



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,  
Creating Futures*

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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:** December 18, 2022

**SUBJECT:** Program Requests at Louisiana Delta Community College

## FOR BOARD ACTION

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

### Program Adoption

1. Associate of Applied Science (AAS) in Medical Laboratory Technician (CIP 51.1004) – **4 STARS**

### Program Modifications

1. Associate of Science (A) in Teaching (CIP 13.0101) – **3 STARS**
2. Certificate of Technical Studies (CTS) in Retail and Relationship Banking (CIP 52.0803) – **3 STARS** (previously titled "Bank Teller")

**Background:** In accordance with LCTCS Policy #1.024, Louisiana Delta Community College is seeking approval to adopt the Associate of Applied Science (AAS) in Medical Laboratory Technician from Fletcher Technical Community College. LDCC is requesting to modify the A.S in Teaching. The program is being revised to improve the program's graduation rate. The program length is increasing from 60 to 61 credit hours. LDCC is requesting modification of the C.T.S in Retail and Relationship Banking. The program is being revised at the request of industry partners. The program length is increasing from 18 to 21 credit hours. The program name is being changed from "Bank Teller" to "Retail and Relationship Banking".

**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 Louisiana Delta Community College to better meet student and workforce needs.

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

*[Signature]*

3.8.23

Approved for Recommendation to the Board  
Dr. Monty Sullivan

Date



**LOUISIANA DELTA**  
COMMUNITY COLLEGE

OFFICE OF THE VICE CHANCELLOR  
Education and Student Services

To: Wendi Palermo, PhD, RN  
Chief Education & Training Officer

From: Wendi Tostenson, DPA  
Vice Chancellor of Education and Student Services

Date: December 14, 2022

Subject: LDCC Adoption of Fletcher AAS in Medical Laboratories

Louisiana Delta Community College (LDCC) is requesting to adopt L.E. Fletcher Technical College's Associate of Applied Science in Medical Laboratory Technician degree. Attached is the curriculum for the Associate of Applied Science in Medical Laboratory Technician at L. E. Fletcher Technical College. Attached is the curriculum from L.E. Fletcher Technical Colleges Associate of Applied Science in Medical Laboratory Technician degree that we are requesting to adopt.

# MEDICAL LABORATORY TECHNICIAN

**DEGREE OPTION(S):**

Associates of Applied Science Degree

**DIVISION:** NAH

**DEPARTMENT:** Allied Health

**PROGRAM DESCRIPTION:** The Medical Laboratory Technician program will provide students with the knowledge and skills necessary to work in the medical laboratory performing diagnostic tests to help physicians detect, diagnose, and treat disease. Students must have a strong background in chemistry, biology and math. Technicians must learn to work with microscopes, computers, and instruments on body fluids, tissues and cells. Technicians are employed in hospital laboratories, clinics, doctors' offices, blood banks and research and commercial laboratories.

**PROGRAM ACCREDITATION:** The MLT program achieved Accredited Status in the spring 2021 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (773)714-8880, fax (773) 714-8886, [www.naacls.org](http://www.naacls.org)

**PROGRAM COORDINATOR:** Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.

**PROGRAM INSTRUCTOR(S):** Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.; Kerry Toups, BS, MT (ASCP)

**SPECIAL COMMENTS:** All courses in this program of study must be completed with a grade of C or higher on a seven point grading scale.

**OVERALL GRADE POINT AVERAGE:** Program requirements must be completed with an overall grade point average of 2.0 or higher.

**COURSE GRADE REQUIREMENTS:** All courses must be completed with a grade of C or higher.

**CLINICAL SITES:** Cardiovascular Institute of the South, Children's Hospital, Leonard J. Chabert Medical Center (Ochsner-Chabert), Ochsner Clinic Foundation, Ochsner Foundation, Omega Diagnostics, Ochsner-St. Mary (Formerly Teche Regional), Terrebonne General Health System, Thibodaux Regional Health Systems, University Medical Center

In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate in order to complete the program requirements.

## Program Outcomes

1. **Certification Rates:** Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three-year period.
2. **Graduation Rates:** Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years
3. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.
4. **Attrition Rate:** Maintain attrition rates demonstrating an average of at or below 30% of students are loss during the program as calculated by the most recent three years.

## Student Learning Outcomes

MLTs are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technology Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the MLT Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will demonstrate this by achieving a minimum 80% competency rating in the following:

1. Perform the routine analysis of blood/body fluids with minimal supervision;
2. Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunohematology and Laboratory Operations;
3. Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability;
4. Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures;
5. Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary;
6. Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory;
7. Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes;
8. Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits;
9. Respond appropriately to stress, time constraints and changes in the workplace;
10. Accurately report test results using lab information systems and other means for communicating test results;
11. Demonstrate a commitment to patients, to the profession and to professional development.

## ADMISSION CRITERIA/SELECTION PROCESS:

- **Pre-Petition Phase:** Students must be eligible to take English 1010, Biology, 1030 and 1031, and Math 1213.
- **Active Phase:** Students must have successfully completed MLTS 1012 and 1011, English 1010, Biology 1030 and 1031 and Math 1214/1213 (or Math 1104/1103).
- **Clinical Phase:** Eligible student may apply for the clinical phase each spring. Students who are accepted into the clinical phase of the program will attend clinical in the summer and fall, or fall and spring depending on availability of clinical sites and progress of students in the program. Additional information for the MLT clinical application and selection process is included in the current MLT Admission Guide found on the Fletcher website.

**CIP CODE: 511004**

# MEDICAL LABORATORY TECHNICIAN COURSE REQUIREMENTS

DEGREE: AAS-Associates of Applied Science

HOURS REQUIRED: 65

| GENERAL EDUCATION COURSES |   |              |                |
|---------------------------|---|--------------|----------------|
| COURSE                    | COURSE NAME                                       | CREDIT HOURS | COURSE OFFERED |
| ENGL 1010                 | English Composition I <sup>1</sup>                | 3            | 1,2,3,4,5      |
| MATH 1213                 | College Algebra <sup>2</sup>                      | 3            | 1,2,3,4,5      |
| CHEM 1010                 | Fundamentals of Chemistry                         | 3            | 1,2,3,4,5      |
| PSYC 2010                 | Introduction to Psychology                        | 3            | 1,2,3,4,5      |
| BIOL 1030                 | General Biology I (Majors) <sup>4</sup>           | 3            | 1,2,3,4,5      |
| BIOL 1031                 | General Biology I – Lab (Majors) <sup>4</sup>     | 1            | 1,2,3,4,5      |
| BIOL 2121                 | General Micro for Science Majors <sup>4</sup>     | 3            | 2,4            |
| BIOL 2123                 | General Micro for Science Majors-Lab <sup>4</sup> | 1            | 2,4            |
| BIOL 1140                 | Anatomy and Physiology I                          | 3            | 1,2,3,4,5      |
| BIOL 1150                 | Anatomy and Physiology I-Lab                      | 1            | 1,2,3,4,5      |
| BIOL 1160                 | Anatomy and Physiology II                         | 3            | 1,2,3,4,5      |
| BIOL 1170                 | Anatomy and Physiology II-Lab                     | 1            | 1,2,3,4,5      |
| PROGRAM COURSES*          |   |              |                |
| COURSE                    | COURSE NAME                                       | CREDIT HOURS | COURSE OFFERED |
| MLTS 1011                 | Introduction to Clinical Lab Science-Lab          | 1            | Summer, Fall   |
| MLTS 1012                 | Introduction to Clinical Lab Science              | 1            | Summer, Fall   |
| MLTS 1020                 | Hematology  | 3            | Fall           |
| MLTS 1022                 | Hematology – Lab                                  | 1            | Fall           |
| MLTS 1021                 | Hemostasis  | 1            | Fall           |
| MLTS 1030                 | Clinical Microbiology/Mycology                    | 3            | Spring         |
| MLTS 1032                 | Clinical Microbiology/Mycology-Lab                | 1            | Spring         |
| MLTS 1031                 | Virology/Parasitology                             | 1            | Spring         |
| MLTS 1033                 | Virology/Parasitology-Lab                         | 1            | Spring         |
| MLTS 1040                 | Clinical Chemistry                                | 3            | Fall           |
| MLTS 1042                 | Clinical Chemistry-Lab                            | 1            | Fall           |
| MLTS 1041                 | Urinalysis/Body Fluids                            | 1            | Spring         |
| MLTS 1043                 | Urinalysis/Body Fluids-Lab                        | 1            | Spring         |
| MLTS 1050                 | Immunohematology/Blood Bank                       | 2            | Fall           |
| MLTS 1052                 | Immunohematology/Blood Bank-Lab                   | 1            | Fall           |
| MLTS 1051                 | Immunology  | 2            | Spring         |
| MLTS 2100                 | Clinical Practice I <sup>3</sup>                  | 5            | Summer, Fall   |
| MLTS 2200                 | Clinical Practice II <sup>3</sup>                 | 5            | Fall, Spring   |
| ELECTIVE COURSE           |   |              |                |
| COURSE                    | COURSE NAME                                       | CREDIT HOURS | COURSE OFFERED |
| XXXX                      | Humanities Elective                               | 3            | 1,2,3,4,5      |

\*See course description for pre-requisite(s) requirement

<sup>1</sup>ENGL 1000/1010

<sup>2</sup>Math 1103 or 1104 or 1214

<sup>3</sup>All prerequisite course work must be completed prior to completion of the spring semester.

<sup>4</sup>Courses must be completed within 5 years of entry into the program.

**NOTE:** Students may petition for course substitution with higher level courses as long as the course(s) fulfill content descriptions of required courses. Petitioning does not guarantee substitution will be granted.

# MEDICAL LABORATORY TECHNICIAN

## SUGGESTED SCHEDULES FOR COMPLETION with College Placement

| SESSION                                 | FULL TIME<br>with Summer<br>classes   | FAST TRACK<br>For students who have completed all gen-ed<br>courses or will have them completed prior to<br>the first spring semester. | FULL TIME<br>with no summer classes<br>(last two semesters will be part time) |
|---|---|--|---|
| <b>YEAR 1</b>                           |   |  |   |
| <b>Session 5<br/>(in Summer)</b>        | <b>PRE-PETITION PHASE</b><br>MLTS 1011<br>MLTS 1012<br>ENGL 1010<br>BIOL 1030<br>BIOL 1031<br>MATH 1213 | <b>PRE-PETITION PHASE</b><br>MLTS 1011<br>MLTS 1012  |   |
| <b>Sessions 1 and 2<br/>(in Fall)</b>   | <b>ACTIVE PHASE</b><br>MLTS 1020<br>MLTS 1022<br>MLTS 1050<br>MLTS 1052<br>MLTS 1021                    | <b>ACTIVE PHASE</b><br>MLTS 1020<br>MLTS 1022<br>MLTS 1050<br>MLTS 1052<br>MLTS 1021   | <b>PRE-PETITION PHASE</b><br>MLTS 1011<br>MLTS 1012                           |
| <b>Session 1<br/>(in Fall)</b>          |   |  | ENGL 1010<br>MATH 1213  |
| <b>Session 2<br/>(in Fall)</b>          | BIOL 2121<br>BIOL 2123  |  | BIOL 1030<br>BIOL 1031  |
| <b>Sessions 3 and 4<br/>(in Spring)</b> | <b>APPLY FOR CLINICAL</b><br>MLTS 1030<br>MLTS 1032<br>MLTS 1041<br>MLTS 1043                           | <b>APPLY FOR CLINICAL</b><br>MLTS 1030<br>MLTS 1032<br>MLTS 1041<br>MLTS 1043<br>MLTS 1031<br>MLTS 1033<br>MLTS 1051                   | <b>ACTIVE PHASE</b><br>MLTS 1041<br>MLTS 1043                                 |
| <b>Session 3<br/>(in Spring)</b>        | BIOL 1140<br>BIOL 1150  |  | BIOL 2121<br>BIOL 2123<br>CHEM 1010   |
| <b>Session 4<br/>(in Spring)</b>        | CHEM 1010   |  | BIOL 1140<br>BIOL 1150  |

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| <b>YEAR 2</b>                           |  |                                     |  |
|---|--|-------------------------------------|--|
| <b>Session 5<br/>(in Summer)</b>        |  | <b>CLINICAL PHASE</b><br>MLTS 2100  |  |
| <b>Sessions 1 and 2<br/>(in Fall)</b>   | <b>CLINICAL PHASE</b><br>MLTS 1040<br>MLTS 1042<br>MLTS 2100 | MLTS 1040<br>MLTS 1042<br>MLTS 2200 | MLTS 1020<br>MLTS 1022<br>MLTS 1050<br>MLTS 1052<br>MLTS 1021                              |
| <b>Session 1<br/>(in Fall)</b>          | BIOL 1160<br>BIOL 1170                                       |                                     | BIOL 1160<br>BIOL 1170   |
| <b>Session 2<br/>(in Fall)</b>          | PSYC 2010  |                                     |  |
| <b>Sessions 3 and 4<br/>(in Spring)</b> | MLTS 1031<br>MLTS 1033<br>MLTS 1051<br>MLTS 2200             |                                     | <b>APPLY FOR CLINICAL</b><br>MLTS 1030<br>MLTS 1032<br>MLTS 1031<br>MLTS 1033<br>MLTS 1051 |
| <b>Session 3<br/>(in Spring)</b>        |  |                                     | PSYC 2010  |
| <b>Session 4<br/>(in Spring)</b>        | Humanities Elective  |                                     | Humanities Elective  |
| <b>YEAR 3</b>                           |  |                                     |  |
| <b>Sessions 1 and 2<br/>(in Fall)</b>   |  |                                     | <b>CLINICAL PHASE</b><br>MLTS 1040<br>MLTS 1042<br>MLTS 2100                               |
| <b>Sessions 3 and 4<br/>(in Spring)</b> |  |                                     | MLTS 2200  |

## Associate of Science in Teaching (AST) Program - 12/14/2022

**TYPE OF PROPOSED CHANGE :** Curriculum Modification

**PROGRAM NAME :** Associate of Science in Teaching (AST) Program

### AWARD LEVEL(S)

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

Associate of Science (A.S.)

**Name:**

**For LCTCS Review:**

Technical Diploma (T.D.)

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

Career and Technical Certificate (C.T.C)

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

**Stars :** 3 Stars

**Name:** Associate of Science in Teaching (AST)

**Program Delivery Mode:** Hybrid

**CIP:** 130101

**Credit Hours:** 61.00

**Contact Hours:** 0.00

Associate of Science (A.S.)

### PROPOSED CHANGE

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

Previously this degree plan required 60 credit hours. It will now require 61 credit hours with the addition of FRST 100 specific for AST majors.

**IMPLEMENTATION DATE  
(Semester and Year)**

Fall 2023

### HISTORY OF PRIOR ACTIONS

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



The current recommendations for changes to the AST degree focus on three tenets:

1. Removing unnecessary barriers
2. Improving first-year momentum
3. Ensuring alignment/rigor with 4-year/transfer partner institutions

To remove unnecessary barriers for our elementary education majors, we recommend adding MATH 117 or MATH 101 or MATH 110 (CMAT 1103, 1203, and 1213) as course options to offer students more ways to satisfy the College Algebra 110 barrier. This math course change will also help to improve first-year momentum, as College Algebra has been a historical problem with non-math majors. All the 4-year partners in Louisiana have already made this change in math course requirements for non-math majors. To improve momentum and alignment, we recommend replacing BIOL 103L, PHSC 110L, and PHSC 130L with PSYC 201. We also recommend that we replace PHSC 120 with PSYC 225. We believe the current program does not offer enough social sciences. We believe the AST program is heavy science based (15 credit hours) and should shift to address the social sciences in the first two years. All AST students will earn the required sciences to graduate with a BS in education when transferred to the 4-year partner. To ensure alignment with our 4-year partner institutions, we recommend that we remove the TEAC 101 course and embed it with our FRST 100 requirement designed for AST majors. When working on alignment with the University of Louisiana Monroe, we would not earn credit for one of our TEAC courses. We recommend that we maintain the TEAC 201 and TEAC 203 courses as they seamlessly transfer to ULM as CURR 1001 and CURR 2001.

We believe the TEAC 101 should be embedded in the FRST 100 course and will serve the same intended purpose of building community making FRST 100 more relevant and specific for AST majors. Therefore, the AST Program Director will teach the FRST 100 course for AST majors, and it will remain a 1 credit course.

**JUSTIFICATION FOR THE PROPOSED CHANGE**

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

The Associate of Science in Teaching (AST) Program Director has been meeting with an internal LCTCS workgroup to further discuss the concerns with declining enrollment in teacher preparation programs and explore possible curriculum and/or course changes to improve completion rates thus improving the AST teacher preparation program. As part of the Teacher Recruitment, Recovery, and Retention Task Force recommendation, Gov. John Bel Edwards signed House Bill 546 into law on June 16, 2022, which removed the Praxis Core Exam requirement to enter a teacher preparation program. The internal LCTCS workgroup tasked the AST Program Director to explore possible changes. The changes are comprehensive and require more than 25% of the current degree program to change.

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:** Main Campus

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

|  |   |   |
|--|---|---|
| <p><b>Use Existing Faculty:</b> No</p> <p># - Full Time: 1</p> <p># - Part Time: 0</p> | <p><b>Hire Adjunct Faculty:</b> No</p> <p># - 0</p> | <p><b>Hire Full-Time Faculty:</b> No</p> <p># - 0</p> |
|--|---|---|

**ADMINISTRATION and IMPLEMENTATION COSTS**

**Department :**

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

|                  |                         |                            |
|------------------|-------------------------|----------------------------|
| <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> Master's                      | <b>Experience:</b> 3 years | <b>Certification:</b> Valid Teaching Certificate |

|   |
|---|
| <b>FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS</b>   |
| <b>Department :</b> School of Liberal Arts  |
| <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> |
| N/A   |

|  |                 |                 |                   |                  |                  |
|--|-----------------|-----------------|-------------------|------------------|------------------|
| <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<br><br><b>Accreditation status:</b> N/A |
| <b>Type/Name of Program Accreditation, Licensure or Certification Required:</b> | N/A  |

|   |
|---|
| <b>DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)</b> |
|   |

**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> Associate of Science in Teaching (AST) |               |   |               |           | <b>Credit Hours:</b> 61.00 |              |                |
| <b>Semester:</b> Semester 1: Block 1  |               |   |               |           | <b>Credit Hours:</b> 16.00 |              |                |
| ENGL  | 101           | English Composition I                               | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| MATH  | 117           | Contemporary Math                                   | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| BIOL  | 101           | General Biology                                     | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| HIST  | 102           | Western Civilization                                | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| PSYC  | 201           | Intro to Psychology                                 | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| FRST  | 100           | Freshman Seminar AST Majors Only                    | 1.00          | 0.00      | 0.00                       | 1.00         | 0.00           |
| <b>Semester:</b> Semester 2: Block 2  |               |   |               |           | <b>Credit Hours:</b> 15.00 |              |                |
| ENGL  | 102           | English Composition                                 | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| MATH  | 203           | Elementary Number Structure                         | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| BIOL  | 102           | General Biology II                                  | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| HIST  | 201           | American History                                    | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| PSYC  | 225           | Child Psychology                                    | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| <b>Semester:</b> Semester 3: Block 3  |               |   |               |           | <b>Credit Hours:</b> 15.00 |              |                |
| ENGL  | 202           | English Literature II                               | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| MATH  | 168           | Geometry for Elementary and Middle Schools Teachers | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| GEOG  | 202           | Cultural Geography                                  | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| POLI  | 110           | American Government                                 | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| TEAC  | 201           | Teaching Learning in Diverse Settings I             | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| <b>Semester:</b> Semester 4: Block 4  |               |   |               |           | <b>Credit Hours:</b> 15.00 |              |                |
| ENGL  | 204           | American Literature II                              | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |
| MATH  | 210           | Intro to Statistics                                 | 3.00          | 0.00      | 0.00                       | 3.00         | 0.00           |

|           |     |  |      |      |      |      |      |
|-----------|-----|--|------|------|------|------|------|
| PHSC      | 100 | Physical Science I                           | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 |
| FINE ARTs | 000 | Fine Art Elective                            | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 |
| TEAC      | 203 | Teaching and Learning in Diverse Settings II | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 |

**BENEFITS TO THE SYSTEM**

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

This change will alleviate concerns with declining enrollment in teacher preparation programs to improve completion rates thus improving the AST teacher preparation program. This is part of the Teacher Recruitment, Recovery, and Retention Task Force recommendation, Gov. John Bel Edwards signed House Bill 546 into law on June 16, 2022.

**KEYWORDS**

## CTS Retail and Relationship Banking - 12/14/2022

**TYPE OF PROPOSED CHANGE :** Curriculum Modification

**PROGRAM NAME :** CTS Retail and Relationship Banking

### AWARD LEVEL(S)

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

**Name:**

**For LCTCS Review:**

Technical Diploma (T.D.)

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

Career and Technical Certificate (C.T.C)

TCA - For Archive Purpose Only

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

**Stars :** 3 Stars

**Name:** Retail and Relationship Banking

**Program Delivery Mode:** Hybrid

**CIP:** 520803

**Credit Hours:** 21.00

**Contact Hours:** 0.00

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

### PROPOSED CHANGE

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

Previously the CTS Bank Teller Curriculum had 18 hours. The new CTS in Retail and Relationship Banking is 21 credit hours.

**IMPLEMENTATION DATE  
(Semester and Year)**

Fall 2023

### HISTORY OF PRIOR ACTIONS

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

The CTS Bank Teller Program was originally approved in 2019 and implemented in 2020.

### JUSTIFICATION FOR THE PROPOSED CHANGE

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

The changes are a result of a partnership that our Business Office Administration Program has with Origin Bank. The original curriculum was created with regional banks over 10 years ago and Origin felt strongly that it was in need of a refresh.

The result of this refresh is the removal of ACCT 1100 and ACCT 1200 from the current Bank Teller CTS. Origin Bank said that no accounting is done in this position.

CPTR 1002 -Computer Literacy & Applications was added because Strong computer skill are needed for a teller.

KYBD 1010- Introductory Keyboarding was added because students learn 10-key skills in this course that are important to the position.

BUSE 1030- Business English was added due to the need for proper grammar when communicating with customers and coworkers.

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

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

|  |   |   |
|--|---|---|
| <p><b>Use Existing Faculty:</b> No</p> <p># - Full Time: 2</p> <p># - Part Time: 0</p> | <p><b>Hire Adjunct Faculty:</b> No</p> <p># - 0</p> | <p><b>Hire Full-Time Faculty:</b> No</p> <p># - 0</p> |
|--|---|---|

**ADMINISTRATION and IMPLEMENTATION COSTS**

**Department :**

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

|                  |                         |                            |
|------------------|-------------------------|----------------------------|
| <b>Faculty :</b> | <b>Facilities :</b>     | <b>Library Resources :</b> |
| <b>Support :</b> | <b>Related Fields :</b> | <b>Other :</b>             |

**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**

|                                    |                            |                       |
|------------------------------------|----------------------------|-----------------------|
| <b>Education:</b> Associate Degree | <b>Experience:</b> 3 years | <b>Certification:</b> |
|------------------------------------|----------------------------|-----------------------|

**FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS**

**Department :** Business Office Administration

**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.**

N/A. No new courses are being created. This is a reallocation of existing classes.

**ANTICIPATED ENROLLMENT:**

|                 |                 |                 |                   |                  |                  |
|-----------------|-----------------|-----------------|-------------------|------------------|------------------|
| <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<br><br>Accreditation status: N/A |
| <b>Type/Name of Program Accreditation, Licensure or Certification Required:</b> |                                     |

|   |
|---|
| <b>DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)</b> |
|   |

| <b>PROGRAM CURRICULUM</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. |                      |                                    |                      |                  |                            |                     |                       |
| <b>Subject Code</b>   | <b>Course Number</b> | <b>Course Title</b>                | <b>Lecture Hours</b> | <b>Lab Hours</b> | <b>Contact Hours</b>       | <b>Credit Hours</b> | <b>Clinical Hours</b> |
| <b>Program, Degree or Concentration:</b> CTS Retail and Relationship Banking  |                      |                                    |                      |                  | <b>Credit Hours:</b> 21.00 |                     |                       |
| CPTR  | 1002                 | Computer Literacy and Applications | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |
| KYBD  | 1010                 | Introductory Keyboarding           | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |
| BUSE  | 1030                 | Business English                   | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |
| BTEL  | 1000                 | Bank Teller Procedures             | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |
| BUSM  | 1050                 | Business Math                      | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |
| CSRV  | 1000                 | Customer Service                   | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |
| JOBS  | 2450                 | Job Seeking Skills                 | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |
| ORNT  | 1000                 | Freshman Seminar                   | 3.00                 | 0.00             | 0.00                       | 3.00                | 0.00                  |

**BENEFITS TO THE SYSTEM**

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

The Business Office Administration program has partnered with Origin Bank to update the Bank Teller curriculum. They met with them weekly beginning in August 2022. What was previously required for the CTS was created with banks in the region over ten years ago. Origin Bank reached out and we felt it was time for a refresh.

**KEYWORDS**

**Signature:** *William Tulak*

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**Signature:** *Wendi Palermo*

**Email:** wendipalermo@lctcs.edu














# F.6.LDCC Consent Items

Final Audit Report

2023-03-04

|                 |  |
|-----------------|--|
| Created:        | 2023-03-03                                   |
| By:             | Sara Kleinpeter (sarakleinpeter1@lctcs.edu)  |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAATddREvu7O0t_7NzGHq22wW5MkpMuqz8f |

## "F.6.LDCC Consent Items" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)  
2023-03-03 - 7:39:37 PM GMT- IP address: 68.72.117.244
-  Document emailed to William Tulak (williamtulak@lctcs.edu) for signature  
2023-03-03 - 7:40:26 PM GMT
-  Email viewed by William Tulak (williamtulak@lctcs.edu)  
2023-03-04 - 0:35:19 AM GMT- IP address: 104.47.55.126
-  Document e-signed by William Tulak (williamtulak@lctcs.edu)  
Signature Date: 2023-03-04 - 0:35:55 AM GMT - Time Source: server- IP address: 75.65.132.170
-  Document emailed to Wendi Palermo (wendipalermo@lctcs.edu) for signature  
2023-03-04 - 0:35:57 AM GMT
-  Email viewed by Wendi Palermo (wendipalermo@lctcs.edu)  
2023-03-04 - 0:53:53 AM GMT- IP address: 104.28.97.28
-  Document e-signed by Wendi Palermo (wendipalermo@lctcs.edu)  
Signature Date: 2023-03-04 - 0:54:23 AM GMT - Time Source: server- IP address: 104.28.97.23
-  Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature  
2023-03-04 - 0:54:24 AM GMT
-  Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)  
2023-03-04 - 1:22:12 PM GMT- IP address: 104.47.70.126
-  Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)  
Signature Date: 2023-03-04 - 1:23:04 PM GMT - Time Source: server- IP address: 24.158.216.220
-  Agreement completed.  
2023-03-04 - 1:23:04 PM GMT