LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
              LCTCS President

THROUGH: Dr. Paul Carlsen
              Chief Content Officer

FROM: Dr. René Cintrón
              Executive Director of Education and Research

SUBJECT: Program Revisions at Fletcher Technical Community College

DATE: 03/23/2017

FOR BOARD ACTION:

Recommendation: Staff recommends the Board approve the following revisions to allow the program to be offered up to 100% through distance education technology.

Program Revisions to be Delivered 100% through Distance Education Technology

1. Associate of Applied Science (AAS) in Criminal Justice (CIP 43.0104) – **4 STARS**
2. Associate of Applied Science (AAS) in Business Administration (CIP 52.0101) – **5 STARS**

Background: The AAS in Criminal Justice has agreements with Nicholls State University and Lafourche Parish Sheriff's Office. The expansion to an online environment supports other pending agreements with various regional Law Enforcement Agencies requesting online classes. The AAS in Business Administration will also have similar partnerships. Introducing these programs in an online modality will provide access and flexibility to non-traditional and non-local students increasing enrollment and completion.

Fiscal Impact: Faculty and resources are already allocated under the existing curriculum. Additional faculty members (one for each program) will be necessary as the programs grow. Adjunct faculty contract will be issued as enrollment increases.

History of Prior Actions: There is a history of offering programs via distance education technology to meet student and workforce needs.

Benefits to the System: These revisions will allow FTCC to better meet student and workforce needs.

_____   _____
Approved for Recommendation to the Board   Date
Dr. Monty Sullivan

LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

New Program and Curriculum Modification Form

TYPE OF PROPOSED CHANGE

☐ New Program   ☒ Curriculum Modification

AWARD LEVEL(S)

Award Level(s):

☒ Associate of Applied Science (A.A.S.)

☐ Associate of Science (A.S.)

☐ Associate of Arts (A.A.)

☐ Other Associate Degree

    __Name:__

☐ Technical Diploma (T.D.)

☒ Technical Competency Area (T.C.A.)

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

☐ Certificate of Applied Science (C.A.S.)

☐ Certificate of General Studies (C.G.S.)

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

Name: Business Administration

CIP: 520101	Credit Hours: 60	Contact Hours: 1080	Award Level: TCA/CTS/AAS
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)

Approval to offer the above program as 100 percent online.

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

Instructing this program in online modality will provide access and flexibility to non-traditional and non-local students and potential students, to increase retention and increase enrollment.

IMPLEMENTATION DATE (Semester and Year)	Fall 2017

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

☐ Main Campus	☐ All Campuses	☒ Sites (list below)
Site 1: Curriculum will be offered 100% online		
Site 2:		
Site 3		
Site 4:		

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

☐ 5 Stars	☒ 4 Stars	☒ 3 Stars	☐ 2 Stars	☐ 1 Star

PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)

☒ Use Existing Faculty #: 4 full time & 2 adjuncts	☒ Hire Adjunct Faculty #: 2	☒ Hire Full-Time Faculty #: 1

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master's Degree with 18 graduate hours in BA		Certification: teaching online certification

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	50	55	66	72	79
EVENING	0	0	0	0	0
Describe Process for Attaining & Estimating Enrollment:	**The enrollment estimates are based on an annual 10% increase over the 2016-2017 enrollment numbers of the face-to-face program. Note: the face-to-face was implemented Fall 2016.**				

PROGRAM ACCREDITATION: No

Is Program Accreditation, Licensure or Certification Required?	☐ Yes	☐ No
	If YES, please provide projected accreditation/licensure/certification date:	
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A	

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

The addition of one full time Instructor – Annual base salary - $33,000.00

Adjunct: $700 per credit hour

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) **All below courses are to be offered both face to face and 100% online.**

Business Administration

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
SEMESTER 1				
ACCT 2100	Financial Accounting	3	0	3
BUSN 1100	Introduction to Business	3	0	3
CPTR 1100	Introduction to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I	3	0	3
MATH 1000/1100	College Algebra	3	0	3
TCA	BUGC Business General Clerk (15)			**15**
SEMESTER 2				
BUSI 1050	Business Communication	3	0	3
BUSN 2100	Introduction to Management	3	0	3
BUSN 2230	Introduction to Marketing	3	0	3
ECON 2020	Microeconomics	3	0	3
Approved Business Elective		3	0	3
Approved Humanities		3	0	3
CTS	BOGB General Business (33)			**18**
SEMESTER 3				
BUSN 2120	Human Resource Management	3	0	3
BUSN 2130	Personal Finance	3	0	3
BUSN 2200	Legal Environment of Business	3	0	3
ECON 2010	Macroeconomics	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
SEMESTER 4				
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Natural Science		3	0	3
				12
AAS BSAD Business Administration CIP Code: 520101 Total Clock Hours: 1,800				**60**

SIGNATURES:

_____   _____
College Chief Academic Officer   Date

_____   _____
College Chief Executive Officer   Date

FLETCHER TECHNICAL COMMUNITY COLLEGE
CURRICULUM COMMITTEE
PROGRAM PROPOSAL FORM

COVER/SIGNATURE SHEET

Program Title: Business Administration

Proposal Type: New_X___   Revision_____   Deletion_____

Program Type (A.A., A.S., A.A.S., Technical Diploma, C.A.S., C.T.S., TCA): AAS
Number of credit hours in program: 60

Program Rationale (Attach): Purpose of program and why it is being proposed, revised, or deleted.
Offer the program as 100 percent online program.

Program Requirements: Attach program page as it will appear in the catalog;
                              Attach list of courses (with credits) required.
                                     Indicate new courses in italics. New courses
                                     require a Course Proposal Form.

Associated Course Proposals: Attach a Course Proposal Form for each new, revised, or deleted course.

_____ __/__/__   _____ __/__/__
INITIATOR OF PROPOSAL   DATE   DEPARTMENT CHAIR/DEAN   DATE

BRIEF DESCRIPTION

SIGNATURES AND ACTIONS

CURRICULUM COMMITTEE   DATE REVIEWED ___/___/___
     CHAIR_____
____RECOMMENDED ____RECOMMENDED WITH AMENDMENT   ____NOT RECOMMENDED

VCAA   DATE REC'D ___/___/___   VCAA_____
____APPROVED   ____RETURNED WITH RECOMMENDATION   ____NOT APPROVED

IF RETURNED WITH RECOMMENDATION TO CURRICULUM COMMITTEE
DATE REC'D ___/___/___   DATE REVIEWED ___/___/___

____RECOMMENDATION APPROVED ____RECOMMENDATION NOT APPROVED

INITIATOR_____ C.C.CHAIR_____ VCAA_____ DATE_____

CATALOG
DATE REC'D ___/___/___   EDIT COMPLETED ___/___/___

CHAIR_____

Business Administration

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
SEMESTER 1				
ACCT 2100	Financial Accounting	3	0	3
BUSN 1100	Introduction to Business	3	0	3
CPTR 1100	Introduction to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I	3	0	3
MATH 1000/1100	College Algebra	3	0	3
TCA	BUGC Business General Clerk (15)			15
SEMESTER 2				
BUSI 1050	Business Communication	3	0	3
BUSN 2100	Introduction to Management	3	0	3
BUSN 2230	Introduction to Marketing	3	0	3
ECON 2020	Microeconomics	3	0	3
Approved Business Elective		3	0	3
Approved Humanities		3	0	3
CTS	BOGB General Business (33)			18
SEMESTER 3				
BUSN 2120	Human Resource Management	3	0	3
BUSN 2130	Personal Finance	3	0	3
BUSN 2200	Legal Environment of Business	3	0	3
ECON 2010	Macroeconomics	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
SEMESTER 4				
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Business Elective		3	0	3
Approved Natural Science		3	0	3
				12
AAS BSAD Business Administration **CIP Code: 520101** **Total Clock Hours: 1,800**				**60**

LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

New Program and Curriculum Modification Form

TYPE OF PROPOSED CHANGE

☐ New Program | ☒ Curriculum Modification

AWARD LEVEL(S)

Award Level(s):

☐ Associate of Applied Science (A.A.S.)
☒ Associate of Science (A.S.)
☐ Associate of Arts (A.A.)
☐ Other Associate Degree
   Name: _____

☐ Technical Diploma (T.D.)
☐ Technical Competency Area (T.C.A.)
☐ Certificate of Technical Studies (C.T.S.)
☐ Certificate of Applied Science (C.A.S.)
☐ Certificate of General Studies (C.G.S.)

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

Name: Criminal Justice

CIP: 430107	Credit Hours: 60	Contact Hours: 1080	Award Level: AS
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:
Name:			
CIP:	Credit Hours:	Contact Hours:	Award Level:

DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)

Approval to offer the following program through Distance Education Technology:

Criminal Justice (CIP Code 430107) Associate of Science to the Louisiana online list of programs.

REASON/JUSTIFICATION FOR THE PROPOSED CHANGE (Include support such as four-year university agreements, industry demand, advisory board information, etc.)
Current 2+2 agreement with Nicholls State University as well as a Memorandum of Understanding with the Lafourche Parish Sheriff's Office. Also several other pending agreements with various regional Law Enforcement Agencies requesting online classes.

IMPLEMENTATION DATE (Semester and Year)	Fall 2017

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION		
☐ Main Campus	☐ All Campuses	☒ Sites (list below)
Site 1: Curriculum will be offered 100% online		
Site 2:		
Site 3		
Site 4:		

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (http://www.laworks.net/Stars/)
☐ 5 Stars   ☒ 4 Stars   ☐ 3 Stars   ☐ 2 Stars   ☐ 1 Star

PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)		
☒ Use Existing Faculty #: 1 full time & 4 adjuncts	☐ Hire Adjunct Faculty #: _____	☒ Hire Full-Time Faculty #: 1
MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Master's Degree	Experience: 5 years law enforcement experience preferred	Certification: online certification

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	118	124	130	136	143
EVENING	0	0	0	0	0

ANTICIPATED ENROLLMENT:	
Describe Process for Attaining & Estimating Enrollment:	**The enrollment estimates are based on an annual 5% increase over the 2015-2016 unique enrollment numbers.**

PROGRAM ACCREDITATION:		
Is Program Accreditation, Licensure or Certification Required?	☐ Yes	☒ No
	If YES, please provide projected accreditation/licensure/certification date:	
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A	

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

The addition of one full time Instructor – Annual base salary - $33,000.00

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) **All below courses are to be offered both face to face and 100% online.**

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
CRJU	1010	Introduction to Criminal Justice	3	0	45	3
CRJU	2630	Intro to Corrections	3	0	45	3
ENGL	1000/1010	English Composition I	3	0	45	3
MATH	1000/1010	College Algebra	3	0	45	3
		Approved Computer Applications	3	0	45	3

FLETCHER TECHNICAL COMMUNITY COLLEGE
CURRICULUM COMMITTEE
PROGRAM PROPOSAL FORM

COVER/SIGNATURE SHEET

Program Title: CRIMINAL JUSTICE (online program)

Proposal Type: New___   Revision _X_____   Deletion_____

Program Type (A.A., A.S., A.A.S., Technical Diploma, C.A.S., C.T.S., TCA): A.S.
Number of credit hours in program: 60

Program Rationale: An online program will give students who are interested in a Criminal Justice degree more flexibility for course offerings. This will be valuable for our current students who are enrolled in the CRJU program because of our Memorandum of Understanding with Lafourche Parish Sheriff's Office and 2+2 agreement with Nicholls State University.   In addition, there are several other pending agreements with various regional Law Enforcement Agencies.

Program Requirements: Attach program page as it will appear in the catalog: See attached
                          Attach list of courses (with credits) required. See attached
                                        Indicate new courses in italics. New courses require a Course Proposal Form.

Associated Course Proposals: Attach a Course Proposal Form for each new, Revised, or deleted course. None

PRINTED:

William Lopez   2/1/17   02/01/17
INITIATOR OF PROPOSAL   DATE   DEPARTMENT CHAIR/DEAN   DATE

BRIEF DESCRIPTION
The CRJU online program will follow the current format of Fletcher's approved Criminal Justice program, but offer all courses online.

SIGNATURES AND ACTIONS

CURRICULUM COMMITTEE   DATE REVIEWED _2/6/17_
       CHAIR_____
__X_RECOMMENDED   ___RECOMMENDED WITH AMENDMENT   ___NOT RECOMMENDED

VCAA   DATE REC'D _2/6/17_   VCAA _____
__✓_APPROVED   ___RETURNED WITH RECOMMENDATION   ___NOT APPROVED

IF RETURNED WITH RECOMMENDATION TO CURRICULUM COMMITTEE
DATE REC'D ___/___/___   DATE REVIEWED ___/___/___

___RECOMMENDATION APPROVED   ___RECOMMENDATION NOT APPROVED

INITIATOR_____C.C.CHAIR_____VCAA_____DATE_____

CATALOG
DATE REC'D ___/___/___   EDIT COMPLETED ___/___/___

CHAIR_____

PROGRAM CURRICULUM

All below courses are to be offered both face to face and online.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
CRJU	1010	Introduction to Criminal Justice	3	0	45	3
CRJU	2630	Intro to Corrections	3	0	45	3
ENGL	1000/1010	English Composition I	3	0	45	3
MATH	1000/1010	College Algebra	3	0	45	3
		Approved Computer Applications	3	0	45	3
Second Semester						
CRJU	2030	Criminal Related Law	3	0	45	3
CRJU	####	Criminal Justice Elective	3	0	45	3
ENGL	1020	English Composition II	3	0	45	3
MATH	1###	Math Elective	3	0	45	3
SPCH	1200	Introduction to Public Speaking	3	0	45	3
Third Semester						
CRJU	2020	Public & Community Relations	3	0	45	3
CRJU	2040	Police Administration	3	0	45	3
CRJU	####	Criminal Justice Elective	3	0	45	3
POLI	1100 or 2520	American National Government or State & Local Government	3	0	45	3
		Approved Natural Science	3	0	45	3
Fourth Semester						
CRJU	2610	Criminal Justice Ethics	3	0	45	3
CRJU	####	Criminal Justice Elective	3	0	45	3

		Approved Natural Science	3	0	45	3
		Approved Humanities	3	0	45	3
Associate of Science –Criminal Justice			Total Credit Hours		60	