

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

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 Fletcher Technical Community College

DATE: 01/23/2019

FOR BOARD ACTION:

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

Curriculum Modification → *Applied Science*
1. Associate of Arts (AA) Business Administration, Paralegal Studies
Concentration (CIP 22.0302) - **5 STARS**

Background: Fletcher Technical Community College requests to add a concentration in Paralegal Studies to the AA in Business Administration. Currently, the Business Administration Program prepares students to obtain the basic skills necessary for entry-level positions in management, marketing, or accounting. The addition of this concentration expands opportunities for Fletcher students.

Fiscal Impact: The administrative structure will not change. There are no anticipated expenditures associated with these modifications. Faculty and resources under the existing curriculum will be allocated to the new programs.

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

Benefits to the System: There is a need for paralegal studies in South Louisiana to meet growing industry demand. These modifications will allow FTCC to better meet student and workforce needs.

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

2-13-19

Date

APPROVED as Amended
SRK 2/13/19
LCTCS BOARD OF SUPERVISORS



**LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE
SYSTEM**

Requests for Programs: New, Modification, and Adoption

TYPE OF PROPOSED CHANGE		
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification	<input type="checkbox"/> Curriculum Adoption
Program Name: Business Administration (add Concentration in Paralegal Studies)		

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input checked="" type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree <u>Name:</u> _____ <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)	For LCTCS Review: <input type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Career and Technical Certificate (C.T.C.) <input type="checkbox"/> Certificate of Technical Studies (C.T.S.)

CIP:22.0302	Credit Hours: 60	Contact Hours: 2700	Award Level: AS
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

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.

Add a concentration in our current Associates in Business Administration in Paralegal studies

IMPLEMENTATION DATE (Semester and Year)

Fall 2019

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

None

JUSTIFICATION FOR THE PROPOSED CHANGE

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

Industry demand for paralegal exists.

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

5 Stars

4 Stars

3 Stars

2 Stars

1 Star

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus

All Campuses

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 checked="" type="checkbox"/> Hire Adjunct Faculty #: <u>4</u>	<input type="checkbox"/> Hire Full-Time Faculty #: _____
--	---	---

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master's Degree	Experience: 5 years	Certification:
----------------------------	---------------------	----------------

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Academic Affairs: Business Administration

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.

Administrative structure will not change. The adjunct faculty will continue to report to the department head of business.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>15</u>	<u>15</u>	<u>25</u>	<u>30</u>	<u>30</u>
<u>EVENING</u>					
<u>DISTANCE EDUCATION</u>	<u>15</u>	<u>15</u>	<u>25</u>	<u>25</u>	<u>25</u>
Describe Process for Attaining & Estimating Enrollment:	Base on current demand for courses.				

PROGRAM ACCREDITATION: ACBSP

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 CURRICULUM

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

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
ACCT	2100	Financial Accounting	3	0	45	3
PALG	2010	Computers in the Law Office (new-replaces Intro to Computer Apps)	3	0	45	3
BUSN	1100	Introduction to Business	3	0	45	3
ENGL	1010	Composition I	3	0	45	3
MATH	1100	College Algebra	3	0	45	3
Second Semester						
BUSN	2100	Introduction to Management	3	0	45	3
BUSN	1050	Business Communication	3	0	45	3
ECON	2020	Microeconomics	3	0	45	3
BUSN	2230	Introduction to Marketing	3	0	45	3
PALG	1010	Introduction to Paralegal Studies*	3	0	45	3
Third Semester						

ECON	2010	Macroeconomics	3	0	45	3
BUSN	2130	Personal Finance	3	0	45	3
SPCH	1200	Introduction to Public Speaking	3	0	45	3
BUSN	2120	Human Resource Management	3	0	45	3
BUSN	2200	Legal Environment of Business	3	0	45	3
Fourth Semester						
HUMN	XXXX	Approved Humanities	3	0	45	3
PALG	2150	Legal Research*	3	0	45	3
PALG	2250	Civil Litigation*	3	0	45	3
PALG	2300	Legal Analysis and Writing*	3	0	45	3
CRJU	2030	Criminal Law*	3	0	45	3
*Courses are new and replace current business administration electives.						

BENEFITS TO THE SYSTEM

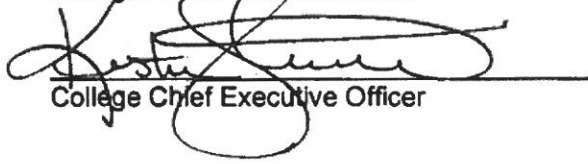
Discuss how this change will benefit your students, your community, and the LCTCS.

There is a need for paralegal studies in South Louisiana. No other program exists at the community college level in the area.

SIGNATURES:

Regina C. Verdini, Ed.D.

College Chief Academic Officer



College Chief Executive Officer

1-14-19

Date

1/15/19

Date