

Changing Lives,
Creating Futures

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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

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 Baton Rouge Community College

DATE: 01/24/2019

FOR BOARD ACTION:

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

Program Modifications

1. Associate of Applied Science (AAS) From Computing and Information Systems (CIP 11.0201) to Computing and Information Systems (CIP 11.0501)– **5 STARS**

Program Modifications to be delivered 100% through Distance Education Technology

2. Associate of Science (AS) General Science – (CIP 52.1601) **Transfer Program**
3. Associate of Science (AS) Business (CIP 52.0101) - **5 STARS**
4. Associate of Applied Science (AAS) Business Administration, Concentrations in Entrepreneurship and Management (CIP 52.0101) - **5 STARS**
5. Associate of Arts (AA), Louisiana Transfer, Concentrations in General Business and Social Sciences (CIP 24.0199) - **Transfer Program**
6. Certificate of Technical Studies (CTS) Retail Management (CIP 52.0212) - **5 STARS**

Program Modifications to be delivered 50-99% through Distance Education Technology

7. Associate of Arts (AA), Louisiana Transfer, Concentrations in Criminal Justice, and Fine Arts – (CIP 24.0199)- **Transfer Program**

APPROVED

SPK 2/13/19
LCTCS BOARD OF SUPERVISORS



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8. Associate of Arts (AA), Liberal Arts, Concentrations in African American Studies, Studio Arts, and International Studies (CIP 24.0101)- **Transfer Program**
9. Associate of Science (AS), Louisiana Transfer, Physical Sciences – (CIP 24.0199) - **Transfer Program**
10. Associate of Science (AS) Pre-Engineering, Concentrations in Biological Engineering, Chemical Engineering, Electrical and Computer Engineering, Environmental Engineering, Industrial Engineering, and Petroleum Engineering – (CIP 14.0101) - **5 STARS**
11. Associate of Applied Science (AAS) Paralegal Studies (CIP 22.0302) –**5 STARS**
 - a. Certificate of Technical Studies (CTS) Enrolled Agent (CIP 52.0302) - **4 STARS**

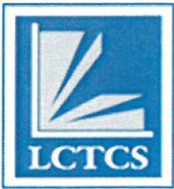
Background: Baton Rouge Community College (BRCC) requests to modify the degree and concentration titles and CIP of the AAS in Computer and Information Technology.

Upon review and discussion with Board of Regents staff, it was agreed upon that the following changes be made:

1. The proposed modification to the title of the degree, from “Computing and Information Technology” to “Computing and Information Systems” is to clearly distinguish the focus of the new degree from BRCC’s existing technical diploma in Information Technology, and thus avoid confusion on the part of existing and future BRCC students (as well as of students at other LCTCS institutions).
2. The proposed modification of the CIP code, from 11.0201 (Computer Programming/Programmer, General) to 11.0501 (Computer System Analysis/Analyst) is intended to more accurately reflect the scope and purpose of the degree. BRCC expects to propose at least two additional concentrations within the degree in the near future (Cybersecurity; Cloud Computing) which will share a core curriculum but will not include as much programming as the currently proposed concentration.
3. The proposed modification of the title of the first concentration within the new degree, from “Software Design and Development” to “Application Developer” is to more clearly represent the skills of the completers.

BRCC requests authorization to administer programs in Business Administration and the Louisiana Transfer Degree such that 100% of the credit hours may be completed by taking courses available in eLearning formats (fully online). BRCC requests that the other programs listed become available via eLearning formats of varying percentages (50-99%).

Fiscal Impact: No additional costs will be incurred to implement the proposed modifications. As enrollment increases, additional faculty will be hired based on demand.



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History of Prior Actions: In 2018, the original proposal for the AAS in Computing and Information Systems was approved. In 2015, BRCC was approved to offer the pre-engineering program courses in the 50-99% online credit hour range. In 2007, BRCC was granted authorization to offer the business and general science degrees in the 50-99% online credit hour range.

Benefits to the System: Benefits of the implementation of the proposed changes to the AAS in Computing and Information Systems includes: providing BRCC stakeholders with a description of the overall degree which encompasses the concentration proposed and of the concentrations planned; more accurate reporting to BRCC stakeholders and the United States Department of Education regarding the skills of graduates; and a better description of the focus of the first concentration.

The availability of these distance education programs to time- and place-bound students improves the opportunity for current and future students to pursue higher education.

Approved for Recommendation to the Board
Dr. Monty Sullivan

2-13-19

Date

Adrienne Fontenot

From: McMichael, Margaret <mcmichaelm@mybrcc.edu>
Sent: Friday, January 4, 2019 5:15 PM
To: Karen Denby; Janet Newhall; Rene Cintron
Cc: Laura Younger; Adrienne Fontenot; Raven Dora'
Subject: RE: BRCC proposal -- 110201 AAS (Computing & Info Tech)

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon, All,

Many thanks to Drs. Denby and Newhall for their time and advice today for Raven and I with regard to the title for BRCC's proposed new AAS, the CIP code for the AAS, and the title for the first concentration in the program. Raven, thank you very much for the title changes – they really are better!

I intended to send this message earlier this afternoon for the sake of putting the changes in writing; then VC Younger advised that they should be communicated to Dr. Cintrón as well, so now all will have the same information.

Below is a summary of the original titles and CIP code, along with the changes agreed upon today.

	Original, as approved by the LCTCS Board of Supervisors (and BRCC's Courses and Curricula Committee)	Revised, by Raven Dorá and Drs. Denby and Newhall, 4 January 2019 (to be presented to the Board of Regents in the near future)
Title of AAS	Computing and Information Technology	Computing and Information Systems
CIP code for AAS	11.0201 (Computer Programming/Programmer, General)	11.0501 (Computer Systems Analysis/Analyst)
Title of concentration	Software Design and Development	Applications Developer

Please let me know if this looks alright to all. Dr. Cintrón, please let me know if a program modification proposal must be submitted to record these changes for LCTCS.

Sincerely,
Margaret

From: Karen Denby [mailto:Karen.Denby@REGENTS.LA.GOV]
Sent: Thursday, January 3, 2019 3:48 PM
To: McMichael, Margaret <mcmichaelm@mybrcc.edu>
Cc: Younger, Laura <youngerl@mybrcc.edu>; Adrienne Fontenot <adriennefontenot@lctcs.edu>; Janet Newhall <Janet.Newhall@regents.la.gov>; Dora, Raven <dorar@mybrcc.edu>
Subject: RE: BRCC proposal -- 110201 AAS (Computing & Info Tech)

Thanks, Margaret.

I think it would be best for you and Raven and Janet and me to meet to discuss these questions.

The degree will not be filed under CIP 11.0201, *Computer Programming/Programmer, General*. BRCC could request a different CIP and present a case, but the degree with its Core and concentrations is not about programming. Perhaps 110103/Information Technology (which includes algorithms, databases, application testing, and human interface design)?



Baton Rouge Community College
201 Community College Dr.
Baton Rouge, LA 70806
(225) 216-8000
www.mybrcc.edu

January 9, 2019

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

Dear Dr. Cintrón:

Baton Rouge Community College (BRCC) requests authorization from the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) to implement the following **Program Modifications** (for offering BRCC programs via eLearning formats).

1. Business, Associate of Science (AS) – 5 Stars, 100%
2. Business Administration, Associate of Applied Science (AAS), Entrepreneurship Concentration – 5 Stars, 100%
3. Business Administration, AAS, Management Concentration – 5 Stars, 100%
4. Enrolled Agent, CTS - 5 Stars, 78%
5. General Science, Associate of Science (AS) – 0 Stars (transfer program), 100%
6. Liberal Arts, AA, African American Studies Concentration – 0 Stars (transfer program), 80%
7. Liberal Arts, AA, International Studies Concentration – 0 Stars (transfer program), 75%
8. Liberal Arts, AA, Studio Arts Concentration – 0 Stars (transfer program), 65%
9. Louisiana Transfer, AA, Criminal Justice Concentration – 0 Stars (transfer program), 90%
10. Louisiana Transfer, AA, Fine Arts Concentration – 0 Stars (transfer program), 85%
11. Louisiana Transfer, AA, General Business Concentration – 0 Stars (transfer program), 100%
12. Louisiana Transfer, AA, Social Sciences Concentration – 0 Stars (transfer program), 100%
13. Louisiana Transfer, AS, Physical Sciences – 0 Stars (transfer program), 80%
14. Paralegal Studies, AAS – 5 Stars, 65%
15. Pre-Engineering, AS, Biological Engineering Concentration – 5 Stars, 52%
16. Pre-Engineering, AS, Chemical Engineering Concentration – 5 Stars, 52%
17. Pre-Engineering, AS, Electrical and Computer Engineering Concentration – 5 Stars, 54%
18. Pre-Engineering, AS, Environmental Engineering Concentration – 5 Stars, 50%
19. Pre-Engineering, AS, Industrial Engineering Concentration – 5 Stars, 53%
20. Pre-Engineering, AS, Petroleum Engineering Concentration – 5 Stars, 51%
21. Retail Management, Certificate of Technical Studies (CTS) – 5 Stars, 100%

Accompanying this letter are the LCTCS Curriculum Forms and supporting documents, as well as the forms required by the Board of Regents (for each program listed). Information from the LCTCS form has been entered in the LCTCS Library and the supporting documents uploaded. Please let me know if additional information is needed. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Laura Younger".

Laura Younger, M.S.
Vice Chancellor for Academic and Student Affairs

Cc: Larissa Littleton-Steib, Ph.D., Chancellor
Margaret McMichael, Ph.D., Director of Curriculum and Articulation

LY:mmc



LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

Requests for Programs: New, Modification, and Adoption

Baton Rouge Community College

TYPE OF PROPOSED CHANGE

- checkbox New Program, checked Curriculum Modification, checkbox Curriculum Adoption

Program Name: [Many programs]

AWARD LEVEL(S)

For Board of Regents and LCTCS Review:

- checked Associate of Applied Science (A.A.S.), checked Associate of Science (A.S.), checked Associate of Arts (A.A.), checkbox Other Associate Degree

Name:

- checkbox Certificate of Applied Science (C.A.S.), checkbox Certificate of General Studies (C.G.S.)

For LCTCS Review:

- checkbox Technical Diploma (T.D.), checkbox Career and Technical Certificate (C.T.C), checked Certificate of Technical Studies (C.T.S.)

Name: Business, Associate of Science (5 Stars)

CIP: 52.0101 | Credit Hours: 60 | Contact Hours: | Award Level: AS

Name: Business Administration, Associate of Applied Science, Entrepreneurship concentration (5 Stars)

CIP: 52.0101 | Credit Hours: 60 | Contact Hours: | Award Level: AAS

Name: Business Administration, Associate of Applied Science, Management concentration (5 Stars)

CIP: 52.0101 | Credit Hours: 60 | Contact Hours: | Award Level: AAS

Name: Enrolled Agent Certificate of Technical Studies (5 Stars)

CIP: 52.1601	Credit Hours: 23	Contact Hours: 345	Award Level: CTS
Name: General Science, Associate of Science (0 Stars; designed for transfer)			

CIP: 24.0199	Credit Hours: 60	Contact Hours:	Award Level: AS
Name: Liberal Arts, Associate of Arts, African American Studies concentration (0 Stars)			
CIP: 24.0101	Credit Hours: 60	Contact Hours:	Award Level: AA
Name: Liberal Arts, Associate of Arts, International Studies concentration (0 Stars)			
CIP: 24.0101	Credit Hours: 60	Contact Hours:	Award Level: AA
Name: Liberal Arts, Associate of Arts, Studio Arts concentration (0 Stars)			
CIP: 24.0101	Credit Hours: 60	Contact Hours:	Award Level: AA
Name: Louisiana Transfer, Associate of Arts, Criminal Justice concentration (0 Stars)			
CIP: 24.0199	Credit Hours: 60	Contact Hours:	Award Level: AA
Name: Louisiana Transfer, Associate of Arts, Fine Arts concentration (0 Stars)			
CIP: 24.0199	Credit Hours: 60	Contact Hours:	Award Level: AA
Name: Louisiana Transfer, Associate of Arts – General Business Concentration (0 Stars)			
CIP: 24.0199	Credit Hours: 60	Contact Hours:	Award Level: AA
Name: Louisiana Transfer, Associate of Arts, Social Sciences Concentration (0 Stars)			
CIP: 24.0199	Credit Hours: 60	Contact Hours:	Award Level: AA
Name: Louisiana Transfer, Associate of Science – Physical Sciences (0 Stars)			
CIP: 24.0199	Credit Hours: 60	Contact Hours:	Award Level: AS
Name: Paralegal Studies, Associate of Applied Science (5 Stars)			
CIP: 22.0302	Credit Hours: 60	Contact Hours:	Award Level: AAS

Name: Pre-Engineering, Associate of Science, Biological Engineering concentration (5 Stars)			
CIP: 14.0101	Credit Hours: 63	Contact Hours:	Award Level: AS
Name: Pre-Engineering, Associate of Science, Chemical Engineering concentration (5 Stars)			
CIP: 14.0101	Credit Hours: 64	Contact Hours:	Award Level: AS
Name: Pre-Engineering, Associate of Science, Electrical and Computer Engineering concentration (5 Stars)			
CIP: 14.0101	Credit Hours: 61	Contact Hours:	Award Level: AS
Name: Pre-Engineering, Associate of Science, Environmental Engineering concentration (5 Stars)			
CIP: 14.0101	Credit Hours: 62	Contact Hours:	Award Level: AS
Name: Pre-Engineering, Associate of Science, Industrial Engineering concentration (5 Stars)			
CIP: 14.0101	Credit Hours: 62	Contact Hours:	Award Level: AS
Name: Pre-Engineering, Associate of Science, Petroleum Engineering concentration (5 Stars)			
CIP: 14.0101	Credit Hours: 64	Contact Hours:	Award Level: AS
Name: Retail Management, Certificate of Technical Studies (5 Stars)			
CIP: 52.0212	Credit Hours: 30	Contact Hours: 450	Award Level: CTS

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded

PROPOSED CHANGE
a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

BRCC requests authorization to offer the following degrees and certificates such that 100% of the credit hours may be completed by taking courses available in eLearning formats (fully online or hybrid).

1. Business, Associate of Science
2. Business Administration, Associate of Applied Science, Entrepreneurship Concentration
3. Business Administration, Associate of Applied Science, Management Concentration
4. General Science, Associate of Science
5. Louisiana Transfer, Associate of Arts, General Business concentration
6. Louisiana Transfer, Associate of Arts, Social Sciences Concentration
7. Retail Management, Certificate of Technical Studies

BRCC requests authorization to offer the following degrees and certificates such that 50-99% of the credit hours may be completed by taking courses available in eLearning formats (fully online or hybrid).

1. Enrolled Agent, Certificate of Technical Studies (78%)
2. Liberal Arts, Associate of Arts – African American Studies Concentration (80%)
3. Liberal Arts, Associate of Arts – International Studies Concentration (75%)
4. Liberal Arts, Associate of Arts – Studio Arts Concentration (65%)
5. Louisiana Transfer, Associate of Arts, Criminal Justice concentration (90%)
6. Louisiana Transfer, Associate of Arts –Fine Arts Concentration (85%)
7. Louisiana Transfer, Associate of Science – Physical Sciences (80%)
8. Paralegal Studies, Associate of Applied Science (65%)
9. Pre-Engineering, Associate of Science, Biological Engineering concentration (52%)
10. Pre-Engineering, Associate of Science, Chemical Engineering concentration (52%)
11. Pre-Engineering, Associate of Science, Electrical and Computer Engineering concentration (54%)
12. Pre-Engineering, Associate of Science, Environmental Engineering concentration (50%)
13. Pre-Engineering, Associate of Science, Industrial Engineering concentration (53%)
14. Pre-Engineering, Associate of Science, Petroleum Engineering concentration (51%)

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

Responding to the LCTCS directive to increase distance education offerings, BRCC is working to create and certify additional courses offered in this modality. The goal is to

increase BRCC's fully online offerings, thus providing stakeholders with additional innovative learning options.

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

- The Business Administration Associate of Applied Science (CIP code 52.0101) then the Business Technology AAS) was approved in 2007 to be offered in the 50-99% range. Both concentrations are included in this proposal (Entrepreneurship and Management).
- The General Science Associate of Science (CIP code 24.0199) was approved in 2007 to be offered in the 50-99% range.
- The Liberal Arts Associate of Arts (CIP code 24.0101, no concentration specified) was approved in 2016 to be offered fully online; in this proposal, BRCC requests authorization to offer each of the three concentrations in the 50-99% range.
- The Pre-Engineering Associate of Science (CIP code 14.0101) was approved in 2015 to be offered in the 50-99% range; at that time, BRCC did not indicate which concentrations could be completed in this range. The concentrations details are included in this proposal.

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

5 Stars
 4 Stars
 3 Stars
 2 Stars
 1 Star
 0 Stars
(Transfer)

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus
 All Locations
 Sites (list below)
 Distance Education

Site 1:

Site 2:

Site 3:

Site 4: QUALIFIED FACULTY (Check all that apply)		
<input checked="" type="checkbox"/> Use Existing Faculty #:	<input type="checkbox"/> Hire Adjunct Faculty #:	<input type="checkbox"/> Hire Full-Time Faculty #:
MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Per BRCC Academic Affairs policy 1.4750	Experience: Per BRCC Academic Affairs policy 1.4750	Certification: BRCC eLearning Certification

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS
Division of Business, Social Sciences and History: <ul style="list-style-type: none"> • Business AS • Business Administration AAS, Entrepreneurship concentration • Business Administration AAS, Management concentration • Enrolled Agent CTS • Louisiana Transfer, AA, Business concentration • Louisiana Transfer, AA, Criminal Justice concentration <input type="checkbox"/> Louisiana Transfer, AA, Social Sciences concentration • Paralegal Studies AAS • Retail Management CTS
Division of Liberal Arts:

- Liberal Arts, AA, African American Studies concentration
- Liberal Arts, AA, International Studies concentration
- Liberal Arts, AA, Studio Arts concentration
- Louisiana Transfer, AA, Fine Arts concentration

Division of Science, Technology, Engineering, and Mathematics (STEM):

- General Science AS
- Louisiana Transfer, AS, Physical Sciences concentration
- Pre-Engineering AS, Biological Engineering concentration
- Pre-Engineering AS, Chemical Engineering concentration
- Pre-Engineering AS, Electrical and Computer Engineering concentration
- Pre-Engineering AS, Environmental Engineering concentration
- Pre-Engineering AS, Industrial Engineering concentration
- Pre-Engineering AS, Petroleum Engineering concentration

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

No other costs will be incurred at this time. As enrollment grows, additional faculty will be hired based upon demand.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>					
<u>EVENING</u>					
<u>DISTANCE EDUCATION</u>					
Describe Process for Attaining & Estimating Enrollment:					

PROGRAM ACCREDITATION:	
Business AS and Business Administration AAS: Accreditation Council for Business Schools and Programs (ACBSP)	
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Certification Required:	
-------------------------	--

PROGRAM CURRICULUM – Attached

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. **If you are adopting curriculum, you do not need to complete this section.**

BENEFITS TO THE SYSTEM

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

This change responds to the LCTCS directive to increase our distance education offerings. Many citizens in the BRCC six-parish service area lack the opportunity to attend traditional classes due to work and family commitments. The availability of these programs to time- and place-bound students improves the opportunity for current and future students to pursue higher education.

SIGNATURES:



College Chief Academic Officer

11/30/18
Date



College Chief Executive Officer

12-7-18
Date

**Business, Associate of Science - No specific intended transfer institution
BRCC Catalog 2018-2019**

General Education Courses:	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
English Composition I (ENGL 1013)				>=C	3
English Composition II (ENGL 1023)				>=C	3
College Algebra (MATH 1113/1213)				>=C	3
Calculus for Non-Science Majors (MATH 2103)				>=C	3
General Biology I (BIOL 1013)					3
General Biology II (BIOL 1023)					3
Physical Science I (PHSC 1023) or Chemistry I for Science Majors (CHEM 1123)					3
Introduction to Psychology (PSYC 2013) or Introduction to Sociology (SOCL 2013) or Principles of Economic (ECON 2213) ¹				>=C for ECON	3
Principles of Macroeconomics (ECON 2213) ¹ or Principles of Microeconomics (ECON 2223) ¹				>=C	3
Introduction to Fine Arts (ARTS 1023) or Music Appreciation (MUSC 1013)					3
American History Colonial to 1865 (HIST 2013) or American History 1865 to Present (HIST 2023) (preferred)					3
Techniques of Speech (SPCH 2013) (preferred) or Comm. for Business. Professionals (SPCH 2313)²				>=C	3
Literature & Ethnicity (ENGL 2133) or Introduction to Fiction (ENGL 2303) or Introduction to Poetry and Drama (ENGL 2313) or Major British Writers (ENGL 2123) or Major American Writers (ENGL 2173)					3
Required Courses	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
Principles of Macroeconomics (ECON 2213) or Principles of Microeconomics (ECON 2223) or Economics of Money & Banking (ECON 2313) ¹				>=C	3
Financial Accounting I (ACCT 2313) ³				>=C	
Financial Accounting II (ACCT 2323) ³				>=C	3
OR Financial Accounting III (ACCT 2113) ³				>=C	3
Microcomputer App. in Business (CSCI 2203)(preferred) or Spreadsheets I (CIST 1503)				>=C	3
Basic Statistics I (MATH 2303)				>=C	3

Approved Business Elective ⁴				>=C	3
Approved Business Elective ⁴				>=C	3
Approved Business or Related Elective ⁵				>=C	3
Total Hours					60-63

¹ ALL AS in Business students MUST TAKE both ECON 2213 and ECON 2223. Students who use ECON 2213 & 2223 in the Gen. Ed. Social Sciences category must also take ECON 2313. ² Students transferring to LSU may take BUSN 2403 in place of SPCH 2313 ³ Students may choose to take ACCT 2113 in the place of ACCT 2313 & 2323. Credit will not be given for both ACCT 2313 and / or 2323 and ACCT 2113. ACCT 2313 does not transfer to LSU, SLU, or SU. It is a prerequisite for ACCT 2323 which does transfer. ⁴

Approved Business Electives: ACCT 2213, BUSN 1003, BUSN 2103, BUSN 2403, ECON 2313, MATH 2313 ⁵ **Approved Business or Related Elective:** Choose either one more course from the list above (footnote 3) of approved business electives OR 1) POLI 2013 OR 2) SOCL 2013 OR 3) HIST-other course in sequence. (For maximum potential transferability, it is recommended that students choose another approved business elective from the list in footnote 3.)

DELIVERY OF DEGREE PROGRAMS THOROUGH DISTANCE EDUCATION TECHNOLOGY

REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM THROUGH DISTANCE LEARNING TECHNOLOGIES

(Academic Affairs Policy 2.12, revised January 2014)

1. **University or College**
Baton Rouge Community College
2. **Name, Phone and Email Address of contact person for questions regarding this request**
Laura Younger younger@mybrcc.edu
225-216-8361
3. **Name of Degree Program and CIP Classification**
Associate of Science Business
CIP Classification and Number: 52.0101
4. **List the initial date of implementation** August 2019
5. **Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rational for the differences.** The Associate of Science in Business is accredited by the Accreditation Council of Business Schools and Programs (ACBSP) and provides a course of study for students who intend to transfer to four-year colleges or universities as Business majors. It is vital that students follow the curriculum specifically designed for their intended four-year transfer college (LSU, OLOL, SELU, SU, etc.) in order to maximize course transferability. Students transferring to an institution with which BRCC does not have an explicit 2+2 agreement should always check the admission requirements of that institution and verify their individual status/coursework for the program in which they intend to enroll.

There are no differences in curriculum or graduation requirements between programs delivered via distance learning and programs offered through traditional delivery modes.
6. **Briefly describe the extent to which the program will be offered via distance learning.** BRCC requests authorization to award the Associate of Science in Business to students who have completed all coursework required for the degree via eLearning technologies (fully online and hybrid courses).

- 7. Describe distance learning technologies which will be used to offer the proposed program.** Faculty will utilize the College's learning management system (currently Canvas) to facilitate online work with students. This will include presentation of content, submission of work, and completion of assessments. BRCC requires that high stakes exams be taken in a proctored environment and offers students multiple options to meet this requirement.
- 8. Indicate where (city/town and parish) the proposed program will be offered.** Courses will originate from the city of Baton Rouge (in East Baton Rouge Parish) and the majority of students will reside in the Baton Rouge area. Many of our students who work full-time or different types of shift work have difficulty committing to traditional face-to-face classes. Taking eLearning classes allows them flexible scheduling, but the College is still close by if they need to see faculty, utilize the Testing Centers to take exams, etc. Students from the entire state will be able to utilize courses that are fully online.


9. Describe processes in place to ensure that students have structured access to faculty.

BRCC's eLearning students have access to faculty via email. They can also schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email 7 days per week and respond within 36 hours.


If this is the campus' first request for approval to offer 50% or more of a program electronically, upon approval by the Board of Regents the campus must submit notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to implementation. Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.



Provost/Vice Chancellor for Academic Affairs



Date



Campus Head (or Authorized Signature)

System Head (or Authorized Signature)

**Business Administration, Associate of Applied Science - Entrepreneurship Concentration
BRCC Catalog 2018-2019**

General Education Courses:	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
English Composition I (ENGL 1013)				>=C	3
College Algebra (MATH 1113/1213)					3
Gen Ed. Natural/Physical Science					3
American History Colonial to 1865(HIST 2013) or American History 1865 to Present (HIST 2023)					3
Principles of Macroeconomics (ECON 2213) or Principles of Microeconomics (ECON 2223) or Economic Principles (ECON 2113)				>=C	3
Required Courses	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
Fin. Accounting I (ACCT 2313) ¹				>=C	3
Fin. Accounting II (ACCT 2323) ¹				>=C	3
or Fin. Accounting III (ACCT 2113)¹				>=C	3
Microcomputer App. In Business (CSCI 2203)				>=C	3
Professional Selling (BUSN 1503)				>=C	3
Introduction to Business (BUSN 1003)				>=C	3
Principles of Marketing (BUSN 2003)				>=C	3
Business Law (BUSN 2103)				>=C	3
Business Communication (BUSN 2403)				>=C	3
Intro. to Financial Management (FINA 1503)				>=C	3
Principles of Management (MANG 2103)				>=C	3
Human Resource Management (MANG 2213)				>=C	3
Concentration Courses	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
Computer Based Accounting (ACCT 2413)				>=C	3
Customer Service for Business Professionals (BUSN 1303)				>=C	3
Intro. to Entrepreneurship (MANG 2413)				>=C	3

Small Business Management (MANG 2313)				>=C	3
Elective ²				>=C	3
Total Hours					60-63

¹ Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 and ACCT 2113

² Students must choose one from the following: ACCT 2103, ACCT 2123, ACCT 2513, ACCT 2613, ENGL 2013, MATH 2303, PSYC 2013, SOCL 2013, SPCH 2013, SPCH 2213, SPCH 2313, PHIL 2013

DELIVERY OF DEGREE PROGRAMS THOROUGH DISTANCE EDUCATION TECHNOLOGY

REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM THROUGH DISTANCE LEARNING TECHNOLOGIES

(Academic Affairs Policy 2.12, revised January 2014)

1. University or College

Baton Rouge Community College

2. Name, Phone and Email Address of contact person for questions regarding this request

Laura Younger younger@mybrcc.edu
225-216-8361

3. Name of Degree Program and CIP Classification

Business Administration, Associate of Applied Science – Entrepreneurship concentration CIP Classification and Number: 52.0101

4. List the initial date of implementation August 2019

5. Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rational for the differences.

The Associate of Applied Science in Business Administration (formerly Business Technology) is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). The Entrepreneurship concentration is specifically designed for students who want the necessary business skills to become a successful entrepreneur. This program is not intended for college transfer. It consists of 60 credit hours of course work and provides general education and work skills needed for entrepreneurship. Along with 15 credit hours within their area of concentration, all students complete required courses in the key business areas of accounting, economics, information systems, finance, management, and marketing. Additional required courses in speech and business communication provide students with the development of “soft” skills necessary for professional success.

There are no differences in curriculum or graduation requirements between programs delivered via distance learning and programs offered through traditional delivery modes.

6. Briefly describe the extent to which the program will be offered via distance learning.

BRCC requests authorization to award the Associate of Applied Science in Business

Administration, with a concentration in Entrepreneurship, to students who successfully complete all coursework for the degree via eLearning technologies (fully online and hybrid courses).

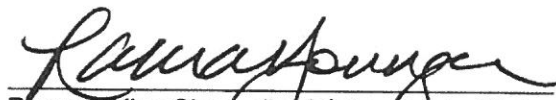
- 7. Describe distance learning technologies which will be used to offer the proposed program.** Faculty will utilize the College's learning management system (currently Canvas) to facilitate online work with students. This will include presentation of content, submission of work, and completion of assessments. BRCC requires that high stakes exams be taken in a proctored environment and offers students multiple options to meet this requirement.
- 8. Indicate where (city/town and parish) the proposed program will be offered.** Courses will originate from the city of Baton Rouge (in East Baton Rouge Parish) and the majority of students will reside in the Baton Rouge area. Many of our students who work full-time or different types of shift work have difficulty committing to traditional face-to-face classes. Taking eLearning

classes allows them flexible scheduling, but the College is still close by if they need to see faculty, utilize the Testing Centers to take exams, etc. Students from the entire state will be able to utilize courses that are fully online.

9. Describe processes in place to ensure that students have structured access to faculty.

BRCC's eLearning students have access to faculty via email. They can also schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC's eLearning faculty are required to check email 7 days per week and respond within 36 hours.

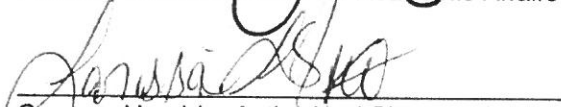
If this is the campus' first request for approval to offer 50% or more of a program electronically, upon approval by the Board of Regents the campus must submit notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to implementation. Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.



Provost, Vice Chancellor for Academic Affairs

11/30/18

Date



Campus Head (or Authorized Signature)

System Head (or Authorized Signature)

**Business Administration, Associate of Applied Science - Management Concentration
BRCC Catalog 2018-2019**

General Education Courses:	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
English Composition I (ENGL 1013)				>=C	3
College Algebra (MATH 1113/1213)					3
Gen Ed. Natural/Physical Science					3
American History Colonial to 1865(HIST 2013) or American History 1865 to Present (HIST 2023)					3
Principles of Macroeconomics (ECON 2213) or Principles of Microeconomics (ECON 2223) or Economic Principles (ECON 2113)					3
Required Courses	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
Fin. Accounting I (ACCT 2313) ¹				>=C	3
Fin. Accounting II (ACCT 2323) ¹				>=C	3
or Fin. Accounting III (ACCT 2113)¹				>=C	3
Microcomputer App. In Business (CSCI 2203)				>=C	3
Professional Selling (BUSN 1503)				>=C	3
Introduction to Business (BUSN 1003)				>=C	3
Principles of Marketing (BUSN 2003)				>=C	3
Business Law (BUSN 2103)				>=C	3
Business Communication (BUSN 2403)				>=C	3
Intro. to Financial Management (FINA 1503)				>=C	3
Principles of Management (MANG 2103)				>=C	3
Human Resource Management (MANG 2213)				>=C	3

Concentration Courses	Course Taken	Sem/Yr Taken	Grade Earned	Grade Req.	Hours
Intro. to Managerial Accounting (ACCT 2213)				>=C	3
Negotiations in Business (MANG 1503)				>=C	3
Supervisory Management (MANG 2243)				>=C	3
Organizational Leadership (MANG 2263)				>=C	3
Retail Management (MANG 2273)				>=C	3
Total Hours				60-63	60-63

¹ Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 and ACCT 2113

DELIVERY OF DEGREE PROGRAMS THROUGH DISTANCE EDUCATION TECHNOLOGY

REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM THROUGH DISTANCE LEARNING TECHNOLOGIES

(Academic Affairs Policy 2.12, revised January 2014)

1. University or College

Baton Rouge Community College

2. Name, Phone and Email Address of contact person for questions regarding this request Laura

Younger younger@mybrcc.edu

225-216-8361

3. Name of Degree Program and CIP Classification

Business Administration, Associate of Applied Science – Management concentration CIP
Classification and Number: 52.0101

4. List the initial date of implementation August 2019

5. Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rational for the differences.

The Associate of Applied Science in Business Administration (formerly Business Technology) is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). The Management concentration is specifically designed for students who want workforce-ready business management skills. This program is not intended for college transfer. It consists of 60 credit hours of course work and provides general education and work skills needed for entry-level management. Along with 15 credit hours within their area of concentration, all students complete required courses in the key business areas of accounting, economics, information systems, finance, management, and marketing. Additional required courses in speech and business communication provide students with the development of “soft” skills necessary for professional success.

There are no differences in curriculum or graduation requirements between programs delivered via distance learning and programs offered through traditional delivery modes.

6. Briefly describe the extent to which the program will be offered via distance learning. BRCC requests authorization to award the Associate of Applied Science in Business Administration, with a concentration in Management, to students who have successfully completed all coursework for the degree via eLearning technologies (fully online and hybrid courses).

7. Describe distance learning technologies which will be used to offer the proposed program.

Faculty will utilize the College's learning management system (currently Canvas) to facilitate online work with students. This will include presentation of content, submission of work, and completion of assessments. BRCC requires that high stakes exams be taken in a proctored environment and offers students multiple options to meet this requirement.

8. Indicate where (city/town and parish) the proposed program will be offered.

Courses will originate from the city of Baton Rouge (in East Baton Rouge Parish) and the majority of students will reside in the Baton Rouge area. Many of our students who work full-time or different types of shift work have difficulty committing to traditional face-to-face classes. Taking eLearning

classes allows them flexible scheduling, but the College is still close by if they need to see faculty, utilize the Testing Centers to take exams, etc. Students from the entire state will be able to utilize courses that are fully online.

9. Describe processes in place to ensure that students have structured access to faculty.

BRCC's eLearning students have access to faculty via email. They can also schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC's eLearning faculty are required to check email 7 days per week and respond within 36 hours.

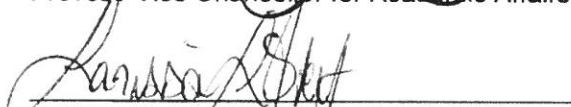
If this is the campus' first request for approval to offer 50% or more of a program electronically, upon approval by the Board of Regents the campus must submit notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to implementation. Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.



Provost/ Vice Chancellor for Academic Affairs

11/30/18

Date



Campus Head (or Authorized Signature)

System Head (or Authorized Signature)

Enrolled Agent, Certificate of Technical Studies

BRCC Catalog 2018-2019

Required Courses	Course Taken	semester/ year taken	Grade Earned	Grade Req.	Hours
Financial Accounting I (ACCT 2313) ¹				>=C	3
Financial Accounting II (ACCT 2323) ²				>=C	3
Intro. To Federal Taxation (ACCT 2613) ³				>=C	3
Payroll Accounting (ACCT 2513) ³				>=C	3
Computer-Based Accounting (ACCT 2413) ⁴				>=C	3
Advanced Federal Taxation (ACCT 2623) ⁵				>=C	3
Accounting Elective ⁶				>=C	3
Enrolled Agent Policies and Procedures (ACCT 2633) ⁷				>=C	2
Total Hours					23

¹ Students may take ACCT 2113 in place of ACCT 2313 & 2323. Students choosing this option must then take an additional ACCT elective. Credit will not be given for both ACCT 2313/2323 and ACCT 2113. ² Prerequisite is Acct 2313. ³ Prerequisite is Acct 2313 or 2113. ⁴ Prerequisite is Acct 2323 or 2113. ⁵ Prerequisite is Acct 2613. ⁶ Accounting Electives:

ACCT 2123 Introduction to Governmental and Not-for-Profit Accounting

ACCT 2103 Introduction to Auditing

⁷ Prerequisite is Acct 2623 or ACCT 2613 with Department approval.

For more information, contact the Division of Business Social Sciences and History at 225-216-8154.

DELIVERY OF DEGREE PROGRAMS THROUGH DISTANCE EDUCATION TECHNOLOGY

REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM THROUGH DISTANCE LEARNING TECHNOLOGIES

(Academic Affairs Policy 2.12, revised January 2014)

- 1. University or College**
Baton Rouge Community College

- 2. Name, Phone and Email Address of contact person for questions regarding this request**
Laura Younger youngerl@mybrcc.edu
225-216-8361

- 3. Name of Degree Program and CIP Classification**
Enrolled Agent, Certificate of Technical Studies
CIP Classification and Number: 52.1601

- 4. List the initial date of implementation** August 2019

- 5. Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rationale for the differences.** The Enrolled Agent Certificate of Technical Studies provides the knowledge and skills necessary for tax preparation, and is designed to prepare students to take the Enrolled Agent Examination. An Enrolled Agent is a person who has earned the privilege of preparing tax returns and representing taxpayers before the Internal Revenue Service (IRS). Enrolled Agents, like Attorneys and certified public accountants (CPAs), are generally unrestricted as to which taxpayers they can represent, what types of tax matters they can handle, and which IRS offices they can represent clients before.

There are no differences in curricula, assessment of student outcomes for the program, or graduation requirements between programs delivered via distance learning and programs offered through traditional delivery modes.

- 6. Briefly describe the extent to which the program will be offered via distance learning.** BRCC requests authorization to award the Enrolled Agent Certificate of Technical Studies to students who have successfully completed all coursework (a total of 23 credit hours) for the certificate via eLearning formats (fully online and hybrid courses).

- 7. Describe distance learning technologies which will be used to offer the proposed program.** Faculty will utilize the College's learning management system (currently Canvas) to facilitate online work with students. This will include presentation of content, submission of work, and completion of assessments. BRCC requires that high stakes exams be taken in a proctored environment and offers students multiple options to meet this requirement.

- 8. Indicate where (city/town and parish) the proposed program will be offered.** Courses will originate from the city of Baton Rouge (in East Baton Rouge Parish) and the majority of students will reside in the Baton Rouge area. Many BRCC students who work full-time or different types of shift work have difficulty committing to traditional face-to-face classes. Taking eLearning

classes allows them flexible scheduling, but the College is still close by if they need to see faculty, utilize the Testing Centers to take exams, etc. Students from the entire state will be able to utilize courses that are fully online.

9. **Describe processes in place to ensure that students have structured access to faculty.**
BRCC students enrolled in eLearning courses have access to faculty via email. They can also schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC's eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

If this is the campus' first request for approval to offer 50% or more of a program electronically, upon approval by the Board of Regents the campus must submit notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to implementation. Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.



Provost/ Vice Chancellor for Academic Affairs

11/30/18
Date



Campus Head (or Authorized Signature)

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