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# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

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

**THROUGH:** Dr. René Cintrón *RC*  
Chief Education and Training Officer

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

**SUBJECT:** Program Requests at River Parishes Community College

**DATE:** 07/26/2019

*slr*  
**APPROVED**  
8/14/19  
LCTCS BOARD OF SUPERVISORS

**FOR BOARD ACTION:**

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

**Program Modifications**

1. Certificate of Technical Studies (CTS), Medical Assisting (CIP: 51.0801) – 3 STARS
2. Certificate of Technical Studies (CTS), Patient Care Technician (CIP: 51.2601) – 2 STARS

**Program Terminations**

3. Certificate of Technical Studies (CTS), Office Assistant Specialist-Reserve (CIP 52.0401) – 4 STARS
4. Certificate of Technical Studies (CTS), Accounting Office Specialist (CIP 52.0401) – 4 STARS

**Background:** River Parishes Community College (RPCC) is requesting to change courses in the curriculum and reduce credit hours from 37 to 36 in the Certificate of Technical Studies (CTS) in Medical Assisting. As a result of changing course in the curriculum of the CTS in Patient Care Technician, the number of credit hours has decreased from 35 to 26. River Parishes Community College is requesting to delete two CTSs in business in order to streamline program offerings across all campuses.

**Fiscal Impact:** 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.

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

*8-14-19*  
Date



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## Notice to LCTCS Board of Supervisors and Board of Regents Regarding Program Modifications

### **Program: Certificate of Technical Studies in Medical Assisting (CIP: 51.0801)**

Proposed Changes: MAST 1000 (3 credit hours) and MAST 1002 (2 credit hours) have been replaced in the curriculum with a new course, MAST 1003 (4 credit hours). Also, ENGL 2300 (3 credit hours) was replaced with ENGL 1010 (3 credit hours). As a result of the combining of MAST 1000 and MAST 1002 into a 4 credit hour course, the number of credits required for the Certificate of Technical Studies in Medical Assisting has decreased from 37 to 36 credit hours.

Effective Date/Term: Fall 2019 for all new Medical Assisting students

Justification: A review of MAST 1000 and MAST 1002 revealed that the course could be combined, saving students' time and money. Students who have previously earned credit for MAST 1000 and MAST 1002 will be given credit for MAST 1003. Also, the replacement of ENGL 2300 (Business and Professional Communication) with ENGL 1010 (English Composition) was requested by the Nursing Advisory Board.

### **Program: Certificate of Technical Studies in Patient Care Technician (CIP: 51.2601)**

Proposed Changes: MAST 1000 (3 credit hours) and MAST 1002 (2 credit hours) have been replaced in the curriculum with a new course, MAST 1003 (4 credit hours). Lastly, ENGL 2300 (3 credit hours) and BIOL 1201 (3 credit hours) were removed from the curriculum. As a result, the number of credit hours required for the Certificate of Technical Studies in Patient Care Technician has decreased from 35 to 26 credit hours. It should be noted, however, that Board of Regents' Curriculum Inventory (CRIN) has the program currently listed at 22 credit hours.

Effective Date/Term: Fall 2019 for all new Patient Care Technician students

Justification: A review of MAST 1000 and MAST 1002 revealed that the course could be combined, saving students' time and money. Students who have previously earned credit for MAST 1000 and MAST 1002 will be given credit for MAST 1003. ENGL 2300 (Business and Professional Communication) and BIOL 1201 (Principles of Biology) were removed because it was determined, after discussions with the Nursing Advisory Board, that neither course was needed for attaining the competencies needed by PCT employers. Students are still required to complete ENGL 1010 (English Composition).

### **Program: Certificate of Technical Studies in Office Assistant Specialist- Reserve, Certificate of Technical Studies in Accounting Office Specialist (CIP: 52.0401)**

Proposed Changes: Remove the CTS in Office Assistant Specialist-Reserve and the CTS in Accounting Office Specialist.

Effective Date/Term: Fall 2019 for all new Business Office Administration students

Justification: The Reserve Campus of South Central Louisiana Technical College (SCLTC) became a part of RPCC in summer 2018. The Reserve Campus had a Business Office Administration program, and so did RPCC. While the two curriculums had some similarities, there were marked differences. At the time of the merger, Business Faculty and RPCC Administration decided to leave the two programs intact. As a result, RPCC currently has a CTS' on the Board of Regents CRIN that were a part of the SCLTC curriculum. The above changes are a result of a yearlong review of the RPCC and Reserve Campus programs. The changes represent an integration of the two curriculums.

Students enrolled in the former Reserve CTS program will be afforded opportunities to complete the former program requirements or offered the opportunity to change to the new curriculum.

Should you have any questions about the above notifications, please contact Dr. Emily Campbell, Interim Vice Chancellor of Academic & Student Affairs at [ecampbell@rpcc.edu](mailto:ecampbell@rpcc.edu)