

# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,  
Creating Futures*

Monty Sullivan  
*System President*

**Officers:**

Timothy W. Hardy  
*Chair*

Vacant  
*First Vice Chair*

Stephen Toups  
*Second Vice Chair*

**Members:**

- Tari T. Bradford
- Helen Bridges Carter
- Alterman L. "Chip" Jackson
- Erika McConduit
- Willie L. Mount
- Michael J. Murphy
- N. J. "Woody" Ogé
- Joe Potts
- Paul Price, Jr.
- Stephen C. Smith
- Mark D. Spears, Jr.
- Craig Spohn
- Vincent St. Blanc, III

**Student Members:**

- Zachary Hitt
- Darell Richardson

Louisiana  
Community  
& Technical  
College System

265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

[www.lctcs.edu](http://www.lctcs.edu)

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

**THROUGH:** Dr. René Cintrón *RC*  
Interim Chief Academic Affairs Officer

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

**DATE:** August 24, 2017

**SUBJECT:** Review and Advisement: Revision to LCTCS Policy #1.024  
"New Program Requests and Curriculum Modifications"

## FOR REVIEW AND ADVISEMENT

**Recommendation:** Staff recommends that the Board receive for review and advisement the attached revisions to LCTCS Policy # 1.024 "New Program Requests and Curriculum Modifications" including a change of name to "Requests for Programs: New, Modifications, and Adoptions."

**Background:** In accordance with recent changes to certifications and at the request of the Chief Academic Affairs Officers, Policy #1.024 has been updated to reflect updates to the Technical Competency Area (TCA). Board of Regents Academic Affairs Policy 2.15 creates replaces the TCA with the Career and Technical Certificate (CTC). Unlike the TCA, the new CTC will be recognized by the BOR.

In a continued effort to meet student and workforce needs, the policy update allows for the inclusion of embedded Industry Based Credentials (IBCs), program adoptions by another LCTCS College, and course equivalencies that are accepted from other colleges:

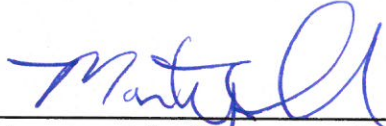
- **Embedded IBCs** within each course or course sequence will be identified, allowing for academic and workforce faculty to jointly map curriculum.
- **Programmatic Adoptions** include those that have been previously approved by LCTCS and will be searchable within the new online curriculum library.
- **Course Equivalencies** from other LCTCS colleges will be easily identifiable within the curriculum library.

A new means of collecting programmatic additions, modifications, and adoptions has been developed. The online LCTCS Curriculum Library will house searchable program information, curriculum sequences, faculty information, and other programmatic documents.

**Fiscal Impact:** N/A

**History of Prior Actions:** The current policy is the original policy approved December of 2001.

**Benefits to the System:** If approved, revisions to Policy #1.024 will update the process that colleges use to create, adopt, or modify curriculum making it more efficient and streamlined.



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

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

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 1.024**

---

**DRAFT REVISIONS Title: REQUESTS FOR PROGRAMS: NEW,  
MODIFICATION, AND ADOPTION**

**Authority:** Board Action

**Original Adoption:** December, 12, 2001

**Effective Date:** December, 12, 2001

**Last Revision:** Initial

---

**Policy Statement**

Curricula originates from the colleges. Creation of new curricula must be justified on the basis of the needs and opportunities of the state, region, industry, and students served by the college. In determining the curricula to be offered in the LCTCS, the Board of Supervisors shall take cognizance of the varying needs of the communities served throughout the state of Louisiana and the substantiated requests of interested industry, students, and other stakeholders.

**Scope**

The policy addresses requests made by LCTCS institutions for program approvals when dealing with new programs, modifications to existing programs, changes in delivery method, and adoptions of existing curriculum. These requests occur after college governance processes have occurred.

A new program that includes content in a discipline or field not currently offered by the institution requires approval as a new programs and the associated National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code. The standard number of hours for an associate degree is 60. In some situations (e.g., accreditation requirements), hours may range from 60-72. Any modification that increases required hours for an associate degree to more than 60 must be approved by the LCTCS Board of Supervisors.

All future curricula submissions shall include Industry Based Credentials (IBCs) that are embedded within program of study and any course equivalencies the curricula will accept from other LCTCS colleges.

Colleges shall complete the LCTCS REQUESTS FOR PROGRAMS: NEW,-MODIFICATION, AND ADOPTION form for review and consideration.

**New Programs**

All LCTCS institutions proposing new programs that lead to the awarding of a(n) associate degree, diploma, or certificate shall submit proposals to the LCTCS for study and recommendation to the

LCTCS President and LCTCS Board of Supervisors. The LCTCS Board of Supervisors must approve for LCTCS institutions all new programs.

The Louisiana Board of Regents (BOR) must ratify the approval of all associate degrees, Certificate of General Studies (C.G.S.), and Certificate of Applied Studies (C.A.S.) at its next regularly scheduled meeting following approval by the LCTCS Board of Supervisors. The Technical Diploma (T.D.), Certificate of Technical Studies (C.T.S.) and Career and Technical Certificate (C.T.C.) do not require ratification by the Louisiana BOR. Upon approval by the LCTCS Board of Supervisors, all programs require reporting to the Louisiana BOR for addition to the Curriculum Inventory (CRIN).

### **Modifications**

In order to enhance the System's responsiveness to business and industry and to each college, curriculum or program modifications (including extensions of existing programs to an off-campus site) that impact/involve a departure from the original curriculum of less than 25% of the coursework do not need to submit program modification requests to the LCTCS. Curriculum modifications requiring changes to 25% or more of the coursework should be submitted to the LCTCS.

Program modifications that involve a percentage of a program being delivered via distance education must submit proposals to the LCTCS for study and recommendation to the LCTCS President and LCTCS Board of Supervisors. The Louisiana Board of Regents (BOR) must ratify the approval of all programs that change in distance education delivery. The types of delivery are traditional (< 50%), hybrid (50% < 99%), and distance education (100%).

### **Adoptions**

In response to business and industry as well as regional demand, colleges are allowed to adopt other curriculum that has been approved by the LCTCS President and LCTCS Board of Supervisors as long as the following conditions are met:

- 1) The college offering the program follows the curriculum with no variations; and
- 2) The college offering the program notifies the LCTCS by completing a curriculum adoption request.

Adoption of a program shall be reported to the Louisiana Board of Regents (BOR) and any approvals needed beyond the LCTCS Board of Supervisors may still be necessary.

### **Approval**

New Programs, Modifications, Distance Education Delivery Methods, and Adoptions that are approved by the Board of Supervisors may require the approval and/or recognition by the Louisiana Board of Regents and accreditation bodies such as the Southern Association of Colleges and Schools Commission on Colleges and the Council on Occupational Education as well as programmatic accreditations.

# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## Policy # 1.024

Authority: Board Action      Original Adoption:      12/12/01  
Effective Date:              12/12/01  
Revision:                      Initial

Title: ~~REQUESTS FOR PROGRAMS: NEW, AND MODIFICATION, AND ADOPTION~~

### Policy Statement:

Curricula originates from the colleges. Creation of new curricula must be justified on the basis of the needs and opportunities of the state, region, industry, and students served by the college. In determining the curricula to be offered in the LCTCS, the Board of Supervisors shall take cognizance of the varying needs of the communities served throughout the state of Louisiana and the substantiated requests of interested industry, students, and other stakeholders.

### Scope:

The policy addresses requests made by LCTCS institutions for program approvals when dealing with new programs, modifications to existing programs, changes in delivery method, and adoptions of existing curriculum. These requests occur after college governance processes have occurred.

A new program that includes content in a discipline or field not currently offered by the institution requires approval as a new program and the associated National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code. The standard number of hours for an associate degree is 60. In some situations (e.g., accreditation requirements), hours may range from 60-72. Any modification that increases required hours for an associate degree to more than 60 must be approved by the LCTCS Board of Supervisors.

All future curricula submissions shall include Industry Based Credentials (IBCs) that are embedded within program of study and any course equivalencies the curricula will accept from other LCTCS colleges.

Colleges shall complete the LCTCS ~~REQUESTS FOR PROGRAMS: NEW, AND MODIFICATION, DISTANCE EDUCATION, AND ADOPTION~~ form for review and consideration.

### New Programs:

All LCTCS institutions proposing new programs that lead to the awarding of a(n) associate degree, diploma, or certificate and technical competency area shall submit proposals to the LCTCS Vice President of Academics and Student Affairs for study and recommendation to the LCTCS President and LCTCS Board of Supervisors. ~~Proposals for new academic programs should address the criteria outlined in the LCTCS New Academic Program and Curriculum Modification Form (see below).~~ The LCTCS Board of Supervisors must approve for LCTCS institutions all new programs.

Commented [RC1]: Trying to shorten the title, but it's not necessary.

Deleted: NEW

Deleted: REQUESTS

Deleted:

Deleted: CURRICULUM

Formatted: Strikethrough

Deleted: S

Deleted: AND CURRICULUM

Deleted:

Moved (insertion) [2]

Deleted: Curriculum or program modifications require approval if the percentage of change meets or exceeds 25% of the required coursework and . ~~In addition, curriculum modifications require approval if there is a change in the percentage of online delivery.~~

Formatted: Strikethrough

Formatted: Strikethrough

Moved (insertion) [1]

Deleted: In addition, curriculum adoptions require approval from the LCTCS.

Deleted: changes

Deleted: to

Deleted: each course

Deleted: that are accepted f

Formatted: Font: Not Bold

Commented [RC2]: Trying to shorten the title, but it's not necessary.

Deleted:

Formatted: Font: Not Bold

Moved up [2]: The policy addresses requests made by LCTCS institutions for program approvals when dealing with new programs, modifications to existing programs, changes in delivery method, and adoptions of existing curriculum. These requests occur after college governance processes have occurred.¶

Formatted: Font: Times New Roman

Deleted: ¶

... [1]

Deleted: ¶

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

The Louisiana Board of Regents (BOR) must ratify the approval of all associate degrees, Certificate of General Studies (C.G.S.), and Certificate of Applied Studies (C.A.S.) at its next regularly scheduled meeting following approval by the LCTCS Board of Supervisors. The Technical Diploma (T.D.), Certificate of Technical Studies (C.T.S.) and ~~Technical Competency Area (T.C.A)~~, ~~Career and Technical Certificate (C.T.C)~~ do not require ratification by the Louisiana BOR. Upon approval by the LCTCS Board of Supervisors, all programs require reporting to the Louisiana BOR for addition to the Curriculum Inventory (CRIN).

- Formatted: Strikethrough
- Formatted: Font: (Default) Times New Roman
- Formatted: Font: (Default) Times New Roman

### Modifications:

In order to enhance the System's responsiveness to business and industry and to each college, curriculum or program modifications (including extensions of existing programs to an off-campus site) that impact/involve ~~a departure from the original curriculum of~~ less than 25% of the coursework do not need to submit program modification requests to the LCTCS ~~Vice President of Academics and Student Affairs~~. Curriculum modifications requiring changes to 25% or more of the coursework ~~should be submitted to the LCTCS, to complete the LCTCS New Program and Curriculum Modification form,~~ to the LCTCS ~~Vice President of Academics and Student Affairs~~.

Deleted: ¶

### Distance Education:

Program modifications that involve a percentage of a program being delivered ~~online via distance education~~ must submit proposals to the LCTCS ~~Vice President of Academics and Student Affairs~~ for study and recommendation to the LCTCS President and LCTCS Board of Supervisors. The Louisiana Board of Regents (BOR) must ratify the approval of all programs that change in ~~online distance education~~ delivery. The types of delivery are traditional (< 50%), hybrid (50% < 99%), and ~~online distance education~~ (100%).

- Deleted:
- Deleted: a
- Formatted: Strikethrough
- Deleted: needed
- Formatted: Strikethrough
- Formatted: Strikethrough
- Formatted: Strikethrough
- Deleted: ¶
- Formatted: Strikethrough
- Formatted: Strikethrough
- Formatted: Strikethrough
- Formatted: Strikethrough

### Adoptions:

~~In response to business and industry as well as regional demand, colleges are allowed to adopt other curriculum that has been approved by the LCTCS President and LCTCS Board of Supervisors as long as the following conditions are met:~~

- ~~1) The college offering the program follows the curriculum with no variations; and~~
- ~~2) The college offering the program notifies the LCTCS by completing a curriculum adoption request.~~

~~Adoption of a program shall be reported to the Louisiana Board of Regents (BOR) and any approvals needed beyond the LCTCS Board of Supervisors may still be necessary.~~

Moved up [1]: The standard number of hours for an associate degree is 60. In some situations (e.g., accreditation requirements), hours may range from 60-72. Any modification that increases required hours for an associate degree to more than 60 must be approved by the LCTCS Board of Supervisors. ¶

- Formatted: Font: Bold
- Deleted: C
- Formatted: Indent: First line: 0.5"
- Formatted: Indent: Left: 0.5"

~~Guidelines: Form for LCTCS New Academic Program and Curriculum Modification Form~~

### Approval:

~~New Programs, Modifications, Distance Education Delivery Methods, and Adoptions that are approved by the Board of Supervisors may require the approval and/or recognition by the Louisiana~~

- Formatted: Strikethrough
- Deleted: for LCTCS New Academic Program and Curriculum Modification: ¶
- Formatted: Font: Not Bold
- Formatted: Font: Not Bold, Strikethrough
- Formatted: Font: Not Bold
- Formatted: Strikethrough
- Formatted: Font: (Default) Times New Roman

Board of Regents and accreditation bodies such as the Southern Association of Colleges and Schools Commission on Colleges and the Council on Occupational Education as well as programmatic accreditations.

