



Changing Lives,  
Creating Futures

Monty Sullivan  
System President

Officers:  
Stephen Toups  
Chair

Paul Price, Jr.  
First Vice Chair

Willie L. Mount  
Second Vice Chair

Members:  
Tari T. Bradford  
Helen Bridges Carter  
Timothy W. Hardy  
Alterman L. "Chip" Jackson  
Erika McConduit  
Michael J. Murphy  
Joe Potts  
Stanton W. Salathe  
Stephen C. Smith  
Mark D. Spears, Jr.  
Craig Spohn  
Vincent St. Blanc, III

Student Members:  
Jeremy Gray  
Raissa Oliveira Yantis

Louisiana  
Community  
& Technical  
College System

265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

[www.lctcs.edu](http://www.lctcs.edu)

# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

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

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

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

**SUBJECT:** Program Requests at Delgado Community College (DCC)

**DATE:** 10/18/2018

APPROVED

*Slk* 11/14/18  
LCTCS BOARD OF SUPERVISORS

## FOR BOARD REVIEW AND ACTION:

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

### Program Additions

1. Certificate of Technical Studies (CTS) – Retail Management (CIP 52.0212) - **4 STARS**
2. Certificate of Technical Studies (CTS) – Central Sterile Processing (CIP 51.1012) - **4 STARS**

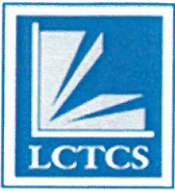
### Program Revisions

3. Certificate of Technical Studies (CTS) – Residential Construction (CIP 46.0201) - **5 STARS**

**Background:** Delgado Community College is requesting to add a 9-course, 27-credit hour Certificate of Technical Studies program in Retail Management. The proposed program’s learning outcomes align with nationally recognized curriculum endorsed by the National Retail Federation and can lead to national retail certification.

The purpose of the proposed program is to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and emphasizes the skill sets needed for effective management and communication in the work environment.

The proposed program will be comprised of existing courses offered at the College, and used in several Business instructional programs. The proposed certificate program will be embedded within the College’s existing Associate of Applied Science degree program in



***Changing Lives,  
Creating Futures***

Monty Sullivan  
*System President*

**Officers:**

Stephen Toups  
*Chair*

Paul Price, Jr.  
*First Vice Chair*

Willie L. Mount  
*Second Vice Chair*

**Members:**

Tari T. Bradford  
Helen Bridges Carter  
Timothy W. Hardy  
Alterman L. "Chip" Jackson  
Erika McConduit  
Michael J. Murphy  
Joe Potts  
Stanton W. Salathe  
Stephen C. Smith  
Mark D. Spears, Jr.  
Craig Spohn  
Vincent St. Blanc, III

**Student Members:**

Jeremy Gray  
Raissa Oliveira Yantis

Louisiana  
Community  
& Technical  
College System

265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

[www.lctcs.edu](http://www.lctcs.edu)

Business and Management, specifically the concentration in Retail Management. The College is currently working with regional partners who support the development of this instructional program.

Delgado Community College is requesting to add an 8-course, 22-credit hour Certificate of Technical Studies program in Central Sterile Processing. A Central Sterile Processing Technician is a medical professional whose main duty is to ensure that instruments used by medical personnel are contaminant free. Students will be instructed on proper techniques to clean and sterilize medical instruments. Technicians will specialize in stocking, sterilizing, packaging, and preparing the tools and equipment that are used in surgical procedures.

Graduates of the proposed Central Sterile Processing Certificate of Technical Studies program will be prepared for entry-level positions in a number of different medical settings, including general hospitals, physicians' offices, inpatient and outpatient clinics, diagnostic centers, and specialized surgical centers. Upon successful completion of the proposed program, graduates will be eligible to take a national certification examination, as administered by the Certification Board for Sterile Processing and Distribution (CSPD, Inc.).

A needs assessment survey was distributed to all hospitals in the Greater New Orleans area (also included Lafayette, Baton Rouge, Northshore, and Mississippi Gulf Coast). Each survey returned indicated vacancies and therefore a need for qualified individuals in Central Sterile Processing. Additionally, on September 18, 2017, Sandra Palmer, Surgical Technology Program Director met with representatives from Ochsner Hospital who expressed a genuine interest in assisting Delgado with starting this program. Currently, those hired are usually trained on-the-job, and Ochsner indicates they would prefer to hire individuals who have had classes and have passed a national certification exam. Ochsner has agreed to provide Delgado students with great clinical experience. University Medical Center and East Jefferson Hospital have expressed an interest in working with Delgado offering support for use of their facilities for teaching purposes, as well.

DCC is proposing to change the name of the CTS in Carpentry to Residential Construction. The terms "carpentry" and "carpenter" are often associated with woodworking, cabinet-making, and building or repairing structures, and not necessarily with the art of construction. This certificate program prepares students to build residential structures, and the proposed title better reflects the content and student learning outcomes of the program.

**Fiscal Impact:** There will be no additional costs or changes to the administrative structure to operate the Retail Management program. All courses are existing and all faculty are currently teaching these courses.

There will be no changes to the administrative structure or allocation of funds for the Central Sterile Processing program. Current faculty will teach the courses, with new





***Changing Lives,  
Creating Futures***

Monty Sullivan  
*System President*

**Officers:**

Stephen Toups  
*Chair*

Paul Price, Jr.  
*First Vice Chair*

Willie L. Mount  
*Second Vice Chair*

**Members:**

Tari T. Bradford  
Helen Bridges Carter  
Timothy W. Hardy  
Alterman L. "Chip" Jackson  
Erika McConduit  
Michael J. Murphy  
Joe Potts  
Stanton W. Salathe  
Stephen C. Smith  
Mark D. Spears, Jr.  
Craig Spohn  
Vincent St. Blanc, III

**Student Members:**

Jeremy Gray  
Raissa Oliveira Yantis

Louisiana  
Community  
& Technical  
College System

265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

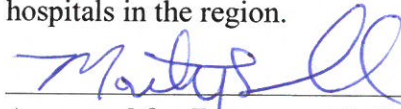
[www.lctcs.edu](http://www.lctcs.edu)

adjuncts hired as necessary. Adjunct salaries will be covered by student enrollment and the purchase of new library materials will be a part of regular upgrading to the health sciences collections

**History of Prior Actions:** None

**Benefits to the System:** The proposed Retail Management program was designed with input and addresses the needs identified by local/regional employers. Creating an exit point with the existing AAS in Business and Management will allow students to enter the workforce while continuing their educational career for future advancement.

The proposed Central Sterile Processing program will address a critical healthcare workforce need. The College will provide graduates as potential employees to area hospitals reducing the need for expensive and time consuming on-the-job training. The instructional program was developed at the request of, and in consultation with, major hospitals in the region.

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

11-14-15  
\_\_\_\_\_  
Date

**CURRICULUM AND PROGRAM DEVELOPMENT**

615 City Park Avenue  
New Orleans, LA 70119-4399  
(504) 671-5445  
www.dcc.edu

October 8, 2018

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

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

Dear Dr. Cintron:

The following items from Delgado Community College are submitted to the Board of Supervisors for possible consideration at the November 14, 2018 Board Meeting.

New Instructional Program:

Certificate of Technical Studies in Central Sterile Processing  
CIP Code: 51.1012

Justification: Delgado Community College proposes an 8-course, 22-credit hour Certificate of Technical Studies program in Central Sterile Processing. A Central Sterile Processing Technician is a medical professional whose main duty is to insure that instruments used by medical personnel are contaminant free. Students will be instructed on proper techniques to clean and sterilize medical instruments. Technicians will specialize in stocking, sterilizing, packaging, and preparing the tools and equipment that are used in surgical procedures. Graduates of the proposed Central Sterile Processing Certificate of Technical Studies program will be prepared for entry-level positions in a number of different medical settings, including general hospitals, physicians' offices, inpatient and outpatient clinics, diagnostic centers, and specialized surgical centers. Many technicians work in highly specialized operating rooms, where they take great care to sterilize surfaces and equipment. Upon successful completion of the proposed program, graduates will be eligible to take a national certification examination, as administered by the Certification Board for Sterile Processing and Distribution (CSPD, Inc.). Area hospitals, to include Ochsner, East Jefferson, and Medical Center of New Orleans have pledged support of the proposed program and indicate a need for well-trained, licensed technicians. **[STAR 4]**

Curriculum Attached.

Board of Supervisors  
October 8, 2018  
PAGE TWO

New Instructional Program:

Certificate of Technical Studies in Retail Management  
CIP Code: 51.1012

Justification: Delgado Community College proposes a 9-course, 27-credit hour Certificate of Technical Studies program in "Retail Management". The proposed program's learning outcomes align with nationally recognized curriculum endorsed by the National Retail Federation and can lead to national retail certification. The purpose of the proposed program is to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and emphasizes the skill sets needed for effective management and communication in the work environment. The College is currently working with regional partners who support the development of this instructional program. Letters of support from the Regional Human Resources Manager at Walgreen's and Director of Programming at Models for Success at Job1 are included with the proposal. **[STAR 4]**

Curriculum Attached

Change of Program Name:

Certificate of Technical Studies in Carpentry  
CIP Code: 46.0201

Change the name of the C.T.S. in Carpentry *from* C.T.S. in Carpentry *to* C.T.S. in Residential Construction.

Justification: The terms 'carpentry' and 'carpenter' are often associated with woodworking, cabinet-making, and building or repairing structures, and do not necessarily focus on the art of construction. The Certificate program prepares students to build residential structures, and the proposed title better reflects the content and student learning outcomes of the program.

If approved, the changes will be effective Spring 2019. If you require any additional information, please do not hesitate to contact Tim Stamm, Dean Library/Executive Director of Curriculum and Program Development at (504) 671-5482. Thank you for your consideration of this request.

Sincerely,



Mostofa Sarwar, Ph.D., M.S., M.Sc.  
Interim Vice Chancellor, Academic Affairs & College Provost

Enclosure  
MS/ts



Title \_\_\_\_\_

## 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:

- 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: Retail Management, C.T.S.

CIP: 52.0212	Credit Hours: 27	Contact Hours: 405	Award Level: C.T.S.
--------------	------------------	--------------------	---------------------

Name:

CIP:	Credit Hours:	Contact Hours:	Award Level:
------	---------------	----------------	--------------

Name:

CIP:	Credit Hours:	Contact Hours:	Award Level:
------	---------------	----------------	--------------

Name:

CIP:	Credit Hours:	Contact Hours:	Award Level:
------	---------------	----------------	--------------

**DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)**

Delgado Community College proposes a 9-course, 27-credit hour Certificate of Technical Studies program in "Retail Management". The proposed program's learning outcomes align with nationally recognized curriculum endorsed by the National Retail Federation and can lead to national retail certification.

The purpose of the proposed program is to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and emphasizes the skill sets needed for effective management and communication in the work environment.

The proposed program will be comprised of existing courses offered at the College, and used in several Business instructional programs. The proposed certificate program will be embedded within the College's existing Associate of Applied Science degree program in Business and Management, specifically the concentration in Retail Management.

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

Retail Management ("First Line Supervisors of Retail Sales Workers") is classified as a **4 STAR** occupation in Louisiana. The College is currently working with regional partners who support the development of this instructional program. Letters of support from the Regional Human Resources Manager at Walgreen's and Director of Programming at Models for Success at Job1 are included for review.

**IMPLEMENTATION DATE (Semester and Year)**

Spring 2019 (201920)

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION**

Main Campus

All Campuses

Sites (list below)

Site 1:

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)

<input checked="" type="checkbox"/> Use Existing Faculty #: <u>20</u>	<input type="checkbox"/> Hire Adjunct Faculty #:	<input type="checkbox"/> Hire Full-Time Faculty #:
--	---	---

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master's Degree in Marketing, Business Administration, Business Management	Experience: 1-5 years in Retail, Marketing, and/or Management	Certification:
---	---	----------------

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>7</u>	<u>5</u>	<u>5</u>	<u>6</u>	<u>6</u>
<u>EVENING</u>	<u>8</u>	<u>15</u>	<u>20</u>	<u>22</u>	<u>24</u>

Describe Process for Attaining & Estimating Enrollment:	Enrollment estimates are based on historical enrollment in the courses comprising the proposed C.T.S., and in the courses currently comprising related concentration within the AAS in Business & Management.
---	---

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date: 2019-2020	



<b>Type/Name of Program Accreditation, Licensure or Certification Required:</b>	The related Associate of Applied Science program in Business & Management is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Upon approved of the proposed Certificate of Technical Studies, the program will be included under the scope of the current accredited status, and will be reviewed by ACBSP at the time of the next reaffirmation.
---	---

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

There will be no additional costs to operate this instructional program. All courses are existing and all faculty are currently teaching these courses. Packaging the courses as a C.T.S. will allow interested students to complete a credential, enter the workforce, while continuing their educational career by completing the A.A.S. degree.

**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>						
BUSG	102	Customer Service	3	0	45	3
ENGL	101	English Composition I	3	0	45	3
MANG	201	Principles of Management	3	0	45	3
MARK	201	Principles of Marketing	3	0	45	3
CMIN BUSG	201 224	Computer Literacy <u>OR</u> Business Computer Applications	3	0	45	3
<b>Second Semester</b>						
ACCT	201	Principles of Accounting	3	0	45	3

<b>BUSG</b>	<b>240</b>	<b>Business Communication</b>	<b>3</b>	<b>0</b>	<b>45</b>	<b>3</b>
<b>MANG</b>	<b>131</b>	<b>Human Resource Management</b>	<b>3</b>	<b>0</b>	<b>45</b>	<b>3</b>
<b>MARK</b>	<b>213</b>	<b>Retailing</b>	<b>3</b>	<b>0</b>	<b>45</b>	<b>3</b>

**SIGNATURES:**

\_\_\_\_\_ College Chief Academic Officer      Date

\_\_\_\_\_ College Chief Executive Officer

\_\_\_\_\_ Date



March 13, 2018

Walgreen Co.  
109 New Camellia Blvd., Suite 106  
Covington, LA 70433-7829  
P 504-828-5071  
F 504-828-5119  
www.walgreens.com

Re: Walgreens Boots Alliance Support of Delgado Community College's Incumbent Worker Retail Management Certificate

To Whom It May Concern:

As a Regional HR Leader of Walgreens, I support the ongoing learning, development and growth of its team members. Today's retail landscape is ever-changing, and we believe that post-secondary training and development opportunities, such as Delgado Community College's Incumbent Worker Retail Management Certificate Program, will help our team members to maintain a competitive advantage in the workforce. Delgado Community College's Incumbent Worker Retail Management Certificate Program is designed to equip under-skilled frontline retail employees with basic and next-level retail management and leadership competencies. Although this certificate program will strengthen our team members' competitiveness for next-level store management roles, it will simultaneously assist us in systematically building the capabilities of our sparse internal talent pools.

While this certificate program will open doors into a challenging yet rewarding career for our team members, it will also help us to continuously enhance the environment in which we live and work, and, in which, our patrons support us. Walgreens Boots Alliance serves as a model corporate citizen focused on increasing our economic development opportunities, job opportunities and quality of life issues. Without reservation we support the installation of the Incumbent Worker Retail Management Certificate with Delgado Community College.

Sincerely,

Jonathan Collins

Regional Human Resources Manager



# MODELS FOR SUCCESS AT JOB1

*Helping youth to Discover, Develop, and Maximize their potential*

---

## Letter of Support

March 8, 2018

Delgado Community College  
615 City Park Avenue  
New Orleans, Louisiana 70119

To whom it may concern:

This letter is presented on behalf of Models for Success, LLC in full support of Delgado Community College's proposed curriculum for retail management. The development of such a program would produce the following positive systemic workforce outcomes: A.) Qualified candidates would be able obtain portable, stackable credentials that prepares them to be successful in any of a full range of secondary or postsecondary educational options, B.) Employers would receive the benefits of an improved workforce pool of assistant management candidates and C.) The overall workforce system would gain a recognizable industry credential for retail management positions as a result of Delgado Community College's leadership.

As a workforce development agency, Models for Success is committed to the preparation and success of youth and young adults entering the workforce. We vigorously encourage the pursuit of educational attainment, as well as opportunities for skills training in in-demand industries and occupations that culminate with sustained employment, along established career pathways.

Respectfully,

Jason F. DeGruy  
Director of Programming  
3400 Tulane Avenue, 2<sup>ND</sup> Floor  
New Orleans, Louisiana 70119





# 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:

- 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: Central Sterile Processing, C.T.S.

CIP: 51.1012	Credit Hours: 22	Contact Hours: 645	Award Level: C.T.S.
--------------	------------------	--------------------	---------------------

Name:

CIP:	Credit Hours:	Contact Hours:	Award Level:
------	---------------	----------------	--------------

Name:

CIP:	Credit Hours:	Contact Hours:	Award Level:
------	---------------	----------------	--------------

Name:

CIP:	Credit Hours:	Contact Hours:	Award Level:
------	---------------	----------------	--------------

**DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)**

Delgado Community College proposes an 8-course, 22-credit hour Certificate of Technical Studies program in Central Sterile Processing. A Central Sterile Processing Technician is a medical professional whose main duty is to insure that instruments used by medical personnel are contaminant free. Students will be instructed on proper techniques to clean and sterilize medical instruments. Technicians will specialize in stocking, sterilizing, packaging, and preparing the tools and equipment that are used in surgical procedures. These technicians frequently take inventory of surgical tools and accessories and obtain additional supplies when necessary; and, are often held responsible for ensuring the cleanliness and safety of operating rooms, tables, and equipment. A proficient technician can greatly ease the burdens and stresses on surgeons and physicians performing difficult emergency procedures. Surgeons can be confident that their instruments are sterilized and supplies are well stocked at all times. A central sterile processing technician usually refers to a checklist to make sure that sufficient quantities of gloves, masks, scalpels, needles, and other surgical accessories are present in an operating room. When supplies run low, a technician retrieves them from storage or places orders from distributing warehouses.

Graduates of the proposed Central Sterile Processing Certificate of Technical Studies program will be prepared for entry-level positions in a number of different medical settings, including general hospitals, physicians' offices, inpatient and outpatient clinics, diagnostic centers, and specialized surgical centers. Many technicians work in highly specialized operating rooms, where they take great care to sterilize surfaces and equipment. Professionals are essential in preventing infections and the spread of disease from dirty instruments. Technicians might inspect tools and equipment for signs of dirt or wear, and use alcohol pads or other chemical cleaning agents to sterilize them. Some technicians clean and maintain very delicate computerized and robotic equipment, taking extra care to avoid damaging machines.

Upon successful completion of the proposed program, graduates will be eligible to take a national certification examination, as administered by the Certification Board for Sterile Processing and Distribution (CSPD, Inc.).

The proposed program will be comprised of new courses, with the exception of one existing general health sciences course, and one course that is currently inactive, but will be reactivated upon program approval. While the majority of coursework is new, development of the courses and of the program does not represent a significant departure from or changes to the College's overall mission. Currently, the college offers a Certificate of Technical Studies program in Surgical Technology, and, Central Sterile Processing is a related sub-specialty within the discipline. The C.T.S. in Surgical Technology began as a Certificate program in 1990, changing designation to a C.T.S. in 2002. The program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP).

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

A needs assessment survey was distributed to all hospitals in the Greater New Orleans area (also included Lafayette, Baton Rouge, Northshore, and Mississippi Gulf Coast). Each survey returned indicated vacancies and therefore a need for qualified individuals in Central Sterile Processing. The survey also included a request for projection of need in the next five (5) years. All respondents indicated a strong need. (See survey is attached).

**Additional Evidence of Need/External Support for the Proposed Program:**

On September 18, 2017, Sandra Palmer, Surgical Technology Program Director met with Mr. Brandon Davis and Ms. Karen Landry from Ochsner Hospital. Mr. Davis and Ms. Landry expressed a genuine interest in assisting Delgado with starting a Central Sterile Processing program. They both indicated that there is a great need in the Greater New Orleans area for qualified individuals to work in as Central Sterile Processing Technicians. Currently, those hired in Central Sterile Processing are usually trained on-the-job, and Ochsner indicates they would prefer to hire individuals who have had classes and have passed a national certification exam. In the meeting, Mr. Davis indicated that Ochsner is willing to provide clinical experience and assist as much as possible to ensure good quality education for our students. Ochsner has also agreed to provide Delgado students with great clinical experience. University Medical Center and East Jefferson Hospital have expressed an interest in working with Delgado offering support for use of their facilities for teaching purposes, as well.

Several Colleges/Universities have instructional programs in Surgical Technology; however, no public College or University in Louisiana currently offers a program specifically designed for Central Sterile Processing Technicians.

<b>IMPLEMENTATION DATE (Semester and Year)</b>	Spring 2019 (201920)
--	----------------------

<b>SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION</b>		
<input checked="" type="checkbox"/> Main Campus	<input type="checkbox"/> All Campuses	<input checked="" type="checkbox"/> Sites (list below)
Site 1: Delgado City Park Campus		
Site 2: Delgado Charity School of Nursing		
Site 3		
Site 4:		

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

<b>PLAN FOR PROVIDING QUALIFIED FACULTY</b> (Check all that apply)		
<input checked="" type="checkbox"/> Use Existing Faculty #: <u>4</u>	<input checked="" type="checkbox"/> Hire Adjunct Faculty #: <u>2</u>	<input type="checkbox"/> Hire Full-Time Faculty #:
<b>MINIMUM CREDENTIALS REQUIRED FOR FACULTY</b>		
Education: Certificate or Associate Degree in Surgical Technology, Sterile Processing, or related	Experience: 1-5 years experience in Surgical Operating Procedures	Certification: National Board of Surgical Technology/Surgical Assisting (NBSTSA) and/or Certification Board for Sterile Processing and Distribution (CSPD, Inc.)

<b>ANTICIPATED ENROLLMENT:</b>					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>10</u>	<u>12</u>	<u>12</u>	<u>15</u>	<u>15</u>
<u>EVENING</u>					
Describe Process for Attaining & Estimating Enrollment:	Most surgeries are scheduled during the day and early morning, with emergency procedures performed at all times. The program will be primarily offered during the day, and enrollment is based on needs assessment data.				

<b>PROGRAM ACCREDITATION:</b>	
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:	

<b>DESCRIBE IMPLEMENTATION COSTS</b> (Include Faculty, Facilities, Library Resources, etc.)
---



Current faculty will teach the courses, with new adjuncts hired as necessary. Adjunct salaries will be covered by student enrollment and the purchase of new library materials will be a part of regular upgrading to the health sciences collections.

**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>						
HESC	111	Medical Terminology	3	0	45	3
+SURG	102	Microbiology for Surgical Technicians	3	0	45	3
*SCSP	101	Introduction to Surgical Instrumentation	2	0	30	2
*SCSP	103	Central Processing I	3	0	45	3
*SCSP	105	Central Processing Practicum I	0	6	90	1
<b>Second Semester</b>						
*SCSP	107	Central Processing II	3	0	45	3
*SCSP	109	Central Processing III	3	6	135	3
*SCSP	111	Central Processing Practicum II	2	12	210	4

\*indicates new course

+indicates inactive course, with request for reactivation upon program approval

**SIGNATURES:**

\_\_\_\_\_ College Chief Academic Officer    Date

College Chief Executive Officer \_\_\_\_\_

Date \_\_\_\_\_



## Needs Assessment Survey Sterile Processing Technician Program

Please answer the following questions and return the survey form by fax to (504) 483-4609.

1. Do you feel there is a need for a Sterile Processing Technician Program in the Greater New Orleans area?

a. Yes \_\_\_\_\_ 100% \_\_\_\_\_ b. No \_\_\_\_\_

2. Indicate in the spaces below current the number of employees you currently employ as Sterile Processing Technicians, the number of current vacancies you have for that position, the projected number needed in five years along with the current hourly salary rate.

# Sterile Processing Technician Currently Employed	# Current Sterile Processing Technician Vacancies	# Sterile Processing Technician Needed in Five Years	Current Hourly Rate
Of the Needs Assessments returned there was a response of 121	Of the Needs Assessments returned there were 42	175	?

3. How many of your employees have received formal training prior to their employment as a Sterile Processing Technician? \_\_less than 30% (of returned needs survey) \_\_\_\_\_

4. Do you feel there is a shortage of qualified Sterile Processing Technician in the Greater New Orleans area?

a. Yes \_\_\_\_\_ 100% \_\_\_\_\_ b. No \_\_\_\_\_

5. Do you feel there is a shortage of qualified Sterile Processing Technician in the state?

a. Yes \_\_\_\_\_ 100% \_\_\_\_\_ b. No \_\_\_\_\_ Don't know \_\_\_\_\_

7. If you answered yes to question #4 or #5 do you believe that this shortage has led to hiring of Sterile Processing Technician in other areas outside of New Orleans and the state of Louisiana?

a. Yes \_\_\_\_\_ 25% \_\_\_\_\_ b. No \_\_\_\_\_ Don't know \_\_\_ 75% \_\_\_

8. Would the shortage of Sterile Processing Technician affect your company, and thus have a negative economic impact? If so, how?

9. If you were to hire a graduate of a program like this today, what would be the entry/starting salary for that person?

\_\_\_\_\_

10. If Delgado Community College offered a program for a Sterile Processing Technician, would you consider employing graduates of this program?

a. Yes \_\_\_100%\_\_\_\_\_ b. No \_\_\_\_\_

12. Would you or any of your colleagues be willing to serve on an advisory committee for an educational program at Delgado Community College?

a. Yes \_\_\_100%\_\_\_\_\_ b. No \_\_\_\_\_

*If yes, please include contact information here:*

13. Would you be willing to write a letter of support for the Sterile Processing Technician program?

a. Yes \_\_\_\_\_100%\_\_\_\_\_ b. No \_\_\_\_\_

14. Would your facility be willing to be a practicum/internship site for the Sterile Processing program?

a. Yes \_\_\_\_\_75%\_\_\_\_\_ b. No \_\_\_\_\_25% were not sure\_\_\_\_\_

15. Do you know of or could you recommend any other institutions that are looking to hire qualified Sterile Processing Technicians?

a. Yes \_\_\_\_\_ b. No \_\_\_\_\_ Don't know\_100%\_\_\_\_\_

*If yes, please include contact information here:*

Additional comments:

Name and title of person completing the survey:

\_\_\_\_\_

Name

\_\_\_\_\_

Title