable units within. These programs are our Accounting Technology A.A.S and Business Administration A.A.S. Separating the CTC and assigning those two CIP codes will aid in better tracking of completers. We would like to delete the current CTC-General Clerk and replace it with the new CTC-General Clerk - Accounting.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No	**Hire Adjunct Faculty:** No	**Hire Full-Time Faculty:** No
# - Full Time: 5	**# - 0**	**# - 0**
# - Part Time: 9		

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: MBA or Masters +18 in Business/MBA + 18 in Accounting or Masters of Accounting	**Experience:**	**Certification:**

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	350	350	350	350	350

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:	ACBSP Accreditation

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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: CTC-General Clerk -Accounting					**Credit Hours:** 9.00		
ITEC	1000	Application Basics	3.00	0.00	45.00	3.00	0.00
ACCT	1110	Fundamentals of Accounting	3.00	0.00	45.00	3.00	0.00
		Business Elective	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 will reduce confusion related to the current CTC. Students will have a specific CTC tied to a specific industry.

KEYWORDS
General Clerk Accounting Business Administration

*The below table demonstrates **proposed** changes to the "General Clerk" (CIP 520401) exit point in the Accounting Technology program. The current exit point for "General Clerk" is attached to CIP Code 520401 through Office Systems Technology. We no longer offer an Office Systems Technology program. Instead, the General Clerk needs to be attached to CIP 520302 for Accounting Technology. We would also like to change the name to CTC - General Clerk Accounting Technology.*

Below the table is a list of courses that count as Business Electives for this program.

ACCOUNTING TECHNOLGY
Certificate Option

Course No.	Course Title	Lecture	Lab	Total Credit Hours	Total Contact Hours
ITEC 1000	Application Basics or	3	0	3	45
OADM 1150	Introduction to Software Applications	3	0	3	
ACCT 1110	Fundamentals of Accounting	3	0	3	45
	Business Elective	3	0	3	45
	CTC – General Clerk-Accounting (9) (CIP ~~520401~~ 520302)			**9**	**135**

Approved Business Electives: 3 hours

BUSI 1030 Introduction to Business
BUSI 1210 Business Math
BUSI 1090 Personal Finance
BUSI 2080 Intro to HR Management
BUSI 2010 Legal Environment of Business
BUSI 2330 Business Ethics
BUSI 2320 Principles of Marketing
BUSI 2995 Internship

CTC-General Clerk - Business Administration - 09/11/2023

TYPE OF PROPOSED CHANGE : Curriculum Modification

PROGRAM NAME : CTC-General Clerk - Business Administration

AWARD LEVEL(S)

For Board of Regents and LCTCS Review:	For LCTCS Review:
Name:	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: CTC-General Clerk-Business Administration	**Program Delivery Mode:** Standard

CIP: 520101	**Credit Hours:** 3.00	**Contact Hours:** 135.00	Career and Technical Certificate (C.T.C)

IBC: Office Pro	**Issuing Body:** Test Out	**Course Title:** Application Basics	**Course Prefix:** ITEC	**Course Number:** 1000	**Credits Awarded:** 3.00	**IBC Awarded upon Completion?:**

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The current CTC-General Cleark appears in two programs (Accounting Technology and Business Administration) Its CIP Code (CIP 520401) was attached to SOWELA's Office Systems Technology A.A.S. SOWELA has discontinued its Office Systems Technology A.A.S. We are proposing that the newly named CTC - General Clerk-Business Administration be attached to Business Administration A.A.S (CIP 520101).

IMPLEMENTATION DATE (Semester and Year)	Spring 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.

The Office Systems Technology A.A.S that the CTC-General Clerk was attached to has been discontinued. We need to attach it to a new CIP Code moving forward. Both CTCs are different enough to justify separating them between the two programs they are currently stackable units within. These programs are our Accounting Technology A.A.S and Business Administration A.A.S. Separating the CTC and assigning those two CIP codes will aid in better tracking of completers. We would like to delete the current CTC-General Clerk and replace it with the new CTC-General Clerk - Business Administration.

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

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No	Hire Adjunct Faculty: No	Hire Full-Time Faculty: No
# - Full Time: 3	**# -** 0	**# -** 0
# - Part Time: 9		

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: MBA or Masters +18 in Business	**Experience:**	**Certification:**

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.

No Impact

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	350	350	350	350	350
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:	ACBSP Accreditation

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.

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Program, Degree or Concentration: CTC - General Clerk - Business Administration					**Credit Hours:** 9.00		
ITEC	1000	Application Basics	3.00	0.00	45.00	3.00	0.00
BUSI	1030	Introduction to Business	3.00	0.00	45.00	3.00	0.00
BUSI	2330	Business 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.

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KEYWORDS

General Clerk
Business Administration

*The below table demonstrates **proposed** changes to the "General Clerk" (CIP 520401) exit point in the Business Administration program. The current exit point for "General Clerk" is attached to CIP Code 520401 through Office Systems Technology. We no longer offer an Office Systems Technology program. Instead, the General Clerk needs to be attached to CIP 520101 for Business Administration. We would also like to change the name to CTC-General Clerk Business Administration.*

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BUSINESS ADMINISTRATION
Certificate Option

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Course No.	Course Title	Lecture	Lab	Total Credit Hours	Total Contact Hours
ITEC 1000	Application Basics or	3	0	3	45
OADM 1150	Introduction to Software Applications	3	0	3	
BUSI 1030	Introduction to Business	3	0	3	45
BUSI 2330	Business Ethics	3	0	3	45
	CTC – General Clerk-Business (9) (CIP ~~520401~~520101)			**9**	**135**

September 12, 2023

RE: Program Termination
TO: Mr. William Tulak, LCTCS Director of Institutional Effectiveness

SOWELA Technical Community College is requesting termination of all exit points associated with the Office Systems Technology Program. Attached you will find a teach-out plan, an approval letter from SACSCOC, and an email acknowledgement by the Board of Regents (in response to the 3-Year Academic Plan submission).

Program Deletion

1. Career and Technical Certificate (CTC) in General Clerk (CIP 520401) - **2 STARS**
2. Certificate of Technical Studies (CTS) in Word Processor Operator (CIP 520401) – **2 STARS**
3. Certificate of Technical Studies (CTS) in Office Assistant (CIP 520401) – **2 STARS**
4. Technical Diploma (TD) in Office Systems Technology (CIP 520401) – **3 STARS**
5. Associate of Applied Science (AAS) in Office Systems Technology (CIP 520401) – **3 STARS**

Background: Due to sustained low enrollment and in response to the Program Health Index (PHI) review and advisory committee feedback, a teach out plan was submitted to the SACSCOC and approved for implementation. Business/industry partners requested specific skills that are now captured in repackaged courses as part of the Business Administration (AAS) – Office Administration Concentration.

Should you require additional information, please contact me at paula.hellums@sowela.edu or (337) 421-6965.

Sincerely,

Paula Hellums

Dr. Paula Hellums
Vice Chancellor for Academic Affairs

Signature: *William Tulak*

Email: williamtulak@lctcs.edu

Consent Agenda - SOWELA

Final Audit Report   2023-09-28

Created:	2023-09-28
By:	Ericka Poole (erickapoole@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAASCIMkK1cx7pZSEp-dY3Mv_PcAxm2X4_s

"Consent Agenda - SOWELA" History

Document created by Ericka Poole (erickapoole@lctcs.edu)
2023-09-28 - 5:05:57 PM GMT

Document emailed to William Tulak (williamtulak@lctcs.edu) for signature
2023-09-28 - 5:06:50 PM GMT

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2023-09-28 - 6:08:11 PM GMT

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Signature Date: 2023-09-28 - 6:10:38 PM GMT - Time Source: server

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Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)
2023-09-28 - 7:30:34 PM GMT

Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)
Signature Date: 2023-09-28 - 7:31:38 PM GMT - Time Source: server

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