



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón
Interim Chief Academic Affairs Officer

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

SUBJECT: Program Revisions at SOWELA Technical Community College

DATE: 10/20/2017

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 Business Administration (CIP 52.0101) – 5 STARS

Background: Introducing these programs in an online modality will provide access, availability, and flexibility to students unable to come to campus. This revision to the program helps with increasing enrollment and completion. There are no differences between the program being delivered in the traditional delivery mode and online. All course content and competencies are the same in both delivery methods.

Fiscal Impact: Faculty and resources are already allocated under the existing curriculum.

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 SOWELA to better meet student and workforce needs.

Approved for Recommendation to the Board
Dr. Monty Sullivan

Date

**DELIVERY OF DEGREE PROGRAMS THORUGH  
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM  
THROUGH DISTANCE LEARNING TECHNOLOGIES**

(Academic Affairs Policy 2.12, revised January 2014)

- 1. University or College**  
SOWELA Technical Community College
- 2. Name, Phone and Email Address of contact person for questions regarding this request**  
Name: Ms. Paula Hellums  
Phone: (337) 421-6570  
Email: paula.hellums@sowela.edu
- 3. Name of Degree Program and CIP Classification**  
Program Name: Business Administration – Associate of Applied Science  
CIP Classification & Title: 520101 (Business Administration)
- 4. List the initial date of implementation**  
Date: Fall 2017
- 5. Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rational for the differences.**  
SOWELA seeks the freedom to offer the Business Administration program fully online with 100% of the required courses online. There are no differences between the program being delivered in the traditional delivery mode and online. All course content and competencies are the same in spite of the delivery method. In addition, many of the faculty on-ground will also teach online.
- 6. Briefly describe the extent to which the program will be offered via distance learning.**  
The program will be offered 100% online.
- 7. Describe distance learning technologies which will be used to offer the proposed program.**  
The Louisiana Community and Technical College System (LCTCS) uses the Canvas learning management system (LMS). Canvas is one of the leading LMS available. It is completely cloud hosted for maximized uptime. Canvas offers iOS and android apps for mobile devices and tablets.
- 8. Indicate where (city/town and parish) the proposed program will be offered.**  
SOWELA serves a five parish area – Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis. Students from all five parishes can benefit from online courses.
- 9. Describe processes in place to ensure that students have structured access to faculty.**  
Faculty members teaching online courses are required to set specific times for office hours where assistance can be provided using technology (email, phone, etc.). Some faculty teaching online will even hold virtual office hours and synchronous chat rooms to answer any student questions.

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

  
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Provost/ Vice Chancellor for Academic Affairs

9-28-2017  
\_\_\_\_\_  
Date

  
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Campus Head (or Authorized Signature)

  
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System Head (or Authorized Signature) 10/2/17