



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,  
Creating Futures*

Monty Sullivan  
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Louisiana  
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265 South Foster Drive  
Baton Rouge, LA 70806

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

**THROUGH:** Dr. Wendi Palermo <sup>WP</sup>  
Chief Education and Training Officer

**FROM:** William Tulak <sup>WT</sup>  
Director of Institutional Effectiveness

**DATE:** February 9, 2023

**SUBJECT:** Program Requests at Baton Rouge Community College

**APPROVED**  
*[Signature]* 3/8/23  
LCTCS BOARD OF SUPERVISORS

**FOR BOARD ACTION**

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

**Program Modifications**

1. Technical Diploma (TD) in Horticulture Technician (CIP 01.0601) – **4 STARS**
  - a. Ornamental and Turf Pest Control CTS (CIP 01.0601) – **4 STARS**
2. Technical Diploma (TD) in Information Technology (CIP 11.0901) – **5 STARS**
  - a. Certificate of Technical Studies (CTS) in Network Administrator (CIP 11.0901) – **5 STARS**
  - b. Certificate of Technical Studies (CTS) in System Analyst (CIP 11.0901) – **5 STARS**
  - c. Career and Technical Certificate (CTC) in Wide Area Network Technician (CIP 11.0901) with an Industrial Based Certification in Microsoft Certified Solutions Associate (MCSA) – **5 STARS**
  - d. Career and Technical Certificate (CTC) in System Support Technician (CIP 11.0901) with an Industrial Based Certification in CompTIA Network+ – **5 STARS**

**Background:** Baton Rouge Community College is modifying clock hours of the programs listed. There are no changes in credit hours. The requested changes were made after a program review that included a review of compliance with Title IV requirements concerning required program clock hours.

**Fiscal Impact:** There will be no fiscal impact unless otherwise noted.

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

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

*[Signature: Monty Sullivan]*

3-8-23

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

**Date**



Baton Rouge Community College  
201 Community College Dr.  
Baton Rouge, LA 70806  
(225) 216-8000  
[www.mybrcc.edu](http://www.mybrcc.edu)

February 8, 2023

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

Attention: Wendi Palermo, Ph.D., R.N., LCTCS Chief Education and Training Officer  
William Tulak, Director of Institutional Effectiveness

Dear Drs. Palermo and Tulak,

Baton Rouge Community College (BRCC) requests the approval of the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) to implement the following curricular actions. All are related to modifications to the Code of Federal Regulations and the definition of Eligible Programs (Title IV of the HEA, as amended; [34 CFR 668.8\(k\) and \(l\)](#)).

**Program Modifications.** Note that credit hours are not impacted by the proposed actions; only the clock hours are revised. The next page contains a summary of these actions by CIP, award level, and increment key.

1. Horticulture Technician TD – CIP code 01.0601, 4 Stars. Decrease total instructional contact (clock) hours, from 1680 to 1350).
  - a. Ornamental and Turf Pest Control Technician CTS – CIP code 01.0601, 4 Stars. Decrease total instructional contact (clock) hours, from 780 to 600.
2. Information Technology TD – CIP code 11.0901, 5 Stars. Decrease total instructional contact (clock) hours, from 1695 to 1350.
  - a. Network Administrator CTS – CIP code 11.0901, 5 Stars. Decrease total instructional contact (clock) hours, from 735 to 615.
  - b. System Analyst CTS – CIP code 11.0901, 5 Stars. Decrease total instructional contact (clock) hours, from 630 to 570.
  - c. Wide Area Network Technician CTC – CIP code 11.0901, 5 Stars. Decrease total instructional contact (clock) hours, from 420 to 360.
  - d. System Support Technician CTC – CIP code 11.0901, 5 Stars. Decrease total instructional contact (clock) hours, from 420 to 360.

Please let me know if you need additional information. Thank you for your consideration of these requests.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Barlow", with a long horizontal flourish extending to the right.

Sarah Barlow, Ph.D.  
Provost/Vice Chancellor for Workforce and Student Development

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

**Baton Rouge Community College Program Modifications for March 2023 Review by the Board of Supervisors  
of the Louisiana Community and Technical College System**

Horticulture Technician Technical Diploma and Ornamental and Turf Pest Control Technician Certificate of Technical Studies:

<b>Program: CIP code-BoR Award Abbrev-BoR Increment Key Current and Revised Credit and Clock Hour Totals, Award Title</b>	<b>Total SCH for award NO CHANGES</b>	<b>Total Clock Hours for Award</b>
<b>01.0601-DP-1:</b>		
<b>Current totals, Horticulture Technician Technical Diploma:</b>	45	1680
<b>Revised totals, Horticulture Technician Technical Diploma:</b>	45	1350
<b>01.0601-C1-2</b>		
<b>Current totals, Ornamental and Turf Pest Control CTS:</b>	21	780
<b>Revised totals, Ornamental and Turf Pest Control CTS:</b>	21	600

Information Technology Technical Diploma, Network Administrator Certificate of Technical Studies, System Analyst Certificate of Technical Studies, Wide Area Network Technician Career and Technical Certificate, and System Support Technician Career and Technical Certificate:

<b>Program: CIP code-BoR Award Abbrev-BoR Increment Key Current and Revised Credit and Clock Hour Totals, Award Title</b>	<b>Total SCH for award NO CHANGES</b>	<b>Total Clock Hours for Award</b>
<b>11.0901-DP-1:</b>		
<b>Current totals, Information Technology Technical Diploma:</b>	45	1695
<b>Revised totals, Information Technology Technical Diploma:</b>	45	1350
<b>11.0901-C1-3:</b>		
<b>Current Totals, Network Administrator CTS:</b>	21	735
<b>Revised Totals, Network Administrator CTS:</b>	21	615
<b>11.0901-C1-2:</b>		
<b>Current Totals, System Analyst CTS:</b>	18	630
<b>Revised Totals, System Analyst CTS:</b>	18	570
<b>11.0901-A2-2:</b>		
<b>Current Totals, Wide Area Network Technician CTC:</b>	12	420
<b>Revised Totals, Wide Area Network Technician CTC:</b>	12	360
<b>11.0901-A2-1:</b>		
<b>Current Totals, System Support Technician CTC:</b>	12	420
<b>Revised Totals, System Support Technician CTC:</b>	12	360

## Auto Body Repair Technician TD, Non-Structural CTC - 12/08/2022

**TYPE OF PROPOSED CHANGE :** Curriculum Modification

**PROGRAM NAME :** Auto Body Repair Technician TD, Non-Structural CTC

### AWARD LEVEL(S)

**For Board of Regents and LCTCS Review:**

**Name:**

**For LCTCS Review:**

Technical Diploma (T.D.)

Certificate of Technical Studies (C.T.S.)

Career and Technical Certificate (C.T.C)

TCA - For Archive Purpose Only

### NAME OF PROGRAM(S) and AWARD LEVEL(S)

**Stars :** 4 Stars

**Name:** Auto Body Repair Technician

**Program Delivery Mode:** Hybrid

**CIP:** 47.0603

**Credit Hours:** 45.00

**Contact Hours:** 930.00

Technical Diploma (T.D.)

**Stars :** 4 Stars

**Name:** Non-Structural Technician

**Program Delivery Mode:** Hybrid

**CIP:** 47.0603

**Credit Hours:** 15.00

**Contact Hours:** 330.00

Career and Technical Certificate (C.T.C)

### PROPOSED CHANGE

**a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.**

Auto Body Repair Technician Technical Diploma (TD, CIP code 47.0603): Increase instructional contact (= clock) hours to 1,860

Non-Structural Repair Technician Career and Technical Certificate (CTC, CIP code 47.0603):

a. Increase credit hours, from 15 to 18

b. Increase instructional contact (= clock) hours, from 330 to 435

**IMPLEMENTATION DATE  
(Semester and Year)**

Fall 2023

## HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

2018: Board of Supervisors approved the addition of the Vehicle Maintenance and Repair Technology Associate of Applied Science (AAS) with a concentration in Auto Body Repair. The concentration consisted of the Auto Body Repair Technician TD and embedded Refinish Technician Certificate of Technical Studies (CTS). Board of Regents approved the degree in 2018.  
2020: Board of Supervisors approved deletion of the Refinish Technician CTS (curricular changes to Auto Body Repair Technician TD resulted in too many credit hours for the Refinish Technician to meet Board of Regents' definition of a CTS) and addition of Non-Structural Technician CTC (with I-CAR Non-Structural Technician Industry-Based Certification (IBC)).

## JUSTIFICATION FOR THE PROPOSED CHANGE

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

Auto Body Repair Technician TD (CIP code 47.0603)

- a. Addition of the internship courses aligns the Auto Body Repair Technician program of study with the Automotive Technology and Diesel Heavy Truck Technology concentrations in the Vehicle Maintenance and Repair Technology AAS. Both the Automotive and Diesel concentrations include two (very successful) internship courses. Contacts and partnerships with industry professionals by faculty and staff at BRCC now provide internship opportunities for students in the Auto Body Repair concentration (see Appendix A). Like the internship courses in Automotive and Diesel Heavy Truck programs, the opportunity to work with professionals allows students to observe applications of their classroom and lab/shop learning. The internships will facilitate job placement for completers of the Auto Body Repair Technician TD.
- b. Incorporation of the (existing) Motor Vehicle Service Basic (MVSB 1003) course into program of study and deletion of the Mechanical Repair course further aligns the Auto Body Repair Technician TD with the Automotive and Diesel Heavy Truck TDs. Students in the Automotive and Diesel Heavy Truck programs already take MVSB 1003, and the addition of this course to the Auto Body Repair curriculum is consistent with Board of Regents' definition of a concentration (Academic Affairs Policy 2.15, Definition of Undergraduate Degrees and Undergraduate/Graduate Certificates). Faculty recognize that the content covered in MVSB 1003 is appropriate for the Auto Body Repair Technician curriculum; auto body repair technicians do not repair mechanical components of damaged vehicles. Elimination of the Mechanical Repair course allows for the addition of the two internship courses without changing the credit hours for the TD. Finally, after completion of the first semester of the Auto Body Repair Technician TD, students who enroll in the internship course in the second semester will have sufficient knowledge and skills to perform express maintenance in any shop environment.
- c. The clock hour increase results primarily from the addition of the internship courses.
- d. Changes to course sequencing and course numbers themselves do not meet the threshold for Board of Supervisors' approval but are associated with the other curriculum modifications requested here and are thus included for the record.

Non-Structural Repair Technician CTC (CIP code 47.0603)

- a. Incorporation of the (existing) Motor Vehicle Service Basics (MVSB 1003) course into the Non-Structural Repair Technician CTC (which consists of the courses required for the first semester of the Auto Body Repair Technician TD) aligns with the courses required for the first semester of the Automotive Technician TD and the Diesel Heavy Truck Technician TD. MVSB 1003 covers content appropriate for Auto Body Repair students and eliminates the need for the Mechanical Repair course currently required in the third semester of the Auto Body Repair Technician TD. For students who are not able to enroll in the second semester of the Auto Body Repair Technician TD, the knowledge and skills attained upon completion of the Non-Structural Repair Technician CTC and the I-CAR IBC improve prospects for employment, particularly in facilities that provide express maintenance.
- b. The credit clock hour increases are the result of the addition of MVSB 1003 (three (3) credit hours, 105 clock hours).

## SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

## QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No

# - Full Time: 0

# - Part Time: 0

Hire Adjunct Faculty: No

# - 0

Hire Full-Time Faculty: No

# - 0

## ADMINISTRATION and IMPLEMENTATION COSTS

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

<b>MINIMUM CREDENTIALS REQUIRED FOR FACULTY</b>		
<b>Education:</b>	<b>Experience:</b>	<b>Certification:</b>

<b>FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS</b>
<b>Department :</b> Division of Technical and Adult Education
<b>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.</b>
The proposed actions will not affect the administrative structure and/or allocation of divisional funds in terms of faculty, facilities, support, or any other resources.

<b>ANTICIPATED ENROLLMENT:</b>					
<b>Students</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>
<b>DAY</b>					
<b>EVENING</b>					
<b>DISTANCE EDUCATION</b>					
<b>Describe Process for Attaining &amp; Estimating Enrollment:</b>					

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

**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
<b>Program, Degree or Concentration:</b>					<b>Credit Hours: 0.00</b>		

**BENEFITS TO THE SYSTEM**

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

The changes to the Auto Body Repair Technician TD and to the Non-Structural Repair Technician CTC improve the curricula. The efforts of faculty and staff to engage Auto Body Repair facilities in the greater Baton Rouge service area (some of which already support internship students in the Automotive and Diesel Heavy Truck programs) illustrates their dedication to their students and to the Community. The success of the internship courses in the Automotive and Diesel Heavy Truck programs have put BRCC and the LCTCS on the map for vehicle maintenance and repair educating and training. The curricula for Auto Body Repair, Automotive Technology, and Diesel Heavy Truck Technology are models for development of programs for other institutions.

**KEYWORDS**

Auto Body Repair  
 Non-Structural Technician  
 I-CAR

**Signature:** *William Tulak*  
**Email:** williamtulak@lctcs.edu

**Signature:** *Wendi Palermo*  
**Email:** wendipalermo@lctcs.edu












# F.3.BRCC Consent Board Memo 2

Final Audit Report


2023-03-04

Created:	2023-03-03
By:	Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuGGt-7pTV6EqKIJY78TNYMJIs0KQXEUO


## "F.3.BRCC Consent Board Memo 2" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)  
2023-03-03 - 7:29:42 PM GMT- IP address: 68.72.117.244
-  Document emailed to William Tulak (williamtulak@lctcs.edu) for signature  
2023-03-03 - 7:29:45 PM GMT
-  Agreement modified by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)  
2023-03-03 - 7:30:42 PM GMT
-  Email viewed by William Tulak (williamtulak@lctcs.edu)  
2023-03-04 - 0:34:13 AM GMT- IP address: 104.47.58.126
-  Agreement modified acknowledged by William Tulak (williamtulak@lctcs.edu)  
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-  Document e-signed by William Tulak (williamtulak@lctcs.edu)  
Signature Date: 2023-03-04 - 0:35:00 AM GMT - Time Source: server- IP address: 75.65.132.170
-  Document emailed to Wendi Palermo (wendipalermo@lctcs.edu) for signature  
2023-03-04 - 0:35:02 AM GMT
-  Email viewed by Wendi Palermo (wendipalermo@lctcs.edu)  
2023-03-04 - 0:53:27 AM GMT- IP address: 104.28.97.29
-  Document e-signed by Wendi Palermo (wendipalermo@lctcs.edu)  
Signature Date: 2023-03-04 - 0:53:47 AM GMT - Time Source: server- IP address: 104.28.97.25
-  Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature  
2023-03-04 - 0:53:48 AM GMT
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 Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)

Signature Date: 2023-03-04 - 1:23:59 PM GMT - Time Source: server- IP address: 24.158.216.220

 Agreement completed.

2023-03-04 - 1:23:59 PM GMT



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

**Changing Lives,  
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Monty Sullivan  
*System President*

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

**FROM:** Dr. Wendi Palermo   
Chief Education and Training Officer

**DATE:** December 14, 2022

**SUBJECT:** Program Requests at Baton Rouge Community College

## FOR BOARD ACTION

**Recommendation:** Staff recommends that the Board review and approve the following program requests below.

### Program Modifications

1. Technical Diploma (TD) in Auto Body Repair Technician (CIP 47.0603) – **4 Stars**
2. Career and Technical Certificate (CTC) in Non Structural Technician (CIP 47.0603) – **4 Stars**

**Background:** Baton Rouge Community College (BRCC) is requesting modification to the Technical Diploma (TD) in Auto Body Repair Technician. BRCC is increasing the total instructional (clock) hours from 930 to 1860 effective Spring 2023. BRCC is also requesting modification to the Career and Technical Certification (CTC) by increasing the number of credit hours, from 15 to 18 and increasing the total instructional (clock) hours, from 330 to 435; effective Fall 2023.

Modifications reflect course level changes that improve the alignment of the curriculum for the Auto Body Repair Technician (TD) with the curricula for the Automotive Technician Technical Diploma (TD) and the Diesel Heavy Truck Technician Technical Diploma (TD). Students in all three TDs, which represent the concentrations in the Vehicle Maintenance and Repair Technology Associate of Applied Science, will complete similar courses in their first terms and have opportunities for internships at local auto body repair facilities.

**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 making programmatic changes to meet student and workforce needs.

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

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

\_\_\_\_\_  
**Date**



Baton Rouge Community College  
201 Community College Dr.  
Baton Rouge, LA 70806  
(225) 216-8000  
[www.mybrcc.edu](http://www.mybrcc.edu)

December 1, 2022

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

Attention: Wendi Palermo, Ph.D., R.N., LCTCS Executive Director of Academics and Workforce

Dear Dr. Palermo,

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

**Program Modifications:**

1. Non-Structural Technician Career and Technical Certificate (CTC), CIP code 47.0603, 4 Stars. Effective Fall 2023.
  - (i) Change the credit hours, from 15 to 18.
  - (ii) Change the total instructional (clock) hours, from 330 to 425.
2. Auto Body Repair Technician Technical Diploma (TD), CIP code 47.0603, 4 Stars. Effective Spring 2023.
  - (i) Change the total instructional (clock) hours, from 930 to 1,860.


Justification: Modifications reflect course-level changes that improve the alignment of the overall curriculum for the Auto Body Repair Technician with the curricula for the Automotive Technician TD and the Diesel Heavy Truck Technician TD. Students in all three TDs, which represent the concentrations in the Vehicle Maintenance and Repair Technology Associate of Applied Science, will complete similar courses in their first terms and have opportunities for internships at local auto body repair facilities. Faculty and staff have worked with industry professionals to provide the same, very successful internships for students in the Auto Body Repair program that students in the Automotive and Diesel Heavy Truck programs have enjoyed. These program modifications are consistent with College initiatives, industry demands, and with BRCC's mission to be the preferred provider of talent for a global marketplace.

Please let me know if you need additional information. Thank you for your consideration of these requests.

Sincerely,

A handwritten signature in blue ink, appearing to read "SB", is written over a faint blue line.

Sarah Barlow, Ph.D.  
Vice Chancellor for Academics, Workforce, and Student Development

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



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

**Requests for Programs: New, Modification, and Adoption**

**Baton Rouge Community College**

<b>TYPE OF PROPOSED CHANGE</b>		
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification	<input type="checkbox"/> Curriculum Adoption
Program Name:      Auto Body Repair Technician Technology		

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

Name: Auto Body Repair Technician – 4 Stars			
CIP: 47.0603	Credit Hours: 45	Contact Hours: 930	Award Level: T.D.
Name: Non-Structural Repair Technician – 4 Stars			
CIP:47.0603	Credit Hours: 15	Contact Hours: 330	Award Level: C.T.C.

IBC	Issuing Body	Course Title	Course Prefix	Course Number	Credits Awarded

<b>PROPOSED CHANGE</b>
------------------------

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.

Auto Body Repair Technician Technical Diploma (TD, CIP code 47.0603)

- a. Add two internship courses to the program of study (new)
- b. Incorporate existing Motor Vehicle Service Basic course into program of study and delete the Mechanical Repair course
- c. Increase instructional contact (= clock) hours to 1,860
- d. Change sequencing and numbers of majority of courses

Non-Structural Repair Technician Career and Technical Certificate (CTC, CIP code 47.0603)

- a. Add Motor Vehicle Service Basics course (MVSBB 1003) to program of study
- b. Increase credit hours to 18 and instructional contact (= clock) hours to 435

**IMPLEMENTATION DATE (Semester and Year)**

Fall 2023

**HISTORY OF PRIOR ACTIONS**

**Provide an overview of changes to this program.**

2018: Board of Supervisors approved the addition of the Vehicle Maintenance and Repair Technology Associate of Applied Science (AAS) with a concentration in Auto Body Repair. The concentration consisted of the Auto Body Repair Technician TD and embedded Refinish Technician Certificate of Technical Studies (CTS). Board of Regents approved the degree in 2018.

2020: Board of Supervisors approved deletion of the Refinish Technician CTS (curricular changes to Auto Body Repair Technician TD resulted in too many credit hours for the Refinish Technician to meet Board of Regents' definition of a CTS) and addition of Non-Structural Technician CTC (with I-CAR Non-Structural Technician Industry-Based Certification (IBC)).

**JUSTIFICATION FOR THE PROPOSED CHANGE**

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

Auto Body Repair Technician TD (CIP code 47.0603)

- a. Addition of the internship courses aligns the Auto Body Repair Technician program of study with the Automotive Technology and Diesel Heavy Truck Technology concentrations in the Vehicle Maintenance and Repair Technology AAS. Both the Automotive and Diesel concentrations include two (very successful) internship courses. Contacts and partnerships with industry

professionals by faculty and staff at BRCC now provide internship opportunities for students in the Auto Body Repair concentration (see [Appendix A](#)). Like the internship courses in Automotive and Diesel Heavy Truck programs, the opportunity to work with professionals allows students to observe applications of their classroom and lab/shop learning. The internships will facilitate job placement for completers of the Auto Body Repair Technician TD.

- b. Incorporation of the (existing) Motor Vehicle Service Basic (MVSBS 1003) course into program of study and deletion of the Mechanical Repair course further aligns the Auto Body Repair Technician TD with the Automotive and Diesel Heavy Truck TDs. Students in the Automotive and Diesel Heavy Truck programs already take MVSBS 1003, and the addition of this course to the Auto Body Repair curriculum is consistent with Board of Regents' definition of a concentration (Academic Affairs Policy 2.15, Definition of Undergraduate Degrees and Undergraduate/Graduate Certificates). Faculty recognize that the content covered in MVSBS 1003 is appropriate for the Auto Body Repair Technician curriculum; auto body repair technicians do not repair mechanical components of damaged vehicles. Elimination of the Mechanical Repair course allows for the addition of the two internship courses without changing the credit hours for the TD. Finally, after completion of the first semester of the Auto Body Repair Technician TD, students who enroll in the internship course in the second semester will have sufficient knowledge and skills to perform express maintenance in any shop environment.
- c. The clock hour increase results primarily from the addition of the internship courses.
- d. Changes to course sequencing and course numbers themselves do not meet the threshold for Board of Supervisors' approval but are associated with the other curriculum modifications requested here and are thus included for the record.

#### Non-Structural Repair Technician CTC (CIP code 47.0603)

- a. Incorporation of the (existing) Motor Vehicle Service Basics (MVSBS 1003) course into the Non-Structural Repair Technician CTC (which consists of the courses required for the first semester of the Auto Body Repair Technician TD) aligns with the courses required for the first semester of the Automotive Technician TD and the Diesel Heavy Truck Technician TD. MVSBS 1003 covers content appropriate for Auto Body Repair students and eliminates the need for the Mechanical Repair course currently required in the third semester of the Auto Body Repair Technician TD. For students who are not able to enroll in the second semester of the Auto Body Repair Technician TD, the knowledge and skills attained upon completion of the Non-Structural Repair Technician CTC and the I-CAR IBC improve prospects for employment, particularly in facilities that provide express maintenance.
- b. The credit clock hour increases are the result of the addition of MVSBS 1003 (three (3) credit hours, 105 clock hours).

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

5 Stars   
  4 Stars   
  3 Stars   
  2 Stars   
  1 Star   
  0 Stars  
 (Transfer)

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION**

Main Campus   
  All Locations   
  Sites (list below)   
  Distance Education

Site 1: Ardendale

**QUALIFIED FACULTY** (Check all that apply)

<input type="checkbox"/> Use Existing Faculty #: _____	<input type="checkbox"/> Hire Adjunct Faculty #: _____	<input type="checkbox"/> Hire Full-Time Faculty #: _____
---	---	---

**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**

Education:	Experience:	Certification:
------------	-------------	----------------

**FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS**

Department: Division of Technical and Adult Education

**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 actions will not affect the administrative structure and/or allocation of divisional funds in terms of faculty, facilities, support, or any other resources.

**ANTICIPATED ENROLLMENT:**

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>					
<u>EVENING</u>					
<u>DISTANCE EDUCATION</u>					

Describe Process for Attaining & Estimating Enrollment:	
---	--

<b>PROGRAM ACCREDITATION:</b>	
Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date:
Type/Name of Program Accreditation, Licensure or Certification Required:	

**PROGRAM CURRICULUM – attached, [Appendix B](#)**  
 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.**

**BENEFITS TO THE SYSTEM**

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

The changes to the Auto Body Repair Technician TD and to the Non-Structural Repair Technician CTC improve the curricula. The efforts of faculty and staff to engage Auto Body Repair facilities in the greater Baton Rouge service area (some of which already support internship students in the Automotive and Diesel Heavy Truck programs) illustrates their dedication to their students and to the Community. The success of the internship courses in the Automotive and Diesel Heavy Truck programs have put BRCC and the LCTCS on the map for vehicle maintenance and repair educating and training. The curricula for Auto Body Repair, Automotive Technology, and Diesel Heavy Truck Technology are models for development of programs for other institutions.

**SIGNATURES:**

  
 \_\_\_\_\_  
 College Chief Academic Officer

12/17/22  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 College Chief Executive Officer

12/17/22  
 \_\_\_\_\_  
 Date



## McMichael, Margaret

---

**From:** Purdy, Jayson  
**Sent:** Monday, November 28, 2022 10:16 AM  
**To:** Veeder, Howard  
**Cc:** McMichael, Margaret; Guarino, Van; Knight, Wayne  
**Subject:** Collision Apprentice shops

Allstar Toyota Collision Shop  
Allstar Chevrolet Collision shop  
Allstar Dodge Jeep Chrysler Collision Shop  
Allstar Ford Collision Shop  
Team Automotive Group Collision Center  
Keiths Pro Paint and Body  
Gerry Lane Collision Shop  
Hollingsworth Collision Shop  
Adams Collision Shop  
Ralph Sellers Collision Shop  
Rivertown Collision Shop  
R/V Center Body shop

**Jayson Purdy**  
Program Manager Technical Education



2115 N. Lobdell  
Baton Rouge, Louisiana 70806  
[www.mybrcc.edu](http://www.mybrcc.edu)

**Give by clicking the link below:**  
<https://www.brccf.org/automotive>

## Appendix B: Proposed Actions for Auto Body Repair Technology Programs, BRCC

### Proposed Modifications: Non-Structural Repair Technician CTC (CIP 47.0603)

Current Program of Study				Proposed, Revised Program of Study			
Rubric	Course Title	Cr Hrs	Clock Hrs	Rubric		Cr Hrs	Clock Hrs
MVSB 1002	Fundamentals of Safety	2	45	MVSB 1002	Fundamentals of Safety	2	45
				MVSB 1003	Motor Vehicle Service Basics	3	105
MVSB 1604	Electrical Essentials	4	105	MVSB 1604	Electrical Essentials	4	105
CLRP 1105	Non-Structural Damage	5	105	CLRP 1105	Non-Structural Damage	5	105
CLRP 1204	Straighten, Pull, and Anchor	4	75	CLRP 1114	Straighten, Pull, and Anchor	4	75
	Total Hours:	15	330		Total Hours:	18	435

### Proposed Modifications: Auto Body Repair Technician TD (CIP 47.0603)

Current Program of Study				Proposed, Revised Program of Study			
Rubric	Course Title	Cr Hrs	Clock Hrs	Rubric		Cr Hrs	Clock Hrs
MVSB 1002	Fundamentals of Safety	2	45	MVSB 1002	Fundamentals of Safety	2	45
MVSB 1604	Electrical Essentials	4	105	MVSB 1003	Motor Vehicle Service Basics	3	105
MVSB 1703	Heating and Air Conditioning	3	75	MVSB 1604	Electrical Essentials	4	105
CLRP 1105	Non-Structural Damage	5	105	MVSB 1703	Heating and Air Conditioning	3	75
CLRP 1204	Straighten, Pull, and Anchor	4	75	CLRP 1105	Non-Structural Damage	5	105
CLRP 1214	Section, Cut, and Weld	4	75	CLRP 1114	Straighten, Pull, and Anchor	4	75
CLRP 1234	Auto Body Welding	4	90	CLRP 1218	Collision Repair Appraisal	8	150
CLRP 2108	Collision Repair Appraisal	8	150	CLRP 1224	Paint and Refinish	4	75
CLRP 2204	Paint and Refinish	4	75	CLRP 1152	Auto Body Internship I	2	480
CLRP 2307	Mechanical Repair	7	135	CLRP 1314	Section, Cut, and Weld	4	75
				CLRP 1324	Auto Body Welding	4	90
				CLRP 1252	Auto Body Internship II	2	480
	Total Hours:	45	930		Total Hours:	45	1,860

**Signature:** *Wendi Palermo*

**Email:** wendipalermo@lctcs.edu









# F.3.BRCC Consent Board Memo 1

Final Audit Report

2023-03-06

Created:	2023-03-06
By:	Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-0PcQQky1lfzqjYWRdwm69-n-3iZrYLF

## "F.3.BRCC Consent Board Memo 1" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)  
2023-03-06 - 3:04:08 AM GMT- IP address: 68.72.117.244
-  Document emailed to Wendi Palermo (wendipalermo@lctcs.edu) for signature  
2023-03-06 - 3:05:08 AM GMT
-  Email viewed by Wendi Palermo (wendipalermo@lctcs.edu)  
2023-03-06 - 3:05:21 AM GMT- IP address: 172.225.15.42
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Signature Date: 2023-03-06 - 2:07:34 PM GMT - Time Source: server- IP address: 74.193.162.85
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-  Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)  
Signature Date: 2023-03-06 - 2:14:22 PM GMT - Time Source: server- IP address: 76.165.120.2
-  Agreement completed.  
2023-03-06 - 2:14:22 PM GMT