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
              Director of Adult Learning and Educational Programs

DATE: July 27, 2020

SUBJECT: Baton Rouge Community College, Revision of Mission Statement

APPROVED 8/12/20 LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION:

Baton Rouge Community College's current mission statement is to identify and meet the educational and workforce needs of the community through innovative, accessible, and dynamic programs.

The proposed new mission of Baton Rouge Community College is to be the preferred provider of talent for a global marketplace.

Recommendation: Staff recommends the ratification of the new mission statement as requested by Baton Rouge Community College. Staff recommends that the Board approve the proposed new mission of Baton Rouge Community College:

> Baton Rouge Community College is to be the preferred provider of talent for a global marketplace.

Background: Baton Rouge Community College's current mission statement is to identify and meet the educational and workforce needs of the community through innovative, accessible, and dynamic programs.

It is common practice to periodically review and update mission statements as needed. This is done to ensure that the institution remains focused on fulfilling its obligation to the community.

Throughout the past year, with guidance from members of the college community, conversations with stakeholders and the business community, along with the college leadership team, the college's new mission statement was developed to best reflect the current needs of the institution and the community.

Fiscal Impact: N/A

History of Prior Actions: Revision of the mission statement should be reevaluated every few years to make sure it reflects the needs of the institution and community.

Benefits to the System: If approved, the new mission statement will allow Baton Rouge Community College to refocus its efforts of serving its community.

[signature]

Approved
Dr. Monty Sullivan

8-12-20

Date

July 21, 2020

Board of Supervisors
Louisiana Community and Technical College System
265 S. Foster Dr.
Baton Rouge, LA 70806

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

Dear Dr. Cintron,

Baton Rouge Community College requests the approval of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors of the college's proposed change to its mission statement.

More than two decades ago, Baton Rouge Community College was formed to support a community that was not being properly served. It was then that the mission to identify and meet the community's educational and workforce needs through innovative, accessible, and dynamic programs, was most suitable. The college has since gone above and beyond this early mission, and as such it has become time to update our purpose.

Throughout the past year, with guidance from members of our college community, conversations with stakeholders and the business community, along with the college leadership team, the college's new mission statement has been developed. It is built on the back of BRCC's early investment in the Capital Region and community.

BRCC's current mission statement is: To identify and meet the educational and workforce needs of the community through innovative, accessible, and dynamic programs.

The proposed new mission of Baton Rouge Community College is to be the preferred provider of talent for a global marketplace.

Thank you for your consideration of this request.

Sincerely,

Willie E. Smith, Ed.D.
Chancellor

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

APPROVED

~~Slk 8/12/20~~
LCTCS BOARD OF SUPERVISORS

TO: Dr. Monty Sullivan
              LCTCS President

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

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

DATE: July 27, 2020

SUBJECT: Program Requests at Baton Rouge Community College

FOR BOARD ACTION:

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

Program Additions

1. Career and Technical Certificate (CTC) in Computer Technician, (CIP 11.0901) with an IBC in CompTIA A+ from CompTIA– **5 STARS**
2. Career and Technical Certificate (CTC) in System Support Technician, (CIP 11.0901) with an IBC in CompTIA Network+ from CompTIA– **5 STARS**
3. Career and Technical Certificate (CTC) in Wide Area Network Technician, (CIP 11.0901) with an IBC in Microsoft Certified Solutions Associate (MCSA) from Microsoft– **5 STARS**

Programs to be Delivered 100% via Distance Education Technology

4. Associate of Science (AS) in Computer Science, (CIP 11.0701) - **5 STARS**
5. Associate of Science (AS) in Teaching Grades 1-5, (CIP 13.0101) -Transfer Program
6. Associate of Science (AS) in Pre-Engineering, (CIP 14.0101) -**5 STARS**
7. Associate of Science (AS) in Louisiana Transfer, Biological Sciences and Physical Sciences, CIP (24.0199)- Transfer Program
8. Certificate of Technical Studies (CTS) Computer Networking, (CIP 11.0901) -**5 STARS**
9. Career and Technical Certificate (CTC) in Web Development, (CIP 11.1004) -**5 STARS**
10. Certificate of Technical Studies (CTS) in Enrolled Agent, (CIP 52.1601) -**5 STARS**

Programs to be Delivered 50-99% via Distance Education Technology

11. Technical Diploma (TD) in Horticulture Technician, (CIP 01.0601) - **4 STARS**
    a. Certificate of Technical Studies (CTS) in Landscape Technician, (CIP 01.0601)- **4 STARS**

12. Associate of Applied Science (AAS) in Veterinary Technology, (CIP 01.8301) - **3 STARS**
13. Associate of Applied Science (AS) in Computing and Information Systems, (CIP 11.0501)- **5 STARS**
    a. Technical Diploma (TD) in Information Technology, (CIP 11.0901)-**5 STARS**
    b. Certificate of Technical Studies (CTS) in Network Administrator (CIP 11.0901)- **5 STARS**
    c. Certificate of Technical Studies (CTS) in System Analyst (CIP 11.0901)- **5 STARS**
        i. Career and Technical Certificate (CTC) in Computer Technician, (CIP 11.0901) - **5 STARS**
        ii. Career and Technical Certificate (CTC) in System Support Technician, (CIP 11.0901) - **5 STARS**
        iii. Career and Technical Certificate (CTC) in Wide Area Network Technician, (CIP 11.0901) - **5 STARS**
14. Technical Diploma (TD) in Cosmetology, (CIP 12.0401) -**2 STARS**
15. Technical Diploma (TD) in Culinary Arts, (CIP 12.0503) - **4 STARS**
    a. Certificate of Technical Studies (CTS) in Entry-Level Line Cook, (CIP 12.0503) -**4 STARS**
    b. Certificate of Technical Studies (CTS) in Production Cook, (CIP 12.0503)-**4 STARS**
16. Technical Diploma (TD) in NCCER Instrumentation Level 4, (CIP 15.0404)-**4 STARS**
    a. Certificate of Technical Studies (CTS) in NCCER Instrumentation Level 2, (CIP 15.0404) -**4 STARS**
17. Technical Diploma (TD) in Process Technology, (CIP 15.0699)-**5 STARS**
    a. Certificate of Technical Studies (CTS) in Process Technology Support Technician, CTS, CIP 15.0699 - **5 STARS**
18. Technical Diploma (TD) in Drafting and Design Technology, (CIP 15.1301) -**5 STARS**
    a. Certificate of Technical Studies (CTS) in Engineering Aid, (CIP 15.1301) - **5 STARS**
19. Technical Diploma (TD) in Care and Development of Young Children, (CIP 19.0709) -**1 STAR**
    a. Certificate of Technical Studies (CTS) in Childcare Teacher, (CIP 19.0709) - **1 STAR**
20. Technical Diploma (TD) in Carpentry, (CIP 46.0201) -**5 STARS**
    a. Certificate of Technical Studies (CTS) in Carpentry Technician, (CIP 46.0201) -**5 STARS**
21. Technical Diploma (TD) in NCCER Electrical Level 4, (CIP 46.0302) - **5 STARS**
    a. Certificate of Technical Studies (CTS) in NCCER Electrical Level 2, (CIP 46.0302) -**5 STARS**
22. Technical Diploma (TD) in NCCER Pipefitting Level 4, (CIP 46.0502) - **5 STARS**
    a. Certificate of Technical Studies (CTS) in NCCER Pipefitting Level 2, (CIP 46.0502) - **5 STARS**
23. Technical Diploma (TD) in HVAC/R Technician, (CIP 47.0201) - **5 STARS**

a. Certificate of Technical Studies (CTS) in HVAC and Refrigeration Helper II (CIP 47.0201)- **5 STARS**
  i. Career and Technical Certificate (CTC) in HVAC and Refrigeration Helper I, (CIP 47.0201) - **5 STARS**
24. Technical Diploma (TD) in NCCER Millwright Level 3, (CIP 47.0303) -**5 STARS**
  a. Certificate of Technical Studies (CTS) in NCCER Millwright Level 3, (CIP 47.0303) - **5 STARS**
25. Associate of Applied Science (AAS), Vehicle Maintenance and Repair Technologies, (CIP 47.0600) -**5 STARS**
26. Technical Diploma (TD) in Auto Body Repair Technician, (CIP 47.0603)- **4 STARS**
  a. Certificate of Technical Studies (CTS) in Refinish Technician, Certificate of Technical Studies (CTS), CIP 47.0603 - **4 STARS**
27. Technical Diploma (TD) in Automotive Technician, (CIP 47.0604) - **4 STARS**
  a. Certificate of Technical Studies (CTS) in Auto Drivability Technician, (CIP 47.0604) - **4 STARS**
  b. Certificate of Technical Studies (CTS) in Auto Drivetrain Technician, (CIP 47.0604) - **4 STARS**
  c. Certificate of Technical Studies (CTS) in Auto Electrical Systems Technician, (CIP 47.0604) -**4 STARS**
  d. Certificate of Technical Studies (CTS) in Auto Suspension, Steering, and Brakes Technician, (CIP 47.0604) - **4 STARS**
28. Associate of Applied Science (AAS) in Aviation Maintenance Technology, (CIP 47.0607) -**5 STARS**
  a. Certificate of Technical Studies (CTS) in Aviation Maintenance Technician, Airframe, (CIP 47.0607)- **5 STARS**
  b. Certificate of Technical Studies (CTS) in Aviation Maintenance Technician, Powerplant, (CIP 47.0608) - **5 STARS**
29. Technical Diploma (TD) in Diesel Heavy Truck Technician, (CIP 47.0613) - **5 STARS**
  a. Certificate of Technical Studies (CTS) in Truck Drivetrain Technician, (CIP 47.0613)-**5 STARS**
  b. Certificate of Technical Studies (CTS) in Truck Electrical Systems, (CIP 47.0613) -**5 STARS**
  c. Certificate of Technical Studies (CTS) in Truck Suspension, Steering, and Brakes Technician, (CIP 47.0613)-**5 STARS**
30. Associate of Applied Science (AAS) in Technical Studies, (CIP 47.9999) -**4 STARS**
31. Technical Diploma (TD) in Welding, Technical Diploma (CIP 48.0508) - **4 STARS**
  a. Certificate of Technical Studies (CTS) in Structural Welder, (CIP 48.0508) - **4 STARS**
    i. Career and Technical Certificate (CTC) in Welding Fundamentals, (CIP 48.0508)-**4 STARS**
32. Associate of Applied Science (AAS) in Entertainment Technologies, Associate of Applied Science (AAS), CIP 50.0102 -**4 STARS**
  a. Career and Technical Certificate (CTC) in Music Studio Production, (CIP 10.0203) - **3 STARS**

    b. Career and Technical Certificate (CTC) in Digital Cinema Production, (CIP 50.0602) **-5 STARS**

33. Certificate of Technical Studies (CTS) in Medical Assistant, (CIP 51.0801) **- 3 STARS**
34. Certificate of Technical Studies (CTS) in Pharmacy Technician, (CIP 51.0805) **- 3 STARS**
35. Associate of Applied Science (AAS) in Paramedic, (CIP 51.0904) **-4 STARS**
36. Certificate of Technical Studies (CTS) in Emergency Medical Technician (EMT)-Paramedic, (CIP 51.0904) **-4 STARS**
37. Associate of Science (AS) in Surgical Technology, (CIP 51.0909) **-4 STARS**
38. Associate of Applied Science (AAS) in Diagnostic Medical Sonography, (CIP 51.0910) **- 4 STARS**
39. Career and Technical Certificate (CTC) in Sterile Processing, (CIP 51.1012) **-4 STARS**
40. Associate of Science (ASN) in Nursing, (CIP 51.3801) **– 5 STARS**
41. Technical Diploma (TD) in Practical Nursing, (CIP 51.3901) **- 5 STARS**
42. Associate of Applied Science (AAS) in Construction Management, (CIP 52.2001) **- 5 STARS**

Background: Baton Rouge Community College (BRCC) is requesting to expand their current Information Technology (IT) program with the addition of three certificates. For students interested in working while continuing their chosen program of study, these positions will permit them to apply what they are learning and thus reinforce the value of their education. For students unable to commit to the time required to complete the TD or AAS in the immediate future, these positions will permit an individual to enter the workforce with skills that are particularly relevant in the new reality of telecommuting.

Baton Rouge Community College (BRCC) is requesting to move several programs to be delivered via distance education technology as a result of the current situation with the pandemic and to continue to serve students utilizing digitally inclusive method. Some programs will be delivered 100% online while others will be delivered in the range of 50-99% for students.

Fiscal Impact: The administrative structure will not change. There are no anticipated expenditures associated with these changes unless otherwise noted.

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

Benefits to the System: These requests will allow BRCC to better meet student and workforce needs.

(signature)

_8-12-20_

Approved
Dr. Monty Sullivan

Date

July 10, 2020

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

Attention: René Cintrón, Ph.D., LCTCS Chief Academic Affairs Officer
               Adrienne Fontenot, Ed.D., Director of Adult Learning and Educational Programs

Dear Drs. Fontenot and Cintrón:

Baton Rouge Community College (BRCC) requests the approval of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors to implement the following curricular actions.

Program Additions:
1. Computer Technician, Career and Technical Certificate (CTC), CIP code 11.0901 – 5 Stars
2. System Support Technician, CTC, CIP code 11.0901 – 5 Stars
3. Wide Area Network Technician, CTC, CIP code 11.0901 – 4 Stars

Justifications for Program Additions
All three programs have been developed specifically for (but will not be limited to) students in the Information Technology Technical Diploma (TD; CIP code 11.0901, 5 Stars). The awards are intended to provide students with evidence of achievement and industry-based certifications (IBCs) that will enhance employment prospects while completing the TD. For students who are not able to commit additional time to complete the TD, the IBCs are expected to have the same benefit of improving employment prospects.

Thank you for your consideration of these actions.

Sincerely,

Sarah Barlow, Ph.D.
Interim Vice Chancellor for Academic and Student Affairs, BRCC

Cc: Willie E. Smith, Sr., Ed.D., Chancellor, BRCC
        Margaret McMichael, Ph.D., Director of Curriculum and Articulation, BRCC

Information Technology CTCs - 07/08/2020

TYPE OF PROPOSED CHANGE : New Program

PROGRAM NAME : Information Technology CTCs

AWARD LEVEL(S)

For Board of Regents and LCTCS Review:	**For LCTCS Review:**
Name:	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: Computer Technician	**Program Delivery Mode:** Standard

CIP: 11.0901	**Credit Hours:** 6.00	**Contact Hours:** 210.00	Career and Technical Certificate (C.T.C)

IBC: CompTIA A+	**Issuing Body:** CompTIA	**Course Title:** Install and Troubleshoot Part I; Install and Troubleshoot Part II	**Course Prefix:** INTE	**Course Number:** 1103 (Part I); 1113 (Part II)	**Credits Awarded:** 6.00	**IBC Awarded upon Completion? :** No-Test is Required

Name: System Support Technician	**Program Delivery Mode:** Standard

CIP: 11.0901	**Credit Hours:** 12.00	**Contact Hours:** 420.00	Career and Technical Certificate (C.T.C)

IBC: CompTIA Network+	**Issuing Body:** CompTIA	**Course Title:** Install and Troubleshoot Part I; Install and Troubleshoot Part II; Operating System Fundamentals; Cisco Part I	**Course Prefix:** INTE	**Course Number:** 1103, 1113, 1203, 2113	**Credits Awarded:** 12.00	**IBC Awarded upon Completion? :** No-Test is Required

Name: Wide Area Network Technician	**Program Delivery Mode:** Standard

CIP: 11.0901	Credit Hours: 12.00	Contact Hours: 420.00	Career and Technical Certificate (C.T.C)

IBC: Microsoft Certified Solutions Associate (MCSA)	Issuing Body: Microsoft	Course Title: Operating System Fundamentals; Windows Server I/II/III	Course Prefix: INTE	Course Number: 1203, 2013, 2023, 2033	Credits Awarded: 12.00	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.

Add new career and technical certificates (CTCs) to BRCC's active program inventory:

Computer Technician: This CTC will prepare students for the CompTIA A+ exam, a certification that will permit students to seek gainful, entry-level employment in IT support specialist, IT field service technicians, desktop support analysts, and help desk tier 2 support positions (Appendix A).

System Support Technician: This CTC will prepare students for the CompTIA Network+ exam, a certification that will allow students to seek gainful, entry-level positions in IT infrastructure covering troubleshooting, configuring, and managing networks. Jobs such as network field technician and junior network administrator use the skills validated by CompTIA Network+ certification (Appendix B).

Wide Area Network Technician: This CTC will prepare students for the Microsoft Certified Solutions Associate (MCSA) Windows Server 2016 exam, a certification that will allow students to seek gainful, entry-level employment in IT networking or systems administration (Appendix C). Jobs such as network and systems technician, network engineer, and network and systems administrator use the skills validated by the Windows Server 2016 exam.

All three CTCs are embedded in the existing Information Technology Technical Diploma (TD) and thus may to be completed by students as they progress in that program (Appendix D, Curriculum for Information Technology TD). In addition, many of the courses required for the completion of CTCs are also required for the completion of the Computing and Information Systems Associate of Applied Science (AAS), Cloud Computing concentration, which allows students in this program to complete one or more of the CTCs as well. For students interested in working while continuing their chosen program of study, these positions will permit them to apply what they are learning and thus reinforce the value of their education. For students unable to commit to the time required to complete the TD or AAS in the immediate future, these positions will permit an individual to enter the workforce with skills that are particularly relevant in the new reality of telecommuting.

IMPLEMENTATION DATE (Semester and Year)	Spring 2021

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

The Information Technology Technical Diploma (TD) and embedded credentials were integrated into BRCC's active program inventory following the merger with the former Capital Area Technical College (CATC) authorized by the State of Louisiana (2013) and approved by the Southern Association of Colleges and Schools Commission on Colleges (2016). The active program inventories for the two institutions were merged and finalized by the Board of Regents in 2016.
In 2018, the Board of Supervisors approved modifications to the Information Technology TD (Appendix E), including the deletion of several technical competency areas (TCAs). Three of the programs of study - Computer Technician (CIP code 11.0901); Wide Area Network Technician (CIP code 11.0901); and System Support Technician (CIP code 11.0901) – are reintroduced in this proposal as career and technical certificated due to the association between the required coursework and industry-based certifications, and the opportunities available to completers of the CTCs and subsequent attainment of the IBCs.

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

The addition of the Computer Technician, System Support Technician, and Wide Area Network CTCs are part of a college-wide initiative to increase the number of program offerings that are linked to industry-based certifications. Embedding the CTCs into the Information Technology TD will allow students to earn high-demand technical skills that will increase their marketability and can serve as an exit point for students who are not able to commit to the time required to complete the TD as well as serve as a confidence-booster for students whose continued enrollment in the TD would be motivated by the achievement of this award. Students will be eligible to take industry-based certifications after completing 2-3 semesters of coursework. Industry partners are in constant need for student workers to fill IT positions such as Help Desk Technicians and Service Desk Technicians. Positions such as these will allow students to gain relevant work experience while completing the technical diploma program requirements. The Louisiana Workforce Commission (LWC) currently lists 136 4- and 5-star job postings related to the proposed CTC credentials (Appendices A – C, from https://www.laworks.net/stars/). The LWC's long-term employment projections in the areas covered by the proposed CTCs are equally promising (Appendix F).

The National Bureau of Labor Statistics (BLS) cites the employment of Computer User Support Specialists is expected to have an average growth rate of 10.6% from 2014-2024 with a median annual wage of $52,270 (Bureau of Labor Statistics, Occupations with Most Job Growth (Appendix G, from https://www.bls.gov/emp/tables/occupations-most-job-growth.htm).

BRCC is confident in the ability to deliver quality instruction to properly prepare students to meet local workforce needs.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No	**Hire Adjunct Faculty:** No	**Hire Full-Time Faculty:** No
# - Full Time: 0	**# - 3**	**# - 0**
# - Part Time: 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: Associate's degree, Information Technology	**Experience:** Minimum of five (5) years of work experience in the field of study	**Certification:** IBCs – CCNA, A+, MCSA, CompTIA Instructor's certification (for certain courses)

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Computer Science and Engineering, in STEM Division

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.

The proposed programs will not impact the administrative structure of the Computer Science & Engineering department or the STEM division.
The proposed programs will impact the allocation of funds in the department as new faculty are needed to deliver curriculum and instruction.

The proposed programs are comprised of existing courses that are required for the TD Information Technology program of study. The program will be supported with departmental funding and Carl D. Perkins grant funds; a portion of the courses will be funded with DXC/LED (some of the courses support the cloud computing program).
Faculty – $10,000, Additional adjunct faculty with the minimum credentials identified above will be needed to deliver quality curriculum and instruction for the program.

Facilities - $0, The program will be housed at the newly renovated Acadian site. No additional facilities or special buildings will be needed for the proposed programs.

Courses in the CTC Computer Technician, System Support Technician, and Wide Area Network Technician programs of study will be taught at BRCC's Acadian site. There are three dedicated computer labs on site – C110, C112, and C115. Each lab is equipped with 20 student workstations and 1 instructor podium. C115 also has a workshop for students to engage in hands-on training activities. C112 has CISCO training equipment; used for student to access the CISCO curriculum (BRCC is a member of the CISCO Academy).
No additional library resources are needed to support the CTCs.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY			10	15	20
EVENING		10	20	30	25
DISTANCE EDUCATION	10	10	25		

Describe Process for Attaining & Estimating Enrollment:	These CTCs will be appealing to students who wish to attain employable skills in a relatively short period of time and possible secure employment while completing their program requirements. Although the AS Computer Science is not a selective admissions program, the coursework is very rigorous. These added credentials may also serve as an alternative option for students who struggle to successfully complete high-level coursework in the AS in Computer Science. Students can easily transition into a program where they will gain high-demand technical skills that will lead to employment. The department will work with public relations, recruiting, and the dual enrollment specialist to market the program and recruit students as well as Career Services to help with their job search process.

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		

BENEFITS TO THE SYSTEM

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

Benefit to Students
Students will have an opportunity to acquire high-demand technical skills that will increase their employability. Additionally, these credentials will serve not only as exit points but academic milestones as students matriculate through the program. As the majority of BRCC's student population are "non-traditional", students can seek employment opportunities that will allow them to support their families while completing their program requirements.
Benefit to Community
Having a strong IT department is the foundation of many industries. Hiring students/graduates with high-demand technical competencies and skills will allow them to take advantage of opportunities creating through industry partnerships. The local community will benefit from the availability of competent individuals ready for entry-level IT employment while the academic and public communities will benefit from the additional pathway to enter the IT field, academic departments will be able to increase the number of program completers. Students will be prepared to enter the workforce and become tax paying citizens without transferring to a 4-year college.
Benefit to the LCTCS
The addition of the three Information Technology-related CTCs will assist the College and System with meeting the goal of doubling the number of graduates annually. The added benefit to stakeholders is that the credential prepares students with the necessary hands-on skills to enter the workforce immediately.

KEYWORDS

Information Technology
CompTIA
Microsoft Certification
WAN
System Support

Information Technology (Technical Diploma)

The Information Technology (IT) Technical Diploma program is divided into a basic core area and a specialty networking area. The basic core courses of study will prepare individuals to troubleshoot, repair, and maintain computer systems and basic local area network problems. Students will also learn to operate a computer using current operating system software and use current application software for manipulating spreadsheets, databases, and word processing documents. This program is not intended for degree transfer; however, certain certification courses may be accepted by other institutions that participate in the Microsoft IT Academy and the Cisco Academy.

The specialty networking area will prepare students to design, implement, and manage linked systems of computers, peripherals, and associated software to maximize efficiency and productivity. The program includes instruction in operating systems and applications; networking theory and solutions; types of networks; network management and control; network and flow optimization; configuring; and troubleshooting.

The curriculum provides both knowledge acquisition and skills development for those who are currently working in the information technology field and would like to obtain industry-based certifications or for those who would like to prepare for employment in the IT field. The program is designed to prepare students to successfully pass national, industry-based exams such as CompTIA's A+, Network+, Server+, Microsoft MCSE, and Microsoft MCSA.

To receive this Information Technology technical diploma (TD), certificate of technical studies (CTS), or technical competency area (TCA), the student must:
- Have a cumulative GPA of 2.00 in all credits to be used towards the degree;
- Earn a "C" or better in all courses;
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:
1. Resolve common networking issues.
2. Configure servers in a business environment.
3. Practice communication, problem-solving, and decision-making skills by using appropriate technology.
4. Acquire proper industry-recognized credentials which will prepare students for high-demand and high-skill job employment.

Program of Study

First Semester		Credit Hours
INTE 1013	Internet and Computing Literacy	3
INTE 1103	Install and Troubleshoot Part I	3
INTE 1203	Operating System Fundamentals	3
INTE 1803	Unix and Linux System Administer	3
	Semester Total	12

Second Semester		Credit Hours
INTE 1253	Project Management	3
INTE 1113	Install and Troubleshoot Part II	3
INTE 2013	Windows Server Part I	3
INTE 2113	Cisco Part I	3
	Semester Total	12

Third Semester			**Credit Hours**
INTE 2023	Windows Server Part II		**3**
INTE 2123	Cisco Part II		**3**
INTE 2823	Server Technology		**3**
INTE 2033	Windows Server Part III		**3**
		Semester Total	**12**

Fourth Semester			**Credit Hours**
INTE 2133	Cisco Part III		**3**
INTE 2143	Cisco Part IV		**3**
INTE 2903	Internship		**3**
		Semester Total	**9**

Total Program Credit Hours:		**45**

Additional Information Technology Technical Programs of Study

The following Information Technology programs of study, and the associated credentials earned, provide essential information in the specified technical area and can be used to prepare for national certification(s) relevant to that area. Information Technology credentials can be obtained by students enrolled in the Information Technology diploma program as well as by *non-major students*: those enrolled in other degree programs or simply seeking the credential alone. Non-major students must fulfill any prerequisite requirements for the courses listed.

All students must take all courses and any prerequisite courses needed to obtain the desired credential.

PROGRAMS OF STUDY

CTC – Computer Technician			**Credit Hours**
INTE 1103	Install & Troubleshoot: Part I		**3**
INTE 1113	Install & Troubleshoot: Part II		**3**
		Total	**6**

CTC – Wide Area Network Technician			**Credit Hours**
INTE 1203	Operating System Fundamentals		**3**
INTE 2013	Windows Server Part I		**3**
INTE 2023	Windows Server Part II		**3**
INTE 2033	Windows Server Part III		**3**
		Total	**12**

CTC – System Support Technician			**Credit Hours**
INTE 1103	Install & Troubleshoot: Part I		**3**
INTE 1113	Install & Troubleshoot: Part II		**3**
INTE 1203	Operating System Fundamentals		**3**
INTE 2113	Cisco Part I		**3**
		Total	**12**

CTS – Network Administrator   **Credit Hours**

INTE 1103	Install & Troubleshoot: Part I	3
INTE 1113	Install & Troubleshoot: Part II	3
INTE 1203	Operating System Fundamentals	3
INTE 2013	Windows Server Part I	3
INTE 2113	Cisco Part I	3
INTE 2123	Cisco Part II	3
	Total	**18**

CTS – Systems Analyst   **Credit Hours**

INTE 1103	Install & Troubleshoot: Part I	3
INTE 1113	Install & Troubleshoot: Part II	3
INTE 1203	Operating System Fundamentals	3
INTE 2013	Windows Server Part I	3
INTE 2023	Windows Server Part II	3
INTE 2033	Windows Server Part III	3
	Total	**18**

For more information, contact the Science, Technology, Engineering, and Mathematics Division at (225) 216-8226.

Embedded Information Technology Technical Programs of Study

The following Information Technology programs of study, and the associated credentials earned, provide essential information in the specified technical area and can be used to prepare for national certification(s) relevant to that area. Information Technology credentials can be obtained by students enrolled in the Information Technology diploma program as well as by *non-major students*: those enrolled in other degree programs or simply seeking the credential alone. Non-major students must fulfill any prerequisite requirements for the courses listed.

All students must take all courses and any prerequisite courses needed to obtain the desired credential.

PROGRAMS OF STUDY

CTC – Computer Technician		Credit Hours
INTE 1103	Install & Troubleshoot: Part I	3
INTE 1113	Install & Troubleshoot: Part II	3
	Total	6

CTC – Wide Area Network Technician		Credit Hours
INTE 1203	Operating System Fundamentals	3
INTE 2013	Windows Server Part I	3
INTE 2023	Windows Server Part II	3
INTE 2033	Windows Server Part III	3
	Total	12

CTC – System Support Technician		Credit Hours
INTE 1103	Install & Troubleshoot: Part I	3
INTE 1113	Install & Troubleshoot: Part II	3
INTE 1203	Operating System Fundamentals	3
INTE 2113	Cisco Part I	3
	Total	12

For more information, contact the Science, Technology, Engineering, and Mathematics Division at (225) 216-8226.

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Computer Science, Associate of Science; CIP Classification: 11.0701

4. **List the initial date of implementation**
   January 2021

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 Computer Science degree is an industry-linked program which prepares
   students for transfer to a 4 year institution as well as for careers as programmers, technicians and
   specialists in the computer science industry. [Students planning to transfer to another institution of
   higher education are encouraged to discuss their plans with an academic advisor at both BRCC and
   the receiving institution to ensure maximum transferability of credits.] The curriculum, assessment of
   student outcomes for the program, and graduation requirements are the same for on-ground (face-to-
   face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 100% of the 60 credit hours for the Computer Science AS via
   eLearning formats (fully online 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
   majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
   by students from around the state. BRCC's Virtual Student Center eliminates the need for most
   students to visit the Mid City location; however, for local students, the College is expected to be open
   for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____

Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____

Campus Head (or Authorized Signature)   Date   7/8/20

_____

System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Computer Networking, Certificate of Technical Studies (CTS); CIP Classification: 11.0901

4. **List the initial date of implementation**
   January 2021

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 Computer Networking Certificate of Technical Studies is an industry-linked program which
   prepares students for careers as computer network engineers in the computer science industry.
   Students gain knowledge, professional skills, and specialized training, including internships which
   position them for entry into the workforce. Students choosing computer network engineering as an
   area of interest may pursue jobs in network security and support. The curriculum, assessment of
   student outcomes for the program, and graduation requirements are the same for on-ground (face-to-
   face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 100% of the 30 credit hours for the Computer Networking CTS
   via eLearning formats (fully online 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
   majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
   by students from around the state. BRCC's Virtual Student Center eliminates the need for most
   students to visit the Mid City location; however, for local students, the College is expected to be open
   for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date 7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date 7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Web Development, Career and Technical Certificate (CTC), CIP Classification 11.1004.

4. **List the initial date of implementation**
    January 2021

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 Web Development Career and Technical Certificate (CTC), embedded in and an exit point from
    BRCC's Entertainment Technologies Associate of Applied Science (CIP 50.0102), introduces
    students to the development of web pages using HTML5, CSS3, and JavaScript. Courses cover the
    role and use of HTML5, CSS3, and JavaScript in the creation of web pages. Upon completion of the
    certificate, students will be eligible to test for one or more web development certifications, including:
    CIW Site Development Associate, CIW Advanced HTML5 & CSS3 Specialist, or Microsoft
    Technology Associate WEB. The curriculum, assessment of student outcomes for the program, and
    graduation requirements are the same for on-ground (face-to-face or standard) and distance
    education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 100% of the 9 credit hours for the Web Developer CTC via
    eLearning formats (fully online 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
    majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
    by students from around the state. BRCC's Virtual Student Center eliminates the need for most
    students to visit the Mid City location; however, for local students, the College is expected to be open
    for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Teaching Grades 1-5, Associate of Science (AS), CIP Classification: 13.0101

4. **List the initial date of implementation**
   January 2021

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 Teaching (AST) is a transfer degree that prepares students to successfully pass the curriculum of the Baccalaureate of Science in elementary Education from a Louisiana college/university. The degree provides the opportunity for non-traditional and traditional students who wish to become certified to teach first through fifth grade elementary students in Louisiana. BRCC students should consult an advisor for specifics regarding teacher education in the state of Louisiana. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 100% of the 60 credit hours for the Teaching Grades 1-5 AS via eLearning formats (fully online 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the majority of students are expected to be residents of the Baton Rouge area, the courses may be taken by students from around the state. BRCC's Virtual Student Center eliminates the need for most students to visit the Mid City location; however, for local students, the College is expected to be open for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Pre-Engineering, Associate of Science (AS), CIP Classification 14.0101.

4. **List the initial date of implementation**
   January 2021

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.**
   BRCC's Associate of Science (AS) degree in Pre-Engineering is aligned with the Louisiana Transfer
   Degree Program. Degree recipients will be able to transfer to four-year colleges and universities in
   Louisiana and continue their studies as engineering majors. Students in this curriculum will learn
   principles of mathematics and applied science that will form a strong foundation for further study in
   engineering. Engineers apply scientific knowledge, mathematics, and creativity in the design and
   development of solutions to benefit society, including physical structures such as bridges and
   buildings, complex machinery and systems such as computers and engines, materials production
   processes, and maximizing efficiency. The curriculum, assessment of student outcomes for the
   program, and graduation requirements are the same for on-ground (face-to-face or standard) and
   distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 100% of the 60 credit hours for the Pre-Engineering AS via
   eLearning formats (fully online 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
   majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
   by students from around the state. BRCC's Virtual Student Center eliminates the need for most
   students to visit the Mid City location; however, for local students, the College is expected to be open
   for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____

Interim Vice Chancellor for Academic and Student Affairs   **Date** 7/8/20

_____   _____

Campus Head (or Authorized Signature)   **Date** 7/8/20

_____   _____

System Head (or Authorized Signature)   **Date**

DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Louisiana Transfer, Associate of Science (ASLT), CIP Classification 24.0199

4. **List the initial date of implementation**
    January 2021

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.**
    Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 100% of the 60 credit hours for the Louisiana Transfer Associate of Science via eLearning formats (fully online 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the majority of students are expected to be residents of the Baton Rouge area, the courses may be taken by students from around the state. BRCC's Virtual Student Center eliminates the need for most students to visit the Mid City location; however, for local students, the College is expected to be open for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

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

4. **List the initial date of implementation**
    January 2021

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. 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. The
    curriculum, assessment of student outcomes for the program, and graduation requirements are the
    same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 100% of the 23 credit hours for the Enrolled Agent Certificate of
    Technical Studies via eLearning formats (fully online 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
    majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
    by students from around the state. BRCC's Virtual Student Center eliminates the need for most
    students to visit the Mid City location; however, for local students, the College is expected to be open
    for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Horticulture Technician, Technical Diploma (TD), CIP Classification 01.0601

4. **List the initial date of implementation**
   January 2021

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.**
   This program is designed to prepare students for employment in the areas of production and
   management in horticultural enterprises. It includes instruction and practical experience in the lab
   which is equipped and managed according to industry standards. Upon completion of this program
   students are qualified to take LA State examinations to become licensed horticultural professionals
   such as Arborists, Horticulturists, Landscape Contractors, and Certified Commercial Pesticide
   Applicators. Permits may also be obtained to become Nursery Stock and Cut Flower Dealers. The
   curriculum, assessment of student outcomes for the program, and graduation requirements are the
   same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Horticulture Technician
   TD via eLearning formats (primarily hybrid courses).

7. **Describe distance learning technologies which will be used to offer the proposed program.**
   Distance delivery of lecture content will be asynchronously. Hybrid delivery is planned for lab
   content; some plant identification may be performed via distance formats, but plant manipulation must
   be performed face-to-face with the instructor. All examinations will be administered face-to-face with
   a proctor.

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Lecture content will originate and be delivered from the cities of Baker (in East Baton Rouge Parish),
   BRCC's LCIW location, and Angola (in West Feliciana Parish). Lab content will be provided in Baker,
   in East Baton Rouge Parish, and Angola, West Feliciana Parish.

9. **Describe processes in place to ensure that students have structured access to faculty**.
   Students enrolled in lecture-only courses will have access to their instructor via the site's Education
   Program Coordinator. Students' questions will be scanned by the site's Education Program
   Coordinator to the instructor; the instructor's answer will be relayed back to the student by the
   Education Program Coordinator. Hybrid labs will feature descriptive content provided by the
   instructor via the Education Program Coordinator.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Landscape Technician, Certificate of Technical Studies (CTS), CIP Classification 01.0601

4. **List the initial date of implementation**
   January 2021

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.**
   This program is designed to prepare students for employment in the areas of production and management in horticultural enterprises. It includes instruction and practical experience in the lab which is equipped and managed according to industry standards. Upon completion of this program students are qualified to take LA State examinations to become licensed horticultural professionals such as Landscape Contractors; permits may also be obtained to become Nursery Stock and Cut Flower Dealers. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 25 credit hours for the Landscape Technician CTS via eLearning formats (primarily hybrid courses).

7. **Describe distance learning technologies which will be used to offer the proposed program.**
   Distance delivery of lecture content will be asynchronously. Hybrid delivery is planned for lab content; some plant identification may be performed via distance formats, but plant manipulation must be performed face-to-face with the instructor. All examinations will be administered face-to-face with a proctor.

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Lecture content will originate and be delivered from the cities of Baker (in East Baton Rouge Parish), BRCC's LCIW location, and Angola (in West Feliciana Parish). Lab content will be provided in Baker, in East Baton Rouge Parish, and Angola, West Feliciana Parish.

9. **Describe processes in place to ensure that students have structured access to faculty.**
   Students enrolled in lecture-only courses will have access to their instructor via the site's Education Program Coordinator. Students' questions will be scanned by the site's Education Program Coordinator to the instructor; the instructor's answer will be relayed back to the student by the Education Program Coordinator. Hybrid labs will feature descriptive content provided by the instructor via the Education Program Coordinator.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____

Campus Head (or Authorized Signature)   Date   7/8/20

_____

System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Veterinary Technology, Associate of Applied Science (AAS), CIP Classification 01.8301.

4. **List the initial date of implementation**
    January 2021

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 Veterinary Technology Associate of Applied Science is a five-semester, full-time, selective
    admissions program designed to provide students with the clinical knowledge and skills required for a
    career working in veterinary practice or other animal health professions. The program is based on the
    requirements of the American Veterinary Medical Association. Graduates will be eligible to take the
    Veterinary Technician National Exam (VTNE) to become Registered Veterinary Technicians (RVT)
    and be licensed in Louisiana. This program is designed to enable students to gain employment in the
    animal health care field and is not intended for college transfer. The curriculum, assessment of
    student outcomes for the program, and graduation requirements are the same for on-ground (face-to-
    face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 72 credit hours for the Veterinary Technology
    AAS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Music Studio Production, Career and Technical Certificate (CTC), CIP Classification 10.0203.

4. **List the initial date of implementation**
   January 2021

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 Music Studio Production Career and Technical Certificate (CTC), embedded in and an exit point
   from BRCC's Entertainment Technologies Associate of Applied Science (CIP 50.0102), covers room
   acoustics, microphone selection and placement, audio capture, and the post-production process.
   Upon completion of the CTC in Music Studio Production, students will be eligible to test for Avid
   Certified User for ProTools. The curriculum, assessment of student outcomes for the program, and
   graduation requirements are the same for on-ground (face-to-face or standard) and distance
   education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 9 credit hours for the Music Studio Production
   CTC via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs

Date 7/8/20

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Campus Head (or Authorized Signature)

Date 7/8/20
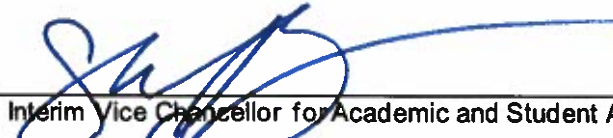
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System Head (or Authorized Signature)

Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Computing and Information Systems, Associate of Applied Science (AAS), CIP Classification
    11.0501.

4. **List the initial date of implementation**
    January 2021

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 Computing and Information Systems provides students with the
    foundational knowledge necessary to meet entry-level employment needs of the regional labor
    market that includes Baton Rouge. Students gain knowledge, professional skills, and specialized
    hands-on technical training to position them for opportunities in the development of applications or in
    cloud computing. The curriculum, assessment of student outcomes for the program, and graduation
    requirements are the same for on-ground (face-to-face or standard) and distance education delivery
    modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 60 credit hours for the Computing and
    Information Systems AAS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

_____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____
Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Computer Technician, Career and Technical Certificate (CTC); CIP Classification: 11.0901

4. **List the initial date of implementation**
   January 2021

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 Computer Technician CTC, embedded in and an exit point from the Information Technology
   Technical Diploma (CIP 11.0901), prepares students for the CompTIA A+ exam, a certification that
   will permit students to seek gainful, entry-level employment in Information Technology (IT) support
   specialist, IT field service technician, desktop support analyst, and help-desk tier 2 support positions.
   The curriculum, assessment of student outcomes for the program, and graduation requirements are
   the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99% of the 6 credit hours for the Computer Technician CTC
   via eLearning formats (one hybrid and one fully online course).

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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
   majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
   by students from around the state. BRCC's Virtual Student Center eliminates the need for most
   students to visit the Mid City location; however, for local students, the College is expected to be open
   for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____
Interim Vice Chancellor for Academic and Student Affairs   **Date**   7/8/20

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Campus Head (or Authorized Signature)   **Date**   7/8/20

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System Head (or Authorized Signature)   **Date**

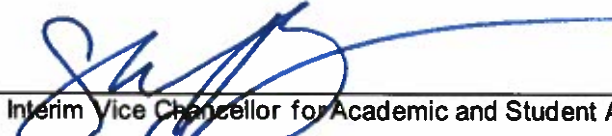**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Information Technology, Technical Diploma (TD); CIP Classification: 11.0901

4. **List the initial date of implementation**
   January 2021

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 Information Technology TD provides both knowledge acquisition and skills development for those
   who are currently working in the information technology field and would like to obtain industry-based
   certifications or for those who would like to prepare for employment in the IT field. The program is
   designed to prepare students to successfully pass national, industry-based exams such as
   CompTIA's A+, Network+, Server+, Microsoft MCSE, and Microsoft MCSA. The curriculum,
   assessment of student outcomes for the program, and graduation requirements are the same for on-
   ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99% of the 45 credit hours for the Information Technology
   TD via eLearning formats (a combination of hybrid and fully online 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
   majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
   by students from around the state. BRCC's Virtual Student Center eliminates the need for most
   students to visit the Mid City location; however, for local students, the College is expected to be open
   for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
THROUGH DISTANCE LEARNING TECHNOLOGIES**
(<u>Academic Affairs Policy 2.12</u>, 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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Network Administrator, Certificate of Technical Studies (CTS); CIP Classification: 11.0901

4. **List the initial date of implementation**
   January 2021

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 Network Administrator CTS, embedded in and an exit point from the Information Technology
   Technical Diploma (CIP 11.0901), prepares students to design, implement, and manage linked
   systems of computers, peripherals, and associated software to maximize efficiency and productivity.
   The curriculum includes coursework that prepares individuals for national, industry-based exams
   such as CompTIA's A+ and Network+. The curriculum, assessment of student outcomes for the
   program, and graduation requirements are the same for on-ground (face-to-face or standard) and
   distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99% of the 21 credit hours for the Network Administrator
   CTS via eLearning formats (a combination of hybrid and fully online 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
   majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
   by students from around the state. BRCC's Virtual Student Center eliminates the need for most
   students to visit the Mid City location; however, for local students, the College is expected to be open
   for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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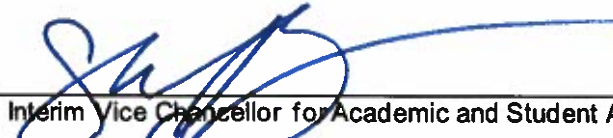System Head (or Authorized Signature)   Date

2

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   System Analyst, Certificate of Technical Studies (CTS); CIP Classification: 11.0901

4. **List the initial date of implementation**
   January 2021

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 System Analyst CTS, embedded in and an exit point from the Information Technology Technical
   Diploma (CIP 11.0901), includes instruction in operating systems and applications as well as
   troubleshooting. The program prepares individuals for national, industry-based exams such as
   CompTIA's A+ and Microsoft MCSA. The curriculum, assessment of student outcomes for the
   program, and graduation requirements are the same for on-ground (face-to-face or standard) and
   distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99% of the 18 credit hours for the System Analyst CTS via
   eLearning formats (a combination of hybrid and fully online 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the
   majority of students are expected to be residents of the Baton Rouge area, the courses may be taken
   by students from around the state. BRCC's Virtual Student Center eliminates the need for most
   students to visit the Mid City location; however, for local students, the College is expected to be open
   for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

Campus Head (or Authorized Signature)   Date   7/8/20

System Head (or Authorized Signature)   Date

2

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   System Support Technician, Career and Technical Certificate (CTC); CIP Classification: 11.0901

4. **List the initial date of implementation**
   January 2021

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 System Support Technician CTC, embedded in and an exit point from the Information Technology Technical Diploma (CIP 11.0901), prepares students for the CompTIA Network+ exam, a certification that will permit students to seek gainful, entry-level employment in Information Technology (IT) infrastructure covering troubleshooting, configuring, and managing networks. Jobs such as network field technician and junior network administrator use the skills validated by CompTIA Network+ certification. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99% of the 12 credit hours for the System Support Technician CTC via eLearning formats (a combination of hybrid and fully online courses).

7. **Describe distance learning technologies which will be used to offer the proposed program.**
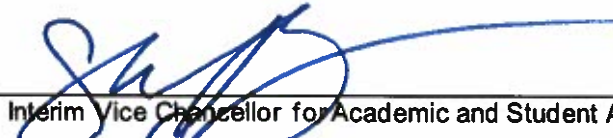   Faculty will utilize the College's learning management system (currently Canvas) to facilitate online work with students (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the majority of students are expected to be residents of the Baton Rouge area, the courses may be taken by students from around the state. BRCC's Virtual Student Center eliminates the need for most students to visit the Mid City location; however, for local students, the College is expected to be open for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

1

_____   7/8/20
Interim Vice Chancellor for Academic and Student Affairs   Date

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Campus Head (or Authorized Signature)   Date

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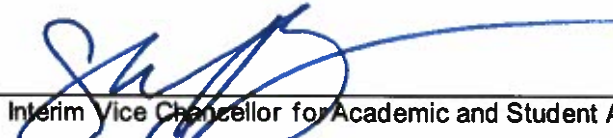
**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Wide Area Network Technician, Career and Technical Certificate (CTC); CIP Classification: 11.0901

4. **List the initial date of implementation**
   January 2021

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 Wide Area Network Technician CTC, embedded in and an exit point from the Information Technology Technical Diploma (CIP 11.0901), prepares students for the Microsoft Certified Solutions Associate (MCSA) Windows Server 2016 exam, a certification that will allow students to seek gainful, entry-level employment in Information Technology (IT) networking or systems administration. Jobs such as network and systems technician, network engineer, and network and systems administrator use the skills validated by the Windows Server 2016 exam. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99% of the 12 credit hours for the Wide Area Network Technician CTC via eLearning formats (a combination of hybrid and fully online 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

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). Whereas the majority of students are expected to be residents of the Baton Rouge area, the courses may be taken by students from around the state. BRCC's Virtual Student Center eliminates the need for most students to visit the Mid City location; however, for local students, the College is expected to be open for seeing faculty or visiting any of the College's Student Services offices.

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____

Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____

Campus Head (or Authorized Signature)   Date   7/8/20

_____

System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Cosmetology, Technical Diploma (TD), CIP Classification 12.0401.

4. **List the initial date of implementation**
   January 2021

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 Cosmetology program prepares students to work as cosmetologists and/or hair stylists. Classroom training includes shampoo, rinses, scalp treatments, hair cutting, styling, coloring, permanent waving and relaxing, facials, make up application, manicuring, and pedicuring. Anatomy, safety/sanitation, and salon management are also included. Practical skills are developed through hands-on experience in an on-site salon which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program and 1500 hours of training, students are eligible to take the LA State Board of Cosmetology licensure examination. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in Louisiana. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Cosmetology TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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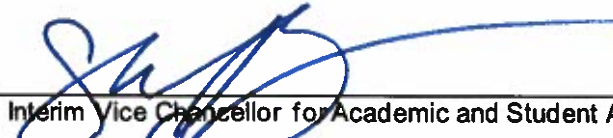System Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Culinary Arts, Technical Diploma (TD), CIP Classification 12.0503.

4. **List the initial date of implementation**
    January 2021

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 Culinary Arts Technical Diploma (TD) prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information. Students will be provided with safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Culinary Arts TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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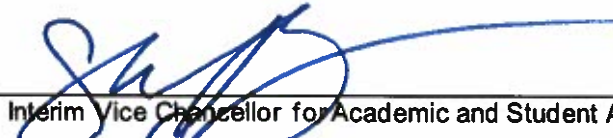
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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Culinary Arts, Entry-Level Line Cook, Certificate of Technical Studies (CTS), CIP Classification
   12.0503.

4. **List the initial date of implementation**
   January 2021

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 Culinary Arts Entry-Level Line Cook CTS, embedded in and an exit point from the Culinary Arts
   Technical Diploma (CIP 12.0503), prepares students to work in service, production, and baking areas
   of the food service industry. Program content includes American Culinary Federation information.
   Students will be provided with safe and efficient work practices, basic occupational skills,
   employability skills, and strong work ethics. The curriculum, assessment of student outcomes for the
   program, and graduation requirements are the same for on-ground (face-to-face or standard) and
   distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 24 credit hours for the Culinary Arts Entry-
   Level Line Cook CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Culinary Arts, Production Cook, Certificate of Technical Studies (CTS), CIP Classification 12.0503.

4. **List the initial date of implementation**
    January 2021

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 Culinary Arts Production Cook CTS, embedded in and an exit point from the Culinary Arts Technical Diploma (CIP 12.0503), prepares students to work in service, production, and fast food areas of the food service industry. Program content includes American Culinary Federation information. Students will be provided with safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 27 credit hours for the Culinary Arts Production Cook CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date 7/8/20

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Campus Head (or Authorized Signature)   Date 7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    NCCER Instrumentation Level 2, Certificate of Technical Studies (CTS), CIP Classification 15.0404.

4. **List the initial date of implementation**
    January 2021

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 NCCER Instrumentation Level 2 Certificate of Technical Studies (CTS), embedded in and an exit point from BRCC's NCCER Instrumentation Level 4 Technical Diploma, is designed to prepare students for entry-level positions as Instrument Fitters, performing key installation and maintenance functions across several industries. The field of instrumentation covers processes and knowledge areas in piping, tubing, fasteners, and metallurgy. Instrument Fitters are familiar with electrical systems, craft-specific drawings, and are experts in the hand and power tools specific to their trade. The curriculum aligns with competencies developed by the National Center for Construction Education and Research (NCCER). Students who successfully complete the program will be nationally certified by NCCER. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 24 credit hours for the NCCER Instrumentation Level 2 CTS via eLearning formats (primarily 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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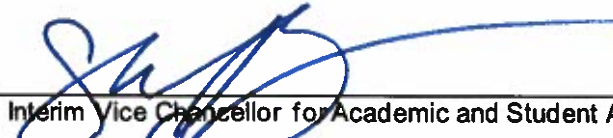System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   NCCER Instrumentation Level 4, Technical Diploma (TD), CIP Classification 15.0404.

4. **List the initial date of implementation**
   January 2021

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 NCCER Instrumentation Level 4 Technical Diploma (TD) is designed to prepare students to work
   efficiently as an Instrument Fitter and Technician, performing key installation and maintenance
   functions across several industries. The field of instrumentation covers processes and knowledge
   areas in piping, tubing, fasteners, and metallurgy. Instrument Fitters and Technicians are familiar with
   electrical systems, craft-specific drawings, and are experts in the hand and power tools specific to
   their trade. The curriculum aligns with competencies developed by the National Center for
   Construction Education and Research (NCCER). Students who successfully complete the program
   will be nationally certified by NCCER. The curriculum, assessment of student outcomes for the
   program, and graduation requirements are the same for on-ground (face-to-face or standard) and
   distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the NCCER Instrumentation
   Level 4 TD via eLearning formats (primarily 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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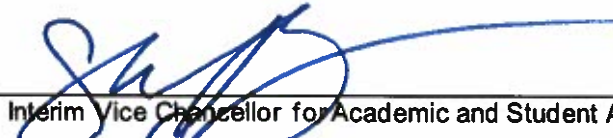
**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Process Technology Support Technician, Certificate of Technical Studies (CTS), CIP Classification
   15.0699.

4. **List the initial date of implementation**
   January 2021

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 curriculum for the Process Technology Support Technician Certificate of Technical Studies
   (CTS), embedded in and an exit point from the Process Technology Technical Diploma (CIP 15.0699)
   and Process Technology Associate of Applied Science (CIP 15.0699), prepares students for
   employment as entry-level assistants to process control technicians for refinery, chemical, and other
   industry-related areas.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 20 credit hours for the Process Technology
   Support Technician CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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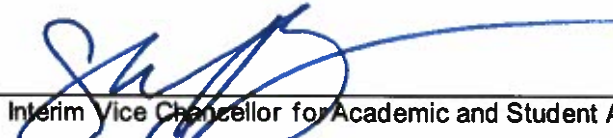_____   _____
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DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY

REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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1. **University or College**
   Baton Rouge Community College

2. **Name, Phone and Email Address of contact person for questions regarding this request**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Process Technology Technical Diploma (TD), CIP Classification 15.0699.

4. **List the initial date of implementation**
   January 2021

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 curriculum for the Process Technology Technical Diploma (TD), embedded in and an exit point
   from the Process Technology Associate of Applied Science (CIP 15.0699), prepares students for
   employment as entry-level process technicians for refinery, chemical, and other industry-related
   areas.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 48 credit hours for the Process Technology TD
   via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date 7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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(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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Drafting and Design Technology, Technical Diploma (TD), CIP Classification 15.1301.

4. **List the initial date of implementation**
    January 2021

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 Drafting and Design Technology Technical Diploma (TD) is designed to give the student
    essential knowledge and skills required for efficient and productive performance in the drafting field.
    Coursework includes techniques in manual and computer-assisted drawing, basic drafting in
    engineering fields, and the opportunity to pursue advanced drafting in an engineering area of the
    student's choice. The curriculum, assessment of student outcomes for the program, and graduation
    requirements are the same for on-ground (face-to-face or standard) and distance education delivery
    modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Drafting and Design
    Technology Technical Diploma (TD) via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

_____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____
Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Engineering Aid, Certificate of Technical Studies (CTS), CIP Classification 15.1301.

4. **List the initial date of implementation**
   January 2021

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 Engineering Aid Certificate of Technical Studies (CTS), embedded in and an exit point from BRCC's Drafting and Design Technology Technical Diploma (CIP 15.1301), is designed to give the student essential knowledge and skills in both manual and computer-aided drafting techniques required to gain entry-level positions as assistants to engineers. Coursework covers fundamental drafting techniques and both basic and advance computer-aided drafting. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 27 credit hours for the Engineering Aid CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____   7/8/20
Interim Vice Chancellor for Academic and Student Affairs   Date

_____   7/8/20
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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Care and Development of Young Children, Technical Diploma (TD), CIP Classification 19.0709.

4. **List the initial date of implementation**
   January 2021

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 Care and Development of Young Children Technical Diploma (TD), embedded in and an exit point from BRCC's Care and Development of Young Children Associate of Applied Science (CIP 19.0709), prepares individuals for employment in child care centers, nursery schools, recreation centers, public school settings, head start programs, or other areas where caring for young children is the principle function. This program focuses on cognitive, physical, emotional, and social growth and development. Developmentally appropriate play activities, curriculum, nutrition, guidance, health/safety, children with special needs, and approaches for teaching as suggested by the National Association for the Education of Young Children (NAEYC) are included. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Care and Development of Young Children TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Childcare Teacher, Certificate of Technical Studies (CTS), CIP Classification 19.0709.

4. **List the initial date of implementation**
   January 2021

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 Childcare Teacher Certificate of Technical Studies (CTS), embedded in and an exit point from
   BRCC's Care and Development of Young Children Technical Diploma (CIP 19.0709) and the Care
   and Development of Young Children Associate of Applied Science (CIP 19.0709), prepares
   individuals for employment in child care centers, nursery schools, recreation centers, head start
   programs, or other areas where caring for young children is the principle function. This program
   focuses on cognitive, physical, emotional, and social growth and development. Developmentally
   appropriate play activities, curriculum, nutrition, guidance, health/safety, children with special needs,
   and approaches for teaching as suggested by the National Association for the Education of Young
   Children (NAEYC) are included. The curriculum, assessment of student outcomes for the program,
   and graduation requirements are the same for on-ground (face-to-face or standard) and distance
   education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Childcare Teacher CTS
   via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Carpentry, Technical Diploma (TD), CIP Classification 46.0201.

4. **List the initial date of implementation**
    January 2021

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 Carpentry Technical Diploma (TD) prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. The program also includes instruction in areas such as common systems of framing, construction materials, estimating, blueprint reading, and finish carpentry techniques. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Carpentry TD via eLearning formats (primarily hybrid courses).

7. **Describe distance learning technologies which will be used to offer the proposed program.**
    Distance delivery of lecture content will be asynchronously. Hybrid delivery is planned for lab content; some descriptive information may be provided via distance formats (e.g., tool identification, utility, framing basics, types of materials), but performance of site layout and construction must be performed face-to-face with the instructor. All examinations will be administered face-to-face with a proctor.

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Lecture content of hybrid courses will originate and be delivered from the cities of Jackson, St. Gabriel, and Angola, BRCC's Dixon Correctional Institute, Elayn Hunt Correctional Center, and Louisiana State Penitentiary locations. Lab content will be provided in Jackson, in East Feliciana Parish, St. Gabriel, in Iberville Parish, and Angola, West Feliciana Parish.

9. **Describe processes in place to ensure that students have structured access to faculty.**
    Students enrolled in lecture-only courses will have access to their instructor via the site's Education Program Coordinator. Students' questions will be scanned by the site's Education Program Coordinator to the instructor; the instructor's answer will be relayed back to the student by the Education Program Coordinator. Hybrid labs will feature descriptive content provided by the instructor via the Education Program Coordinator.

_____   7/8/20
Interim Vice Chancellor for Academic and Student Affairs   Date

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Campus Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Carpentry Technician, Certificate of Technical Studies (CTS), CIP Classification 46.0201.

4. **List the initial date of implementation**
    January 2021

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 Carpentry Technician Certificate of Technical Studies (CTS), embedded in and an exit point from
    BRCC's Carpentry Technical Diploma (CIP 46.0201), prepares individuals to apply technical
    knowledge and skills to assist Carpenters in the layout and framing of wooden structures using hand
    and power tools. The program also includes instruction in areas such as common systems of framing,
    construction materials, estimating, and blueprint reading. The curriculum, assessment of student
    outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or
    standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 27 credit hours for the Carpentry Technician
    CTS via eLearning formats (primarily hybrid courses).

7. **Describe distance learning technologies which will be used to offer the proposed program.**
    Distance delivery of lecture content will be asynchronously. Hybrid delivery is planned for lab
    content; some descriptive information may be provided via distance formats (e.g., tool identification,
    utility, framing basics, types of materials), but performance of site layout and construction must be
    performed face-to-face with the instructor. All examinations will be administered face-to-face with a
    proctor.

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Lecture content will originate and be delivered from the cities of Jackson, St. Gabriel, and Angola,
    BRCC's Dixon Correctional Institute, Elayn Hunt Correctional Center, and Louisiana State
    Penitentiary locations. Lab content will be provided in Jackson, in East Feliciana Parish, St. Gabriel,
    in Iberville Parish, and Angola, West Feliciana Parish.

9. **Describe processes in place to ensure that students have structured access to faculty**.
    Students enrolled in lecture-only courses will have access to their instructor via the site's Education
    Program Coordinator. Students' questions will be scanned by the site's Education Program
    Coordinator to the instructor; the instructor's answer will be relayed back to the student by the
    Education Program Coordinator. Hybrid labs will feature descriptive content provided by the
    instructor via the Education Program Coordinator.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   NCCER Electrical Level 2, Certificate of Technical Studies (CTS), CIP Classification 46.0302.

4. **List the initial date of implementation**
   January 2021

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 NCCER Electrical Level 2 Certificate of Technical Studies (CTS), embedded in and an exit point
   from BRCC's NCCER Electrical Level 4 Technical Diploma (CIP 46.0302), is designed to prepare
   students to work as assistants to Electricians with the installation of electrical systems in structures,
   circuit breaker panels, switches, and light fixtures according to blueprints, the National Electrical
   Code® and state and local codes. This program covers the first two of four levels of training based on
   curriculum developed by the National Center for Construction Education and Research (NCCER).
   Students who successfully complete the program will be nationally certified by NCCER. The
   curriculum, assessment of student outcomes for the program, and graduation requirements are the
   same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 21 credit hours for the NCCER Electrical Level
   2 CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    NCCER Electrical Level 4 Technical Diploma (TD), CIP Classification 46.0302.

4. **List the initial date of implementation**
    January 2021

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 NCCER Electrical Level 4 Technical Diploma (TD) is designed to prepare students to work as an
    Electrician. Electricians install electrical systems in structures; they install wiring and other electrical
    components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints,
    the National Electrical Code® and state and local codes. This program covers four levels of training
    based on curriculum developed by the National Center for Construction Education and Research
    (NCCER). To prepare trainees for a career in the electrical field, NCCER offers a comprehensive, 4-
    level Electrical curriculum that complies with Department of Labor time-based standards for
    apprenticeship. Students who successfully complete the program will be nationally certified by
    NCCER. The curriculum, assessment of student outcomes for the program, and graduation
    requirements are the same for on-ground (face-to-face or standard) and distance education delivery
    modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 45 credit hours for the NCCER Electrical Level
    4 TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    NCCER Pipefitting Level 2 Certificate of Technical Studies (CTS), CIP Classification 46.0502.

4. **List the initial date of implementation**
    January 2021

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 NCCER Pipefitting Level 2 Certificate of Technical Studies (CTS), embedded in and an exit point
    from BRCC's NCCER Pipefitting Level 4 Technical Diploma (CIP 46.0502), is designed to prepare
    students to work as assistants to Pipefitters, installing and repairing both high- and low-pressure pipe
    systems used in manufacturing, in the generation of electricity, and in the heating and cooling of
    buildings. This program is based on curriculum developed by the National Center for Construction
    Education and Research (NCCER). Students who successfully complete the program will be
    nationally certified by NCCER. The curriculum, assessment of student outcomes for the program,
    and graduation requirements are the same for on-ground (face-to-face or standard) and distance
    education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 21 credit hours for the NCCER Pipefitting Level
    2 CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   **Date**   7/8/20

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Campus Head (or Authorized Signature)   **Date**   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    NCCER Pipefitting Level 4, Technical Diploma (TD), CIP Classification 46.0502.

4. **List the initial date of implementation**
    January 2021

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 NCCER Pipefitting Technical Diploma (TD) is designed to prepare students to work as
    Pipefitters, installing and repairing both high- and low-pressure pipe systems used in manufacturing,
    in the generation of electricity, and in the heating and cooling of buildings. This program covers four
    levels of training based on curriculum developed by the National Center for Construction Education
    and Research (NCCER). Students who successfully complete the program will be nationally certified
    by NCCER. The curriculum, assessment of student outcomes for the program, and graduation
    requirements are the same for on-ground (face-to-face or standard) and distance education delivery
    modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 45 credit hours for the NCCER Pipefitting Level
    4 TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

2

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   HVAC and Refrigeration Helper I, Career and Technical Certificate (CTC), CIP Classification 47.0201.

4. **List the initial date of implementation**
   January 2021

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 HVAC and Refrigeration Helper I Career and Technical Certificate (CTC), embedded in and an exit point from BRCC's HVAC and Refrigeration Helper II Certificate of Technical Studies (CIP 47.0201) and HVAC/R Technician Technical Diploma (CIP 37.0201), is designed to provide specialized classroom instruction and practical shop experience that prepare students for entry-level employment as assistants to HVAC/R Technicians. The curriculum includes training in the fundamentals of electricity, electric motors, electrical components of HVAC and Refrigeration systems, and the applications of electricity to the profession. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 12 credit hours for the HVAC and Refrigeration Helper I CTC via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate and be delivered from the cities of Baton Rouge in East Baton Rouge Parish and St. Gabriel, Iberville Parish.

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   HVAC and Refrigeration Helper II, Certificate of Technical Studies (CTS), CIP Classification 47.0201.

4. **List the initial date of implementation**
   January 2021

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 HVAC and Refrigeration Helper II Certificate of Technical Studies (CTS), embedded in and an exit point from BRCC's HVAC/R Technician Technical Diplom (CIP 47.0201), is designed to provide specialized classroom instruction and practical shop experience that prepare students for entry-level employment as assistants to HVAC/R Technicians. The curriculum includes training in the installation, diagnosis, repair, and maintenance of refrigeration systems. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 24 credit hours for the HVAC and Refrigeration Helper II CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate and be delivered from the cities of Baton Rouge in East Baton Rouge Parish and St. Gabriel, Iberville Parish.

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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1. **University or College**
   Baton Rouge Community College

2. **Name, Phone and Email Address of contact person for questions regarding this request**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   HVAC/R Technician, Technical Diploma (TD), CIP Classification 47.0201.

4. **List the initial date of implementation**
   January 2021

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 HVAC/R Technician Technical Diploma is designed to provide specialized classroom instruction
   and practical shop experience that prepare students for employment in a variety of jobs in the field of
   heating, ventilation, air conditioning, and refrigeration. The curriculum includes training in the
   installation, diagnosis, repair, and maintenance of the operation conditions of residential and
   commercial heating, air conditioning, and refrigeration systems. The curriculum, assessment of
   student outcomes for the program, and graduation requirements are the same for on-ground (face-to-
   face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the HVAC/R Technician TD
   via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate and be delivered from the cities of Baton Rouge in East
   Baton Rouge Parish and St. Gabriel, Iberville Parish.

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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(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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   NCCER Millwright Level 3, Certificate of Technical Studies (CTS), CIP Classification 47.0303.

4. **List the initial date of implementation**
   January 2021

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 NCCER Millwright Level 3 Certificate of Technical Studies (CTS), embedded in and an exit point from BRCC's NCCER Millwright Level 5 Technical Diploma (CIP 47.0303), is designed to prepare students to work efficiently as assistants to Millwrights in the installation, alignment, and troubleshooting of machinery in factories, power plants, and other industrial sites. This program is based on curriculum developed by the National Center for Construction Education and Research (NCCER). Students who successfully complete the program will be nationally certified by NCCER. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 27 credit hours for the NCCER Millwright Level 3 CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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1. **University or College**
   Baton Rouge Community College

2. **Name, Phone and Email Address of contact person for questions regarding this request**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   NCCER Millwright Level 5, Technical Diploma (TD), CIP Classification 47.0303.

4. **List the initial date of implementation**
   January 2021

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 NCCER Millwright Level 5 Technical Diploma (TD) is designed to prepare students to work
   efficiently as a Millwright. Millwrights install, align, and troubleshoot machinery in factories, power
   plants, and other industrial sites. They install conveyor systems, connect machinery to power supplies
   and piping, direct hoisting and setting of machines, and adjust the moving and stationary parts of
   machines to certain specifications. This program is based on curriculum developed by the National
   Center for Construction Education and Research (NCCER). Students who successfully complete the
   program will be nationally certified by NCCER. The curriculum, assessment of student outcomes for
   the program, and graduation requirements are the same for on-ground (face-to-face or standard) and
   distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the NCCER Millwright Level
   5 TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   7/8/20
Interim Vice Chancellor for Academic and Student Affairs   Date

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Campus Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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1. **University or College**
   Baton Rouge Community College

2. **Name, Phone and Email Address of contact person for questions regarding this request**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Vehicle Maintenance and Repair Technologies, Associate of Applied Science (AAS), CIP
   Classification 47.0600.

4. **List the initial date of implementation**
   January 2021

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 Vehicle Maintenance and Repair Technologies Associate of Applied Science (AAS) is designed
   to prepare students to complete safe and quality repairs and become knowledgeable vehicle repair
   and maintenance technicians. Students may pursue a concentration in auto body repair, automotive
   technology, or diesel heavy truck technology, and complete the degree by taking General Education
   coursework that improves graduates' competitiveness for supervisory positions. Specialized
   classroom instruction and practical shop experience prepare students for employment in a variety of
   jobs in the field of vehicle maintenance and repair. The curriculum, assessment of student outcomes
   for the program, and graduation requirements are the same for on-ground (face-to-face or standard)
   and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 60 credit hours for the Vehicle Maintenance
   and Repair Technologies AAS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

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

2. **Name, Phone and Email Address of contact person for questions regarding this request**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Auto Body Repair Technician, Technical Diploma (TD), CIP Classification 47.0603.

4. **List the initial date of implementation**
   January 2021

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 Auto Body Repair Technician Technical Diploma (TD) is designed to prepare students to
   complete safe and quality repairs and become knowledgeable vehicle repair and maintenance
   technicians. Students completing the program are prepared to complete structural, non-structural,
   mechanical, and electrical repairs as well as to conduct damage appraisals in the auto body repair
   industry. Specialized classroom instruction and practical shop experience prepare students for
   employment in a variety of jobs in the field of auto body repair. This program covers curriculum
   developed by I-CAR. Students who successfully complete the program will be nationally certified by
   I-CAR. The curriculum, assessment of student outcomes for the program, and graduation
   requirements are the same for on-ground (face-to-face or standard) and distance education delivery
   modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Auto Body Repair
   Technician TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date 7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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1. **University or College**
   Baton Rouge Community College

2. **Name, Phone and Email Address of contact person for questions regarding this request**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Refinish Technician, Certificate of Technical Studies (CTS), CIP Classification 47.0603.

4. **List the initial date of implementation**
   January 2021

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 Refinish Technician Certificate of Technical Studies (CTS), embedded in and an exit point from
   BRCC's Auto Body Repair Technician Technical Diploma (CIP 47.0603), is designed to prepare
   students to complete safe and quality repairs and become knowledgeable vehicle repair and
   maintenance technicians. Students completing the program are prepared to complete non-structural
   repairs, conduct damage appraisals, as well as paint and refinish vehicles. Specialized classroom
   instruction and practical shop experience prepare students for employment as paint and refinish
   technicians in the field of auto body repair. This program covers curriculum developed by I-CAR.
   Students who successfully complete the program will be nationally certified by I-CAR. The
   curriculum, assessment of student outcomes for the program, and graduation requirements are the
   same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 19 credit hours for the Refinish Technician
   CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   **Date** 7/8/20

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Campus Head (or Authorized Signature)   **Date** 7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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(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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Automotive Drivability Technician, Certificate of Technical Studies (CTS), CIP Classification 47.0604.

4. **List the initial date of implementation**
    January 2021

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 Automotive Drivability Technician Certificate of Technical Studies (CTS), embedded in and an exit point from BRCC's Automotive Technician Technical Diploma (CIP 47.0604), provides specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction is focused on the diagnosis of malfunctions and the repair of engines and electrical systems. The competencies in the program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the ASE Education Foundation. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 24 credit hours for the Automotive Drivability Technician CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
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1. **University or College**
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2. **Name, Phone and Email Address of contact person for questions regarding this request**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Automotive Drivetrain Technician, Certificate of Technical Studies (CTS), CIP Classification 47.0604.

4. **List the initial date of implementation**
    January 2021

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 Automotive Drivetrain Technician Certificate of Technical Studies (CTS), embedded in and an exit point from BRCC's Automotive Technician Technical Diploma (CIP 47.0604), provides specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction focuses on the electrical essentials and the diagnosis of malfunctions and the repair of transmission or drivetrain systems. The competencies in the program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the ASE Education Foundation. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 16 credit hours for the Automotive Drivetrain Technician CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____   7 / 8 / 20
Interim Vice Chancellor for Academic and Student Affairs   Date

_____   7 / 8 / 20
Campus Head (or Authorized Signature)   Date

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Automotive Electrical Systems Technician, Certificate of Technical Studies (CTS), CIP Classification
   47.0604.

4. **List the initial date of implementation**
   January 2021

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 Automotive Electrical Systems Technician Certificate of Technical Studies (CTS), embedded in
   and an exit point from BRCC's Automotive Technician Technical Diploma (CIP 47.0604), provides
   specialized classroom instruction and practical shop experience to prepare individuals to engage in
   the servicing and maintenance of all types of automobiles at the entry level. The program prepares
   the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting
   equipment. Instruction focuses on the diagnosis of malfunctions and the repair of engines and
   electrical systems. The competencies in the program are directly correlated with the knowledge
   required to prepare an individual for the certification test given by the National Institute for Automotive
   Service Excellence (ASE). The content is organized into competency-based courses of instruction
   that specify occupational competencies the individual must successfully complete according to the
   priorities for tasks established by the ASE Education Foundation. The curriculum, assessment of
   student outcomes for the program, and graduation requirements are the same for on-ground (face-to-
   face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 19 credit hours for the Automotive Electrical
   Systems Technician CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____
Campus Head (or Authorized Signature)   Date   7/8/20

_____
System Head (or Authorized Signature)   Date

DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Automotive Technician, Technical Diploma (TD), CIP Classification 47.0604.

4. **List the initial date of implementation**
   January 2021

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 Automotive Technician Technical Diploma provides specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems are included. The competencies in the Automotive Technician program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the ASE Education Foundation. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Automotive Technician TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date
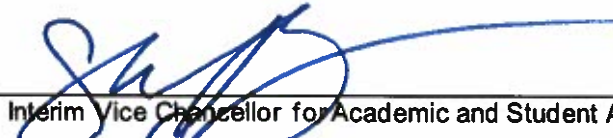
**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Automotive Suspension, Steering, and Brakes Technician, Certificate of Technical Studies (CTS),
   CIP Classification 47.0604.

4. **List the initial date of implementation**
   January 2021

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 Automotive Suspension, Steering, and Brakes Technician Certificate of Technical Studies (CTS),
   embedded in and an exit point from BRCC's Automotive Technician Technical Diploma (CIP
   47.0604), provides specialized classroom instruction and practical shop experience to prepare
   individuals to engage in the servicing and maintenance of all types of automobiles at the entry level.
   The program prepares the individual to select, safely use, and maintain hand and power tools, jacks,
   and hoisting equipment. Instruction focuses on the diagnosis of malfunctions and the repair of
   suspension, steering, and brake systems. The competencies in the program are directly correlated
   with the knowledge required to prepare an individual for the certification test given by the National
   Institute for Automotive Service Excellence (ASE). The content is organized into competency-based
   courses of instruction that specify occupational competencies the individual must successfully
   complete according to the priorities for tasks established by the ASE Education Foundation. The
   curriculum, assessment of student outcomes for the program, and graduation requirements are the
   same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 16 credit hours for the Automotive Suspension,
   Steering, and Brakes Technician CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   7/8/20
Interim Vice Chancellor for Academic and Student Affairs   Date

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Campus Head (or Authorized Signature)   Date

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System Head (or Authorized Signature)   Date
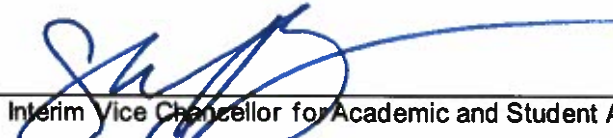
**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Aviation Maintenance Technician, Airframe, Certificate of Technical Studies (CTS), CIP Classification
   47.0607.

4. **List the initial date of implementation**
   January 2021

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 Aviation Maintenance Technician, Airframe, Certificate of Technical Studies (CTS), embedded in
   and an exit point from BRCC's Aviation Maintenance Technology Associate of Applied Science (CIP
   47.0607), signifies that the student has completed the 1,150 hours (400 General plus 750 Airframe
   hours) required by Federal Aviation Regulation (FAR) Part 147 Aviation Maintenance Technician
   Schools. This certificate confirms eligibility to take the General and Airframe written exams, as well
   as the oral and practical exam of the FAA Airframe Mechanic exam. The curriculum, assessment of
   student outcomes for the program, and graduation requirements are the same for on-ground (face-to-
   face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 32 credit hours for the Aviation Maintenance
   Technician, Airframe CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Aviation Maintenance Technology, Associate of Applied Science (AAS), CIP Classification 47.0607.

4. **List the initial date of implementation**
   January 2021

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 objective of the Aviation Maintenance Technology Associate of Applied Science (AAS) is for
   students to become qualified to enter careers in the fields of aviation servicing, maintenance,
   construction and inspection. The program prepares students to complete all requirements to qualify
   for, take, and pass the Federal Aviation Administration (FAA) Airframe and Powerplant (A&P)
   licensing exams. Written, Oral, and Practical portions of the license exams are covered in depth.
   The Aviation maintenance courses provide the 1900 hours of scholastic training required to meet
   "Title 14 CFR Part 147 Aviation Maintenance Technician Schools" regulations. The curriculum,
   assessment of student outcomes for the program, and graduation requirements are the same for on-
   ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 70 credit hours for the Aviation Maintenance
   Technology AAS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Aviation Maintenance Technician, Powerplant, Certificate of Technical Studies (CTS, CIP
   Classification 47.0608.

4. **List the initial date of implementation**
   January 2021

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 Aviation Maintenance Technician, Powerplant, Certificate of Technical Studies (CTS), embedded
   in and an exit point from BRCC's Aviation Maintenance Technology Associate of Applied Science
   (CIP 47.0608), signifies that the student has completed the 1,150 hours (400 General plus 750
   Powerplant hours) required by Federal Aviation Regulation (FAR) Part 147 Aviation Maintenance
   Technician Schools. This certificate confirms eligibility to take the General and Powerplant written
   exams, as well as the oral and practical exam of the FAA Powerplant Mechanic exam. The
   curriculum, assessment of student outcomes for the program, and graduation requirements are the
   same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 32 credit hours for the Aviation Maintenance
   Technician, Powerplant CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Diesel Heavy Truck Technician, Technical Diploma (TD), CIP Classification 47.0613.

4. **List the initial date of implementation**
   January 2021

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 Diesel Heavy Truck Technician Technical Diploma (TD) provides specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of medium/heavy trucks at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; suspension systems and maintenance are included. The competencies in the program are directly correlated with the knowledge required to prepare an individual for the certification tests given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the ASE Education Foundation. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Diesel Heavy Truck Technician TD via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date 7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date 7/8/20

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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361; barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Truck Drivetrain Technician, Certificate of Technical Studies (CTS), CIP Classification 47.0613.

4. **List the initial date of implementation**
   January 2021

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 Truck Drivetrain Technician Certificate of Technical Studies (CTS), embedded in and an exit point from BRCC's Diesel Heavy Truck Technician Technical Diploma (CIP 47.0613), provides specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of medium/heavy trucks at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction focuses on the diagnosis of malfunctions and the repair of electrical, drive train, and hydraulic systems. The competencies in the program are directly correlated with the knowledge required to prepare an individual for the certification tests given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the ASE Education Foundation. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 16 credit hours for the Truck Drivetrain Technician cTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date

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Campus Head (or Authorized Signature)   Date

_____   _____
System Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Truck Electrical Systems Technician, Certificate of Technical Studies (CTS), CIP Classification
   47.0613.

4. **List the initial date of implementation**
   January 2021

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 Truck Electrical Systems Technician Certificate of Technical Studies (CTS), embedded in and an
   exit point from BRCC's Diesel Heavy Truck Technician Technical Diploma (CIP 47.0613), provides
   specialized classroom instruction and practical shop experience to prepare individuals to engage in
   the servicing and maintenance of all types of medium/heavy trucks at the entry level. The program
   prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting
   equipment. Instruction is focused on truck engine design and the diagnosis of malfunctions and the
   repair of electrical systems. The competencies in the program are directly correlated with the
   knowledge required to prepare an individual for the certification tests given by the National Institute
   for Automotive Service Excellence (ASE). The content is organized into competency-based courses
   of instruction that specify occupational competencies the individual must successfully complete
   according to the priorities for tasks established by the ASE Education Foundation. The curriculum,
   assessment of student outcomes for the program, and graduation requirements are the same for on-
   ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 20 credit hours for the Truck Electrical Systems
   Technician CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _7_/_8_/_20_
Interim Vice Chancellor for Academic and Student Affairs   **Date**

_____   _7_/_8_/_20_
Campus Head (or Authorized Signature)   **Date**

_____   _____
System Head (or Authorized Signature)   **Date**

**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
THROUGH DISTANCE LEARNING TECHNOLOGIES**
(<u>Academic Affairs Policy 2.12</u>, 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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Truck Suspension, Steering, and Brakes Technician, Certificate of Technical Studies (CTS), CIP
    Classification 47.0613.

4. **List the initial date of implementation**
    January 2021

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 Truck Suspension, Steering, and Brakes Technician Certificate of Technical Studies (CTS),
    embedded in and an exit point from BRCC's Diesel Heavy Truck Technician Technical Diploma (CIP
    47.0613), provides specialized classroom instruction and practical shop experience to prepare
    individuals to engage in the servicing and maintenance of all types of medium/heavy trucks at the
    entry level. The program prepares the individual to select, safely use, and maintain hand and power
    tools, jacks, and hoisting equipment. Instruction focuses on the diagnosis of malfunctions and the
    repair of steering, suspension, and brake systems. The competencies in the program are directly
    correlated with the knowledge required to prepare an individual for the certification tests given by the
    National Institute for Automotive Service Excellence (ASE). The content is organized into
    competency-based courses of instruction that specify occupational competencies the individual must
    successfully complete according to the priorities for tasks established by the ASE Education
    Foundation. The curriculum, assessment of student outcomes for the program, and graduation
    requirements are the same for on-ground (face-to-face or standard) and distance education delivery
    modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 16 credit hours for the Truck Suspension,
    Steering, and Brakes Technician CTS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Technical Studies, Associate of Applied Science (AAS), CIP Classification 47.9999.

4. **List the initial date of implementation**
    January 2021

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 Technical Studies Associate of Applied Science (AAS) is designed to provide students enrolled in
    a technical curriculum an opportunity to earn an associate degree. The degree includes 15 credit
    hours of General Education coursework and the completion of a 45 credit hour technical curriculum.
    The technical programs include embedded, stackable credentials that permit students to either
    become employed as the degree is completed or exit to gain immediate, permanent employment
    (with the door at BRCC always open for a student to return to acquire additional education and
    training). Each of the current embedded technical programs have been submitted to the Board of
    Regents for authorization to be offered as hybrid programs. Since all of the General Education
    courses are available in fully online format, the degree may be offered as a hybrid as well. The
    curriculum, assessment of student outcomes for the program, and graduation requirements are the
    same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 60 credit hours for the Technical Studies AAS
    via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

2

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Structural Welder, Certificate of Technical Studies (CTS), CIP Classification 48.0508.

4. **List the initial date of implementation**
   January 2021

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 Structural Welder Certificate of Technical Studies (CTS), embedded in and an exit point from
   BRCC's Welding Technical Diploma (CIP 48.0508), prepares individuals for entry-level employment
   in the field of shielded-metal arc welding (also known as manual metal arc welding or stick welding).
   The curriculum, assessment of student outcomes for the program, and graduation requirements are
   the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 24 credit hours for the Structural Welder CTS
   via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Welding Fundamentals, Career and Technical Certificate (CTC), CIP Classification 48.0508.

4. **List the initial date of implementation**
   January 2021

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 Welding Fundamentals Career and Technical Certificate (CTC), embedded in and an exit point from BRCC's Structural Welder Certificate of Technical Studies (CIP 48.0508) and Welding Technical Diploma (CIP 48.0508), prepares individuals for entry-level employment as assistants to welders. The program prepares students for the NCCER Core industry-based certification, covers the fundamentals of welding, and introduces students to cutting processes used by welders. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 7 credit hours for the Welding Fundamentals CTC via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____
Campus Head (or Authorized Signature)   Date   7/8/20

_____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Welding, Technical Diploma (TD), CIP Classification 48.0508.

4. **List the initial date of implementation**
   January 2021

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 Welding Technical Diploma (TD) prepares individuals for entry-level employment in the field of
   welding. Instruction is provided in various processes and techniques for working with fillet and pipe
   media: flux-core arc welding, plasma arc welding, blueprint reading, weld symbols, and joints. The
   curriculum, assessment of student outcomes for the program, and graduation requirements are the
   same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 45 credit hours for the Welding TD via
   eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

_____

Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Entertainment Technologies, Associate of Applied Science (AAS), CIP Classification 50.0102.

4. **List the initial date of implementation**
   January 2021

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 Entertainment Technologies (AAS) provides a course of study for students who want to prepare for immediate entry into the Louisiana entertainment industry. Students learn about media production and the structures of the film, interactive digital media (web development), and audio recording/engineering industries. This program of study is *not intended for college transfer*. Students are encouraged to consult with an Entertainment Technologies advisor for specific course selections relevant to their career goals and interests. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 60 credit hours for the Entertainment Technologies AAS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

_____   7/8/20
Interim Vice Chancellor for Academic and Student Affairs   Date

_____   7/8/20
Campus Head (or Authorized Signature)   Date

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System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Digital Cinema Production, Career and Technical Certificate (CTC), CIP Classification 50.0602.

4. **List the initial date of implementation**
   January 2021

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 Digital Cinema Production Career and Technical Certificate (CTC), embedded in and an exit
   point from BRCC's Entertainment Technologies Associate of Applied Science (CIP 50.0102), covers
   all phases of the production cycle, including pre-production, production, and post-production. Courses
   in the CTC cover editing and visual effects/motion graphics using Adobe Premiere and Adobe
   AfterEffects. Upon completion of the CTC in Digital Cinema Production, students will be eligible to
   test for the Adobe Certified Associate – Video Communication using Adobe Premiere Pro or Adobe
   Certified Associate – Visual Effects and Motion Graphics using AfterEffects. The curriculum,
   assessment of student outcomes for the program, and graduation requirements are the same for on-
   ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 9 credit hours for the Digital Cinema
   Production CTC via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

_____   _____
System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Medical Assistant, Certificate of Technical Studies (CTS), CIP Classification 51.0801.

4. **List the initial date of implementation**
   January 2021

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.**
   This program prepares students for employment in private and large group physician's offices, clinics,
   hospitals, medical records, laboratories and/or insurance companies. The curriculum, assessment of
   student outcomes for the program, and graduation requirements are the same for on-ground (face-to-
   face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 24 credit hours for the Medical Assistant CTS
   via eLearning formats (the majority of credit hours to be offered as 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   7/8/20
Interim Vice Chancellor for Academic and Student Affairs   Date

_____   7/8/20
Campus Head (or Authorized Signature)   Date

_____   _____
System Head (or Authorized Signature)   Date

2

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Pharmacy Technician, Certificate of Technical Studies (CTS), CIP Classification 51.0805.

4. **List the initial date of implementation**
   January 2021

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 Pharmacy Technician program prepares students for employment in pharmacies, hospitals, and
   related locations and meets the requirements of the Louisiana State Board of Pharmacy. Upon
   completion of this competency-based program, students are eligible to take the National Pharmacy
   Technician Certification exam offered by the Pharmacy Technician Certification Board. The
   curriculum, assessment of student outcomes for the program, and graduation requirements are the
   same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 32 credit hours for the Pharmacy Technician
   CTS via eLearning formats (the majority of credit hours to be offered in 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

_____   _____
Interim Vice Chancellor for Academic and Student Affairs   Date 7/8/20

_____   _____
Campus Head (or Authorized Signature)   Date 7/8/20

_____   _____
System Head (or Authorized Signature)   Date

2

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Emergency Medical Technician – Paramedic, Certificate of Technical Studies (CTS), CIP
   Classification 51.0904.

4. **List the initial date of implementation**
   January 2021

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 Emergency Medical Technician – Paramedic Certificate of Technical Studies (CTS), embedded
   in and an exit point from BRCC's Paramedic Associate of Applied Science (CiP 51.0904), is a three
   semester, 42 credit hour program designed to provide educational opportunities for individuals to
   acquire the knowledge, skills, values, and competencies for a career as a Paramedic. Graduates will
   receive the Emergency Medical Technician – Paramedic CTS and will be eligible to sit for the
   National Registry of Emergency Medical Technicians (NREMT) certification examination, and seek
   state licensure to practice as a Paramedic. The curriculum, assessment of student outcomes for the
   program, and graduation requirements are the same for on-ground (face-to-face or standard) and
   distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 42 credit hours for the Emergency Medical
   Technician-Paramedic CTS via eLearning formats (the majority of credit hours to be offered in 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   **Date** 7/8/20

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Campus Head (or Authorized Signature)   **Date** 7/8/20

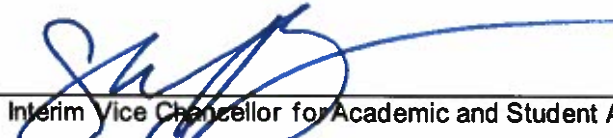_____

System Head (or Authorized Signature)   **Date**

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Paramedic, Associate of Applied Science (AAS), CIP Classification 51.0904.

4. **List the initial date of implementation**
   January 2021

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 Paramedic Associate of Applied Science (AAS) is a four semester, 60 credit hour program
   designed to provide educational opportunities for individuals to acquire the knowledge, skills, values,
   and competencies for a career as a Paramedic. Graduates will receive the Emergency Medical
   Technician – Paramedic CTS and will be eligible to sit for the National Registry of Emergency Medical
   Technicians (NREMT) certification examination, and seek state licensure to practice as a Paramedic.
   The curriculum, assessment of student outcomes for the program, and graduation requirements are
   the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 60 credit hours for the Paramedic AAS via
   eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
   assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
   Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
   proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
   and Teams may be used as well. In addition, students may schedule appointments during faculty
   office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
   check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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System Head (or Authorized Signature)   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Surgical Technology, Associate of Science (AS), CIP Classification 51.0909.

4. **List the initial date of implementation**
   January 2021

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 Surgical Technology Associate of Science (AS) is a five semester, 69 credit-hour program which provides students with the necessary knowledge, skills, values, and competencies for a career in surgical technology. The curriculum is based on the Core Curriculum for Surgical Technology published by Association of Surgical Technologists (AST). Graduates will receive an Associate of Science in Surgical Technology and will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination in Surgical Technology. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 69 credit hours for the Surgical Technology AS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date

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Campus Head (or Authorized Signature)   Date

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System Head (or Authorized Signature)   Date

DELIVERY OF DEGREE PROGRAMS THORUGH
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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Diagnostic Medical Sonography, Associate of Applied Science (AAS), CIP Classification 51.0910.

4. **List the initial date of implementation**
   January 2021

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 Diagnostic Medical Sonography Associate of Applied Science (AAS) is a 62 credit-hour program designed to provide students with the necessary knowledge, skills, values, and competencies for a career in diagnostic ultrasound. The curriculum is based on requirements of the American Registry of Diagnostic Medical Sonography (ARDMS). Graduates will receive an Associate of Applied Science in Diagnostic Medical Sonography, and will be eligible to take the ARDMS certification examination in Obstetrics/Gynecology, Abdomen, and Ultrasound Physics/Sonography Principles and Instrumentation. The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 62 credit hours for the Diagnostic Medical Sonography AAS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date

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**DELIVERY OF DEGREE PROGRAMS THORUGH
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM
THROUGH DISTANCE LEARNING TECHNOLOGIES**
(<u>Academic Affairs Policy 2.12</u>, 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**
   Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
   barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
   Sterile Processing, Career and Technical Certificate (CTC), CIP Classification 51.1012.

4. **List the initial date of implementation**
   January 2021

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 Sterile Processing Career and Technical Certificate (CTC) is a one semester 6 credit-hour program which provides students with an integrated learning experience in knowledge, skills, values, and competencies to meet the workforce needs for sterile processing technicians in acute care and ambulatory hospital settings. The curriculum is based on the standards and recommendations of the Association for the Advancement of Medical Instrumentation (AAMI). Students who successfully complete the curriculum will qualify to sit for the International Sterile Processing Department Technician Certification (CSPDT) Exam administered by the Certification Board for Sterile Processing and Distribution (CBSPD). The curriculum, assessment of student outcomes for the program, and graduation requirements are the same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
   BRCC requests authorization to offer 50-99%% of the 6 credit hours for the Sterile Processing CTC via eLearning formats (one fully online and one hybrid course).

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 (for example, for presentation of content, submission of work, and completion of assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
   Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom and Teams may be used as well. In addition, students may schedule appointments during faculty office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Nursing, Associate of Science (ASN), CIP Classification 51.3801.

4. **List the initial date of implementation**
    January 2021

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 Nursing Associate of Science (ASN) is a five semester, 72 credit-hour program which provides
    students with the knowledge, skills, values, and competencies required to join the nursing profession.
    Graduates will receive the Associate of Science in Nursing degree and will be eligible to apply to take
    the *National Council Licensure Exam for Registered Nurses (NCLEX-RN)*, which must be passed
    before starting practice as a registered nurse (RN). The curriculum, assessment of student outcomes
    for the program, and graduation requirements are the same for on-ground (face-to-face or standard)
    and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 72 credit hours for the Nursing ASN via
    eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Practical Nursing, Technical Diploma (TD), CIP Classification 51.3901.

4. **List the initial date of implementation**
    January 2021

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 Practical Nursing Technical Diploma (TD) is a five semester, 59 credit-hour program which
    prepares students for employment in private and large group physician offices, clinics, hospitals, long-
    term care facilities and other healthcare areas. Graduates receive a Technical Diploma (TD) in
    Practical Nursing and will be eligible to take the National Council Licensure Examination for Practical
    Nurses (NCLEX-PN) as required by the Louisiana State Board of Practical Nurse Examiners
    (LSBPNE). The curriculum, assessment of student outcomes for the program, and graduation
    requirements are the same for on-ground (face-to-face or standard) and distance education delivery
    modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 59 credit hours for the Practical Nursing TD via
    eLearning formats (the majority of credit hours to be offered in 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
    office hours to meet in person, via telephone, or virtually. BRCC eLearning faculty are required to
    check email seven (7) days per week and respond within 36 hours.

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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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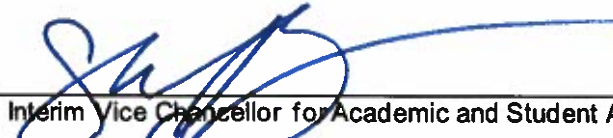System Head (or Authorized Signature)   Date

**DELIVERY OF DEGREE PROGRAMS THORUGH
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**
    Sarah Barlow, Interim Vice Chancellor for Academic and Student Affairs; 225-216-8361;
    barlows@mybrcc.edu

3. **Name of Degree Program and CIP Classification**
    Construction Management, Associate of Applied Science (AAS), CIP Classification 52.2001.

4. **List the initial date of implementation**
    January 2021

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 Construction Management Associate of Applied Science (AAS) prepares students with the
    education and skills needed to enter the high-growth industry of construction. The program includes
    coursework in construction safety, materials and methods, blueprint reading and graphics, site
    surveying and layout, estimating, construction law, planning and scheduling, and management. The
    curriculum, assessment of student outcomes for the program, and graduation requirements are the
    same for on-ground (face-to-face or standard) and distance education delivery modes.

6. **Briefly describe the extent to which the program will be offered via distance learning.**
    BRCC requests authorization to offer 50-99%% of the 60 credit hours for the Construction
    Management AAS via eLearning formats (a combination of 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 (for example, for presentation of content, submission of work, and completion of
    assessments). Synchronous delivery will utilize cloud-based meeting platforms such as Zoom or
    Teams meetings. BRCC requires that high stakes exams be taken in a proctored environment. The
    proctoring service is provided by the College (currently utilizing Proctorio software).

8. **Indicate where (city/town and parish) the proposed program will be offered.**
    Distance education courses will originate from the city of Baton Rouge (in East Baton Rouge Parish).

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 and Canvas; Zoom
    and Teams may be used as well. In addition, students may schedule appointments during faculty
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Interim Vice Chancellor for Academic and Student Affairs   Date   7/8/20

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Campus Head (or Authorized Signature)   Date   7/8/20

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July 8, 2020

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

Dear Drs. Fontenot and 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 delivery via Distance Education Technology.**

Programs to be delivered 100% via Distance Education Technology:
1. Computer Science, Associate of Science (AS), CIP 11.0701 – **5 Stars**
2. Computer Networking, Certificate of Technical Studies (CTS), CIP 11.0901 – **5 Stars**
3. Web Development, Career and Technical Certificate (CTC), CIP 11.1004 – **5 Stars**
4. Teaching Grades 1-5 (AS), CIP 13.0101 – **Transfer Program**
5. Pre-Engineering, AS, CIP 14.0101 – **5 Stars**
6. Louisiana Transfer, Associate of Science (AS), Biological Sciences and Physical Sciences, CIP 24.0199 – **Transfer Program**
7. Enrolled Agent, Certificate of Technical Studies (CTS), CIP 521601 - **5 Stars**

Programs to be delivered 50-99% via Distance Education Technology:
8. Horticulture Technician, Technical Diploma (TD), CIP 01.0601 – 4 **Stars**
   a. Landscape Technician, Certificate of Technical Studies (CTS), CIP 01.0601 - 4 **Stars**
9. Veterinary Technology, Associate of Applied Science (AAS), CIP 01.8301 – **3 Stars**
10. Computing and Information Systems, Associate of Applied Science (AAS), CIP 11.0501 – **5 Stars**
11. Information Technology, Technical Diploma (TD), CIP 11.0901 – **5 Stars**
    a. Network Administrator, Certificate of Technical Studies (CTS), CIP 11.0901 – **5 Stars**
    b. System Analyst, Certificate of Technical Studies (CTS), CIP 11.0901 – **5 Stars**
    c. Computer Technician, Career and Technical Certificate (CTC), CIP 11.0901 – **5 Stars**
    d. System Support Technician, Career and Technical Certificate (CTC), CIP 11.0901 – **5 Stars**
    e. Wide Area Network Technician, Career and Technical Certificate (CTC), CIP 11.0901 – **4 Stars**
12. Cosmetology, TD, CIP 12.0401 – **2 Stars**
13. Culinary Arts, TD, CIP 12.0503 - **4 Stars**
    a. Entry-Level Line Cook, CTS, CIP 12.0503 – **4 Stars**
    b. Production Cook, CTS, CIP 12.0503 – **4 Stars**
14. NCCER Instrumentation Level 4, TD, CIP 15.0404 – **4 Stars**
    a. NCCER Instrumentation Level 2, CTS, CIP 15.0404 – **4 Stars**
15. Process Technology, Technical Diploma (TD), CIP 15.0699 – **5 Stars**
    a. Process Technology Support Technician, CTS, CIP 15.0699 – **5 Stars**
16. Drafting and Design Technology, Technical Diploma (TD), CIP 15.1301 - **5 Stars**
    a. Engineering Aid, Certificate of Technical Studies (CTS), CIP 15.1301 - **5 Stars**
17. Care and Development of Young Children, Technical Diploma (TD), CIP 19.0709 – **1 Star**
    a. Childcare Teacher, Certificate of Technical Studies (CTS), CIP 19.0709 – **1 Star**
18. Carpentry, Technical Diploma (TD), CIP 46.0201 – **5 Stars**
    a. Carpentry Technician, Certificate of Technical Studies (CTS), CIP 46.0201 – **5 Stars**
19. NCCER Electrical Level 4, Technical Diploma (TD), CIP 46.0302 - **5 Stars**
    a. NCCER Electrical Level 2, Certificate of Technical Studies (CTS), CIP 46.0302 – **5 Stars**
20. NCCER Pipefitting Level 4, Technical Diploma (TD), CIP 46.0502 - **5 Stars**
    a. NCCER Pipefitting Level 2, Certificate of Technical Studies (CTS), CIP 46.0502 – **5 Stars**
21. HVAC/R Technician, Technical Diploma (TD), CIP 47.0201 - **5 Stars**
    a. HVAC and Refrigeration Helper II Certificate of Technical Studies (CTS), CIP 47.0201 - **5 Stars**

 b. HVAC and Refrigeration Helper I Career and Technical Certificate (CTC), CIP 47.0201 - **5 Stars**
22. NCCER Millwright Level 3, Technical Diploma (TD), CIP 47.0303 – **5 Stars**
 a. NCCER Millwright Level 3, Certificate of Technical Studies (CTS), CIP 47.0303 – **5 Stars**
23. Vehicle Maintenance and Repair Technologies, Associate of Applied Science (AAS), CIP 47.0600 – **5 Stars**
24. Auto Body Repair Technician, Technical Diploma (TD), CIP 47.0603 – **4 Stars**
 a. Refinish Technician, Certificate of Technical Studies (CTS), CIP 47.0603 – **4 Stars**
25. Automotive Technician, Technical Diploma (TD), CIP 47.0604 – **4 Stars**
 a. Auto Drivability Technician, Certificate of Technical Studies (CTS), CIP 47.0604 – **4 Stars**
 b. Auto Drivetrain Technician, Certificate of Technical Studies (CTS), CIP 47.0604 – **4 Stars**
 c. Auto Electrical Systems Technician, Certificate of Technical Studies (CTS), CIP 47.0604 – **4 Stars**
 d. Auto Suspension, Steering, and Brakes Technician, Certificate of Technical Studies (CTS), CIP 47.0604 – **4 Stars**
26. Aviation Maintenance Technology, Associate of Applied Science (AAS), 47.0607 – **5 Stars**
 a. Aviation Maintenance Technician, Airframe, Certificate of Technical Studies (CTS), CIP 47.0607 – **5 Stars**
 b. Aviation Maintenance Technician, Powerplant, Certificate of Technical Studies (CTS), CIP 47.0608 – **5 Stars**
27. Diesel Heavy Truck Technician, Technical Diploma (TD), CIP 47.0613 – **5 Stars**
 a. Truck Drivetrain Technician, Certificate of Technical Studies (CTS), CIP 47.0613 – **5 Stars**
 b. Truck Electrical Systems Technician, Certificate of Technical Studies (CTS), CIP 47.0613 – **5 Stars**
 c. Truck Suspension, Steering, and Brakes Technician, Certificate of Technical Studies (CTS), CIP 47.0613 – **5 Stars**
28. Technical Studies, Associate of Applied Science (AAS), CIP 47.9999 – **4 Stars**
29. Welding, Technical Diploma (TD), CIP 48.0508 – **4 Stars**
 a. Structural Welder, Certificate of Technical Studies (CTS), CIP 48.0508 – **4 Stars**
 b. Welding Fundamentals, Career and Technical Certificate (CTC), CIP 48.0508 – **4 Stars**
30. Entertainment Technologies, Associate of Applied Science (AAS), CIP 50.0102 – **4 Stars**
 a. Music Studio Production, Career and Technical Certificate (CTC), CIP 10.0203 – **3 Stars**
 b. Digital Cinema Production, Career and Technical Certificate (CTC), CIP 50.0602 – **5 Stars**
31. Medical Assistant, Certificate of Technical Studies (CTS), CIP 51.0801 - **3 Stars**
32. Pharmacy Technician, Certificate of Technical Studies (CTS), CIP 51.0805 - **3 Stars**
33. Paramedic, Associate of Applied Science (AAS), CIP 51.0904 – **4 Stars**
 a. Emergency Medical Technician (EMT)-Paramedic, Certificate of Technical Studies (CTS), CIP 51.0904 - **4 Stars**
34. Surgical Technology, Associate of Science (AS), CIP 51.0909 - **4 Stars**
35. Diagnostic Medical Sonography, Associate of Applied Science (AAS), CIP 51.0910 - **5 Stars**
36. Sterile Processing, Career and Technical Certificate (CTC), CIP 51.1012 - **4 Stars**
37. Nursing, Associate of Science (ASN), CIP 51.3801 – **5 Stars**
38. Practical Nursing, Technical Diploma (TD), CIP 51.3901 – **4 Stars**
39. Construction Management, Associate of Applied Science, CIP 52.2001 – **5 Stars**

The forms required by the Board of Regents accompany this letter (for each program listed). Please let me know if additional information is needed. Thank you for your consideration of this request.

Sincerely,

Sarah Barlow, Ph.D.
Interim Vice Chancellor for Academic and Student Affairs

Cc: Willie E. Smith, Sr., Ed.D., Chancellor
   Margaret McMichael, Ph.D., Director of Curriculum and Articulation