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**Changing Lives,
Creating Futures**

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Louisiana
Community
& Technical
College System

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www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President


THROUGH: Dr. Wendi Palermo 
Chief Education and Training Officer

FROM: Tiffany J. Howard
Director of Transportation Industry Initiatives

DATE: September 19, 2022

SUBJECT: Programs to be Delivered via Distance Learning at Delgado Community College

APPROVED

 10.12.22
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION

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

100% Program Delivery via Distance Learning

- A.A.S. in Computer Network Technology (CIP Code: 11.0901) - Online (100%)
- C.T.S. in Computer Network Technician (CIP Code: 11.0901) - Online (100%)
- A.A.S. in Cloud Computing (CIP Code: 11.0902) - Online (100%)
- C.T.C. in Cloud Computing (CIP Code: 11.0902) - Online (100%)
- A.A.S. in Computer Aided Design and Drafting (CIP Code: 15.1301) - Online (100%)
- C.T.S. in Computer Aided Design and Drafting (CIP Code: 15.1301) - Online (100%)
- A.A.S. in Paralegal Studies (CIP Code: 22.0302) - Online (100%)

Hybrid Program Delivery via Distance Learning

- C.T.S. in Culinary Arts: Line Cook (CIP Code: 12.0503) - Hybrid (50-99%)
- C.T.S. in Culinary Management (CIP Code: 12.0503) - Hybrid (50-99%)
- C.T.S. in Pastry Arts (CIP Code: 12.0501) - Hybrid (50-99%)
- A.A.S. in Culinary Arts (CIP Code: 12.0503) - Hybrid (50-99%)

Background: Instructional programs referenced in the list above are existing programs at the College. Through on-going review and a process to identify the percentage of programmatic content available to students via distance learning technologies, it was determined that 50 percent or greater of programmatic content was available to students beginning Spring 2022

Fiscal Impact: The administrative structure and allocation of departmental funds will be unchanged, unless otherwise noted.

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

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



Approved for Recommendation to the Board
Dr. Monty Sullivan

October 12, 2022

Date

CURRICULUM AND PROGRAM DEVELOPMENT

615 City Park Avenue
New Orleans, LA 70119-4399
(504) 671-5445
www.dcc.edu

August 16, 2022

Board of Supervisors
The Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, Louisiana 70826

Attention: Wendi Palermo, Ph.D., R.N.
Chief Education and Training Officer

Dear Dr. Palermo:

The following item from Delgado Community College is submitted to Board of Supervisors for possible consideration the October 12, 2022, Board Meeting.

Request to Offer Existing Academic Programs Through Distance Learning Technologies.

Name of degree programs:

- A.A.S. in Computer Network Technology
- C.T.S. in Computer Network Technician
- A.A.S. in Cloud Computing
- C.T.C. in Cloud Computing
- C.T.S. in Pastry Arts
- A.A.S. in Culinary Arts
- C.T.S. in Culinary Arts: Line Cook
- C.T.S. in Culinary Management
- A.A.S. in Computer Aided Design & Drafting
- C.T.S. in Computer Aided Design & Drafting
- A.A.S. in Paralegal Studies

Board of Supervisors
The Louisiana Community and Technical System
August 16, 2022
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CIP Classification:

11.0901	A.A.S. in Computer Network Technology
11.0901	C.T.S. in Computer Network Technician
11.0902	A.A.S. in Cloud Computing
11.0902	C.T.C. in Cloud Computing
12.0501	C.T.S. in Pastry Arts
12.0503	A.A.S. in Culinary Arts
12.0503	C.T.S. in Culinary Arts: Line Cook
12.0503	C.T.S. in Culinary Management
15.1301	A.A.S. in Computer Aided Design and Drafting
15.1301	C.T.S. in Computer Aided Design and Drafting
22.0302	A.A.S. in Paralegal Studies

The required documentation is attached. If you require any additional information, please do not hesitate to contact Tim Stamm, Executive Director, Curriculum, Assessment, and Program Development at (504) 671-5482. Thank you for consideration of this request.

Sincerely,



Cheryl Myers, Ph.D., R.N.
Vice Chancellor
Academic & Student Affairs and College Provost

CM/ts

**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

Delgado Community College

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

Tim Stamm, (504) 671-5482, Tstamm@dcc.edu

3. Name of Degree Program and CIP Classification

A.A.S. in Computer Network Technology	CIP Code: 11.0901
C.T.S. in Computer Network Technician	CIP Code: 11.0901
A.A.S. in Cloud Computing	CIP Code: 11.0902
C.T.C. in Cloud Computing	CIP Code: 11.0902
C.T.S. in Pastry Arts	CIP Code: 12.0501
A.A.S. in Culinary Arts	CIP Code: 12.0503
C.T.S. in Culinary Arts: Line Cook	CIP Code: 12.0503
C.T.S. in Culinary Management	CIP Code: 12.0503
A.A.S. in Computer Aided Design & Drafting	CIP Code: 15.1301
C.T.S. in Computer Aided Design & Drafting	CIP Code: 15.1301
A.A.S. in Paralegal Studies	CIP Code: 22.0302

4. List the initial date of implementation

Instructional programs referenced in the list above are existing programs at the College. Through on-going review and a process to identify the percentage of programmatic content available to students via distance learning technologies, it was determined that 50 percent or greater of programmatic content was available to students beginning Spring 2022.

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.

A.A.S. in Computer Network Technology (CIP Code: 11.0901)

The Computer Network Technology Program provides entry-level students and experienced computer professionals the skills necessary to work on and with computer networks. Design, installation, repair, administration, management, and operation of networks are the primary focus of the program with an emphasis on the flexibility to adapt network technology to the needs of any company, research facility, or educational institution. The program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

C.T.S. in Computer Network Technician (CIP Code: 11.0901)

The Certificate of Technical Studies program in Computer Network Technology focuses on the design, implementation, and management of linked systems of computers, peripherals, and associated software to maximize efficiency and productivity. The program includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network flow and optimization; security; configuring; and troubleshooting. The goal of the Certificate of Technical Studies program is to provide students with competencies necessary to enter the workforce in entry-level positions in computer networking and to pursue nationally recognized certifications. The Certificate program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

A.A.S. in Cloud Computing (CIP Code: 11.0902)

Cloud computing is the technology which reduces costs for processing, storing, and securing large amounts of data by using on-demand networked computers instead of local hardware to develop a system's information technology infrastructure. The goals of the program are: (1) to prepare students for entry-level positions in cloud computing by providing them with instruction on the overall computer information management of IT projects and IT support for cloud systems and (2) to provide the appropriate foundation for further studies in cloud computing. No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

C.T.C. in Cloud Computing (CIP Code: 11.0902)

The career and technical certificate program in Cloud Computing Foundations provides students with the foundational knowledge needed as a cloud computing practitioner. The program teaches students the fundamentals of using common information technologies and advances them to the fundamentals of creating a computer network. It explains the difference between storing data on local physical hardware versus storing it on remote servers also known as the cloud. Finally, it introduces how to protect data from the vulnerabilities that can exist when sharing information on a network. The certificate program is ideal for individuals who may already have a strong IT career or who are currently pursuing a more advanced IT degree. It provides these students with an opportunity to transition over to a career in cloud computing through a short program. The required courses map to several industry-based certifications and can serve as preparation for these exams. No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

C.T.S. in Pastry Arts (CIP Code: 12.0501)

The Pastry Arts Certificate of Technical Studies serves students seeking occupations in hotels, restaurants, pastry shops, in-store and individually owned bakeries. The program is designed to provide trained personnel for entry-level positions in the baking/pastry industry. No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

A.A.S. in Culinary Arts (CIP Code: 12.0503)

The Culinary Arts program provides academic instruction through both theoretical and hands-on experiences, as well as practical work experience in the field of food service, culinary arts & pastry arts. The goals of the culinary arts degree and certificate programs are to provide students and persons already in the workforce with (a) preparation for gainful employment at entry level and mid-management culinary positions in the restaurant industry, (b) training to upgrade skills for certifications, and (c) education for promotions and increased wages. Students in the Culinary Arts Associate degree program choose from two concentrations: 1) Professional Culinarian, or 2) Baking and Pastry Arts. No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

C.T.S. in Culinary Arts: Line Cook (CIP Code: 12.0503)

The Certificate of Technical Studies program prepares students to work in service, production, fast foods, and baking areas of the food service industry. No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

C.T.S. in Culinary Management (CIP Code: 12.0503)

The program is designed to provide food service managers and hospitality management program students with the training needed for success in the culinary management industry. The Culinary Management C.T.S. trains future managers to master the basics in five key management competencies: risk management, cost control and revenue, human resources and diversity, marketing, and operations. No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

A.A.S. in Computer Aided Design and Drafting (CIP Code: 15.1301)

The Associate degree program in Computer Aided Design and Drafting is designed to develop skills and techniques used in the drafting room. Students learn to identify and solve various types of drafting problems and at the same time develop the flexibility needed to adapt to various work settings. The degree program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

C.T.S. in Computer Aided Design and Drafting (CIP Code: 15.1301)

The certificate program in Computer Aided Design and Drafting is designed to develop skills and techniques used in the drafting room. Students learn to identify and solve various types of drafting problems and at the same time develop the flexibility needed to adapt to various work settings. The certificate program is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE). No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

A.A.S. in Paralegal Studies (CIP Code: 22.0302)

The Associate degree program in Paralegal Studies is designed to meet the requirements of the American Bar Association (ABA) and the National Federated Paralegals Association (NFPA). It offers students a background in the legal fundamentals, appropriate skills, and practical experience necessary for professional development. While lawyers assume ultimate responsibility for legal work, they often

delegate many of their tasks to paralegals. Paralegals are continuing to assume a growing range of tasks in the contemporary legal office. Paralegals assist lawyers in preparing for closings, hearings, trials, and corporate meetings. Paralegals might investigate the facts of cases and ensure all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. No differences in program student learning outcomes, assessment, and evaluation exist for traditional and distance learning delivery modes.

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

A.A.S. in Computer Network Technology (CIP Code: 11.0901) – Code “O” – Online (100%)
C.T.S. in Computer Network Technician (CIP Code: 11.0901) – Code “O” – Online (100%)
A.A.S. in Cloud Computing (CIP Code: 11.0902) – Code “O” – Online (100%)
C.T.C. in Cloud Computing (CIP Code: 11.0902) – Code “O” – Online (100%)
C.T.S. in Pastry Arts (CIP Code: 12.0501) – Code “H” – Hybrid (50-99%)
A.A.S. in Culinary Arts (CIP Code: 12.0503) – Code “H” – Hybrid (50-99%)
C.T.S. in Culinary Arts: Line Cook (CIP Code: 12.0503) – Code “H” – Hybrid (50-99%)
C.T.S. in Culinary Management (CIP Code: 12.0503) – Code “H” – Hybrid (50-99%)
A.A.S. in Computer Aided Design and Drafting (CIP Code: 15.1301) – Code “O” – Online (100%)
C.T.S. in Computer Aided Design and Drafting (CIP Code: 15.1301) – Code “O” – Online (100%)
A.A.S. in Paralegal Studies (CIP Code: 22.0302) – Code “O” – Online (100%)

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

The instructional programs referenced in this document will be offered via internet-based distance learning technologies.

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

The instructional programs referenced in this document will be offered primarily to Delgado Community College's traditional service area, the Greater New Orleans area. However, students may be located at other locations as well.

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

The College completed a Quality Enhancement Plan (QEP) for the Commission on Colleges of the Southern Association of Colleges and Schools for its 2006 reaffirmation cycle. This QEP Project was titled *Going the Distance*, and it focused on the College's commitment to a quality distance educational experiences for students. The approved plan resulted in the institutionalization of several key strategies aimed at assessing student readiness, providing faculty professional development and support, certifying distance learning courses as meeting or exceeding the outcomes of a traditional face-to-face course, and providing access for learners at a distance to academic and support services.

Delgado is approved by the Commission on Colleges of the Southern Association of Colleges and Schools to offer instructional programs at/greater than 50 percent. Policies, practices, and services are in existence at the College to ensure learners at a distance have access to faculty, student support offices/personnel, learning resources, library/instructional resources, and technical support throughout their learning experience. Additionally, the College has policies/procedures in place to comply with

Federal Department of Education regulations regarding student identity and testing/evaluation.

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

Cheyl Myers

Provost/ Vice Chancellor for Academic Affairs

8-16-2022

Date

Campus Head (or Authorized Signature)

System Head (or Authorized Signature)

Signature: *Wendi Palermo*

Email: wendipalermo@lctcs.edu









G.3.Delgado October 2022 Consent

Final Audit Report

2022-10-04

Created:	2022-10-04
By:	Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQCwQ4u5PtZEyL_PAvGmq2TuF47ho-lv8

"G.3.Delgado October 2022 Consent" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
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