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Creating Futures***

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Louisiana  
Community  
& Technical  
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## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

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

**THROUGH:** Dr. René Cintrón *pe*  
Chief Academic Affairs Officer

**FROM:** Dr. Adrienne Fontenot  
Director of Adult Learning and Educational Programs

**SUBJECT:** Program Revisions at Louisiana Delta Community College (LDCC)

**DATE:** February 26, 2018

**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 General Studies (AGS) (CIP 24.0102) - **TRANSFER**
2. Certificate of General Studies (CGS) (CIP 24.0102) - **TRANSFER**

**Program Addition**

1. Associate of Applied Science degree (AAS) in Criminal Justice (CIP 43.0104) - **4 STARS**

**Background:** LDCC requests to provide these programs in an online modality with no differences between the program being delivered in the traditional delivery mode and online. Introducing these programs in an online modality will provide access, availability, and flexibility to students unable to come to campus. This revision to the program helps with increasing enrollment and completion. The ability to offer a path towards a degree by attending classes online, a degree for both college transfer and for workforce development, would allow LDCC to address the educational and professional needs of our constituents in a manner that is cost-effective to the institution. Additionally, this method of delivery would allow LDCC to tap into a larger market for online degrees, potentially attracting students from around the country.

Additionally, LDCC requests approval to offer a new degree in Criminal Justice. This program would provide a workforce to law enforcement agencies in the northeast portion of the State and provide opportunities to individuals who want to begin a career or further their career in the criminal justice related industry. The local law enforcement and corrections agencies have consistently voiced concerns about the lack of a quality workforce and their constant turnover. To help address these concerns, LDCC would like to offer an Associate's of Applied Science Degree in Criminal Justice. This offering would provide a more knowledgeable workforce for their entry level positions.

**APPROVED**

*Sk* 3/14/18  
LCTCS BOARD OF SUPERVISORS

**Fiscal Impact:** One additional adjunct faculty member will be hired to teach SPCM 110—Fundamentals of Speech and/or SPCM 120—Introduction to Public Speaking classes online for the General Studies programs.

LDCC currently offers an AALT degree in Criminal Justice, as well as a General Studies degree with a concentration in Criminal Justice, thus the cost of the new degree program would be nominal at best.

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

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

  
\_\_\_\_\_  
Approved for Recommendation to the Board  
Dr. Monty Sullivan

3-14-18  
Date



**Division of Liberal Arts**

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**Physical Address:** 7500 Millhaven Road, Monroe, LA, 71203

**Phone:** (318) 345-9232

**FAX:** (318) 345-9089

**Email:** shigginbotham@ladelta.edu

February 20, 2018

Board of Supervisors  
The Louisiana Community and Technical College System  
265 South Foster Drive  
Baton Rouge, LA 70806

Attention: René Cintrón, Ph.D.  
Executive Director, Education and Research

Dear Dr. Cintrón:

Louisiana Delta Community College requests approval to offer its Associate of General Studies and Certificate of General Studies degrees entirely through Distance Education Technology.

In order to better meet its mission to provide the citizens of northeast Louisiana with affordable, accessible, high quality educational programs, services, and modern workforce training, particularly to those students who are unable to attend face-to-face classes because of work, family, military, or other obligations, LDCC believes that offering this basic degree program in an all-online format will allow the college to address the educational and professional needs of its community in a manner that is cost-effective to the institution. Additionally, an all-online degree option will allow LDCC to recruit students from a much larger market. There will be no revisions to the degree and certificate programs needed to offer this degree online.

If you have any questions or require further information, please do not hesitate to call or email me. Your consideration of our request is very much appreciated.

Sincerely,

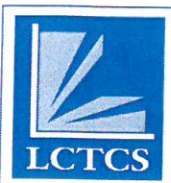
A handwritten signature in blue ink, appearing to read "Scott Higginbotham", is written over a horizontal line.

Scott Higginbotham  
Division Chair for Liberal Arts,  
Associate Professor of English

Enclosures



# LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM



## New Program and Curriculum Modification Form

### TYPE OF PROPOSED CHANGE

☐ New Program

☒ Curriculum Modification

### AWARD LEVEL(S)

Award Level(s):

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

☐ Associate of Science (A.S.)

☐ Associate of Arts (A.A.)

☒ Other Associate Degree

Name: Associate of General Studies

☐ Technical Diploma (T.D.)

☐ Technical Competency Area (T.C.A.)

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

☐ Certificate of Applied Science (C.A.S.)

☒ Certificate of General Studies (C.G.S.)

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

Name: Associate of General Studies

CIP: 240102

Credit Hours: 61

Contact Hours:

Award Level: AGS

Name: Certificate of General Studies

CIP: 240102

Credit Hours: 31

Contact Hours:

Award Level: CGS

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.)**

We propose to offer the following certificate and degree program through 100% Distance Education Technology:

CGS: Certificate of General Studies (CIP code 240102); 30 credit hours (no change).

AGS: Associate of General Studies (CIP code 240102); 60 credit hours (no change).



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

Many of LDCC's students work full-time. More residents of our region might be interested in attending college to further their educational and career goals except that their work, family, and personal commitments prevent them from attending classes face-to-face on one of our campuses. The ability to offer a path towards a degree by attending classes online, a degree for both college transfer and for workforce development, would allow LDCC to address the educational and professional needs of our constituents in a manner that is cost-effective to the institution. Additionally, this degree would allow us to tap into a larger market for online degrees, potentially attracting students from around the country.

**IMPLEMENTATION DATE** (Semester and Year)

Fall 2018

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION**
☒ Main Campus

☐ All Campuses

☐ Sites (list below)

Site 1: 7500 Millhaven Road, Monroe, LA, 71203

Site 2:

Site 3

Site 4:

**LOUISIANA WORKFORCE COMMISSION STAR LEVEL** (<http://www.laworks.net/Stars/>)

☐ 5 Stars

☐ 4 Stars

☐ 3 Stars

☐ 2 Stars

☐ 1 Star

**PLAN FOR PROVIDING QUALIFIED FACULTY** (Check all that apply)

☒ Use Existing Faculty

#: app. 40 online  
instructors

☒ Hire Adjunct Faculty

#: 1

☐ Hire Full-Time Faculty

#: 0

**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**

Education: Master's Degree,  
18 graduate hours in  
discipline

Experience: none required  
(online teaching  
experience preferred)

Certification: QM or in house  
Online Teaching  
certification

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>14</u>	<u>28</u>	<u>56</u>	<u>112</u>	<u>140</u>
<u>EVENING</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Describe Process for Attaining & Estimating Enrollment:		The number of students at LDCC pursuing an AGS has remained fairly steady at app. 1400 for the past three academic years. These estimates were obtained by conservatively assuming that 1% of 1400 students might choose to move to an all-online degree, and that the initial enrollment would double each year until leveling at 10% for the fifth year.			

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date:
Type/Name of Program Accreditation, Licensure or Certification Required:	Program is already accredited through SACS-COC; does not require further certification or accreditation.

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)
One additional adjunct faculty member must be hired to teach SPCM 110— Fundamentals of Speech and/or SPCM 120—Introduction to Public Speaking classes online. Adjunct instructors are paid \$1,800 per 3 hour course, and at least two course sections are anticipated for a starting cost of \$3,600.

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)						
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
FRST	100	Freshman Seminar	1	0	15	1
ENGL	101	Freshman Composition I	3	0	45	3
MATH	110	College Algebra	3	0	45	3

		Natural Science Elective (LEC only)	3	0	45	3
PSYC	201	Introduction to Psychology	3	0	45	3
		Concentration Area Elective	3	0	45	3
Second Semester						
ENGL	102	Freshman Composition II	3	0	45	3
		Natural Science Elective (LEC only)	3	0	45	3
		Social/Behavioral Science Elective	3	0	45	3
		Concentration Area Elective	3	0	45	3
		Concentration Area Elective	3	0	45	3
Third Semester						
SPCM	110/120	Fundamentals of Speech or Introduction to Public Speaking	3	0	45	3
CINS	101	Introduction to Computers	3	0	45	3
		Fine Arts Appreciation Elective	3	0	45	3
		Concentration Area Elective	3	0	45	3
		Concentration Area Elective	3	0	45	3
Fourth Semester						
		Humanities Elective	3	0	45	0
		Concentration Area Elective	3	0	45	3
		Concentration Area Elective	3	0	45	3
		Concentration Area Elective	3	0	45	3
		Concentration Area Elective	3	0	45	3



Fifth Semester						
Sixth Semester						

**SIGNATURES:**

Emily Campbell  
College Chief Academic Officer

[Signature]  
College Chief Executive Officer

2-21-18  
Date

2-21-18  
Date

**Program Curriculum  
Associate of General Studies**

**FIRST SEMESTER**

FRST 100—Freshman Studies Seminar	1
ENGL 101—English Composition I (GER)	3
MATH 110—College Algebra (GER)	3
Natural Science (GER)	3
PSYC 201—Introduction to Psychology (GER)	3
Concentration Area Elective	3
<b>Semester Total</b>	<b>16 credit hours</b>

**SECOND SEMESTER**

ENGL 102—English Composition II (GER)	3
Natural Science (GER)	3
Social Behavioral Science (GER)	3
Concentration Area Elective	3
Concentration Area Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

**THIRD SEMESTER**

SPCM 110 or 120	3
CINS 101	3
Fine Arts (Appreciation) (GER)	3
Concentration Area Elective	3
Concentration Area Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

**FOURTH SEMESTER**

Humanities Course (GER)	3
Concentration Area Elective	3
Concentration Area Elective	3
Concentration Area Elective	3
Concentration Area Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

**TOTAL HOURS** **61 credit hours**

**Certificate of General Studies (Incremental credential)**

**FIRST SEMESTER**

FRST 100—Freshman Studies Seminar	1
ENGL 101—English Composition I (GER)	3
MATH 110—College Algebra (GER)	3
Natural Science (GER)	3
Fine Arts (Appreciation) (GER)	3
Humanities Course (GER)	3
<b>Semester Total</b>	<b>16 credit hours</b>

**SECOND SEMESTER**

ENGL 102—English Composition II (GER)	3
Social Behavioral Science (GER)	3
Humanities, Natural Science, Math, or Social/Behavioral Science	3
Transferrable Elective	3
Transferrable Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

**TOTAL HOURS****31 credit hours**

This is the current curriculum for the AGS and the CGS degrees in their current face-to-face and compressed video delivery formats. There will be no change for the modification proposed. For the AGS, the student must complete 18 hours in a major concentration and 9 hours in a minor concentration chosen from the following 5 areas: Arts and Humanities, Social/Behavioral Sciences, Natural Sciences, Business, and Applied Sciences. There are enough courses offered online in arts and humanities, social/behavioral sciences, and business to complete 18 hours in a major concentration area, and enough courses in all of the five areas to complete a 9 hour minor concentration.

Currently, the only requirement for the AGS degree which is not offered online is speech (either SPCM 110 or 120).



**LA Board of Regents**  
**NOTES for PROGRAM PROPOSALS (AA Policy 2.05)**  
(Please do not include this page with proposal submission.)

Neither a new program nor elimination/major revision of an existing program can be publicized or implemented prior to approval by the Board of Regents. A new program is a new Major which leads to a certificate or degree at a level or in a field not heretofore offered by the institution. It may involve the addition of courses to an existing degree program (e.g., expansion of a concentration or minor), or it may consist entirely of existing courses packaged in a manner which constitutes a new major. Upon approval, it will be added to the Curriculum Inventory (CRIN)

To expedite review, institutions are urged to discuss planned curricular additions with Academic Affairs staff *prior* to completion of a Letter of Intent or program proposal.

**PROPOSAL CONTENT**

**DESCRIPTION** should include the purpose of the program as well as the curriculum plus any prerequisite courses. Identify any incremental credentials that might be incorporated within the curriculum, concentrations, and/or approved electives. A reader should be able to describe what the program will accomplish for the completer and how it will do it.

**NEED/RELEVANCE** is the argument for program approval. Address duplication or similarities with existing programs elsewhere, and explain why the proposed program is different and/or necessary.

**STUDENTS** should include a justification for projected enrollments and completers. If the new program is the expansion of an existing, successful concentration or minor, provide the existing curriculum and recent enrollment/completer data.

**FACULTY** should demonstrate preparation or a plan to offer the program, explaining how the program would be offered, whether/how existing faculty can absorb the new courses and students, and expected sources of additional faculty that would be needed.

**LIBRARY, SPECIAL RESOURCES, FACILITIES & EQUIPMENT** describe what will be needed and how & when the institution will acquire it. Costs for additional resources should be reflected in the budget.

**ADMINISTRATION** includes new directors and anticipated timing of the administrative additions or changes.

**ACCREDITATION** should address any impact on and plans to protect the institutions status with SACSCOC as well as any relevant program requirements or recommendations in AcAf 2.13. If the institution will seek new or expanded accreditation, include an anticipated schedule of actions to be taken.

**RELATED FIELDS** summarizes how the proposed program 'fits into' the institution's existing offerings and strengths.

**COSTS & REVENUE (BUDGET)** should include new/additional costs referenced in the preceding text to show what new commitments the program would bring to the institution and how they would be covered.

Factors that will be considered in assessing a proposed program include, but are not limited to the following:

- a. Relevance to the existing role, scope and mission of the institution;
- b. Contribution to the wellbeing of the state, region, or academy;
- c. Program duplication (existing/related programs at other institutions);
- d. Institutional commitment to appropriately fund proposed program.

## Louisiana Board of Regents

### AA 2.05: REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM\*

-- Including incremental credentials building up to the Degree --

\* Prior to final action by the Board of Regents, no institution may initiate or publicize a new program.\*

**Date:**

Institution: Louisiana Delta Community College	Requested CIP, Designation, Subject/Title: CIP: 240102 Associate of General Studies, Certificate of General Studies
Contact Person & Contact Info Scott Higginbotham, Division Chair of Liberal Arts; Tel. 318-345-9232; Email <a href="mailto:shigginbotham@ladelta.edu">shigginbotham@ladelta.edu</a> ; mailing address 7500 Millhaven Road, Monroe, LA 71203	
Date Letter of Intent was approved by Board of Regents:	
Date this Proposal was approved by Governing Board:	
Planned Semester/Term & Year to Begin Offering Program: Fall 2018	

#### 1. Program Description

Describe the program concept: (a) purpose and objectives; (b) mode of delivery (on-site/hybrid/on-line). Describe plan for developing and rolling out new courses.

LDCC would like to offer our current Certificate of General Studies (CGS) and Associate of General Studies (AGS) degree via an all-online mode of delivery. Currently, all but one of the general education courses needed for the certificate and degree are offered online, and enough electives in several areas of concentration are also offered online, allowing students to choose various major and minor concentrations. The only requirement for the degree not currently offered online is speech, SPCM 120 or SPCM 110. Adjunct instructors with the credentials to offer one or both of these courses have been located, and once the plan is approved, the final required course will be offered online.

Map out the proposed curriculum, in sequence, identifying any incremental credentials and/or concentrations within the degree. Indicate which courses will be new, including those that would be offered in the new program as electives. Describe any special requirements (e.g., internships, comprehensive exam, thesis, etc.).

#### Associate of General Studies

##### FIRST SEMESTER

FRST 100—Freshman Studies Seminar	1
ENGL 101—English Composition I (GER)	3
MATH 110—College Algebra (GER)	3
Natural Science (GER)	3
PSYC 201—Introduction to Psychology (GER)	3
Concentration Area Elective	3
<b>Semester Total</b>	<b>16 credit hours</b>

##### SECOND SEMESTER

ENGL 102—English Composition II (GER)	3
Natural Science (GER)	3
Social Behavioral Science (GER)	3
Concentration Area Elective	3
Concentration Area Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

##### THIRD SEMESTER

SPCM 110 or 120	3
CINS 101	3
Fine Arts (Appreciation) (GER)	3
Concentration Area Elective	3
Concentration Area Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

##### FOURTH SEMESTER

Humanities Course (GER)	3
Concentration Area Elective	3
Concentration Area Elective	3
Concentration Area Elective	3

Concentration Area Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>
<b>TOTAL HOURS</b>	<b>61 credit hours</b>

#### Certificate of General Studies (Incremental credential)

##### FIRST SEMESTER

FRST 100—Freshman Studies Seminar	1
ENGL 101—English Composition I (GER)	3
MATH 110—College Algebra (GER)	3
Natural Science (GER)	3
Fine Arts (Appreciation) (GER)	3
Humanities Course (GER)	3
<b>Semester Total</b>	<b>16 credit hours</b>

##### SECOND SEMESTER

ENGL 102—English Composition II (GER)	3
Social Behavioral Science (GER)	3
Humanities, Natural Science, Math, or Social/Behavioral Science	3
Transferrable Elective	3
Transferrable Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

**TOTAL HOURS** **31 credit hours**

This is the current curriculum for the AGS and the CGS degrees in their current face-to-face and compressed video delivery formats. For the AGS, the student must complete 18 hours in a major concentration and 9 hours in a minor concentration chosen from the following 5 areas: Arts and Humanities, Social/Behavioral Sciences, Business, and Applied Sciences. There are enough courses offered online in arts and humanities, social/behavioral sciences, and business to complete 18 hours in a major concentration area, and enough courses in all of the five areas to complete a 9 hour minor concentration.

Currently, the only requirement for the AGS degree which is not offered online is speech, either SPCM 110 or 120.

## 2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs).

Many of LDCC's students work full-time. Many more residents of our region may be interested in attending college to further their educational and career goals except that their work, family, and personal commitments prevent them from attending classes face-to-face on one of our campuses. The ability to offer these current and potential students a way to attend classes and achieve a two-year degree suitable for both college transfer and for workforce development will allow us to address their educational and professional needs in a manner that is cost-effective to the institution. Additionally, this degree would allow us to tap into a larger market for online degrees, potentially attracting students from around the country.

Describe how the program will further the mission of the institution.

Louisiana Delta Community College, an open-admission, comprehensive community college, provides the citizens of northeast Louisiana with affordable and accessible high quality educational programs, services, and modern workforce training. Supported by the Louisiana Community and Technical College System, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, academic excellence, lifelong learning, and the use of current technology. Offering an associate's degree online will enhance the accessibility of our educational programs and our ability to promote both educational achievement and lifelong learning through the use of current technology.

Identify similar programs in the state and explain why the proposed one is needed: present an argument for a new or additional program of this type and how it will be distinct from existing offerings.

Full Associate of General Studies programs delivered 100% online are offered at Delgado Community College and Fletcher Technical Community College. Several colleges in the LCTCS offer hybrid degrees, which is, in effect, what LDCC offers now. Community colleges are, as the name implies, community oriented. Students in our area seldom look further than their local institutions for their educational needs and aspirations. Our geographical area in the Northeast region of the state needs to be able to offer students who wish to earn an associate's degree, but who are unable to attend traditional face-to-face classes, an opportunity for academic and professional growth. An all-online Associate of General Studies degree program at LDCC is



necessary for us to meet those needs in our community.

If approved, will the program result in the termination or phasing out of existing programs? (Is it a replacement?) Explain.

The proposed program is not a replacement for an existing program, nor will it result in the phasing out of an existing program. The proposed program simply delivers current course content required for an approved degree in a different format. In fact, many courses in the AGS program are already offered online. This proposal is to allow an all-online option for completing the AGS degree.

If a Graduate program, cite any pertinent studies or national/state trends indicating need for more graduates in the field. Address possibilities for cooperative programs or collaboration with other institution(s).

N/A

### 3. Students

Describe evidence of student interest. Project the source of students (e.g., from existing programs, or the prospects of students being recruited specifically for this program who might not otherwise be attracted to the institution).

Enrollment in online classes has risen steadily over the past five years. According to registration records, in the fall semester of 2013, 4,351 students were registered for online classes (includes duplicated numbers). In the fall semester of 2017, 11,706 students were registered for online classes (again, includes duplicated numbers).

Project enrollment and productivity for the first 5 years, and explain/justify the projections.

Year 1: 14; Year 2: 28; Year 3: 56; Year 4: 112; Year 5: 140

The number of students at LDCC pursuing an AGS and/or CGS has remained fairly steady at app. 1,400 for the past three academic years. I began by projecting that 1% of 1,400 students would choose to move to an all-online degree/certificate offering, then doubled the percentage each year until leveling at 10% for the final fifth year. These figures do not estimate the number of new students who may be drawn to the AGS program (above the app. 1,400) due to online delivery of the degree.

Provide enrollment/completer data for closely related programs currently offered at the institution.

For the academic year 2016-2017, there were 1,420 students enrolled in the AGS/CGS program. There were 51 Associates degrees awarded and 134 Certificates awarded.

What preparation will be necessary for students to enter the program?

Other than gaining admission to the college and completing a tutorial on the use of the Canvas learning system, no preparation is necessary for students to enter the online AGS program

If a Graduate program, indicate & discuss sources of financial support for students in the program.

N/A

### 4. Faculty

List present faculty members who will be most directly involved in the proposed program: name, present rank; degrees; courses taught; other assignments.

Frank Boone, Instructor of Biology; B.S. Applied Biology, M.S. Biology; BIOL 210, BIOL 211, BIOL 221, BIOL 223; Science Lab Safety Coordinator, Division Chair of Natural Sciences and Mathematics.

Sharon Bowman, Associate Professor of English; B.A. English, M.Ed. Education; ENGL 101, ENGL 102, HIST 201; E-learning coordinator.

Scott Higginbotham, Associate Professor of English; B.A. English/Classical Studies, M.A. English; ENGL 095, ENGL 101, ENGL 201, ENGL 204; Division Chair of Liberal Arts.

Project the number of new faculty members needed to initiate the program for each of the first five years. If it will be absorbed in whole or part by current faculty, explain how this will be done. Explain any special needs.

One new adjunct faculty member is needed to initiate the program for the first year in order to offer speech classes online. It is unlikely that more than two new adjunct faculty members total will be needed to address the needs of the new program in the first five years.

Describe involvement of faculty – present and projected – in research, extension, and other activities and the relationship of these activities to teaching load. For proposed new faculty, describe qualifications and/or strengths needed.

Present and projected faculty members must be qualified to teach online and must first be certified to teach online by the Director of Online Learning, Sharon Bowman either by attending an approved preparation course or by receiving appropriate training at another accredited institution. Faculty must attend any ongoing professional development associated with online instruction. Otherwise, there are no research activities associated with the program. New faculty must be qualified to teach speech classes at the college level. They must, according to SACS-COC guidelines, hold a Master's degree from an accredited university and have at least 18 hours of graduate coursework in speech or communication.

### 5. Library and Other Special Resources

Are present library holdings in related fields adequate to initiate the program? To meet program needs in the first 5 years, what will be needed? Do other institutions have library resources available to faculty & students for the proposed program?

Present library holdings, in particular LDCC's participation in the LOUIS Library Consortium is adequate to meet the needs of the

online AGS program. Students will have access to both online and physical library resources, and these resources are adequate for the proposed program.

Indicate/estimate total expenditure for the last two fiscal years in library acquisitions for fields or departments offering or related to the proposed program.

Expenditure for the LOUIS Databases for FY 2016 and FY 2017 totaled \$101,967.70. The online databases would be the primary library source for the online AGS program

Project library expenditures needed for the first 5 years of the program.

No additional library expenditures are anticipated for the first 5 years of the program beyond the yearly cost of maintaining our association with LOUIS.

What additional special resources, other than library holdings, will be needed?

No need for additional special resources is anticipated.

## 6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc) available for the program. Describe present utilization of these facilities that are assigned to the sponsoring department.

No classrooms, labs, or offices are needed for the proposed program modification.

Describe the need for new facilities (e.g., special buildings, labs, remodeling, construction, equipment), and estimate the cost, proposed sources of funding, and estimated availability for program delivery.

No new facilities are needed for program delivery.

## 7. Administration

In what department, division, school, college, or center/institute will the proposed program be administered? How will the new program affect the present administrative structure of the institution?

The current General Studies program is largely administered through the Liberal Arts Division, although advising is shared among divisions as students may choose as major and minor concentrations areas from outside the liberal arts and social/behavioral sciences. Online learning is administered through our E-learning coordinator, who answers directly to the Vice-Chancellor of Academic Affairs. As online learning is a large part of the current AGS program, and cooperation among the Division Chairs and the E-learning Coordinator is already an important factor of the success of the program, it is not anticipated that offering the AGS online will affect the present administrative structure of the institution in any way.

Describe departmental strengths and/or weaknesses and how the proposed program will affect them.

The Liberal Arts Division is an extremely diverse group that includes fine arts, humanities, and social/behavioral sciences, and includes a dedicated and highly professional faculty, many of whom are already actively engaged in online instruction. One weakness is that adjunct faculty, sometimes remote from the college and the Northeast Louisiana region, are needed to offer the courses that are required by our students. Offering the AGS as an all-online option may increase the numbers of students desiring to take online courses, thereby providing an opportunity to hire more full-time and part-time instructors with a closer connection to LDCC.

The Coordinator of Online Learning at LDCC, Mrs. Sharon Bowman, is well-versed in all aspects of online learning, having been involved in online instruction at the college from its inception. Further, she is certified as a Peer Reviewer by Quality Matters. Her "Teaching Well Online" course prepares instructors for online teaching by building quality classes using the Quality Matters rubric as a guide. Offering an all-online AGS degree will, it is hoped, lead the college to seek Quality Matters program certification, the standard for quality assurance in online instruction.

## 8. Accreditation

Describe plan for achieving *program* accreditation, including: name of accrediting agency, basic requirements for accreditation, how the criteria will be achieved, and projected accreditation date.

The current AGS program is accredited through SACS-COC, and it is anticipated that the online delivery of the AGS program will not constitute a substantive change, although SACS-COC will be notified in accordance with policy.

If a graduate program, describe the use of consultants in developing the proposal, and include a copy of the consultant's report as an appendix.

N/A

## 9. Related Fields

Indicate subject matter fields at the institution which are related to, or will support, the proposed program; describe the relationship.

The current AGS and the proposed online delivery consists of general education courses including English composition, math, natural sciences, social/behavioral sciences, computer information systems, speech, fine arts, and humanities. Areas of concentration, both major and minor, include arts and humanities, social and behavioral sciences, business, natural sciences, and

applied sciences. Thus, coursework needed for the AGS degree come from all subject matter fields at the institution, and instructors from the various academic divisions teach online courses.

## 10. Cost & Revenue

Summarize additional costs to offer the program, e.g., additional funds for research needed to support the program; additional faculty, administrative support, and/or travel; student support. How will the program affect the allocation of departmental funds?

The only additional cost to offer the AGS online will be salary for an adjunct instructor to teach speech classes. Currently, the salary for an adjunct instructor is \$1,800 per 3 hour course. The cost for adding online sections of speech can easily be born by the Liberal Arts Division, which oversees speech instruction.

\*On the separate budget form, estimate new costs and revenues for the projected program for the first four years, indicating need for additional appropriations or investment by the institution.

Outside of revenue from tuition & fees, explain and justify any additional anticipated sources of funds, e.g., grants (in hand, promised, or in competition), institutional funds, etc.

There are no additional anticipated sources of funds.

### CERTIFICATIONS:

  
\_\_\_\_\_  
Primary Administrator for Proposed Program

2/21/2018  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Provost/Chief Academic Officer

2-21-18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Board/System Office

\_\_\_\_\_  
Date



## SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: Louisiana Delta Community College

Date: \_\_\_\_\_

Degree Program, Unit: Associate of General Studies (online), Liberal Arts Division

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$3600		\$5400		\$5400		\$7200	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
<b>SUB-TOTAL</b>	\$3600		\$5400		\$5400		\$7200	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
<b>SUB-TOTAL</b>	\$0		\$0		\$0		\$	
<b>TOTAL EXPENSES</b>	\$3,600		\$5,400		\$5,400		\$7,200	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment	14		28		56		112	
Tuition	22498.56		44997.12		89994.24		17998.48	
Fees	6607.44		13214.88		2649.76		52959.52	
*Other (specify)								
<b>TOTAL REVENUES</b>	\$29,113.28		\$58,226.56		\$116,453.12		\$232,906.24	

\* Describe/explain expected sources of funds in proposal text.

Office of the Vice Chancellor of Academic Affairs



February 21, 2018

Board of Supervisors  
The Louisiana Community and Technical College System  
265 South Foster Drive  
Baton Rouge, LA 70806

Attention: Rene' Cintron', Ph.D.  
Chief Academic Affairs Officer

Louisiana Delta Community College request approval to offer a new Associate of Applied Science (AAS) degree in Criminal Justice.

This program would provide a workforce to law enforcement agencies in the northeast portion of the State and provide opportunities to individuals who want to begin a career or further their career in the criminal justice related industry. The local law enforcement and corrections agencies have consistently voiced concerns about the lack of a quality workforce and their constant turnover. To help address these concerns, LDCC would like to offer an Associate's of Applied Science Degree in Criminal Justice. This offering would provide a more knowledgeable workforce for their entry level positions.

Louisiana Delta Community College currently offers an AALT degree in Criminal Justice, as well as a General Studies degree with a concentration in Criminal Justice, thus the cost of the new degree program would be nominal at best.

If you have any questions or require further information, please do not hesitate to call or email me. Your consideration of our request is very much appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Emily Campbell".

Emily Campbell, Ph.D.  
Interim Vice Chancellor of Academic Affairs



# LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

## New Program and Curriculum Modification Form

### TYPE OF PROPOSED CHANGE

☒ New Program

☐ Curriculum Modification

### AWARD LEVEL(S)

Award Level(s):

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

☐ Associate of Science (A.S.)

☐ Associate of Arts (A.A.)

☐ Other Associate Degree

Name: A.A.S. Criminal Justice

☐ Technical Diploma (T.D.)

☐ Technical Competency Area (T.C.A.)

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

☐ Certificate of Applied Science (C.A.S.)

☐ Certificate of General Studies (C.G.S.)

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

Name: Associate of Applied Science in Criminal Justice

CIP: 430104

Credit Hours: 61

Clock Hours:

Award Level: AAS

Name:

CIP:

Credit Hours:

Clock 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.)**

We propose a new AAS degree in Criminal Justice for the northeast Louisiana region. Currently there is no A.A.S. offered in the region.

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

The local law enforcement and corrections agencies in northeast Louisiana have consistently voiced concerns about the lack of a quality workforce and their constant turnover. These local law enforcement agencies also offer educational incentive pay for their employees. Additionally, the University of Louisiana at Monroe offers both a B.A. and M.A. Criminal Justice degree in their selective admissions program, and once an A.A.S. degree program has been established at LDCC, a 2+2 agreement will be sought with the university.

**IMPLEMENTATION DATE (Semester and Year)**

Fall 2018

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION**☒ Main Campus☐ All Campuses☐ Sites (list below)

Site 1: 7500 Millhaven Road, Monroe, LA, 71203

Site 2:

Site 3

Site 4:

**LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)**☐ 5 Stars☒ 4 Stars☐ 3 Stars☐ 2 Stars☐ 1 Star**PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)**☒ Use Existing Faculty☐ Hire Adjunct Faculty☐ Hire Full-Time Faculty#: 1 FT, 2 PT#: 0#: 0**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**Education: Master's Degree,  
18 graduate hours in  
discipline

Experience: none required

Certification: P.O.S.T.  
certification preferred



**ANTICIPATED ENROLLMENT:**

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>25</u>	<u>40</u>	<u>55</u>	<u>70</u>	<u>120</u>
<u>EVENING</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Describe Process for Attaining & Estimating Enrollment:	It is estimated that there are currently 20 Criminal Justice AALT students. This degree will provide these students with a terminal degree in Criminal Justice. In addition, current practitioners in the criminal justice field are enrolling due to the educational incentive pay offered by several area law enforcement agencies.				

**PROGRAM ACCREDITATION:**

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

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

No new costs anticipated.

**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)

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
<b>First Semester</b>						
FRST	100	Freshman Seminar	1	0	15	1
ENGL	101	Freshman Composition I	3	0	45	3
MATH	110	College Algebra	3	0	45	3
		Natural Science Elective (LEC only)	3	0	45	3
CJUS	101	Introduction to Criminal Justice	3	0	45	3

CJUS	206	Court Systems and Practices	3	0	45	3
Second Semester						
ENGL	102	Freshman Composition II	3	0	45	3
SPCM	120	Introduction to Public Speaking	3	0	45	3
PSYC	201	Introduction to Psychology	3	0	45	3
CJUS	202	Police Systems and Practices	3	0	45	3
CJUS		Criminal Justice Elective	3	0	45	3
Third Semester						
POLI	110	American Government	3	0	45	3
CINS	101	Introduction to Computers	3	0	45	3
SOCL	201	Introduction to Sociology	3	0	45	3
CJUS	201	Criminal Law	3	0	45	3
CJUS		Criminal Justice Elective	3	0	45	3
Fourth Semester						
		Humanities Elective	3	0	45	0
CJUS	203	Criminal Procedure and Evidence	3	0	45	3
CJUS	207	Corrections Systems and Practices	3	0	45	3
CJUS		Criminal Justice Elective	3	0	45	3
CJUS		Criminal Justice Elective	3	0	45	3
Fifth Semester						

Sixth Semester						

**SIGNATURES:**

Emily Campbell  
College Chief Academic Officer

[Signature]  
College Chief Executive Officer

2-21-18  
Date

2-21-18  
Date

**Program Curriculum**  
**Associate of Applied Science – Criminal Justice**

**FIRST SEMESTER**

FRST 100—Freshman Studies Seminar	1
ENGL 101—English Composition I	3
MATH 110—College Algebra	3
CJUS 101-Introduction to CJUS	3
CJUS 206-Court Systems and Practices	3
Natural Science Elective	3
<b>Semester Total</b>	<b>16 credit hours</b>

**SECOND SEMESTER**

ENGL 102—English Composition II	3
SPCM120-Intro to Public Speaking	3
PSYC 201-Intro to Psychology	3
CJUS 202-Police Systems and Practices	3
CJUS Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

**THIRD SEMESTER**

SOCL 201-Intro to Sociology	3
CINS 101-Intro to Computers	3
POLI 110-American Government	3
CJUS 201-Criminal Law	3
CJUS Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

**FOURTH SEMESTER**

Humanities Course	3
CJUS 203-Criminal Procedure and Evi	3
CJUS 207-Corrections Systems and Prac	3
CJUS Elective	3
CJUS Elective	3
<b>Semester Total</b>	<b>15 credit hours</b>

<b>TOTAL HOURS</b>	<b>61 credit hours</b>
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**LA Board of Regents**  
**NOTES for PROGRAM PROPOSALS (AA Policy 2.05)**  
(Please do not include this page with proposal submission.)

Neither a new program nor elimination/major revision of an existing program can be publicized or implemented prior to approval by the Board of Regents. A new program is a new Major which leads to a certificate or degree at a level or in a field not heretofore offered by the institution. It may involve the addition of courses to an existing degree program (e.g., expansion of a concentration or minor), or it may consist entirely of existing courses packaged in a manner which constitutes a new major. Upon approval, it will be added to the Curriculum Inventory (CRIN)

To expedite review, institutions are urged to discuss planned curricular additions with Academic Affairs staff *prior* to completion of a Letter of Intent or program proposal.

**PROPOSAL CONTENT**

**DESCRIPTION** should include the purpose of the program as well as the curriculum plus any prerequisite courses. Identify any incremental credentials that might be incorporated within the curriculum, concentrations, and/or approved electives. A reader should be able to describe what the program will accomplish for the completer and how it will do it.

**NEED/RELEVANCE** is the argument for program approval. Address duplication or similarities with existing programs elsewhere, and explain why the proposed program is different and/or necessary.

**STUDENTS** should include a justification for projected enrollments and completers. If the new program is the expansion of an existing, successful concentration or minor, provide the existing curriculum and recent enrollment/completer data.

**FACULTY** should demonstrate preparation or a plan to offer the program, explaining how the program would be offered, whether/how existing faculty can absorb the new courses and students, and expected sources of additional faculty that would be needed.

**LIBRARY, SPECIAL RESOURCES, FACILITIES & EQUIPMENT** describe what will be needed and how & when the institution will acquire it. Costs for additional resources should be reflected in the budget.

**ADMINISTRATION** includes new directors and anticipated timing of the administrative additions or changes.

**ACCREDITATION** should address any impact on and plans to protect the institutions status with SACSCOC as well as any relevant program requirements or recommendations in AcAf 2.13. If the institution will seek new or expanded accreditation, include an anticipated schedule of actions to be taken.

**RELATED FIELDS** summarizes how the proposed program 'fits into' the institution's existing offerings and strengths.

**COSTS & REVENUE (BUDGET)** should include new/additional costs referenced in the preceding text to show what new commitments the program would bring to the institution and how they would be covered.

Factors that will be considered in assessing a proposed program include, but are not limited to the following:

- a. Relevance to the existing role, scope and mission of the institution;
- b. Contribution to the wellbeing of the state, region, or academy;
- c. Program duplication (existing/related programs at other institutions);
- d. Institutional commitment to appropriately fund proposed program.

## Louisiana Board of Regents

### AA 2.05: REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM\*

-- Including incremental credentials building up to the Degree --

\* Prior to final action by the Board of Regents, no institution may initiate or publicize a new program.\*

**Date:**

Institution: Louisiana Delta Community College	Requested CIP, Designation, Subject/Title: <b>New Criminal Justice A.A.S. degree</b>
Contact Person & Contact Info Amber Rawls, 7500 Millhaven Road, Monroe, LA 71203, phone 318.345.9216, email amberrawls@ladelta.edu	
Date Letter of Intent was approved by Board of Regents:	
Date this Proposal was approved by Governing Board:	
Planned Semester/Term & Year to Begin Offering Program: Fall 2018	

#### 1. Program Description

Describe the program concept: (a) purpose and objectives; (b) mode of delivery (on-site/hybrid/on-line). Describe plan for developing and rolling out new courses.

- (a) Purpose of new degree program is to provide students with the minimum educational requirement for state law enforcement employment, as well as a degree which would provide the basis for pre-law, counseling, or other criminal justice related higher degrees.

(b) Program will initially be delivered in class on-site, with gradual addition of on-line courses.

Map out the proposed curriculum, in sequence, identifying any incremental credentials and/or concentrations within the degree. Indicate which courses will be new, including those that would be offered in the new program as electives. Describe any special requirements (e.g., internships, comprehensive exam, thesis, etc.).

ENGL	101	English Composition I	3	
ENGL	102	English Composition II	3	
Total			6	
MATH	110	College Algebra	3	
Total			3	
Natural Science			3	
Total			3	
Humanities Elective (Literature/History)			3	
Total			3	
SPCM	120	Introduction to Public Speaking	3	
Total			3	
PSYC	201	Introduction to Psychology	3	
SOCL	201	Introduction to Sociology	3	
POLI	110	American Government	3	
Total			9	
CINS	101	Introduction to Computers	3	
Total			3	
CJUS	101	Introduction to Criminal Justice	3	
CJUS	201	Criminal Law	3	
CJUS	202	Police Systems and Practices	3	*Rename course only
CJUS	203	Criminal Procedure and Evidence	3	
CJUS	206	Court Systems and Practices	3	*New course
CJUS	207	Corrections Systems and Practices	3	*New course
CJUS	Electives		12	

			Total	30
CJUS	160	Criminology		3
CJUS	205	Juvenile Delinquency and Justice		3
CJUS	210	Victimology		3
CJUS	212	Community Corrections		3
CJUS	213	Criminal Investigations	*New course	3
CJUS	214	Narcotics and Dangerous Drugs	*New course	3
CJUS	215	Homeland Security	*New course	3
CJUS	290	Writing for the CJ Professional	*New course	3
Total hours for degree				60

## 2. Need

Outline how this program is deemed essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs).

This program is an exciting opportunity to provide a workforce to law enforcement agencies and provide opportunities to those people who want to begin a career or further their career in the criminal justice related industry. The local law enforcement and corrections agencies have consistently voiced concerns about the lack of a quality workforce and their constant turnover. These local law enforcement agencies also offer educational incentive pay for their employees. To help address these concerns, LDCC would like to offer an Associate's Degree in Criminal Justice. This offering would provide a more knowledgeable workforce for their entry level positions. Specifically, the Monroe Police Department and Ouachita Parish Sheriff's Office have endured numerous retirements within the past several years and have been unable to hire enough officers to get back to full capacity due to the retirements and turnover. Economic Modeling Specialists Incorporated (EMSI) labor market analysis states that nationally 41.5% of the workers within this industry are 45 years old or older; with 20.6% being 55 years of age or older.

Describe how the program will further the mission of the institution.

Addition of AAS degree in Criminal Justice for Louisiana Delta Community College. Surrounding universities (ULM, Louisiana Tech, and Gramling State University) currently only offer 4 year degrees, whereas state law enforcement employment generally only require a 2 year degree. The new degree plans follow the study of the three components of the criminal justice system – Police, Courts, and Corrections. The new degree plan also serves a larger student population, including students interested in non-enforcement activities, such as pre-law and community corrections. The proposed criminal justice electives serve multiple disciplines, not just criminal justice. The new degree plan was modeled after the three component model used at Baton Rouge Community College and degree requirements were modeled after Bossier Parish Community College's degree requirements for an AAS degree in Criminal Justice.

Identify similar programs in the state and explain why the proposed one is needed: present an argument for a new or additional program of this type and how it will be distinct from existing offerings.

Similar programs are offered at Baton Rouge Community College, Bossier Parish Community College, and nearly every community college in the LCTCS system.

If approved, will the program result in the termination or phasing out of existing programs? (Is it a replacement?) Explain.

No termination or phasing out of any existing program will occur.

If a Graduate program, cite any pertinent studies or national/state trends indicating need for more graduates in the field. Address possibilities for cooperative programs or collaboration with other institution(s).

N/A

## 3. Students

Describe evidence of student interest. Project the source of students (e.g., from existing programs, or the prospects of students being recruited specifically for this program who might not otherwise be attracted to the institution).

It is estimated that there are approximately 20 Criminal Justice AALT students. This degree will provide these students with a terminal degree in Criminal Justice. In addition, current practitioners in the criminal justice field are enrolling due to the educational incentive pay offered by several area law enforcement agencies.

Project enrollment and productivity for the first 5 years, and explain/justify the projections.

Enrollment should increase by 10 – 20% over the first five years as the program is publicized as a major degree program. The local

target population is currently unaware of the criminal justice offerings, but once notified, they enroll in the program.

Provide enrollment/completer data for closely related programs currently offered at the institution.

N/A

What preparation will be necessary for students to enter the program?

No preparation necessary.

If a Graduate program, indicate & discuss sources of financial support for students in the program.

N/A

#### 4. Faculty

List present faculty members who will be most directly involved in the proposed program: name, present rank; degrees; courses taught; other assignments.

Amber Rawls, Instructor, M.A. Criminal Justice, courses taught:

CJUS 101: Introduction to Criminal Justice  
CJUS 202: Police Systems and Practices  
CJUS 207: Corrections Systems and Practices  
CJUS 206: Court Systems and Practices  
CJUS 212: Community Corrections  
CJUS 213: Criminal Investigations  
CJUS 205: Juvenile Delinquency  
CJUS 214: Narcotics and dangerous drugs  
CJUS 215: Homeland Security  
CJUS 290: Writing for the CJ Professional

Alton Braddock, Instructor, M.A. Criminal Justice, courses taught:

CJUS 101: Introduction to Criminal Justice  
CJUS 203: Criminal Procedure and Evidence  
CJUS 201: Criminal Law

Claire Shepard, Instructor, M.S. Forensic Science, courses taught:

CJUS 101: Introduction to criminal justice (online)  
CJUS 160: Criminology (online)  
CJUS 210: Victimology (online)

Project the number of new faculty members needed to initiate the program for each of the first five years. If it will be absorbed in whole or part by current faculty, explain how this will be done. Explain any special needs.

No new faculty required.

Describe involvement of faculty – present and projected – in research, extension, and other activities and the relationship of these activities to teaching load. For proposed new faculty, describe qualifications and/or strengths needed.

N/A

#### 5. Library and Other Special Resources

Are present library holdings in related fields adequate to initiate the program? To meet program needs in the first 5 years, what will be needed? Do other institutions have library resources available to faculty & students for the proposed program?

Library is sufficient, no new requirements.

Indicate/estimate total expenditure for the last two fiscal years in library acquisitions for fields or departments offering or related to the proposed program.

\$0

Project library expenditures needed for the first 5 years of the program.

\$0

What additional special resources, other than library holdings, will be needed?

None



## 6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc) available for the program. Describe present utilization of these facilities that are assigned to the sponsoring department.

Classrooms are available, as well as compressed video capabilities to deliver instruction to satellite campuses in Winnsboro, Bastrop, Lake Providence, Ruston, Winnsboro, and Tallulah.

Describe the need for new facilities (e.g., special buildings, labs, remodeling, construction, equipment), and estimate the cost, proposed sources of funding, and estimated availability for program delivery.

No new facilities required.

## 7. Administration

In what department, division, school, college, or center/institute will the proposed program be administered? How will the new program affect the present administrative structure of the institution?

Degree program would fall under the existing department for the AALT, Liberal Arts. No changes to the present administrative structure needed.

Describe departmental strengths and/or weaknesses and how the proposed program will affect them.

Departments cooperate efficiently, with many departments discussing expanding course offering to supplement Criminal Justice.

## 8. Accreditation

Describe plan for achieving *program* accreditation, including: name of accrediting agency, basic requirements for accreditation, how the criteria will be achieved, and projected accreditation date.

N/A

If a graduate program, describe the use of consultants in developing the proposal, and include a copy of the consultant's report as an appendix.

N/A

## 9. Related Fields

Indicate subject matter fields at the institution which are related to, or will support, the proposed program; describe the relationship.

LDCC offers a Forensic Science program, Criminal Justice will continue to overlap students interested in the investigative field.

## 10. Cost & Revenue

Summarize additional costs to offer the program, e.g., additional funds for research needed to support the program; additional faculty, administrative support, and/or travel; student support. How will the program affect the allocation of departmental funds?

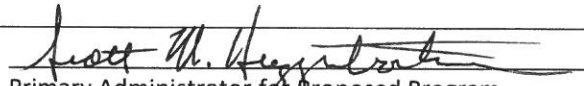
\$0, LDCC currently has AALT program which meets all faculty needs required for new AAS degree.

\*On the separate budget form, estimate *new* costs and revenues for the projected program for the first four years, indicating need for additional appropriations or investment by the institution.

Outside of revenue from tuition & fees, explain and justify any additional anticipated sources of funds, e.g., grants (in hand, promised, or in competition), institutional funds, etc.

No additional sources required.

### CERTIFICATIONS:

  
Primary Administrator for Proposed Program

2/21/2018  
Date

  
Provost/Chief Academic Officer

2-21-18  
Date

\_\_\_\_\_  
Management Board/System Office

\_\_\_\_\_  
Date

## SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

Degree Program, Unit: \_\_\_\_\_

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	FIRST		SECOND		THIRD		FOURTH	
	AMOUNT	FTE	Amount	FTE	AMOUNT	FTE	AMOUNT	FTE
Faculty	\$		\$		\$		\$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
<b>SUB-TOTAL</b>	\$		\$		\$		\$	
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
Facilities	\$		\$		\$		\$	
Equipment								
Travel								
Supplies								
<b>SUB-TOTAL</b>	\$		\$		\$		\$	
<b>TOTAL EXPENSES</b>	\$		\$		\$		\$	
REVENUES								
Revenue Anticipated From:	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
*State Appropriations	\$		\$		\$		\$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment								
Tuition								
Fees								
*Other (specify)								
<b>TOTAL REVENUES</b>	\$		\$		\$		\$	

\* Describe/explain expected sources of funds in proposal text.