



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,
Creating Futures*

Monty Sullivan
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Mark D. Spears, Jr.
Craig Spohn
Vincent St. Blanc, III

Student Members:

Samantha Rushlow
Shanco "Shawn" Williams

Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

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

www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintron
Chief Education and Training Officer

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

SUBJECT: Program Requests at Louisiana Delta Community College

DATE: 07/26/2019

APPROVED
8/14/19
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION:

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

Program Additions

1. Associate of Applied Science (AAS), Industrial Maintenance Technology (CIP 47.0303) – **5 STARS**
2. Career and Technical Certificate (CTC), Phlebotomy with an IBC in Phlebotomy from the National Healthcareer Association (CIP 51.1009) – **3 STARS**
3. Career and Technical Certificate (CTC), Nurse Assistant with an IBC in Certified Nurse Assistant from the Louisiana Department of Health (CIP 51.1614) – **2 STARS**
4. Career and Technical Certificate (CTC), EKG Technician with an IBC in EKG from the National Healthcareer Association (CIP 51.2601) – **4 STARS**
5. Career and Technical Certificate (CTC), Software Applications with IBCs in Word, Excel, and Access from Microsoft (CIP 52.0101) – **4 STARS**
6. Career and Technical Certificate (CTC), Call Center Representative with an IBC in Advanced Customer Sales and Service from the National Retail Federation (CIP 52.0401) – **5 STARS**
7. Career and Technical Certificate (CTC), Customer Service for Business Professionals (CIP 52.0406) with an IBC in Customer Service and Sales from the National Retail Federation – **3 STARS**



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8. Career and Technical Certificate (CTC), General Clerk with an IBC in Customer Service and Sales from the National Retail Federation (CIP 52.0408) – **2 STARS**
9. Certificate of Technical Studies (CTS), Bank Teller (CIP 52.0803) – **2 STARS**
10. Certificate of Technical Studies (CTS), Human Resource Specialist (CIP 52.1001) – **2 STARS**

Program Modifications

11. Career and Technical Certificate (CTC), Cisco Cybersecurity Analyst with IBCs in CCEN, CCNA, CompTIA Security, and CompTIA CySA from CompTIA (CIP 11.0901) – **3 STARS**
12. Certificate of Technical Studies (CTS), Systems and Network Administrator (CIP 11.1001) – **5 STARS**
13. Technical Diploma (TD), Industrial Maintenance Technology (CIP 47.0303) – **5 STARS**

Program Terminations

14. Technical Competency Area (TCA), Phlebotomy (CIP 51.1009) – **3 STARS**
15. Technical Competency Area (TCA), Nurse Assistant (CIP 51.1614) – **2 STARS**
16. Technical Competency Area (TCA), EKG (CIP 51.2601) – **4 STARS**
17. Technical Competency Area (TCA), Nurse Assistant (CIP 51.2601) – **2 STARS**
18. Technical Competency Area (TCA), Software Applications (CIP 52.0101) – **4 STARS**
19. Certificate of Technical Studies (CTS), Medical Records Billing Specialist (CIP 52.0401) – **4 STARS**
20. Technical Competency Area (TCA), Customer Service (CIP 52.0406) – **3 STARS**
21. Technical Competency Area (TCA), Human Resource Specialist (CIP 52.0406) – **3 STARS**
22. Technical Competency Area (TCA), General Clerk (CIP 52.0408) – **2 STARS**
23. Technical Competency Area (TCA), Bank Teller (CIP 52.0803) – **2 STARS**

Background: Louisiana Delta Community College (LDCC) is requesting to replace several Technical Competency Areas (TCA) with Career and Technical Certificates (CTC) per LCTCS Policy 1.024 and Louisiana Board of Regents' Academic Affairs Policy 2.15. The program curriculum remains unchanged unless otherwise noted. Technical Competency Areas aligned with workforce needs are being combined with Industry Based Certifications (IBC) to maximize student learning and time to completion creating new CTCs. New CTCs will be proposed in areas of need.

Louisiana Delta Community College is requesting to modify the Cisco Cybersecurity Analyst CTC that was approved as part of the Associate of Applied Science (AAS) in



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Information Technology. The School of Business and Technology is requesting an update that includes adding firewall training along with the network security.

Louisiana Delta Community College is requesting to convert the TCAs in Bank Teller and Human Resource Specialist to Certificate of Technical Studies (CTS). These exit points are valuable to students wanting to gain employment.

Louisiana Delta Community College is requesting to delete a Certificate of Technical Studies (CTS) in Medical Records Billing Specialist to streamline academic and technical education offerings in the business program.

Per industry demand and advisory board request, LDCC would like to add an AAS in Industrial Technology and edit courses within the Technical Diploma (TD). The TD will still have 45 credit hours/1020 clock hours. The proposed AAS will have 60 credit hours/1215 clock hours.

Louisiana Delta Community College is requesting to modify the CTS in Systems and Network Administrator. While there is no change to the number of credit hours, there is a change in the courses required to complete the certificate. With the advent of the new cloud computing statewide curriculum, it was determined that less emphasis on one specific platform for server technology instruction would result in creating space for alternative technology exploration inclusive of an essential study in cloud computing.

Fiscal Impact: As many programs have been in place for several years, only changes in the credential designations are being requested. The administrative structure and allocation of departmental funds will be unchanged, unless otherwise noted.

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

Benefits to the System: The changes will ensure curriculum is aligned to industry needs and better able to prepare students for successful entry into the workforce.


Approved for Recommendation to the Board
Dr. Monty Sullivan

8/14-19
Date

Industrial Maintenance Technology - 06/13/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : Industrial Maintenance Technology

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Associate of Applied Science (A.A.S.) Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)			
Stars : 5 Stars			
Name: Industrial Maintenance Technology		Program Delivery Mode: Standard	
CIP: 470303	Credit Hours: 60.00	Contact Hours: 1215.00	Associate of Applied Science (A.A.S.)
Stars : 5 Stars			
Name: Industrial Maintenance Technology		Program Delivery Mode: Standard	
CIP: 470303	Credit Hours: 45.00	Contact Hours: 9901.00	Technical Diploma (T.D.)
Stars : 5 Stars			
Name: Pneumatic Hydraulic Apprentice		Program Delivery Mode: Standard	
CIP: 470303	Credit Hours: 31.00	Contact Hours: 690.00	Certificate of Technical Studies (C.T.S.)

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.

Delete IMMT 1111 from Technical Diploma and substitute SPCM 120 as part of the Technical Diploma. Add ENGL 101, MATH 110, PHSC 100, 3 hour humanity elective, and 3 hour behavioral/social science to add the associate level to the technical diploma.

Technical Diploma will still have 45 credit hours/ 1020 clock hours. The proposed AAS will have 60 credit hours/1215 clock hours.

**IMPLEMENTATION DATE
(Semester and Year)**

Fall 2019

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

This is a Technical Diploma program moving to an Associate of Applied Science.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

Per industry demand and advisory board information.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

- Full Time: 1

- Part Time: 0

Hire Adjunct Faculty: No

- 1

Hire Full-Time Faculty: No

- 1

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: BS for Full Time AAS for adjunct

Experience: 3 years

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS
Department : School of Industrial Technology
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 change will be necessary to the administrative structure and/or allocation of departmental funds. (will only hire new faculty if demand warrants) Have sufficient staff to cover General Education Courses needed for associate.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	20	22	25	25	25
EVENING	3	5	10	10	10
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	Previous enrollment history and industry information.				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status:
Type/Name of Program Accreditation, Licensure or Certification Required:	

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

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

Program, Degree or Concentration:					Credit Hours: 0.00		
Semester: FIRST					Credit Hours:		
ORNT	1000	FRESHMAN SEMINAR	1.00	0.00	15.00	1.00	0.00
IMMT	1110	INTRODUCTION TO INDUSTRIAL MAINTENANCE TECHNOLOGY	2.00	2.00	90.00	4.00	0.00
SPCM	120	INTRO TO PUBLIC SPEAKING	3.00	0.00	45.00	3.00	0.00
IMMT	1121	METAFABRICATION	2.00	2.00	90.00	4.00	0.00
IMMT	1120	BLUEPRINT READING	1.00	2.00	75.00	3.00	0.00
Semester: SECOND					Credit Hours:		
CPTR	1000	INTRODUCTION TO COMPUTERS	1.00	1.00	45.00	2.00	0.00
IMMT	1210	MATERIAL HANDLING & RIGGING	1.00	2.00	75.00	3.00	0.00
IMMT	1220	PNEUMATICS	2.00	2.00	90.00	4.00	0.00
IMMT	1230	HYDRAULICS	2.00	2.00	90.00	4.00	0.00
IMMT	1311	PIPEFITTING	1.00	2.00	75.00	3.00	0.00
Semester: THIRD					Credit Hours:		
IMMT	1320	MILLWRIGHT I	2.00	2.00	90.00	4.00	0.00
IMMT	1330	MILLWRIGHT II	2.00	2.00	90.00	4.00	0.00
IMMT	1410	BASIC ELECTRICITY (RECOMMENDED ELECTIVE)	2.00	2.00	90.00	4.00	0.00
JOBS	2450	JOB SEEKING SKILLS	2.00	0.00	30.00	2.00	0.00
Semester:					Credit Hours:		
ENGL	101	ENGLISH COMPOSITION	3.00	0.00	45.00	3.00	0.00
PHSC	100	PHYSICAL SCIENCE	3.00	0.00	45.00	3.00	0.00
MATH	110	COLLEGE ALGEBRA	3.00	0.00	45.00	3.00	0.00
TBA		HUMANITIES ELECTIVE	3.00	0.00	45.00	3.00	0.00
TBA		BEHAVIORAL/SOCIAL SCIENCE	3.00	0.00	45.00	3.00	0.00

BENEFITS TO THE SYSTEM

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

Benefit for the Students:

1. Enhanced degree will result in attaining higher level jobs with higher pay scale.
2. Continuing education at 4 year colleges will become more practical.
3. It may be replaced for up to 2 years of experience at certain industries.

Benefit to the System and the Region:

This program revisions will address and provide solutions for employer challenges that include both soft and hard skill sets to facilitate growth and economic stability of the region

KEYWORDS

INDUSTRIAL MAINTENANCE, IMMT

Phlebotomy - 06/13/2019

TYPE OF PROPOSED CHANGE : New Program
PROGRAM NAME : Phlebotomy

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)
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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.
Change from TCA to CTC The program prepares students for employment in urgent clinics, home health agencies, acute care facilities, and hospitals where basic lab blood draws are needed.

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
The program was previously offered as a TCA; but it meets the criteria for CTC based on being a 10 credit hour course, that has meaningful technical skills relative to employment readiness.

JUSTIFICATION FOR THE PROPOSED CHANGE Include support such as four-year university agreements, industry demand, advisory board information, etc.
To follow the guidelines put forth by the LCTCS system that allows student competencies of the program to be verified by an Industry-Based Certification (IBC).

QUALIFIED FACULTY (Check all that apply)		
Use Existing Faculty: No # - Full Time: 4 # - Part Time: 0	Hire Adjunct Faculty: No # - 1	Hire Full-Time Faculty: No # - 0

ADMINISTRATION and IMPLEMENTATION COSTS		
Department :		
How will this change affect the administrative structure and/or allocation of departmental funds in terms of:		
Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Licensed Practical Nurse	Experience: Two Years	Certification: PN License

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS		
Department : School of Nursing and Allied Health		
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.		
This program is currently in place; therefore, there is no fiscal impact.		

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	61	65	70	70	75
EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	The numbers are data obtain from registrar office.				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	

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

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

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration:					Credit Hours: 0.00		
HPhL	1011	PHLEBOTOMY PRINCIPLES	2.00	1.00	75.00	3.00	0.00
HPhL	1022	PHLEBOTOMY PROCEDURES/SKILLS	3.00	2.00	201.00	6.00	1.00
HCOR	1160	PROFESSIONALISM FOR HEALTHCARE PROVIDERS	1.00	0.00	15.00	1.00	0.00

BENEFITS TO THE SYSTEM
Discuss how this change will benefit your students, your community, and the LCTCS.
The students will gain a skill set that allows for gainful employment in urgent care, home health agencies, acute care facilities, and hospitals where basic bedside nursing care is needed. This also createS a pathway for the student to continue a career in healthcare.

KEYWORDS
Phlebotomy, HPhL

Certified Nurse Assistant - 06/13/2019

TYPE OF PROPOSED CHANGE : New Program
PROGRAM NAME : Certified Nurse Assistant

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 2 Stars						
Name:				Program Delivery Mode:		
CIP: 511614	Credit Hours: 6.00	Contact Hours: 170.00	Career and Technical Certificate (C.T.C)			
IBC: Certified Nurse Assistant	Issuing Body: LA DEPT OF HEALTH AND HOSPITAL	Course Title: SKILLS APPLICATION	Course Prefix: HCOR	Course Number: 1212	Credits Awarded: 1.00	IBC Awarded upon Completion? : No-Test is Required

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.
Change from TCA to CTC The program prepares students for employment in long-term care facilities, home health agencies, acute care facilities, and hospitals where basic bedside nursing care is needed.

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

The program was previously offered as a TCA; but it meets the criteria for CTC based on being a six credit hour course, that has meaningful technical skill relative to employment readiness. Added HCOR 1160 to give it enough hours for CTC.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

To follow the guidelines put forth by the LCTCS system that allow student competencies of the program to be verified by an Industry-Based Certification (IBC).

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

- Full Time: 6

- Part Time: 0

Hire Adjunct Faculty: No

- 1

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Licensed Practical Nurse

Experience: Two Years

Certification: PN License

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : School of Nursing and Allied Health

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.

This program is currently in place; therefore, there is no fiscal impact.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	128	130	130	150	150
EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	The numbers are data obtained from the registrar's office.				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	

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

PROGRAM CURRICULUM							
Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration:					Credit Hours: 0.00		
HCOR	1211	Nurse Assisting Fundamenta	3.00	1.00	75.00	4.00	0.00
HCOR	1212	Skills Application	0.00	1.00	80.00	1.00	0.00
HCOR	1160	Professionalism for Healthcare Providers	1.00	0.00	15.00	1.00	0.00

BENEFITS TO THE SYSTEM
Discuss how this change will benefit your students, your community, and the LCTCS.

The students will gain a skill set that allows for gainful employment in long-term care facilities, home health agencies, acute care facilities, and hospitals where basic bedside nursing care is needed. This also create a pathway for the student to continue a career in healthcare.

KEYWORDS

Nurse Assistant, CNA

EKG - 06/13/2019

TYPE OF PROPOSED CHANGE : New Program
PROGRAM NAME : EKG

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 4 Stars						
Name: EKG TECHNICIAN				Program Delivery Mode: Standard		
CIP: 512601	Credit Hours: 12.00	Contact Hours: 255.00	Career and Technical Certificate (C.T.C)			
IBC: EKG Technician	Issuing Body: National Healthcare Association	Course Title: EKG Procedures	Course Prefix: HEKG	Course Number: 1011	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required

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.
Change from TCA to CTC The program prepares students for employment in urgent clinics, home health agencies, acute care facilities, and hospitals where basic cardiac/heart procedures are performed.

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

The program was previously offered as a TCA; but it meets the criteria for CTC based on being a 10 credit hour course, that has meaningful technical skill relative to employment readiness.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

To follow the guidelines put forth by the LCTCS system that allows student competencies of the program to be verified by an Industry-Based Certification (IBC).

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

- Full Time: 4

- Part Time: 0

Hire Adjunct Faculty: No

- 1

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Licensed Practical Nurse

Experience: Two Years

Certification: PN License

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : School of Nursing and Allied Health

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.

This program is currently in place; therefore, there is no fiscal impact.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	57	58	60	65	65
EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	The numbers are data obtained from the registrar's office.				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status:
Type/Name of Program Accreditation, Licensure or Certification Required:	

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

PROGRAM CURRICULUM
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Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration:					Credit Hours: 0.00		
CPTR	1000	Introduction to Computers	1.00	1.00	45.00	2.00	0.00
HCOR	1120	Basic Body Structure and Function	2.00	0.00	30.00	2.00	0.00
HEKG	1011	EKG Procedures	2.00	1.00	105.00	3.00	0.00
HMDT	1170	Medical Terminology	1.00	0.00	15.00	1.00	0.00
MAST	1210	Administrative Procedures I	4.00	0.00	60.00	4.00	0.00

BENEFITS TO THE SYSTEM

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

The students will gain a skill set that allows for gainful employment in urgent care, home health agencies, acute care facilities, and hospitals where basic bedside nursing care is needed. This also create a pathway for the student to continue a career in healthcare.

KEYWORDS

EKG

Software Applications - 07/02/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : Software Applications

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 4 Stars						
Name: Software Applications				Program Delivery Mode:		
CIP: 52.0101	Credit Hours: 15.00	Contact Hours: 675.00	Career and Technical Certificate (C.T.C)			
IBC: MOS Word	Issuing Body: Certiport	Course Title: Word Processing Applications	Course Prefix: CINS	Course Number: 204	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: MOS Excel	Issuing Body: Certiport	Course Title: Spreadsheet Applications	Course Prefix: CINS	Course Number: 203	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: MOS Access	Issuing Body: Certiport	Course Title: Database Applications	Course Prefix: CINS	Course Number: 205	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required

IBC: MOS PowerPoint	Issuing Body: Certiport	Course Title: Presentation Applications	Course Prefix: CINS	Course Number: 202	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
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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.

There is no change to the number of credit hours, just a change to the type of certificate offered. This was a TCA in Software Applications; now it will be referred to as a CTC in Software Applications

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

TCA Software Applications deleted; CTC Software Applications replacement; no change to the structure of certificate from the previous iteration

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

BoR recognizing completers of CTCs; no TCAs allowed
Value added IBC prep included in curriculum

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No # - Full Time: 2 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Masters + 18	Experience: Experience:preferred but not required	Certification: none

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS
Department : School of Business and Technology
Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.
No impact as it is wrapped within an existing AAS.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	5	5	10	10	10
EVENING	0	0	0	0	0
DISTANCE EDUCATION	10	10	15	15	20
Describe Process for Attaining & Estimating Enrollment:	Numbers derived from historical data; these classes/program has been active for over 10 years.; evidence suggests growth in online courses				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status:
Type/Name of Program Accreditation, Licensure or Certification Required:	n/a

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

PROGRAM CURRICULUM

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

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Software Applications CTC					Credit Hours: 15.00		
CINS	101/102	Introduction to Computers/Internet & Computing Literacy	3.00	0.00	45.00	0.00	0.00
CINS	202	Presentation Applications	3.00	0.00	45.00	0.00	0.00
CINS	203	Spreadsheet Applications	3.00	0.00	45.00	0.00	0.00
CINS	204	Word Processing Applications	3.00	0.00	45.00	0.00	0.00
CINS	205	Database Applications	3.00	0.00	45.00	0.00	0.00

BENEFITS TO THE SYSTEM

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

Additional exit points in any program afford the student the option to take courses for expansion and specialization of their overall learning in a given program and be recognized for their accomplishments. Short term certificates can also act as a feeder or enticement for those who do not wish to take on a full associate degree and would rather see accomplishment more rapidly. The CTC in Software Applications certifies the student is getting trained in every Microsoft Office product which is the most widely used productivity software suite in business today.

KEYWORDS

Software, Application, Word, PowerPoint, Excel, Spreadsheet, Database, Access

CTC Call Center Representative - 07/11/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : CTC Call Center Representative

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 5 Stars						
Name: Call Center Representative				Program Delivery Mode:		
CIP:	Credit Hours: 18.00	Contact Hours: 270.00	Career and Technical Certificate (C.T.C)			
IBC: Advanced Customer Service & Sales	Issuing Body: NRF	Course Title: Telephone Sales & Skills/Call Center Procedures	Course Prefix: CCRV	Course Number: 1000/1100	Credits Awarded: 6.00	IBC Awarded upon Completion? : No-Test is Required

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.
Upgrade TCA to CTC..No new classes are being added ..The Advanced Customer Service and Sales test is the IBC and is linked to the call center classes.

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
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This program has been offered as a TCA. With the deletion of the TCAs, Delta would like to convert the program to a CTC.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

Call Center Representative allows students the opportunity to gain additional customer service training and a more advanced certification in Customer Service along with training for a job as a call center representative. It also provides an exit point for students who may not want to commit to a technical diploma or associate degree.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

- Full Time: 1

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelor in subject or associate degree with 3 years experience

Experience: 3 years with an associate

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : School of Business and Technology

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 changes anticipated. Will utilize current faculty and facilities

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

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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

PROGRAM CURRICULUM							
Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: CTC Call Center Representative					Credit Hours: 18.00		
ORNT	1000	Freshman Seminar	1.00	0.00	15.00	0.00	0.00
BUSE	1030	Business English	3.00	0.00	45.00	0.00	0.00
BUSE	1045	Business Communication	3.00	0.00	45.00	0.00	0.00
CSRV	1000	Customer Service	3.00	0.00	45.00	0.00	0.00
CCRV	1000	Telephone Sales & Skills	3.00	0.00	45.00	0.00	0.00

CCRV	1100	Call Center Procedures	3.00	0.00	45.00	0.00	0.00
JOBS	2450	Job Seeking Skills	2.00	0.00	30.00	0.00	0.00

BENEFITS TO THE SYSTEM

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

Call Center Representative allows students the opportunity to gain additional customer service training and a more advanced certification in Customer Service along with training for a job as a call center representative. It also provides an exit point for students who may not want to commit to a technical diploma or associate degree.

KEYWORDS

Call Center Telephone Sales Customer Service

Customer Service for Business Professionals - 07/10/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : Customer Service for Business Professionals

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 3 Stars						
Name: Customer Service for Business Professionals				Program Delivery Mode: Standard		
CIP:	Credit Hours: 12.00	Contact Hours: 180.00	Career and Technical Certificate (C.T.C)			
IBC: Customer Service and Sales	Issuing Body: NRF	Course Title: Customer Service for Business Professionals	Course Prefix: BUSN	Course Number: 130	Credits Awarded: 0.00	IBC Awarded upon Completion? : No-Test is Required
Name:				Program Delivery Mode:		
CIP:	Credit Hours: 0.00	Contact Hours: 0.00	Career and Technical Certificate (C.T.C)			

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

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS**Provide an overview of changes to this program.**

This was a TCA in Customer Service; now it will be referred to as a CTC in Customer Service for Business Professionals. The classes and credits did not change.

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

BOR will recognize CTC but not TCA completers.
Value added IBC prep included in curriculum

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:**QUALIFIED FACULTY (Check all that apply)****Use Existing Faculty: No**

- Full Time: 2

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS**Department :****How will this change affect the administrative structure and/or allocation of departmental funds in terms of:****Faculty :****Facilities :****Library Resources :****Support :****Related Fields :****Other :****MINIMUM CREDENTIALS REQUIRED FOR FACULTY****Education:** Masters plus 18 area**Experience:** Preferred but not required**Certification:** none**FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS****Department :** School of Business and Technology**Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.**

No impact as it is wrapped withing an existing AAS

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	15	15	20	20	20
EVENING					
DISTANCE EDUCATION	55	55	55	55	55
Describe Process for Attaining & Estimating Enrollment:	Numbers derived from historical data; Delta has been offering the classes in this program for over 10 years				

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status:
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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

PROGRAM CURRICULUM							
Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Customer Service for Business Professionals					Credit Hours: 12.00		
BUSN	101	Intro to Business	3.00	0.00	45.00	3.00	0.00
BUSN	130	Customer Service for Bus Professionals	3.00	0.00	45.00	3.00	0.00
BUSN	215	Business Communication	3.00	0.00	45.00	3.00	0.00
CINS	101/102	Intro to Computers/Internet & Computing Literacy	3.00	0.00	45.00	3.00	0.00

BENEFITS TO THE SYSTEM

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

Additional exit points in any program afford the students the option to take courses for expansion and specialization of their overall learning in a given program and the opportunity to be recognized for their accomplishments. Short term certificates can also act as a feeder or enticement for those who do not wish to take on a full associate degree and would rather see accomplishment more rapidly. The CTC in Customer Service gives the student the necessary training to be competent in handling most client interactions and sales

KEYWORDS

Customer Service

CTC General Clerk - 07/11/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : CTC General Clerk

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 2 Stars						
Name: CTC General Clerk				Program Delivery Mode: Standard		
CIP:	Credit Hours: 13.00		Contact Hours: 195.00		Career and Technical Certificate (C.T.C)	
IBC: Customer Service	Issuing Body: NRF	Course Title: Customer Service	Course Prefix: CSRV	Course Number: 1000	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required

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.
Upgrade from a TCA to CTC

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
--

Program has existed as a TCA that was the foundation for many other broader exit points in the BOA program. Delta hopes to preserve the program as a CTC.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

Since this program is the foundation for many of the broader exit points, Delta would like for students to still be able to earn an exit level since all TCAs are being deleted.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

- Full Time: 2

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelor in Subject or Associate with 3 years experience

Experience: 3 years with an associate

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : School of Business and Technology

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 changes anticipated. Will utilized existing faculty and facilities.

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

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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

PROGRAM CURRICULUM							
Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration:					Credit Hours: 13.00		
ORNT	1000	Freshman Seminar	1.00	0.00	15.00	0.00	0.00
CSRV	1000	Customer Service	3.00	0.00	45.00	0.00	0.00
BUSE	1030	Business English	3.00	0.00	45.00	0.00	0.00
KYBD	1111	Introduction to Formatting	3.00	0.00	45.00	0.00	0.00
OSYS	1100	Records Management	3.00	0.00	45.00	0.00	0.00

BENEFITS TO THE SYSTEM

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

This will still allow students to reach an exit point using the courses that lay the foundation for many of the other broader exit points. Students will also benefit from training in office procedures, office systems technology software skills, and customer service skills through situational analysis.

KEYWORDS

General Clerk

CTS Bank Teller - 07/11/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : CTS Bank Teller

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 2 Stars						
Name : CTS Bank Teller				Program Delivery Mode : Standard		
CIP :	Credit Hours : 18.00	Contact Hours : 270.00	Certificate of Technical Studies (C.T.S.)			
IBC : Customer Service	Issuing Body : NRF	Course Title : Customer Service	Course Prefix : CSRV	Course Number : 1000	Credits Awarded : 3.00	IBC Awarded upon Completion? :

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.
Upgrade from TCA to CTS

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
--

Program has existed as a TCA. Since the TCAs are being deleted, Delta is attempting to expand the program to a CTS. ACCT 1200 is being added, so the CTS will have 18 credit hours.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

Need something to replace the TCA in Bank Teller so training can still be provided. ACCT 1200 is being added to give students a broader knowledge base in accounting. This will offer an additional foundation for bank teller and enhance future promotional opportunities within the banking industry.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

- Full Time: 2

- Part Time: 0

Hire Adjunct Faculty: No

- 1

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelors in Subject or associate with 3 years of experience

Experience: 3 years with an associate

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : School of Business and Technology

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.

There would be no changes from converting to a CTS. Existing faculty are already teaching most of the courses. Depending on scheduling, there may be a need to hire adjunct faculty. Courses have to meet a minimum enrollment to cover adjunct classes. There will not be any added financial burden to the college.

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

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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

PROGRAM CURRICULUM							
Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration:					Credit Hours: 18.00		
ORNT	1000	Freshman Seminar	1.00	0.00	15.00	0.00	0.00
BUSM	1050	Business Math	3.00	0.00	45.00	0.00	0.00
BTEL	1000	Bank Teller Procedures	3.00	0.00	45.00	0.00	0.00
CSRV	1000	Customer Service	3.00	0.00	45.00	0.00	0.00
ACCT	1100	Principles of Accounting, Part I	3.00	0.00	45.00	0.00	0.00

ACCT	1200	Principles of Accounting, Part II	3.00	0.00	45.00	0.00	0.00
JOBS	2450	Job Seeking Skills	2.00	0.00	30.00	0.00	0.00

BENEFITS TO THE SYSTEM

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

The CTS in Bank Teller will give students broad exposure to Bank Teller and Accounting procedures and will serve as an exit point for students who want to develop those skills but don't have time to complete a technical diploma or associates degree.

KEYWORDS

Bank Teller Accounting

CTS Human Resource Specialist - 07/11/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : CTS Human Resource Specialist

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)			
Stars : 2 Stars			
Name: Human Resource Specialist		Program Delivery Mode: Standard	
CIP:	Credit Hours: 18.00	Contact Hours: 270.00	Certificate of Technical Studies (C.T.S.)

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.
Update from TCA to CTS

IMPLEMENTATION DATE (Semester and Year)	Fall 2019
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HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.
Program has existed as TCA. Delta would like to upgrade to a CTS in order to keep this as an exit point.

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

Program provides training for students in the areas of human resources profession.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No # - Full Time: 2 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelors in Subject or Associate with 3 years of experience	Experience: 3 years with an associate	Certification:
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : School of Business and Technology

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 changes anticipated. Will use existing faculty and facilities.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY					
EVENING					

DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:					

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	No Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	NA

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

PROGRAM CURRICULUM							
Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: CTS Human Resource Specialist					Credit Hours: 18.00		
ORNT	1000	Freshman Seminar	1.00	0.00	15.00	0.00	0.00
KYBD	1111	Introduction to Formatting	3.00	0.00	45.00	0.00	0.00
HURM	1000	Employment Law & Regulations	3.00	0.00	45.00	0.00	0.00
HURM	1100	Training & Development	3.00	0.00	45.00	0.00	0.00
HURM	1200	Recruiting, Selecting, & Personnel Planning	3.00	0.00	45.00	0.00	0.00
HURM	1300	Compensation & Benefits	3.00	0.00	45.00	0.00	0.00
JOBS	2450	Job Seeking Skills	2.00	0.00	30.00	0.00	0.00

BENEFITS TO THE SYSTEM
Discuss how this change will benefit your students, your community, and the LCTCS.

Prepares students to fill jobs that utilize human resource training.

KEYWORDS

Human Resource

CTC Cisco Cybersecurity Analyst - 07/15/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : CTC Cisco Cybersecurity Analyst

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 3 Stars						
Name: IT CTC Cisco Cybersecurity Analyst				Program Delivery Mode: Standard		
CIP: 110901	Credit Hours: 12.00		Contact Hours: 180.00		Career and Technical Certificate (C.T.C)	
IBC: CCEN	Issuing Body: Cisco	Course Title: Cisco Networking I Cisco Network Principles	Course Prefix: CNET	Course Number: 121	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: Cisco CCNA/TestOut Routing & Switching	Issuing Body: Cisco/TestOut	Course Title: Cisco Networking II Switching & Routing	Course Prefix: CNET	Course Number: 122	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: CompTIA Security/TestOut Security Pro	Issuing Body: CompTIA/TestOut	Course Title: System Security	Course Prefix: CINS	Course Number: 220	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: CompTIA CySA	Issuing Body: CompTIA	Course Title: Firewalls and Network	Course Prefix: CNET	Course Number: 125	Credits Awarded: 3.00	IBC Awarded upon Completion?

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.

Replace CNET 135 Network Security with CNET 225 Firewalls & Network Security

**IMPLEMENTATION DATE
(Semester and Year)**

Fall 2019

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

This CTC was approved as part of the AAS in Information Technology. The School of Business and Technology is requesting an update of this CTC. Changing the course to CNET 225 will add firewall training along with the Network Security.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

Security is an ongoing issue with technology. Switching to CNET 225 will allow the program to keep the Network Security while adding Firewalls to the learning outcomes.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:**QUALIFIED FACULTY (Check all that apply)**

Use Existing Faculty: No

- Full Time: 3

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Masters in field or Masters + 18 graduate hours in field

Experience: Preferred but not required

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : School of Business and Technology

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 changes anticipated. The CTC is being offered. The course being added is already taught as part of the AAS. Existing faculty and facilities will be used. Adjuncts can be hired if necessary.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY					
EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:					

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	No Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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

PROGRAM CURRICULUM

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

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: IT CTC Cisco Cybersecurity Analyst					Credit Hours: 12.00		
CNET	121	Cisco Networking I Cisco Network Principles	3.00	0.00	45.00	0.00	0.00
CNET	122	Cisco Networking II Switching & Routing	3.00	0.00	45.00	0.00	0.00
CINS	220	System Security	3.00	0.00	45.00	0.00	0.00
CNET	225	Firewalls & Network Security	3.00	0.00	45.00	0.00	0.00

BENEFITS TO THE SYSTEM

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

The Cisco certificates allow vendor-specific certification for Cisco Systems. The need for workers able to manage local-area and wide-area networks continues to be relevant. Security for those networks is a priority.

KEYWORDS

Cybersecurity, Networks, Firewalls

Systems and Network Administrator - 07/02/2019

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : Systems and Network Administrator

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 5 Stars						
Name: Systems and Network Administrator				Program Delivery Mode:		
CIP: 11.1001	Credit Hours: 24.00		Contact Hours: 1080.00		Certificate of Technical Studies (C.T.S.)	
IBC: Certiport IC3	Issuing Body: Certiport	Course Title: Internet & Computer Literacy	Course Prefix: CINS	Course Number: 102	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: Network Pro	Issuing Body: TestOut	Course Title: Network Fundamentals I/II	Course Prefix: CNET	Course Number: 110/111	Credits Awarded: 6.00	IBC Awarded upon Completion? : No-Test is Required
IBC: Network+	Issuing Body: CompTIA	Course Title: Network Fundamentals I/II	Course Prefix: CNET	Course Number: 110/111	Credits Awarded: 6.00	IBC Awarded upon Completion? : No-Test is Required

IBC: LinuxPro	Issuing Body: TestOut	Course Title: Linux Essentials/Server	Course Prefix: CNET	Course Number: 171/172	Credits Awarded: 6.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Linux+	Issuing Body: CompTIA	Course Title: Linux Essentials/Server	Course Prefix: CNET	Course Number: 171/172	Credits Awarded: 6.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Cloud Practitioner	Issuing Body: AWS	Course Title: Cloud Computing	Course Prefix: CINS	Course Number: 210	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required

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.

There is no change to the number of credit hours, just a change in two of the courses required. CNET 202 and CNET 203 replaced by CINS 120 and CINS 210

IMPLEMENTATION DATE (Semester and Year)

Fall 2019

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

CTS with 24 hours was originally approved in 2018 as part of Information Technology AAS. CTS will stay at 24 hours after removing and replacing two courses.

JUSTIFICATION FOR THE PROPOSED CHANGE

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

With the advent of the new cloud computing statewide curriculum and further study of sister LCTCS institution curricula, it was determined that less emphasis on one specific platform for server technology instruction would result in creating space for alternative technology exploration inclusive of an essential study in cloud computing.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No # - Full Time: 3 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS		
Department :		
How will this change affect the administrative structure and/or allocation of departmental funds in terms of:		
Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Masters + 18	Experience: 3 years preferred	Certification: AWS, MCSA 70-741 preferred

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS
Department : School of Business and Technology
Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.
No impact as it is wrapped within an existing AAS

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	10	10	17	22	24
EVENING	3	5	9	11	13
DISTANCE EDUCATION	0	0	0	0	0
Describe Process for Attaining & Estimating Enrollment:	Numbers from those participating in the current program coupled with anticipated growth based on program growth over the past 2 years				

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	Mandatory Accreditation status: Approved
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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

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

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration:					Credit Hours: 24.00		
CINS	102	Internet & Computer Literacy (IC3)*	3.00	0.00	45.00	0.00	0.00
CNET	110	Network Fundamentals I (Network+)*	3.00	0.00	45.00	0.00	0.00
CNET	111	Network Fundamentals II (Network +)*	3.00	0.00	45.00	0.00	0.00
CNET	171	Linux Essentials (LPI Linux Essentials)* -	3.00	0.00	45.00	0.00	0.00
CNET	172	Linux Server (Linux+)*	3.00	0.00	45.00	0.00	0.00
CNET	201	Windows Server I	3.00	0.00	45.00	0.00	0.00
CINS	120	Operating Systems	3.00	0.00	45.00	0.00	0.00
CINS	210	Cloud Computing	3.00	0.00	45.00	0.00	0.00

BENEFITS TO THE SYSTEM

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

As we begin to focus on emerging technologies in the state of Louisiana with a particular emphasis on cloud computing, the revision to the Systems and Network Administrator CTS fall more in line with these changes. This coupled with the addition of IBM's hub in Monroe, LA requires LDCC to pay special attention to the needs of a growing tech sector in our immediate economic area. IBM has voiced its shifting focus on cloud computing technologies in informal discussions.

KEYWORDS

System, Systems, Network, Administrator