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* When a range of pages is provided, the next row indicates the page number of the BRCC-specific content
Curriculum Form for Programs 2013-2014

This form is to be used to process curriculum changes. Do not leave parts of the form blank, or delete parts of the form.

BRCC Curriculum Committee Referral form – to be completed by the individual submitting the request for action to the committee

CHECK ONE:  Credit Program Addition
             Credit Program Modification  X
             Credit Program Deletion

1. Description of requested action:
Modify existing Business Office Technology diploma program and renamed it Office Administration.

2. Rationale for requested action: provide the program’s purpose and the results of the Needs Assessment.
As a result of the merger, the initial plan of action was to close the technical division’s Business Office Technology AAS program and to fold it into a workforce concentration of Mid-City’s existing business program. Therefore, the technical division entered into a teachout phase of Business Office Technology for the fall 2014 semester. After much deliberation, it was decided that the technical division had a need to continue offering a business program but with a revised curriculum and a program name change to Office Administration. The new program name is intended to distinguish BRCC’s business program from the technical program. Also, the course number prefixes have been changed to OADM to better align with the revised program.

3. Degree or Certificate Title: Office Administration

4. Effective Date for Change: Spring 2014

5. Advisory Committee Response: (Name of committee, dates of meetings, minutes).
On October 8, 2013, Dr. Kay McDaniel, Monique Cross, Phyllis Beckman, and Mary Pat Younger met to discuss the business programs offered by BRCC Mid-City and Acadian campuses. The decision was made to offer the associate degree program at the Mid-City campus and to modify the existing diploma program offered at the Acadian campus. The curriculum was revised and the program name was changed from Business Office Technology to Office Administration. The name change is designed to better match the course content and the program’s intent to train students for employment as office assistants.

On October 30, Dr. Kay McDaniel met with Chancellor Andrea Miller and Monique Cross to review the revised curriculum. As a result of this meeting, four course titles were changed;

Revised 6 September 2013
however, the course contents remained the same.

6. Indicate the cost per semester to implement the proposed action:
   Supplies: ___________________________ N/A X
   Faculty: ____________________________ N/A X
   Staff: _______________________________ N/A X
   Library Resources: __________________ N/A X
   Lab or studio fee: ____________________ N/A X

7. For new degrees or certificates:
   a. Indicate which, if any, of the following will be required:
      Laboratory space: _____________________ N/A X
      Studio space: _________________________ N/A X
      Computer classroom: All courses_________ N/A
      Other: _________________________________ N/A X
   b. CIP code (to be provided by Department Chair): ________________ 520401
   c. Program Outline: Attach the proposed program outline in the current catalog format.
   d. Total program hours: ________ 45
   e. Comment on the transferability of this program:
      Does not transfer X
      Attach articulation agreements and provide the following information below for the respective institution(s): the name of the degree or certificate program at the transfer institution(s), and contact information for the individual with authorized the articulation agreement.
      Louisiana State U. Program __________________________
                       Contact name __________________________
                       Department ____________________________
                       Email or TEL ______________________________
      Southern U. Program __________________________
                    Contact name __________________________
                    Department ____________________________
                    Email or TEL ______________________________
      Southeastern Louisiana U. Program __________________________
                          Contact name __________________________
                          Department ____________________________
                          Email or TEL ______________________________
      Other (specify institution): Program __________________________
8. Program Outcomes:

- Prepare students for employment in a business office environment.
- Train students to use appropriate technology and technical skills required of successful office personnel.
- Prepare students to apply standard business office procedures, safe and efficient work practices, work ethics, communication skills, critical thinking, and problem solving for effective job performance.

9. General Education Impact Review (if applicable):

a. Does this program meet the Board of Regents’ General Education requirements for this type of program? Y / N N/A
b. Does this action affect the general education requirements for any existing degree programs? Y / N N/A

10. For the modification of an existing program, indicate the impact of the proposed action, if any, on the transferability of the program:

   X No impact
   Yes, the proposed action will impact the transferability of the program, described below:

11. For the modification of an existing program, indicate the impact of the proposed action, if any, on the accreditation of the program: Attach communication from accrediting body.

   X No impact
   Yes, the proposed action will impact the accreditation of the program, described below:

12. For the modification or deletion of an existing program, indicate the impact of the proposed action, if any, on any other existing degree program.

   X No impact
   Yes, the proposed action will impact the following program(s), described below:

   Signature of Dean of Division(s) acknowledging impact of the proposed action on any other existing course or degree program:

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13. Name of faculty submitter  
Mary Pat Younger

Signatures are required from the faculty submitter, Department Chairs from all affected departments (including IT, Library, Financial Aid, Enrollment Services, Office of Disabilities, WCCE, as appropriate). The Acknowledgment Form (Appendix D) may be used for this purpose. If the appropriate departments have not been notified it could delay the approval of your program.

Mary Pat Younger  
FACULTY SUBMITTER  
11/11/13  
DATE

PROGRAM MANAGER (if applicable)

DATE

DEPARTMENT CHAIR

Sylvee Bechman  
DIVISION DEAN  
11/11/2013  
DATE

Margaret McVickar  
CURRICULUM CHAIR  
11/11/13  
DATE

Monique Gross  
VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
11/11/13  
DATE

DATE

Vice CHANCELLOR OF FINANCE*  
* Required if proposal includes a Student Fee in Section C of this form
Click on Course Number to view Course Description and Course Objectives

**BUSINESS OFFICE TECHNOLOGY**

**CIP 520401**  
Associate of Applied Science (AAS), Technical Diploma (TD)  
Certificate of Technical Studies (CTS), Technical Competency Area (TCA)

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**CTS – Accounting Office Specialist (Includes TCA General Clerk)**

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**CTS – Medical Office Specialist (Includes TCA General Clerk)**

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**Overall:** 34 hours, 690 credits

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<td>BUSINESS COMMUNICATION</td>
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<td>LEGAL TERMINOLOGY</td>
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**Legal Office Concentration:**

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**Legal Office Specialist:**

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**AAS – Business Office Administration:**

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*The total clock hours will vary based on the total hours in the TD concentration.*
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With approval from the Chief Academic Officer/designee, the following courses may be substituted for course requirements.
SPPR 2991  SPECIAL PROJECTS I  0  1  1  30
SPPR 2993  SPECIAL PROJECTS II  0  2  2  60
SPPR 2995  SPECIAL PROJECTS III  0  3  3  90
SPPR 2996  SPECIAL PROJECTS IV  3  0  3  45
SPPR 2998  SPECIAL PROJECTS V  1  0  1  15
SPPR 2997  PRACTICUM  0  3  3  135
SPPR 2999  COOPERATIVE EDUCATION  0  3  3  135
Office Administration
CIP 520401
This program IS NOT intended for college transfer.

The Office Administration program prepares students to work in office environments as receptionists, office clerks, office assistants, data entry technicians, customer service representatives, word processor operators, and administrative assistants. Learning a variety of specialized office skills and computer-based applications, this career choice offers possible employment with businesses, non-profit organizations, and governmental agencies. Successful program completion includes (1) completion of requirements for all program and developmental courses and (2) grades of “C” or better in all courses. Before registering for their first semester, students should check with the program advisor to determine if credit can be obtained for certain high school courses.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Lec/Lab</th>
<th>Credit</th>
<th>Clock</th>
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<td>OADM 1336 (formerly BUSE 1030)</td>
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<td>2/1</td>
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<td>Customer Service</td>
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<td>45</td>
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<td>OADM 1140 (formerly CPTR 1002)</td>
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<td>OADM 1100 (formerly KYBD 1010)</td>
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<td>2/1</td>
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<td>2/1</td>
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Attention Dr. Manns:
The following are new courses that are not included in the current LCTCS common course numbering system.

OADM 1140 Office Technology Applications
OADM 1050 Business Calculations
OADM 1310 Database Management
OADM 2630 Advanced Office Procedures
Office Administration

CIP 520401
This program IS NOT intended for college transfer.

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<th>Institution Using Course</th>
<th>Course Title</th>
<th>Prerequisites</th>
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<td>Customer Service</td>
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<tr>
<td>OADM 1180 (OSYS 1100)</td>
<td>Sowela</td>
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**CTS: Office Clerk**

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**CTS: Office Assistant**

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<td>Sowela</td>
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<td>Advanced Office Procedures</td>
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<td>OADM 1650 (ISYS 1650)</td>
<td>Sowela</td>
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**TD: Office Administration**

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Curriculum Form for Individual Courses 2013-2014

This form is to be used to process curriculum changes. **Do not delete any portions of this form. Fill in all parts of the form.**

BRCC CURRICULUM COMMITTEE REFERRAL FORM - to be completed by the individual submitting the request for action to the committee.

CHECK ONE: Credit Course Addition  
Credit Course Modification  X  
Credit Course Deletion  

COURSE RUBRIC: OADM 1140  

COURSE TITLE: Office Technology Applications

1. Describe the proposed action:
   (a) Change rubric from CPTR 1002 to OADM 1140
   (b) Change title from Computer Literacy to Office Technology Applications
   (c) Replace course objectives with learning outcomes

2. Provide the rationale for the proposed action (needs assessment) and supporting data (as appropriate):
   (a) Change rubric to match the program
   (b) Change title to match the course content
   (c) Replace course objectives with learning outcomes to facilitate assessment

3. Indicate the cost per semester to implement the proposed action:
   Supplies:  
   Faculty:  
   Staff:  
   Library Resources:  
   Student fee (identify type and amount):*  N/A X

* see p. 10 for approval limits

4. For new courses:
   a. Indicate which, if any, of the following will be required:
      Laboratory space:  N/A X
      Studio space:  N/A X
      Computer classroom: Each student requires a computer  N/A
      Other:  N/A X

Revised 26 September 2013
b. CIP code (to be provided by Department Chair): 520401

c. Indicate if you intend to apply for General Education status (Y/N): N

d. Comment on the transferability of this course:
   Does not transfer X
   Attach articulation agreements and provide the following information below for the respective institution(s): the course rubric and name at the accepting institution(s), and contact information for the individual with authorized the articulation agreement.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course rubric</th>
<th>Contact name</th>
<th>Department</th>
<th>Email or TEL</th>
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<tbody>
<tr>
<td>Louisiana State U.</td>
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<td>Southern U.</td>
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<td>Southeastern Louisiana U.</td>
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<tr>
<td>Other (specify institution):</td>
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</tbody>
</table>

5. For the modification of an existing course, indicate the impact of the proposed action, if any, on the transferability of the course:
   X No impact
   Yes, the proposed action will impact the transferability of the course, described below:

6. For the modification or deletion of an existing course, indicate the impact of the proposed action, if any, on any other existing course or degree program.
   X No impact
   Yes, the proposed action will impact the following course(s), described below:

Signature of Dean of Division(s) acknowledging impact of the proposed action on any other existing course or degree program:

<table>
<thead>
<tr>
<th>Division</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Business &amp; Social Sciences</td>
<td></td>
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</tr>
</tbody>
</table>
7. Submit the following documentation along with this form:
   • For new courses:
     (i) the proposed Master Syllabus, and
     (ii) the Acknowledgement Form.
   • For modifications of existing courses:
     (i) the current Master Syllabus that is to be modified,
     (ii) the Master Syllabus in the form of the proposed modification, and
     (iii) the Acknowledgement Form.
   • For deletion of a course:
     (i) the Master Syllabus for the course to be deleted, and
     (ii) the Acknowledgement Form.

8. Faculty submitter: Mary Pat Younger

Signatures will be obtained after the proposed action has been approved by the Curriculum Committee.

Mary Pat Younger  
FACULTY SUBMITTER  
11/11/13  

DEPARTMENT CHAIR  
DATE

DIVISION DEAN  
DATE

CURRICULUM CHAIR  
DATE

VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
DATE

VICE CHANCELLOR OF FINANCE*  
DATE

* Required if proposal includes a Student Fee in Section C of this form
CAPITAL AREA TECHNICAL COLLEGE
COURSE SYLLABUS

CPTTR 1002 COMPUTER LITERACY AND APPLICATIONS

CAMPUS NAME AND ADDRESS: (To be completed by the College Campus)

CIP CODE: 520401

CREDIT HOURS (Lecture/Lab/Total): 3/0/3

CONTACT HOURS (Total): 45

CLASS LOCATION: (To be completed by the College Campus)

INSTRUCTOR INFORMATION:
(Insert instructor name, title, telephone number, e-mail address, office location, and office hours)

COURSE DESCRIPTION:
This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

PREREQUISITES: None

COURSE OBJECTIVES:
1. Demonstrate a working knowledge of course terminology
2. Become familiar with microcomputers
3. Learn fundamentals of computers with respect to hardware and software
4. Develop an understanding of why computers are essential in business and society
5. Develop an understanding and basic use of a Windows environment
6. Develop an understanding and basic use of electronic mail
7. Develop an understanding of and basic use of Internet concepts
8. Perform basic computer applications using computer hardware, software, and procedures including:
   a. screen navigation of program menus and toolbars
   b. creating and editing documents, forms, and reports
   c. creating and editing presentations and graphs
   d. creating and editing worksheets
   e. creating and managing files and folders
   f. transmitting documents and communicating using electronic mail.

TEXTBOOKS AND OTHER MATERIALS:
(To be completed by College Campus: Include materials needed and textbook (title, author, and edition)

ATTENDANCE POLICY:
All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work if approved by the instructor. Students who stop attending a course and do not officially drop may receive a grade of “F” for all coursework missed that may result in a punitive final grade. An instructor may drop a student for excessive absences if the student misses 10% of the class. This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements. The attendance policy for each class must be included in the course syllabus. Attendance will be tracked and maintained for various reporting purposes.
EVALUATION AND GRADING:
(To be completed by College Campus: Be specific and clear. Include the types of evaluation activities you will use--tests, quizzes, papers, projects, homework, class participation, laboratory exercise, presentations, etc. Also provide the weighted contributions of each evaluation activity toward the student’s final grade.)

Grading Scale
90% - 100% = A  •  80% - 89% = B  •  70% - 79% = C  •  60% - 69% = D  •  59% - 0% = F

ACADEMIC HONESTY:
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, your instructor will assign an “F” for the exercise or examination that evidences academic misconduct for the first offense and assign an “F” for the course for repeated offenses.

STUDENTS WITH DISABILITIES:
The Louisiana Technical College complies with Section 504 and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their requests known by contacting the Disabilities Coordinator at the beginning of each semester. If a disability is identified later in the semester, a non-retroactive accommodation plan will be developed.

COURSE SCHEDULE:
(To be completed by College Campus: Should include homework assignments and due dates, test dates, topics, chapters that will be covered and when, due dates for projects, papers, and outside work, and date of the final exam.)
Baton Rouge Community College
*Academic Affairs Master Syllabus*

Date Approved or Revised: November 2013

**Course Name:** Office Technology Applications

**BRCC Course Rubric:** OADM 1140  **State Common Course Rubric:**

**CIP Code:** 520401

**Lecture Hours:** 3/45 clock  **Lab Hours:** 0/0 clock  **Credit Hours:** 3/45 clock

**Course Description:** Introduces computer components, operating system environments, Internet concepts, electronic mail, and core components of word processing, spreadsheets, database management, and presentation software applicable to business environments.

**Prerequisites:** Appropriate Reading test score or DVRE 0091 “C” or better

**Co-requisites:** None

**Suggested Enrollment Cap:** 18

**Learning Outcomes:** Upon successful completion of this course, the students will be able to:

1. Demonstrate the ability to retrieve, manage, and store data using software applications.
2. Summarize data and prepare documents using appropriate software.
3. Apply the basic concepts and tasks required of a computer user.

**Assessment Measures:** Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to, presentations, collaborative projects, in-class activities, homework, quizzes, and exams.

**Information to be included on the Instructor’s Course Syllabi:**

- **Disability Statement:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.

- **Grading:** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not...”
be accepted after the last day of class.”

- **Attendance Policy:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.

- **General Policies:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.

- **Cheating and Plagiarism:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.

- **Safety Concerns:** In some programs this may be a major issue. For example, “No student will be allowed in the safety lab without safety glasses.” General statements such as, “Items that may be harmful to one’s self or others should not be brought to class.”

- **Library/ Learning Resources:** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

1. Computing fundamentals
2. Computer hardware and peripheral devices
3. Operating systems and application software
4. Working with Windows
5. Using Word
6. Using Excel
7. Using Access
8. Using PowerPoint
9. Networks
10. Using E-mail
11. Browsing the Web
12. Computer benefits and risks
13. Projects
Curriculum Form for Individual Courses 2013-2014

This form is to be used to process curriculum changes. **Do not delete any portions of this form. Fill in all parts of the form.**

BRCC CURRICULUM COMMITTEE REFERRAL FORM – to be completed by the individual submitting the request for action to the committee.

CHECK ONE:  Credit Course Addition
Credit Course Modification  X
Credit Course Deletion

COURSE RUBRIC:  OADM 1200

COURSE TITLE:  Keyboarding II

1. Describe the proposed action:
   (a) Change rubric from KYBD 1111 to OADM 1200
   (b) Change title from Introduction to Formatting to Keyboarding II
   (c) Replace course objectives with learning outcomes

2. Provide the rationale for the proposed action (needs assessment) and supporting data (as appropriate):
   (a) Change rubric to match the program
   (b) Change title to match existing LCTCS course (Sowela)
   (b) Replace course objectives with learning outcomes to facilitate assessment

3. Indicate the cost per semester to implement the proposed action:
   Supplies:  N/A  X
   Faculty:  N/A  X
   Staff:  N/A  X
   Library Resources:  N/A  X
   Student fee (identify type and amount):*  N/A  X
   * see p. 10 for approval limits

4. For new courses:
   a. Indicate which, if any, of the following will be required:
   Laboratory space:  N/A  X
   Studio space:  N/A  X
   Computer classroom:  Each student requires a computer  N/A
   Other:  N/A  X

Revised 26 September 2013
b. CIP code (to be provided by Department Chair): 520401

c. Indicate if you intend to apply for General Education status (Y/N): N

d. Comment on the transferability of this course:

   Does not transfer X

Attach articulation agreements and provide the following information below for the respective institution(s): the course rubric and name at the accepting institution(s) and contact information for the individual with authorized the articulation agreement.

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5. For the modification of an existing course, indicate the impact of the proposed action, if any, on the transferability of the course:

   X No impact

   Yes, the proposed action will impact the transferability of the course, described below:

   

6. For the modification or deletion of an existing course, indicate the impact of the proposed action, if any, on any other existing course or degree program.

   X No impact

   Yes, the proposed action will impact the following course(s), described below:

   

Signature of Dean of Division(s) acknowledging impact of the proposed action on any other existing course or degree program:

Division: Business & Social Sciences

Signature

Date
7. Submit the following documentation along with this form:
   • For new courses:
     (i) the proposed Master Syllabus, and
     (ii) the Acknowledgement Form.
   • For modifications of existing courses:
     (i) the current Master Syllabus that is to be modified,
     (ii) the Master Syllabus in the form of the proposed modification, and
     (iii) the Acknowledgement Form.
   • For deletion of a course:
     (i) the Master Syllabus for the course to be deleted, and
     (ii) the Acknowledgement Form.

8. Faculty submitter: **Mary Pat Younger**

Signatures will be obtained after the proposed action has been approved by the Curriculum Committee.

---

**Mary Pat Younger**
FACULTY SUBMITTER

11/11/13
DATE

**Phillip Ackerman**
DEPARTMENT CHAIR

11/11/13
DATE

**Neville C. Perdue**
DIVISION DEAN

11/11/13
DATE

**Margaret O. Hulse**
CURRICULUM CHAIR

11/11/13
DATE

**Monique Cross**
VICE CHANCELLOR FOR ACADEMIC AFFAIRS

11/11/13
DATE

---

**VICE CHANCELLOR OF FINANCE***

* Required if proposal includes a Student Fee in Section C of this form
KYBD 1111 INTRODUCTION TO FORMATTING

CAMPUS NAME AND ADDRESS: (To be completed by the College Campus)

CIP CODE: 110601

CREDIT HOURS (Lecture/Lab/Total): 1/2/3

CONTACT HOURS (Lecture/Lab/Total): 75

CLASS LOCATION: (To be completed by the College Campus)

INSTRUCTOR INFORMATION:
(Insert instructor name, title, telephone number, e-mail address, office location, and office hours)

COURSE DESCRIPTION:
This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques.

PREREQUISITES: CPTR 1002, and KYBD 1010

COURSE OBJECTIVES:
1. Demonstrate a working knowledge of course terminology.
2. Demonstrate keyboarding proficiency.
3. Identify functions and procedures used in word processing.
4. Develop the ability to use word processing software to produce business documents.
5. Create and format basic letters, tables, memos, and reports in mailable form.
6. Master the techniques of basic software editing.
7. Key at a minimum rate of 30 wpm from straight copy for three (3) minutes with three (3) or fewer errors.

TEXTBOOKS AND OTHER MATERIALS:
(To be completed by College Campus: Include materials needed and textbook (title, author, and edition)

ATTENDANCE POLICY:
All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work if approved by the instructor. Students who stop attending a course and do not officially drop may receive a grade of “F” for all coursework missed that may result in a punitive final grade. An instructor may drop a student for excessive absences if the student misses 10% of the class. This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements. The attendance policy for each class must be included in the course syllabus. Attendance will be tracked and maintained for various reporting purposes.

EVALUATION AND GRADING:
(To be completed by College Campus: Be specific and clear. Include the types of evaluation activities you will use—tests, quizzes, papers, projects, homework, class participation, laboratory exercise, presentations, etc. Also provide the weighted contributions of each evaluation activity toward the student's final grade.)
ACADEMIC HONESTY:
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, your instructor will assign an "F" for the exercise or examination that evidences academic misconduct for the first offense and assign an "F" for the course for repeated offenses.

STUDENTS WITH DISABILITIES:
The Louisiana Technical College complies with Section 504 and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their requests known by contacting the Disabilities Coordinator at the beginning of each semester. If a disability is identified later in the semester, a non-retroactive accommodation plan will be developed.

COURSE SCHEDULE:
(To be completed by College Campus: Should include homework assignments and due dates, test dates, topics, chapters that will be covered and when, due dates for projects, papers, and outside work, and date of the final exam.)
Course Name: Keyboarding II

BRCC Course Rubric: OADM 1200  State Common Course Rubric: __________

CIP Code: 520401__________

Lecture Hours: 2/30 clock  Lab Hours: 1/30 clock  Credit Hours: 3/60 clock

Course Description: Applies advanced keyboarding touch-typing skills and techniques using word processing software to produce advanced business documents. Emphasis is placed on speed, accuracy, and correct techniques.

Prerequisites: OADM 1100

Co-requisites: None

Suggested Enrollment Cap: 18

Learning Outcomes: Upon successful completion of this course, the students will be able to:

1. Create advanced business documents using keyboarding touch-typing skills and word processing software.
2. Produce appropriate business documents using correct formatting and proofreading skills.
3. Demonstrate speed and accuracy consistent with advanced keyboarding and touch-typing skills.

Assessment Measures: Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to, timings, in-class activities, simulations, homework, quizzes, and exams.

Information to be included on the Instructor’s Course Syllabi:

- **Disability Statement:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.

- **Grading:** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not
given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class.”

- **Attendance Policy:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.

- **General Policies:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.

- **Cheating and Plagiarism:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.

- **Safety Concerns:** In some programs this may be a major issue. For example, “No student will be allowed in the safety lab without safety glasses.” General statements such as, “Items that may be harmful to one’s self or others should not be brought to class.”

- **Library/ Learning Resources:** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

Expanded Course Outline:

1. Review Microsoft Word Basics
2. Review accuracy, speed building, and timed writing skills
3. Create simple and multiple-page reports with footnotes and endnotes
4. Insert and format shapes and Clip Art
5. Create and format documents using graphics and SmartArt
6. Create and revise document with columns
7. Review and edit memos, letters, and reports with tables and graphics
8. Build keying and editing skills
9. Complete timed writings
Curriculum Form for Individual Courses 2013-2014

This form is to be used to process curriculum changes. **Do not delete any portions of this form. Fill in all parts of the form.**

BRCC CURRICULUM COMMITTEE REFERRAL FORM – to be completed by the individual submitting the request for action to the committee.

CHECK ONE:  
Credit Course Addition  
Credit Course Modification  
Credit Course Deletion

COURSE RUBRIC:  
OADM 1550

COURSE TITLE:  
Advanced Word Processing

1. Describe the proposed action:  
Add OADM 1550

2. Provide the rationale for the proposed action (needs assessment) and supporting data (as appropriate):
   Add advanced level course to reinforce skill set covered in Basic Word Processing

3. Indicate the cost per semester to implement the proposed action:
   * Supplies:  
   * Faculty:  
   * Staff:  
   * Library Resources:  
   * Student fee (identify type and amount):*  
   * see p. 10 for approval limits

   N/A   X

4. For new courses:
   a. Indicate which, if any, of the following will be required:
      * Laboratory space:  
      * Studio space:  
      * Computer classroom:  
      * Other:  

      N/A   X

   b. CIP code (to be provided by Department Chair):  

      520401

Revised 26 September 2013
c. Indicate if you intend to apply for General Education status (Y/N): __ N __

d. Comment on the transferability of this course:

Does not transfer __ X __

Attach articulation agreements and provide the following information below for the respective institution(s): the course rubric and name at the accepting institution(s), and contact information for the individual with authorized the articulation agreement.

**Louisiana State U.**

Course rubric __________________________________________

Contact name __________________________________________

Department __________________________________________

Email or TEL __________________________________________

**Southern U.**

Course rubric __________________________________________

Contact name __________________________________________

Department __________________________________________

Email or TEL __________________________________________

**Southeastern Louisiana U.**

Course rubric __________________________________________

Contact name __________________________________________

Department __________________________________________

Email or TEL __________________________________________

**Other (specify institution):**

Course rubric __________________________________________

Contact name __________________________________________

Department __________________________________________

Email or TEL __________________________________________

5. For the modification of an existing course, indicate the impact of the proposed action, if any, on the transferability of the course:

__ X __ No impact

Yes, the proposed action will impact the transferability of the course, described below:

________________________________________________________________________________________

6. For the modification or deletion of an existing course, indicate the impact of the proposed action, if any, on any other existing course or degree program.

__ X __ No impact

Yes, the proposed action will impact the following course(s), described below:

________________________________________________________________________________________

Signature of Dean of Division(s) acknowledging impact of the proposed action on any other existing course or degree program:

<table>
<thead>
<tr>
<th>Division</th>
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<td>Liberal Arts</td>
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<tr>
<td>Nursing &amp; Allied Health</td>
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7. Submit the following documentation along with this form:
   - For new courses:
     (i) the proposed Master Syllabus, and
     (ii) the Acknowledgement Form.
   - For modifications of existing courses:
     (i) the current Master Syllabus that is to be modified,
     (ii) the Master Syllabus in the form of the proposed modification, and
     (iii) the Acknowledgement Form.
   - For deletion of a course:
     (i) the Master Syllabus for the course to be deleted, and
     (ii) the Acknowledgement Form.

8. Faculty submitter: Mary Pat Younger

Signatures will be obtained after the proposed action has been approved by the Curriculum Committee.

Mary Pat Younger  
FACULTY SUBMITTER  
11/11/13  
DATE

DEPARTMENT CHAIR

Phyllis Beckman  
DIVISION DEAN  
11/11/13  
DATE

CURRICULUM CHAIR

Margaret Stucke  
1/11/13  
DATE

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Monique Ocampo  
11/11/13  
DATE

VICE CHANCELLOR OF FINANCE*  
* Required if proposal includes a Student Fee in Section C of this form
Baton Rouge Community College

Academic Affairs Master Syllabus

Date Approved or Revised: November 2013

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>Advanced Word Processing</th>
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<tbody>
<tr>
<td>BRCC Course Rubric:</td>
<td>OADM 1550</td>
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<td>State Common Course Rubric:</td>
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<td>CIP Code:</td>
<td>520401</td>
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<td>Lecture Hours:</td>
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<td>Lab Hours:</td>
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<td>Credit Hours:</td>
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Course Description: Provides experience with word processing techniques and functions emphasizing advanced features and commands using Microsoft Word.

Prerequisites: OADM 1450

Co-requisites: None

Suggested Enrollment Cap: 18

Learning Outcomes: Upon successful completion of this course, the students will be able to:

1. Apply advanced word processing functions and features in creating, editing, and storing documents.
2. Demonstrate organizational and time management skills in completing word processing applications for personal and professional use.
3. Apply appropriate critical thinking and problem-solving skills.

Assessment Measures: Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to, in-class activities, homework, quizzes, and exams.

Information to be included on the Instructor’s Course Syllabi:

- **Disability Statement:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.

- **Grading:** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not
be accepted after the last day of class.”

- **Attendance Policy:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.

- **General Policies:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.

- **Cheating and Plagiarism:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.

- **Safety Concerns:** In some programs this may be a major issue. For example, “No student will be allowed in the safety lab without safety glasses.” General statements such as, “Items that may be harmful to one’s self or others should not be brought to class.”

- **Library/ Learning Resources:** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

1. Form letters, mailing labels, and a directory
2. Newsletter with pull-quote and graphics
3. Memos with table chart using Microsoft Graph
4. Reference document with table of contents and index
5. Template for online form
6. Macros and digital signatures
7. Word documents integrated with Excel and PowerPoint
10/24/2013

Curriculum Form for Individual Courses 2013-2014

This form is to be used to process curriculum changes. Do not delete any portions of this form. Fill in all parts of the form.

BRCC CURRICULUM COMMITTEE REFERRAL FORM – to be completed by the individual submitting the request for action to the committee.

CHECK ONE:  Credit Course Addition X
                 Credit Course Modification
                 Credit Course Deletion

COURSE RUBRIC:  OADM 2630

COURSE TITLE:  Advanced Office Procedures

1. Describe the proposed action: Add OADM 2630

2. Provide the rationale for the proposed action (needs assessment) and supporting data (as appropriate):
   Add advanced level course to reinforce skill set covered in Office Procedures

3. Indicate the cost per semester to implement the proposed action:
   Supplies:  
   Faculty:  
   Staff:  
   Library Resources:  
   Student fee (identify type and amount):*  
   * see p. 10 for approval limits

   N/A  X

4. For new courses:
   a. Indicate which, if any, of the following will be required:
      Laboratory space:  
      Studio space:  
      Computer classroom: Each student requires a computer
      Other:  

      N/A  X

   b. CIP code (to be provided by Department Chair):  520401

Revised 26 September 2013
c. Indicate if you intend to apply for General Education status (Y/N):  

   N

d. Comment on the transferability of this course:

   Does not transfer  
   X

   Attach articulation agreements and provide the following information below for the respective institution(s): the course rubric and name at the accepting institution(s), and contact information for the individual with authorized the articulation agreement.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course rubric</th>
<th>Contact name</th>
<th>Department</th>
<th>Email or TEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louisiana State U.</td>
<td></td>
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<tr>
<td>Southern U.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Southeastern Louisiana U.</td>
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<td></td>
</tr>
<tr>
<td>Other (specify institution):</td>
<td></td>
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</tr>
</tbody>
</table>

5. For the modification of an existing course, indicate the impact of the proposed action, if any, on the transferability of the course:

   X No impact

   Yes, the proposed action will impact the transferability of the course, described below:

   [Blank space]

6. For the modification or deletion of an existing course, indicate the impact of the proposed action, if any, on any other existing course or degree program.

   X No impact

   Yes, the proposed action will impact the following course(s), described below:

   [Blank space]

   Signature of Dean of Division(s) acknowledging impact of the proposed action on any other existing course or degree program:

<table>
<thead>
<tr>
<th>Division</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Social Sciences</td>
<td></td>
<td></td>
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<tr>
<td>Liberal Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing &amp; Allied Health</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2
7. Submit the following documentation along with this form:
   - For new courses:
     (i) the proposed Master Syllabus, and
     (ii) the Acknowledgement Form.
   - For modifications of existing courses:
     (i) the current Master Syllabus that is to be modified,
     (ii) the Master Syllabus in the form of the proposed modification, and
     (iii) the Acknowledgement Form.
   - For deletion of a course:
     (i) the Master Syllabus for the course to be deleted, and
     (ii) the Acknowledgement Form.

8. Faculty submitter: Mary Pat Younger

Signatures will be obtained after the proposed action has been approved by the Curriculum Committee.

Mary Pat Younger
FACULTY SUBMITTER
11/11/13

DEPARTMENT CHAIR

DATE

Theresa Beckman
DIVISION DEAN

11/11/13

DATE

Margaret Leach
CURRICULUM CHAIR

1/11/13

DATE

Margaret Grude
VICE CHANCELLOR FOR ACADEMIC AFFAIRS

11/11/13

DATE

VICE CHANCELLOR OF FINANCE*

* Required if proposal includes a Student Fee in Section C of this form
Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved or Revised: November 2013

<table>
<thead>
<tr>
<th>Course Name:</th>
<th>Advanced Office Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRCC Course Rubric:</td>
<td>OADM 2630 State Common Course Rubric:</td>
</tr>
<tr>
<td>CIP Code:</td>
<td>520401</td>
</tr>
<tr>
<td>Lecture Hours:</td>
<td>3/45 clock</td>
</tr>
</tbody>
</table>

**Course Description:** Develops advanced skills and activities that office professionals use in today’s workplace.

**Prerequisites:** OADM 2530

**Co-requisites:** None

**Suggested Enrollment Cap:** 18

**Learning Outcomes:** Upon successful completion of this course, the students will be able to:

1. Perform advanced procedures within an office environment.
2. Demonstrate proficient computer and technology skills.
3. Apply appropriate critical thinking, human relations, and career success skills.

**Assessment Measures:** Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to, essays, presentations, portfolios, collaborative projects, in-class activities, homework, quizzes, and exams.

**Information to be included on the Instructor’s Course Syllabi:**

- **Disability Statement:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.

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- **Library/ Learning Resources**: Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

---

**Expanded Course Outline:**

1. Role playing as a team member
2. Everyday duties and extras
3. Practicing time, stress, and organizational management
4. Office communication and customer service
5. Producing written communication
6. Presentations
7. Records Management
8. Office budgets, payroll, credit, and financial statements
9. Meetings, Events, and Travel
10. Job image and professional growth
11. Hands-on applications, case studies, and project
November 1, 2013

Dr. Derrick Manns  
Vice President, Academic Affairs and Institutional Research  
Louisiana Community and Technical College System  
265 South Foster Drive  
Baton Rouge, LA 70808

Dear Dr. Manns:

The following items from the former Capital Area Technical College (Baton Rouge Community College, Acadian Campus) are being submitted for consideration at the November 13, 2013 Board of Supervisors Meeting.

**Associate of Applied Science (AAS)**  
Deletion of the Business Office Administration AAS program (CIP Code: 520401)  
Justification: The Business Office Administration AAS program is being terminated due to low enrollment and low completion.

**Technical Diploma (TD)**  
Revision of the Business Office Technology TD program (CIP Code: 520401)  
Justification: The Business Office Technology TD program has been revised. The contents of the curriculum remain essentially the same with some minor changes. The program name was changed from Business Office Technology to Office Administration. The name change is designed to better match the course content and the program’s intent to train students for employment as office assistants. The name change will also distinguish BRCC’s Business program from the technical program. Also, note that the course number prefixes have been changed to OADM to better align with the revised program and to reflect currently approved common course numbers within the LCTCS system. A curriculum outline for the Office Administration diploma program is enclosed for your review.

If approved, the proposed changes would be effective for the Spring 2014 semester.

If you should require any additional information, please do not hesitate to contact me or Phyllis Beckman.

Sincerely,

Dr. Kay McDaniel  
Vice Chancellor of Technical Education
Office Administration
CIP 520401
This program IS NOT intended for college transfer.

The Office Administration program prepares students to work in office environments as receptionists, office clerks, office assistants, data entry technicians, customer service representatives, word processor operators, and administrative assistants. Learning a variety of specialized office skills and computer-based applications, this career choice offers possible employment with businesses, non-profit organizations, and governmental agencies. Successful program completion includes (1) completion of requirements for all program and developmental courses and (2) grades of “C” or better in all courses. Before registering for their first semester, students should check with the program advisor to determine if credit can be obtained for certain high school courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Institution Using Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Clock</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OADM 1030 (BUSE 1030)</td>
<td>*Acadian – new prefix</td>
<td>Business English</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>CSRV 1000</td>
<td>LCTCS</td>
<td>Customer Service</td>
<td>3</td>
<td>45</td>
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<tr>
<td>OADM 1150 (CPTR 1002)</td>
<td>Sowela</td>
<td>Intro to Software Applications</td>
<td>3</td>
<td>45</td>
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<tr>
<td>OADM 1100 (KYBD 1010)</td>
<td>Sowela</td>
<td>Keyboarding I</td>
<td>3</td>
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<tr>
<td>OADM 1180 (OSYS 1100)</td>
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<td>Records Management</td>
<td>3</td>
<td>45</td>
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<tr>
<td></td>
<td></td>
<td>CTS: Office Clerk</td>
<td>15</td>
<td>255</td>
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<tr>
<td>SECOND SEMESTER</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>OADM 1330 (CPTR 1320)</td>
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<td>Introduction to Spreadsheets</td>
<td>3</td>
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<tr>
<td>OADM 1200 (KYBD 1111)</td>
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<td>Keyboarding II</td>
<td>3</td>
<td>60</td>
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<tr>
<td>OADM 1050 (BUSM 1050)</td>
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<td>Business Math</td>
<td>3</td>
<td>60</td>
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<tr>
<td>OADM 2530 (OSYS 2530)</td>
<td>Sowela</td>
<td>Office Procedures</td>
<td>3</td>
<td>45</td>
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<tr>
<td>OADM 1450 (ISYS 1440)</td>
<td>Sowela</td>
<td>Basic Word Processing</td>
<td>3</td>
<td>60</td>
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<tr>
<td></td>
<td></td>
<td>CTS: Office Assistant</td>
<td>30</td>
<td>540</td>
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<td>THIRD SEMESTER</td>
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<tr>
<td>OADM 1045 (BUSE 1045)</td>
<td>*Acadian – new prefix</td>
<td>Business Communication</td>
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<td>45</td>
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<tr>
<td>OADM 1550</td>
<td>Sowela</td>
<td>Advanced Word Processing</td>
<td>3</td>
<td>60</td>
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<tr>
<td>OADM 1310 (CPTR 1310)</td>
<td>*Acadian – new prefix</td>
<td>Database Management</td>
<td>3</td>
<td>60</td>
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<tr>
<td>OADM 2630</td>
<td>*new course</td>
<td>Advanced Office Procedures</td>
<td>3</td>
<td>45</td>
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<tr>
<td>OADM 1650 (ISYS 1650)</td>
<td>Sowela</td>
<td>Desktop Publishing</td>
<td>3</td>
<td>60</td>
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<tr>
<td></td>
<td></td>
<td>TD: Office Administration</td>
<td>45</td>
<td>810</td>
</tr>
</tbody>
</table>

*Acadian – new prefix
These are courses that are being used by CATC Acadian. The course content is the same; only the course number (prefix) has changed to reflect the new program.
LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

BOARD OF SUPERVISORS REGULAR MONTHLY MEETING

AGENDA

WEDNESDAY, NOVEMBER 13, 2013
9:00 a.m.

Fletcher Technical Community College, Room 213
1407 Highway 311, Schriever, LA

** The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter into Executive Session in accordance with R.S. 42.16.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF AGENDA FOR NOVEMBER 13, 2013 BOARD MEETING

V. APPROVAL OF MINUTES OF OCTOBER 9, 2013 BOARD MEETING

VI. REPORTS

A. Chair of the Board Report
B. President’s Report

VII. GENERAL ACTION ITEMS**

A. Academic Actions
   1. Establish a Fletcher Technical Community College Center of Excellence

B. Facilities Actions
   1. Revised Capital Outlay Request for FY 2014-15
   2. Servitude Grant and Title Transfer for L. E. Fletcher Technical Community College, BP Integrated Production Technologies Building

C. Finance Actions
   1. Contracts:
      a. Interagency Agreement between Bossier Parish Community College and Mississippi Community College Board
      b. Professional Services Contract between Central Louisiana Technical Community College and Southeast Maintenance, Inc.
D. Personnel Actions **

1. For Review and Advisement: Revision of Policy #6.003, Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees

VIII. CONSENT AGENDA

A. New Programs

1. Nunez Community College
   a. New Technical Competency Area in Certified Nursing Assistant (CIP: 513902)

2. Northwest Louisiana Technical College

3. Bossier Parish Community College
   a. New Certificate of Technical Studies in Retail Management (CIP: 520212)

4. South Louisiana Community College
   a. New Associate of Applied Science in Digital Media Design (CIP: 110803)
   b. New Associate of Applied Science in Helicopter Aviation (CIP: 470608)

5. Central Louisiana Technical Community College
   b. New Associate of General Studies (CIP: 240102)

B. Program Revisions/Replication

1. River Parishes Community College
   a. Program revisions to the AAS in Drafting and Design Technology program (CIP: 151301) reduction in credit hours from 75 credit hours to 60 credit hours and the following exit point revisions:
      i. Revision of the Certificate of Technical Studies in Drafting and Design Technology: Eng. Aide II 19 credit hours (CIP: 151301)

2. Baton Rouge Community College (CATC Acadian)
   a. Program revisions in the Technical Diploma in Office Administration program (CIP: 520401)

3. South Louisiana Community College

C. Finance Actions

1. Amendment to Cooperative Endeavor Agreement between Baton Rouge Community College and Single Stop USA

Page 2 of 3
as of 12:00 p.m. 11/04/13 slk
IX. UPDATES
   A. Alternative Financing Projects
   B. First Quarter Contracts Report
   D. First Quarter Financial Report
   E. Report on General Personnel Actions for LCTCS Colleges and System Office
   F. Status Report on Capital Projects

X. OTHER BUSINESS

XI. ANNOUNCEMENTS

XII. ADJOURNMENT
Minutes as approved December 11, 2013

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

BOARD OF SUPERVISORS REGULAR MONTHLY MEETING

WEDNESDAY, NOVEMBER 13, 2013
9:00 a.m.

Fletcher Technical Community College, Room 213
1407 Highway 311, Schriever, LA

** The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter into Executive Session in accordance with R.S. 42.16.

I. CALL TO ORDER

Board Chairman, Michael Murphy called the meeting to order at 9:04 a.m.

II. PLEDGE OF ALLEGIANCE

Supervisor Toups lead the assembly in the pledge of allegiance.

III. ROLL CALL

Sara Landreneau Kleinpeter, Coordinator of Board Services, called roll and a quorum was established.

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
<th>Staff Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael J. Murphy, Board Chair</td>
<td>Woody Ogé</td>
<td>Dr. Joe May</td>
</tr>
<tr>
<td>Timothy W. Hardy, 2nd Vice Chair</td>
<td>Deni Grissette</td>
<td>Sara L. Kleinpeter</td>
</tr>
<tr>
<td>Robert Brown</td>
<td>Frank Russell</td>
<td>Jan Jackson</td>
</tr>
<tr>
<td>Helen Carter</td>
<td>Algernon</td>
<td>Jean Ann Kozlowski</td>
</tr>
<tr>
<td>Keith Gamble</td>
<td>Doplemore</td>
<td>Dr. Derrick Manns</td>
</tr>
<tr>
<td>Brett Mellington</td>
<td></td>
<td>Joe Marin</td>
</tr>
<tr>
<td>Paul Price, Jr.</td>
<td></td>
<td>Dr. Neil Matkin</td>
</tr>
<tr>
<td>Stephen Smith</td>
<td></td>
<td>Thomas Williams</td>
</tr>
<tr>
<td>Vincent St. Blanc, III</td>
<td></td>
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</tr>
</tbody>
</table>

Student Members:

Algernon Doplemore
Frank Russell

Louisiana Community & Technical College System

265 South Foster Drive
Baton Rouge, LA  70806

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

www.lctcs.edu
IV. APPROVAL OF AGENDA FOR NOVEMBER 13, 2013 BOARD MEETING

Chair Murphy stated the need to amend the agenda. The following amendments were requested:

Remove the following agenda items from the agenda:
  ❖ VIII.A.4.b. South Louisiana Community College
      New Associate of Applied Science in Helicopter Aviation

On motion of Supervisor St. Blanc, seconded by Supervisor Brown, the Board voted to approve the November 13, 2013 agenda as amended. The motion carried.

V. APPROVAL OF MINUTES OF OCTOBER 9, 2013 BOARD MEETING

On motion of Supervisor St. Blanc, seconded by Supervisor Carter, the Board voted to approve the minutes of the October 9, 2013 meeting as presented. The motion carried.

VI. REPORTS

A. Chair of the Board Report
Chair Murphy thanked Supervisor Smith for hosting the dinner held the previous evening with local community members. Supervisor Smith thanked the LCTCS Board for taking the time to come to the Houma, LA area. Chancellor Lavigne thanked the board for choosing Fletcher Technical Community College. Chancellor Lavigne noted the support of the local elected delegation. He introduced the Fletcher Foundation Board members in the audience. Terrebonne Parish President Michele Claudet addressed the board. He thanked the board for their support of Fletcher Technical Community College, noting that the campus helps to supply the workforce in the Houma/Thibodeaux Area.

Chair Murphy congratulated Supervisor on his appointment as a member of the ACCT (Association of Community College Trustees) Public Policy Committee. His term on the committee will expire at the end of the 2014 ACCT Leadership Congress in Chicago, IL.

Chair Murphy noted many of the board members recently attended the Groundbreaking for the Delgado Community College Learning Resource Center. He congratulated Chancellor Sullivan for the work he did to bring such an outstanding facility to the campus.

Chair Murphy invited Supervisor Hardy to update the body on the presidential search. Supervisor Hardy noted that the Association of Community College Trustees is assisting the search committee in the presidential search. Supervisor Hardy expects the following related to the timeline of the search: Applications received by mid-January to be reviewed by the search committee, Search committee to narrow applicants to three to five individuals to be interviewed by the committee and community leaders,
conduct board interviews and make a selection by mid-February. Supervisor Hardy thanked Chair Murphy for entrusting him to serve as chair of the selection committee. Chair Murphy thanked Supervisor Hardy for his work on this selection process. The timeline is available via email or online. Sara has copies of the release if you would like a copy.

Chair Murphy thanked the Fletcher Technical Community College Foundation for their work in supporting the community and the college.

Chair Murphy recognized Glenny Lee Buquet as a member of the audience. Ms. Buquet was a member on the Board of Elementary and Secondary Education (BESE) for more than twenty years.

B. President’s Report

LCTCS President, Dr. Joe May gave a report on the following items:

- Introduced Dr. Dale Doty as the new chancellor at River Parishes Community College. Dr. Doty addressed the board and thanked them for the opportunity to serve at River Parishes Community College.

- Introduced Chancellor William Wainwright to update the board on the status of the Northshore Charter School. Chancellor Wainwright, along with Northshore Charter School Principal, Julie Rodrigues gave a moving presentation on the good the school is doing for the community and its students. The school opened fall 2013 and has a current enrollment of 170 students.

- Jimmy Sawtelle and Chancellor Dr. Natalie Harder addressed the board about the Manufacturing Extension Partnership of Louisiana (MEPOL). Mr. Sawtelle and Dr. Hardy have been working to aid in a smooth transition of MEPOL to South Louisiana Community College. MEPOL is a program that offers value-driven, best-practice solutions to Louisiana Manufacturers.

- Chancellor Wainwright reported that Northshore Technical Community College received feedback in October that SACS received the application for accreditation and should receive feedback on the application sometime in the spring of 2014. Chancellor Wainwright thanked Dr. May and his team for their guidance in this process. He also thanked the staff and leadership at Delgado, River Parishes, Fletcher and SOWELA Colleges for their feedback and support throughout the application process. Dr. May is pleased and excited about the progress being made.

- Dr. May noted that he would like to discuss at a future meeting Delgado being highlighted by Goldman Sachs as a part of the 10,000 Small Businesses as well as the various grant recipients throughout the system.
VII. GENERAL ACTION ITEMS**

Supervisor Price presented the academic action item for consideration.

A. Academic Actions
   1. Establish a Fletcher Technical Community College Center of Excellence

Chancellor Travis Lavigne addressed the Board and provided history on the support of the Center of Excellence from industry partners in the area. Joining Chancellor Lavigne to present the overall concept and plan of the Petroleum Center for Workforce Excellence were Larry Thomas, general manager of Government and Public Affairs with BP America, Inc., and Chris John, president of the Louisiana Mid-Continent Oil and Gas Association.

Chancellor Lavigne shared a video of support from community and business partners. He introduced the advisory committee members and the foundation board members in the audience.

Supervisor Smith noted is strong support of this designation. The application now moves to the Board of Regents for approval.

On motion by Supervisor Smith, seconded by Supervisor Brown, the Board approved a Petroleum Center for Excellence for deep water oil and gas production to be developed and operated in accordance with the requirements of Act 555 of the 2010 Regular Session of the Louisiana and LCTCS and Board of Regents’ policy on educational centers.

Supervisor Smith presented the facilities action items for consideration.

B. Facilities Actions
   1. Revised Capital Outlay Request for FY 2014-15

On motion by Supervisor Toups, seconded by Supervisor St. Blanc, the Board authorized an amendment to the LCTCS FY 15 Capital Outlay Request to allow the inclusion of a project to construct a 400 space parking lot at Bossier Parish Community College, at a cost of approximately $1.5 million. In order to address a timing issue, this project has been approved by the Board of Regents, contingent upon approval by the LCTCS Board. This amendment must also be approved by the Division of Administration, Office of Facility Planning and Control and the Legislature.
2. Servitude Grant and Title Transfer for L. E. Fletcher Technical Community College, BP Integrated Production Technologies Building

On motion by Supervisor St. Blanc, seconded by Supervisor Gamble, the Board authorized the System President to execute the “Form of Agreement of Title Transfer” and “Servitude Grant,” between the Consolidated Water District Number 1 of Terrebonne Parish and the Louisiana Community and Technical College System for construction of the L. E. Fletcher Technical Community College Campus, BP Integrated Production Technologies Building.

Supervisor Mellington presented the finance action items for consideration.

C. Finance Actions
1. Contracts:
   a. Interagency Agreement between Bossier Parish Community College and Mississippi Community College Board

   On motion by Supervisor Toups, seconded by Supervisor St. Blanc, the Board authorized Bossier Parish Community College to execute an Interagency Agreement between the college and Mississippi Community College Board, effective August 15, 2013 through September 30, 2015. This agreement is subject to the approval of the Division of Administration, Office of Contractual Review.

   b. Professional Services Contract between Central Louisiana Technical Community College and Southeast Maintenance, Inc.

   Chancellor Rodney Ellis explained that this agreement will assist in finding qualified instructors at a cost affordable to the college.

On motion by Supervisor Toups, seconded by Supervisor Gamble, the Board approved a professional services contract between Central Louisiana Technical Community College and Southeast Maintenance, Inc., effective October 7, 2013 through October 6, 2014. This contract is subject to the approval of the State Office of Contractual Review.

Supervisor Hardy presented the personnel action items for consideration.

D. Personnel Actions **
1. For Review and Advisement: Revision of Policy #6.003, Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees

Dr. May read the staff recommendation that the Board amended Policy #6.003, “Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees”, as it pertains to the repayment of annual leave disbursed to an employee upon separation (non-retirement), when the employee is rehired prior to the exhaustion of the annual leave payout.

No action was taken on this item.

VIII. CONSENT AGENDA

Chairman Murphy presented the consent agenda items for consideration.

On motion of Supervisor Brown, seconded by Supervisor Carter, the Board voted to approve the Consent Agenda which consists of agenda items VIII.A.1. through VIII.C.1., excluding agenda item VIII.A.4.b. which was removed from the agenda. The motion carried.

A. New Programs

Approved new programs as listed:
1. Nunez Community College
   a. New Technical Competency Area in Certified Nursing Assistant (CIP: 513902)
2. Northwest Louisiana Technical College
3. Bossier Parish Community College
   a. New Certificate of Technical Studies in Retail Management (CIP: 520212)
4. South Louisiana Community College
   a. New Associate of Applied Science in Digital Media Design (CIP: 110803)
   b. New Associate of Applied Science in Helicopter Aviation (CIP: 470608) (REMOVED FROM THE AGENDA)
5. Central Louisiana Technical Community College
   b. New Associate of General Studies (CIP: 240102)

B. Program Revisions/Replication

Approved program revisions/replications as listed:
1. River Parishes Community College
a. Program revisions to the AAS in Drafting and Design Technology program (CIP: 151301) reduction in credit hours from 75 credit hours to 60 credit hours and the following exit point revisions:
   i. Revision of the Certificate of Technical Studies in Drafting and Design Technology: Eng. Aide II 19 credit hours (CIP: 151301)

2. Baton Rouge Community College (CATC Acadian)
a. Program revisions in the Technical Diploma in Office Administration program (CIP: 520401)

3. South Louisiana Community College

C. Finance Actions

Approved finance actions as listed:
1. Amendment to Cooperative Endeavor Agreement between Baton Rouge Community College and Single Stop USA

IX. UPDATES

Chair Murphy urged Board members to review the Updates/Reports provided.
   A. Alternative Financing Projects
   B. First Quarter Contracts Report
   D. First Quarter Financial Report
   E. Report on General Personnel Actions for LCTCS Colleges and System Office
   F. Status Report on Capital Projects

X. OTHER BUSINESS

XI. ANNOUNCEMENTS

- Chair Murphy noted that Ms. Kleinpeter has copies of the press release related to presidential search timeline.

- The Board of Supervisors of the Louisiana Community and Technical College System will meet at 11 am for a planning session with LCTCS Chancellor and Directors and LCTCS Executive Staff.

XII. ADJOURNMENT
There being no further business to come before the Board, on motion of Supervisor Toups, seconded by Supervisor Gamble, the meeting adjourned at 10:40 a.m.
November 12, 2013

To: Ms. Erin Blake  
Registrar

From: Ms. Rita Wilson  
Assistant to the VCAA

Subject: Curriculum Action

As approved by the BRCC Curriculum Committee the following course revisions may be entered as appropriate into Banner for implementation.

**Course Additions**

OADM 2630– Advanced Office Procedures; Lecture hours 3, Lab hours 0, Credit hours 3, prerequisites OADM 2530, co-requisites none, suggestive cap 18, CIP CODE 52.0401; effective spring 2014.

OADM 1550– Advanced Word Processing; Lecture hours 2, Lab hours 1, Credit hours 3, prerequisites OADM 1450, co-requisites none, suggestive cap 18, CIP CODE 52.0401; effective spring 2014.

**Program Modifications**

Business Office Technology- Modify existing Business Office Technology diploma program and renamed it Office Administration

**Course Modification**

CSRV 1000- Customer Service; replace course objections with learning outcomes; effective spring 2014.


OADM 1140- Office Technology Applications; 1) Change rubric from CPTR 1002 to OADM 1140 2) Change title from Computer Literacy to Office Technology Applications  3) Replace course objectives with learning outcomes; effective spring 2014.
OADM 1100- Keyboarding I; 1) Change rubric from KYBD 1010 to OADM 1100 2) Change title from Introductory Keyboarding to Keyboarding I 3) Replace course objectives with learning outcomes; effective spring 2014.

OADM 1180- Records Management; 1) Change rubric from OSYS 1100 to OADM 1180 2) Replace course objectives with learning outcomes; effective spring 2014.

OADM 1330- Introduction to Spreadsheets; 1) Change rubric from CPTR 1320 to OADM 1330 2) Change title from Spreadsheets to Introduction to Spreadsheets 3) Replace course objectives with learning outcomes; effective spring 2014.

OADM 1200- Keyboarding II; 1) Change rubric from KYBD 1111 to OADM 1200 2) Change title from Introduction to Formatting to Keyboarding II 3) Replace course objectives with learning outcomes; effective spring 2014.

OADM 1050- Business Calculations; 1) Change rubric from BUSM 1050 to OADM 1050 2) Change title from Business Math to Business Calculations 3) Replace course objectives with learning outcomes; effective spring 2014.

OADM 2530- Office Procedures; 1) Change rubric from OSYS 2530 to OADM 2530 2) Replace course objectives with learning outcomes; effective spring 2014.

OADM 1450- Basic Word Processing; 1) Change rubric from ISYS 1440 to OADM 1450 2) Change title from Word Processing to Basic Word Processing 3) Replace course objectives with learning outcomes; effective spring 2014.


OADM 1650- Desktop Publishing; 1) Change rubric from ISYS 1650 to OADM 1650 2) Replace course objectives with learning outcomes; effective spring 2014.

OADM 1310- Database Management; 1) Change rubric from CPTR 1310 to OADM 1310 2) Replace course objectives with learning outcomes; effective spring 2014.

I certify that the attached course revisions have been entered into Banner for implementation.

Buffy M. Brinkley
Date

Attachments: Proposals sent to: Ms. Erin Blake
### Basic Course Information

**Subject:** OADM  
Office Administration

**Course Title:** Office Technology Applications

**Course:** 1140  
**Term:** 201301

#### Course Details

- **From Term:** 201310  
- **To Term:** 201409

- **Course Title:** Office Technology Applications
- **College:** TS  
Technical Studies
- **Division:**
- **Department:** OBT  
Business and Information Tech
- **Status:** Active
- **Approval:**
- **CIP:** 520401  
Administrative Assistant and S

- **Prerequisite Waiver:**
- **Duration:**

#### Hours

- **CEU or Credit:** 3.000  
- **Billing:**
- **Lectures:** 3.000  
- **Lab:**
- **Other:**
- **Contact:** 3.000

#### Repeat Details

- **Limit:** 0  
- **Maximum Hours:**

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### OADM-Records Management

**Course Title:** Records Management

**Course:** 1150  
**Term:** 201310

#### Course Details

- **From Term:** 201310  
- **To Term:** 201409

- **Course Title:** Records Management
- **College:** TS  
Technical Studies
- **Division:**
- **Department:** OBT  
Business and Information Tech
- **Status:** Active
- **Approval:**
- **CIP:** 520401  
Administrative Assistant and S

- **Prerequisite Waiver:**
- **Duration:**

#### Hours

- **CEU or Credit:** 3.000  
- **Billing:**
- **Lectures:** 3.000  
- **Lab:**
- **Other:**
- **Contact:** 3.000

#### Repeat Details

- **Limit:** 0  
- **Maximum Hours:**

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LCTCS BOARD OF SUPERVISORS MONTHLY MEETING

AGENDA

Wednesday, April 9, 2014
9:00 a.m.

The Louisiana Building
Baton Rouge Community College
201 Community College Drive, Baton Rouge, Louisiana 70806

** The Board of Supervisors of the Louisiana Community and Technical College System reserves the right to enter into Executive Session in accordance with R.S. 42.16-17.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF APRIL 9, 2014 AGENDA

E. APPROVAL OF MEETING MINUTES OF MARCH 12, 2014

F. REPORTS

1. Chair of the Board Report
2. President’s Report

G. GENERAL ACTION ITEMS**

Finance Actions
1. Student Referenda for Northwest Louisiana Technical College
2. Incumbent Worker Training Program Contracts
   a. Delgado Community College and Enterprise Products Co.
   b. Louisiana Delta Community College and Nela Eye Consortium
   c. L. E. Fletcher Technical Community College and Adriatic Marine LLC

Academic Actions
3. Northshore Technical Community College
   a. Revisions of mission statement to read: “Northshore Technical Community College is committed to providing workforce training and transfer opportunities by awarding associates degree, technical diplomas and certificates to students seeking a competitive edge in today’s global economy.”
Facilities Actions
4. College Naming Policy for River Parishes Community College
5. College Naming Policy for SOWELA Technical Community College
6. Naming of the H.C. Drew Nursing and Allied Health Building at SOWELA Technical Community College

H. CONSENT AGENDA

New Programs
1. Delgado Community College
   a. Technical Competency Area in Dialysis Technician (CIP: 51.1011)
   b. Technical Competency Area in Electrocardiograph Technician 6 credit hours (CIP: 51.0902)
   c. Associate of Applied Science in Science Laboratory Technologies (CIP: 41.0000)
2. Louisiana Delta Community College
   a. Certificate of Technical Studies in Health Information Management (CIP: 51.0707)
   b. Technical Competency Area in Health Information Management (CIP: 51.0707)

Program Revisions
3. South Louisiana Community College
   a. Program revision in the Associate of Applied Science in Aviation Maintenance Technology program to better align courses and content with industry, FAA, and accreditation standards (CIP: 47.0608)
4. Bossier Parish Community College
   a. Renaming the BPCC Certificate of Technical Studies in Legal Secretary to Legal Assistant, term legal secretary no longer used in the profession/courts/law offices (curriculum remains same as does CIP code 22.0301)

Program Termination
5. Bossier Parish Community College
   a. Technical Competency Area in Biotechnology (CIP: 41.0101)
   b. Technical Competency Area in Construction Entrepreneurship (CIP: 46.0412)
   c. Technical Competency Area in Construction Readiness (CIP: 15.1001)
6. Baton Rouge Community College
   a. Certificate of Technical Studies in Accounting Office Assistant (CIP: 52.0401)
   b. Certificate of Technical Studies in Medical Office Specialist (CIP: 52.0401)
   c. Certificate of Technical Studies in Medical Records/Billing Specialist (CIP: 52.0401)
   d. Technical Diploma in Business Office Technology (CIP 52.0401)
   e. Associate of Applied Science in Business Office Administration (CIP: 52.0401)
I. UPDATES
   1. Alternative Financing Projects
   2. Report on General Personnel Actions for LCTCS Colleges and System Office

J. OTHER BUSINESS

K. ANNOUNCEMENTS

L. ADJOURNMENT
AGENDA
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
May 21, 2014 • 10:45 a.m.
Louisiana Purchase Room, W.C.C. Claiborne Building, Baton Rouge, LA

I. Call to Order

II. Roll Call

III. Academic Programs
   A. Letter of Intent
      1. MS in Digital Media Arts and Engineering - LSU
   B. Proposed New Programs
      1. AAS in Science Laboratory Technology – DCC
      2. AS in Energy & Chemical Process Technology -- SLCC
      3. PBC in Accounting – ULL
      4. GC in Business Administration – ULL
      5. GC in Professional Writing - ULL
   C. Termination Requests
      1. AAS in Business Office Administration - CATC

IV. Proposed AY 2014-15 Master Course Articulation Matrix and
   Louisiana Common Course Catalog

V. Consent Agenda
   A. Reauthorization of Existing Research Centers/Institutes
      1. Reilly Center for Media & Public Affairs - LSU
      2. Epilepsy Center - LSUHSCNO
   B. Routine Staff Reports
      1. Staff Approval of Routine Academic Requests
      2. Progress Reports for Conditionally Approved Programs/Units
      3. Letters of Intent/Proposals in the Queue

VI. Other Business

VII. Adjournment
AGENDA ITEM III A 1

LETTER of INTENT

LOUISIANA STATE UNIVERSITY

MASTER OF SCIENCE IN DIGITAL MEDIA ARTS & ENGINEERING

BACKGROUND INFORMATION

Louisiana State University (LSU) requests Board of Regents’ approval for a Letter of Intent (LoI) to create a Master of Science in Digital Media Arts and Engineering. The LoI was approved by the Board of Supervisors of the LSU System in December 2013. Based on questions raised by Regents’ staff, a revised proposal was submitted in early April 2014.

STAFF SUMMARY

1. Description

The proposed program is a professional, applied, 39-credit hour, project-based Master of Science degree program. It will employ a practice-driven approach to produce professional outcomes designed to meet industry needs, initially targeting interactive web, hand-held, video game, visual effects, and 3D animation companies. This new program will feature a combination of traditional graduate classes with hands-on studio work that simulates industry project practices. A 3-credit internship midway through the program will allow students to gain valuable industry experience and aid them in focusing their final year of studies; 15 credit hours will be in team-based productions; and 12 credit hours will feature industry-specific training. These courses will be taught by a combination of tenure-track faculty alongside non-tenure track faculty with experience in the interactive video game, animation and visual effects industries. The final nine credit hours will consist of electives offered through the art, engineering or audio departments.

2. Need

Though more than 370 institutions offer digital media undergraduate programs and more than 44 institutions offer digital media master degree programs in the country, Louisiana is in need of an offering to support its burgeoning local industry. There are currently no postgraduate programs in the state to support this field. Companies such as Gameloft, Electronic Arts, Moonbot, and Pixel Magic that have started operations in the state require a highly trained and motivated workforce to continue to grow and succeed in this highly competitive sector.

The entertainment software industry workforce employs more than 120,000 people across the country with an average salary for direct employees of $90,000. Louisiana has and continues to position itself to aggressively grow this sector with tax incentives and start-up assistance. While the State has made vital strides in creating a pro-business environment, creating and growing a highly qualified workforce that is competitive at a national level is a top issue. The proposed MS is being created in an effort to ensure that Louisiana can provide professionals living in the state with a skill set conducive to digital media and software development. To properly prime the pipeline for future growth in Louisiana will require greater training to provide talent that is expertly skilled and able to handle the challenges of the industry.

3. Students

Since the launch of the undergraduate digital media (DM) minors in Arts and Technology (DMART in the School of Art, and DMTEC in the College of Engineering) in 2010, the university has had numerous requests for a graduate program in digital media. Enrollment has doubled within the minor programs over the last two years, encouraging LSU to move forward with the development of the proposed graduate degree. There are currently 66 students enrolled in the two minors, and further growth is anticipated as the proposed graduate program is developed. As of fall 2013, there have been 19 graduates from the DM minor programs.

The university anticipates an initial enrollment of eight students with that number growing to 40 by year five. Year two should produce the first cohort of completers (eight) with a projected number of 20 completers at
the end of year five. In keeping with the times and remaining competitive in a professional market, it is important that the University meet the needs and demands of the region and offer a program that will not only respond to student interests and complement one of the focus areas of research for the Center for Computation & Technology (CCT), but will also be beneficial to the economic development of the University and State by offering the workforce training currently in demand.

4. Faculty, Resources & Administration

The intended MS in Digital Media Arts & Engineering will be housed in the College of Engineering. Program implementation would not have any significant impact on the administrative structure of the institution. Facilities are adequate to sustain the program: space in CCT’s new home, the Digital Media Center, has already been allocated for initiatives associated with the proposed program. Most of the software licenses are already in place and small capital expenses will be required for hardware and software. Existing faculty in the undergraduate DM minors will provide instruction with the expectation that two additional professionals in residence will be required to cover the studio classes. LSU plans to explore the possibility of collaborating with faculty from other Louisiana institutions with undergraduate programs in digital media (ULL, UNO and LSUS) to offer courses remotely.

5. Budget

The goal of the institution is for program implementation to be cost neutral. LSU has been authorized by the Louisiana Legislature (Act 426) to assess a digital media program fee for students enrolled in graduate and professional degree programs in digital media in the amount of $2,500 per semester. Program costs and the size of the student body will be managed closely to ensure that the institution maximizes the resources available and maintains cost neutrality.

STAFF ANALYSIS

The proposed program concept is designed to meet the needs of the growing digital media and software development industry. Such a program is essential for Louisiana to grow its own talent, stay competitive in the global marketplace, and enjoy continued growth in a sector that has been identified as one of the key industries by Louisiana Economic Development. The program will expand LSU’s efforts in the field of digital media and software development which already includes the Center for Computational Technology and two strong undergraduate Digital Media minors.

STAFF RECOMMENDATION

The staff recommends that the Committee recommend approval of the Letter of Intent to develop a proposal for a Master of Science in Digital Media Arts and Engineering (CIP Code 50.0102) at Louisiana State University.
AGENDA ITEM III B 1
PROPOSED NEW ACADEMIC PROGRAM
DELGADO COMMUNITY COLLEGE
ASSOCIATE of APPLIED SCIENCE in SCIENCE LABORATORY TECHNOLOGY

BACKGROUND INFORMATION
Delgado Community College (DCC) requests Board of Regents’ approval to offer an Associate of Applied Science (AAS) in Science Laboratory Technology. The program proposal was approved by the Board of Supervisors of the LCTCS at its April 2014 meeting.

STAFF SUMMARY

1. Description & Need
The proposed program is designed to provide students with the necessary skills and techniques for standard science laboratory work. The curriculum addresses fundamental principles of the biological and physical sciences, emphasizing analytical laboratory techniques and applications specifically in the realms of chemistry and biology. Students in this program would experience a variety of laboratory testing techniques and know how to set up and operate several types of tools and electronic analysis equipment; they would be prepared for employment in chemical, biological, and associated laboratory settings. The program’s 19-hour core introduces students to basic chemistry, biochemistry, biology, cell biology concepts, labs, and an internship, after which they may choose to concentrate in chemistry (e.g., instrumental analysis and environmental science) or biology (e.g., microbiology and genetics).

Science technology is a diverse and growing field. No other public or private institutions in Louisiana currently offer programs designed to prepare students for employment as laboratory technicians. Most universities offer undergraduate and graduate degrees in science designed to produce graduates who will take leadership roles in biomedical and chemical technology fields; graduates of this proposed program would be the fully trained and qualified laboratory technician members of the research team. The applied science and practical, hands-on laboratory experience that make up this program will address the critical need for skilled technicians in the academic, private, and government sectors of science technology, bridging the gap between the theoretical knowledge taught in most STEM programs and the practical experience of seasoned laboratory technicians.

2. Students
The proposed AAS will be attractive to students who were previously preparing for admission to limited enrollment and highly competitive nursing and allied health programs. It could also appeal to students currently enrolled in the AS/Louisiana Transfer with its comprehensive, technical curriculum, though many of the new courses will address upper level content and may not be directly transferable. Delgado plans to advertise the program opportunity to regional high school and college populations and partner with high schools that have strong science, technology, engineering and mathematics (STEM) and health careers programs in place (e.g., Warren Easton and McDonough #35). Anticipated enrollment is 20-30 new majors per year, with completers reaching viability targets (≥8) by 2015-16, the second year.

3. Faculty, Resources & Administration
The proposal identified nine current full-time and part-time faculty members who would be most directly involved in the proposed program. The curriculum design includes 26 new highly technical STEM lecture and lab courses, including cell biology, biochemistry, polymer chemistry, and biotechnology. The College feels that it has adequate classrooms and laboratories due to a recent post-Katrina repair, expansion and upgrade of science facilities, and the budget projects that enrollments will cover instructional expenses.
STAFF ANALYSIS

Delgado's proposed program is one that will allow a student to receive comprehensive technical training in biology or chemical concepts and laboratory technology, the lack of which has been identified as a major impediment to growth in the bio-innovation and health services industry in the greater New Orleans area. The planned curriculum has been enthusiastically embraced in letters of support from research departments in such entities as Ochsner, Tulane School of Medicine, Bio-Rad Laboratories, Inc., and Xavier University, whose writer noted, after hiring two research assistants from a similar program in Texas, that "an associate degree specifically focused on the technical skills required of a research assistant produced research assistants with the skills necessary for them to go directly into the laboratory with little additional training. I would gladly hire another technician produced in a similar program."

Delgado has a strong faculty and good facilities. If approved, the plan is to begin advertising the program in Fall, 2014, with the expectation that it will primarily attract students already in the pipeline at first. The proposed new courses still to be developed should be ready for Spring 2015. The College maintains that the proposed degree program will not require any additional special instructional resources. The enrollment and completer projections are probably overly optimistic given the complex STEM concepts and skills included in the curriculum, but the program could be very beneficial to its prospective students and the workforce if it succeeds.

Graduates of this degree program could transfer into a variety of baccalaureate programs, but the intent is to prepare students for immediate entrance into the workforce upon completion. The faculty will monitor program graduates carefully and has written into the program's unit assessment plan that if, after two completion cycles, as many as 30% of graduates transfer to universities for related degree programs, they will consider adding the required general education courses and seeking re-designation of the program as an associate of science.

STAFF RECOMMENDATION

The staff recommends that the Academic and Student Affairs Committee recommend that the full board grant conditional approval of the Associate of Applied Science in Science Laboratory Technology (CIP Code 41.0000) at Delgado Community College. An update on program implementation, to include enrollment and completer data, shall be submitted by July 1, 2015.
AGENDA ITEM III B 2
PROPOSED NEW ACADEMIC PROGRAM
SOUTH LOUISIANA COMMUNITY COLLEGE
ASSOCIATE of SCIENCE in ENERGY & CHEMICAL PROCESS TECHNOLOGY

BACKGROUND INFORMATION
South Louisiana Community College (SLCC) requests Board of Regents' approval to offer an Associate of Science (AS) in Energy & Chemical Process Technology (ECPT). The program proposal was approved by the Board of Supervisors of the LCTCS at its March 2014 meeting.

STAFF SUMMARY

1. Description & Need
SLCC is proposing a 60-hour multidisciplinary curriculum blending chemistry, physics, biology, engineering science, and mathematics with skills needed for applications in the industrial processing of alternative energy and chemicals. The program is designed in response to the State's current boom in the energy and chemical industries, providing graduates with foundational knowledge for process management, control and operations. In particular, the degree focuses on preparing and positioning graduates for employment in the developing alternate energy sector as well as the more established conventional fuels, water and wastewater treatment, industrial food processing, environmental compliance, power production, and chemical production industries which share common skill sets (process technology) at the technician and process operator levels.

The College received three Rapid Response Grants specifically to develop the related technical diploma (TD) in Energy and Chemical Process Operations and prepare an Alternative Energy Laboratory and educational process facility to meet the economic development needs of the energy and chemical industries. UL Lafayette, in partnership with CLECO and the LA Department of Natural Resources, has constructed a new state-of-the-art Alternative Energy Development Facility right outside of the SLCC's Acadian campus in Crowley, LA. SLCC and UL Lafayette have developed a partnership to take advantage of the educational opportunities afforded by the facility, allowing SLCC students access to real-world, hands-on experience. The proposed program provides a framework to educate process monitors, operators, and technicians in both traditional and non-traditional energy and chemical processing. Graduates could continue their education toward a bachelor's degree in engineering or in engineering technology.

2. Students
The associate degree builds on an existing TD in Alternate Energy and Chemical Process Operations that was initiated in Fall 2103 with the enrollment of seven majors, all of whom have expressed an intent to continue in the AS degree upon approval. SLCC recently restructured staffing at extension sites, with campus directors who are responsible for working with program coordinators for recruiting efforts within the community. The main source of students will be recent high school graduates and adults from the Acadiana area who are interested in the new and cutting-edge alternative energy industry. This will be the first associate degree program to be offered at the SLCC Acadia campus in Crowley and should attract students interested in STEM-related fields but unwilling or unable to leave Acadia Parish to begin. The proposal projects that 21 majors will be enrolled by 2015-16, with program viability (at least 8 graduates) in the same year.

3. Faculty, Resources & Administration
An experienced faculty member with eight years of experience teaching environmental and alternative energy-related courses at UL Lafayette has been hired by SLCC to teach the ECPT courses, of which there are nine in the curriculum, including the internship. Dr. Benson's position was included in the Rapid Response grant that led to the original technical diploma program; at the conclusion of the grant, her
salary will be covered by the College in the 2015-16 budget. The program will be offered through the Department of Science Technology Engineering and Math. Through the LOUIS Library Network, and under a memorandum of agreement with UL Lafayette, SLCC has immediate access to required library reference materials. The faculty are developing a library resource request list, and the College understands that additional library expenditures will be necessary during the first five years of the program. No new equipment or facilities are needed at this time; Rapid Response Grant funds were used to prepare a chemical and energy processing laboratory, computer lab and classroom for the existing TD/ECPT program. The program would be included in the ATMAE accreditation review package that SLCC is planning for 2015 submission so that it may be accredited with related programs at the campus.

**STAFF ANALYSIS**

SLCC’s proposed Associate of Science program is a natural extension of a recently implemented technical diploma in the same area and will lead to either direct employment or transfer into bachelor of engineering or engineering technology programs at neighboring UL Lafayette, Southeastern, or McNeese. The list of process industries in Louisiana is extensive, including petrochemical, energy, and environmental treatment; petroleum and natural gas; pharmaceutical manufacturing; agriculture and wood products; and related service industries like water management and renewable energy production from waste streams. The multidisciplinary nature of the proposed process technology program will educate students in the application of STEM concepts, preparing them to supply industry with first-level managers and process operators.

**STAFF RECOMMENDATION**

*The staff recommends that the Academic and Student Affairs Committee recommend that the full board grant conditional approval of the Associate of Science in Energy and Chemical Processing Technology (CIP Code 15.0503) at South Louisiana Community College. An update on program implementation, to include enrollment and completer data, shall be submitted by July 1, 2015.*
AGENDA ITEM III B 3
PROPOSED NEW ACADEMIC PROGRAM
UNIVERSITY OF LOUISIANA AT LAFAYETTE
POST-BACCALAUREATE CERTIFICATE IN ACCOUNTING

BACKGROUND INFORMATION

The University of Louisiana at Lafayette (ULL) is seeking Board of Regents’ approval to offer a Post-Baccalaureate Certificate in Accounting (PBCA). The proposal was approved by the UL System Board of Supervisors at their meeting in April 2014.

STAFF SUMMARY

1. Description

The proposed PBC in Accounting, composed of 27 credit hours, is designed for individuals who have earned a baccalaureate degree in a discipline other than accounting and who are seeking functional competency in the accounting field. The proposed PBCA program strives to prepare individuals for employment in the numerous accounting and accounting-related positions in the Acadiana region and simultaneously meet the specific accounting requirements needed to sit for the Certified Public Accountants (CPA) examination in Louisiana. The PBCA would be offered in a traditional classroom format.

2. Need

The PBCA is being proposed as a solution to a market need for well-trained employees who have accounting skills as identified by the local business community. External stakeholders in the Acadiana region, particularly those in public accounting, have frequently expressed a need to increase the supply of employees with expanded skill sets and with an increased readiness to sit for the CPA Exam by having already completed the required 150 hours of coursework. Statewide, the Occupational Supply Demand System projects an employment growth for accountants and auditors of 12.3% from 2008 to 2018 with an annual average wage of $57,000. Specific to the region serviced by ULL, the Louisiana Workforce Commission projects 60 annual job openings for accountants and auditors for the foreseeable future. The level of economic activity in the region is expected to sustain and enhance the current demand for the proposed program and its graduates.

While similar programs exist in the state (a PBC in Accounting at ULM; a PBC in Accounting for Financial Analysis at McNeese; a noncredit Certificate in Accounting at LSU Continuing Education), the programs are primarily designed to meet the needs of students in that region. The proposed PBCA program at ULL is designed to focus on the educational needs of students and prospective employers in Acadiana and South Louisiana.

3. Students

Currently, the Department of Accounting at ULL has approximately 12 students with earned non-accounting undergraduate degrees who are pursuing accounting classes to qualify to sit for the CPA exam. These students, as well other individuals who plan to do the same thing, would earn the PBCA upon completion of the requisite courses should the proposed program be approved. The University projects an initial enrollment of 12 students with that number increasing to 25 by year five of program implementation. By the end of the second year, ULL expects the program to have six graduates, with 15 by year five.

4. Faculty, Resources & Administration

The proposed PBCA will be housed and administered in the Department of Accounting within the B.I. Moody III College of Business Administration. The implementation of the proposed program will not impact the present administrative structure of the University or the College. ULL has sufficient technology, facilities and existing library holdings to support the proposed program. All of the courses required of the proposed
PBCA are existing courses, and there is excess capacity in the upper-level accounting courses to absorb any additional students. As a result, no additional faculty will be needed.

5. Accreditation

While both the Department of Accounting and the B.I. Moody III College of Business Administration are accredited by the Association to Advance Collegiate Schools of Business (AACSB-International), accreditation for PBCs is not offered by this specialized accrediting agency.

6. Budget

There will be no cost associated with implementation of the proposed PBCA since required courses are already offered by ULL and sufficient faculty are in place to provide appropriate instructional support.

STAFF ANALYSIS

ULL is proposing a certificate program that would address regional workforce needs. In addition, the proposed PBCA will enhance opportunities for students to succeed in the accounting profession and provide an alternative route to becoming eligible to sit for the CPA Exam. The proposed certificate program can be offered at no cost to the institution and has the potential to generate additional revenue.

STAFF RECOMMENDATION

The staff recommends that the Academic and Student Affairs Committee recommend that the Board of Regents grant approval of the Post-Baccalaureate Certificate in Accounting (CIP Code 52.0301) at the University of Louisiana at Lafayette, with implementation for Fall, 2014.
AGENDA ITEM III B 4
PROPOSED NEW ACADEMIC PROGRAM
UNIVERSITY OF LOUISIANA AT LAFAYETTE
GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION

BACKGROUND INFORMATION
The University of Louisiana at Lafayette (ULL) is seeking Board of Regents' approval to offer a Graduate Certificate (GC) in Business Administration. The proposal was approved by the UL System Board of Supervisors at their meeting in April 2014.

STAFF SUMMARY

1. **Description**

   The proposed fully online GC in Business Administration program is a 15-credit hour academic offering that is designed for students who have already completed a recognized baccalaureate degree. Courses required of the proposed GC program (Survey of Accounting, Survey of Economics and Finance, Survey of Management and Management Information Systems, Survey of Marketing and the Legal Environment of Business, and Survey of Statistics and Operations Management) are currently offered as MBA foundation courses on campus for students admitted to the MBA program who do not have an undergraduate business degree. Offering these existing courses online and as a certificate program will expand the University's student base by targeting individuals with an undergraduate degree in a non-business area who:

   - are interested in gaining knowledge and competencies in business fundamentals;
   - would like to develop skills to operate more effectively in business organizations, to meet the demands of new careers in management, or to advance their professional goals or careers;
   - would like to take some graduate-level business courses without having to commit to pursuing an MBA; or
   - are interested in pursuing an MBA degree.

   Additionally, this proposed certificate program will provide an avenue for students who are admitted into ULL's MBA program, but do not have an undergraduate degree in business, to complete the prerequisites for the MBA core courses online. Graduate school admission will be required to enroll in this proposed certificate program.

2. **Need**

   The proposed online GC fits within ULL's mission by meeting the needs of an underserved population within the Acadiana region, specifically working adults in various industry settings who are in need of additional knowledge in business but cannot make the long-term commitment to complete an MBA. This online program will provide preparation in business to workers in industries such as healthcare, education, and public administration that are important to the economic development of the University's service area. Additionally, in an area that is consistently highly ranked in business climate and entrepreneurial activity, this proposed GC will enable small business owners and entrepreneurs to complete or enhance their essential business skills in a manner that is less demanding on their time and financial resources than a traditional academic program.

   The only other GC program similar to what is being proposed is at McNeese State University which offers a GC in Business Administration. However, the GC program offered by McNeese is not a fully online program and, consequently, will not serve the same population as the program being proposed by ULL. If approved, this proposed program will be the only fully online GC in Business Administration in Louisiana.
3. **Students**

The University projects an initial enrollment of 30 students with that number increasing to 40 by year five. It is anticipated that the first set of completers (20) will be at the end of year one, with 30 students completing the proposed GC in year five. The initial estimates of student enrollment are based on the average annual number of students enrolled in the MBA foundation courses at ULL.

4. **Faculty, Resources & Administration**

The proposed GC will be housed in the B.I. Moody III College of Business Administration and will be interdisciplinary in nature, encompassing every department within the College. The Associate Dean and Director of Graduate Programs (who directs the MBA program) will administer the proposed program. The program will be guided by the College of Business Administration Advisory Board and facilitated by the College’s distance learning program coordinator. Implementation of the proposed program will not impact the present administrative structure of the University or the College. All courses required of the proposed program are already offered and supported by existing faculty. As a result, no new faculty will be necessary to initiate the proposed certificate program. ULL has sufficient technology, facilities and existing library holdings to support the proposed program.

5. **Accreditation**

While the B.I. Moody III College of Business Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB-International), as are the degree programs offered by the College, accreditation for GCs is not offered through this specialized accrediting agency.

6. **Budget**

There will be no cost associated with implementation of the proposed GC since required courses are already offered by ULL and sufficient faculty are in place to provide appropriate instructional support.

**STAFF ANALYSIS**

The GC proposed by UL Lafayette is one that will assist individuals in gaining access to essential business knowledge in content areas (i.e., economics, finance, general management, etc.) which will provide the background necessary for a new career or for career advancement. In addition, the proposed program will provide individuals who hold a non-business degree with the necessary foundation to pursue additional graduate studies in business. Since courses required of the proposed program are already offered and supported by existing faculty, there will be no cost for program implementation.

**STAFF RECOMMENDATION**

*The staff recommends that the Academic and Student Affairs Committee recommend that the Board of Regents grant approval of the Graduate Certificate in Business Administration (CIP Code 52.0201) at the University of Louisiana at Lafayette, with implementation for Fall, 2014.*
AGENDA ITEM III B 5
PROPOSED NEW ACADEMIC PROGRAM
UNIVERSITY OF LOUISIANA AT LAFAYETTE
GRADUATE CERTIFICATE IN PROFESSIONAL WRITING

BACKGROUND INFORMATION

The University of Louisiana at Lafayette (ULL) is seeking Board of Regents' approval to offer a Graduate Certificate (GC) in Professional Writing. The proposal was approved by the UL System Board of Supervisors at their meeting in April 2014.

STAFF SUMMARY

1. Description

The 15-credit hour certificate, which will be offered in an online format, is designed to teach students advanced skills in writing, editing, document design, research, analysis, and multimedia. The proposed program will primarily target working professionals who want to improve their communication skills and, in doing so, increase their value to their employers. In addition, the proposed program will attract post-baccalaureate students who desire a professional writing credential in order to be hired as a professional or technical writer or editor or for positions in business and government that require skills in writing, editing and collaborating with or overseeing employees creating documents.

The proposed GC will consist of nine credit hours of required coursework; a three-credit hour internship experience; and an elective approved by the student's advisor. Because the program was designed for professionals from a wide range of backgrounds, it will admit post-baccalaureate students, regardless of major, who meet the University's Graduate School admission requirements.

2. Need

Graduate professional writing certificate programs, especially those online, are in high demand in the United States as employers increasingly search for employees who can communicate effectively to internal and external audiences in print, online, and in social media. The Bureau of Labor Statistics' Occupational Outlook Handbook estimates that in 2010, the number of jobs nationwide in technical writing was 49,500, with a ten-year job outlook of 17% growth. The national projections for growth in this sector are reflected at the state-level as well. The Louisiana Workforce Commission's projections show that jobs in this sector are expected to grow in the next decade and at a higher rate than the average across all fields. In addition, studies show that professionals in a wide range of fields average anywhere from 10% to 40% of their time at work writing and collaborating to plan and write documents. The proposed GC will provide individuals with the skill sets necessary to be more effective writers.

The only similar program currently offered in Louisiana public institutions is the GC in Technical Writing and Communication at Louisiana Tech. LA Tech's GC focuses on technical writing and communication whereas the focus of ULL's proposed program will take a broader view toward writing in the workplace. ULL's GC in Professional Writing will draw on the English Department's interest in creative writing and film-making as well as professional writing and rhetoric, making it unique. The proposed certificate's internship component will require faculty and students to develop close associations with employers in the Acadiana region (e.g., oil, health care, the arts) and the certificate program, as a result, will naturally emphasize the kinds of professional writing that are most needed and desired in South Louisiana.

3. Students

The University has a significant population of English majors and others interested in writing as a profession who are looking for further training and an additional credential. Enrollment will also come from those not already enrolled at the University who will find the proposed GC to be an appealing means of acquiring further credentials and training in writing, with ready access to the program because of the online
format. The expectation is for an initial enrollment of six students, increasing to 38 by year five. The University anticipates five completers at the end of year one and 34 by the end of year five.

4. Faculty, Resources & Administration

The proposed GC will be administered by the Department of English within the College of Liberal Arts. No changes to the current administrative structure will occur due to program implementation; the English Department Head and English Graduate Coordinator will oversee the proposed program. Existing library resources will be sufficient for program implementation. Because all courses will be offered online, there will be no need for classroom or laboratory space. The English Department plans to hire one new assistant professor specializing in professional writing, using one of its existing open lines. The additional hire will be sufficient for the Department to offer the additional course sections and to provide the mentoring and advising of students required by the certificate program.

5. Budget

The main cost of the proposed GC in Professional Writing will be the hiring of one additional faculty member as noted above (estimated salary is $50K plus benefits per year). Other costs will be minimal (new computers and software, training for online teaching certification, faculty development), and the University will provide these resources when necessary.

STAFF ANALYSIS

The online GC program proposed by ULL will provide individuals with the opportunity to advance their communication skills and earn a professional writing credential. Working professionals find that certificates give them an advantage in pay and promotion, while job seekers use a certificate to make them more competitive on the job market. Since courses required of the proposed program are already offered, program implementation can occur at minimal cost to the institution.

STAFF RECOMMENDATION

The staff recommends that the Academic and Student Affairs Committee recommend that the Board of Regents grant approval of the Graduate Certificate in Professional Writing (CIP Code 23.1303) at the University of Louisiana at Lafayette, with implementation for Fall, 2014.
AGENDA ITEM III C 1
PROPOSED TERMINATION
CAPITAL AREA TECHNICAL COLLEGE
AAS in Business Office Administration

BACKGROUND INFORMATION
Capital Area Technical College (CATC) requests approval to terminate the Associate of Applied Science (AAS) in Business Office Administration, along with the four supporting CTS and TD credentials. The requested termination was approved by the Board of Supervisors of the LCTCS at the April 2014 meeting.

STAFF SUMMARY
This termination request is primarily designed to clean up the curriculum inventory (CRIN) and reflect program evolution. The Business Office Technology program has been revised to focus more on Office Administration (the area's new name). The following programs are no longer admitting students or offered in the revised curriculum:

- CTS  Accounting Office Assistant
- CTS  Medical Office Specialist
- CTS  Medical Records/Billing Specialist
- TD   Business Office Technology
- AAS  Business Office Administration

The related programs that will remain active in the CRIN include:

- CTS  Office Assistant
- CTS  Office Clerk
- TD   Office Administration

The AAS has been a weak program with only four graduates over the last three years, and it will not be replaced. The remaining certificate and diploma programs incorporate the related or relevant content from those being cancelled.

STAFF ANALYSIS
The request for termination is administrative cleanup and should have little or no impact on other academic programs in the department or college or on student access to workforce training.

STAFF RECOMMENDATION
The staff recommends that the Academic and Student Affairs Committee recommend approval of the termination of the AAS in Business Office Administration (CIP 52.0401) and related certificate and diploma programs currently offered by Capital Area Technical College.
AGENDA ITEM IV

PROPOSED AY 2014-15 MASTER COURSE ARTICULATION MATRIX
AND LOUISIANA COMMON COURSE CATALOG

STAFF SUMMARY

Since 2003, the Board of Regents has made available to the public via its website the Master Course Articulation Matrix that reflects course equivalencies among postsecondary institutions of higher education. Courses on the matrix have typically been in the areas of General Education, Science, and Business. Each year, faculties on the respective campuses, under the leadership of the Chief Articulation Officer, review the matrix for revisions. Historically, the review process began when the Articulation Officers had their annual fall meeting, and institutions proposed changes to the matrix based on their review. In response to ACT 356 (2009), which required implementation of a statewide common course numbering system “to facilitate program planning and the transfer of students and course credits between and among institutions,” the traditional review process had to be modified. With the goal of establishing statewide common course descriptors for courses to be included on the matrix, Board of Regents staff brought together faculty representatives, by major functional area, from all of the public colleges and universities starting in the fall of 2011 to discuss this initiative. The Faculty worked to establish common course content to be covered for each course included on the matrix; the common descriptors, along with statewide course rubrics and titles, are reflected in the 2014-15 Louisiana Common Course Catalog.

The revised matrix accurately reflects the current statewide articulation of specified courses, offered by at least five public institutions of higher education. This matrix will be posted on the Regents' web site, as a pdf document and as a spreadsheet, and it will be available on the statewide Louisiana Transfer site (www.latransferdegree.org) as a Transfer Course Guide through a the interactive query function that makes it easier for people to use.

STAFF ANALYSIS

The approval process began when the Chief Articulation Officers, with faculty input, endorsed the matrix and the statewide common course descriptors. This approval process involved an in-depth review of the matrix as well as unanimous agreement on common course content of the courses included on the Matrix. Courses in the areas of physical sciences, biological sciences, foreign languages, English, mathematics, social sciences, humanities and business have been addressed and are reflected on the revised matrix and in the catalog.

The matrix and the catalog, in their current form, were sent to the system Chief Academic Officers of the four management boards for administrative approval. Ultimately, the Board of Regents must approve the Matrix prior to its release to the public, hopefully in time for new students to schedule classes the 2014-2015 academic year. Attachments A and B present the catalog and the matrix.

The matrix and the catalog provide a valuable and necessary service to students and faculty across the state. It is recognized that such efforts need to continue in order to refine and expand these tools.

As such, staff tenders the following recommendation:

STAFF RECOMMENDATION

The staff recommends that the Academic and Student Affairs Committee grant approval of the proposed Academic Year 2014-15 Master Course Articulation Matrix and the Louisiana Common Course Catalog, and authorize Board of Regents staff to continue to work with the colleges and universities in order to expand the Matrix and the Louisiana Common Course Catalog throughout the year.
AGENDA ITEM V A 1

REAUTHORIZATION of a PREVIOUSLY APPROVED RESEARCH UNIT
LOUISIANA STATE UNIVERSITY
REILLY CENTER FOR MEDIA AND PUBLIC AFFAIRS

BACKGROUND INFORMATION

Louisiana State University (LSU) is requesting reauthorization of the Reilly Center for Media and Public Affairs. The Center was initially approved in 1999. Reauthorization was subsequently granted in 2004 and 2009. LSU now requests reauthorization of the Reilly Center through June 2019. This request was approved by the LSU Board of Supervisors at their May 2014 meeting.

STAFF SUMMARY

1. Description

The Reilly Center for Media and Public Affairs is an integral part of the Manship School of Mass Communication at LSU. The Reilly Center generates research and programs about mass communication and its multi-faceted relationships with social, economic, and political issues. It is the only center in the country that focuses its research, programming, and education on the study of the relationship between media and public affairs. The Reilly Center is partnership-driven, action-oriented, and dedicated to serving as a gateway for collaborative research on contemporary issues for the public good. The Center’s interdisciplinary environment brings together faculty from a range of fields including mass communication, political science, history and law. It deploys the diverse intellectual assets of scholars from Louisiana and across the nation to elevate public disclosure, increase civic participation, and advance public policy relevant to governance at the state and national levels.

2. Activities

The Reilly Center has provided a spirited and diverse program of scholarly and professional work that has positioned LSU as a national leader in the field of media and politics. Noted below are a few highlights of Center activities.

- Under its John Breaux Symposium, the Center has conducted 12 symposia, with nationally and internationally recognized scholars and experts, exploring contemporary issues. Symposia have resulted in several nationally distributed reports and books.

- The Reilly Center, in partnership with LSU Press, established an endowment for and launched the Media & Public Affairs Book Series. The only series of its kind in the country, it examines the questions and issues at the heart of American democracy.

- The Reilly Center has and will continue to conduct the annual Louisiana Survey for policy makers and state leaders as well as surveys for the Office of the Governor, Committee of 100, Department of Health and Hospitals, Department of Labor, and other like entities.

- In 2012, the Reilly Center launched the Academy of Applied Politics (AAP), an eight-week program that offers public affairs campaign training to citizens of Louisiana.

During the next four years, the Reilly Center plans to launch the Lamar Visiting Scholars Program, to promote innovative thinking about the nexus of media and politics, as well as a new research and programming initiative through the Press Law & Democracy Project.

3. Resources and Administration

The Reilly Center is led by a director, who also serves as a mass communication faculty member within the Manship School. In addition to five faculty fellow, the Reilly Center provides support for five Manship School graduate assistantships. Students who hold these positions work as research assistants for faculty, help

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conduct research or assist with Reilly Center activities. The Center has one partial support staff position, shared with the Manship School’s administration.

In June 2008, the Reilly Center’s Public Policy Research Lab expanded into a freestanding building on campus called the Manship Research Facility. This facility offers two call centers with 52 computer-assisted telephone interviewing workstations, mail survey and web survey capacity. Also housed in the Manship Research Facility is the Media Effects Lab which consists of 16 advanced computer workstations able to monitor heart rate, eye movement, blood pressure, and other physiological measures for products, media messages and advertising.

4. **Budget**

The main revenue source of the Center is from line item funding (which was approved by the State Legislature in FY 2001-2002) with the secondary source being private funding. As a public/private partnership, the Reilly Center is ambitious and proactive in its private fund raising efforts; funding from the State helps leverage critical private dollars. These two sources of funding are sufficient to support Center initiatives.

**STAFF ANALYSIS**

The Reilly Center has provided scholarly and professional work that has positioned LSU as one of the national leaders in the field of media and politics. The Center’s assets and capabilities have assisted in attracting quality junior faculty as well as in recruiting stellar doctoral students for LSU’s PhD in Mass Communication and Public Affairs. Based on initiatives that have been achieved to date and those planned for the future, the Reilly Center is well poised to further enhance its reputation in the field of media and politics. Such a reputation, along with research and programming conducted by the Center, positively impacts not only LSU but the State.

**STAFF RECOMMENDATION**

_The staff recommends that the Academic and Student Affairs Committee recommend that the Board of Regents grant reauthorization of the Reilly Center for Media and Public Policy at LSU for a period of five years, effective immediately._
AGENDA ITEM V A 2
REAUTHORIZATION of a PREVIOUSLY APPROVED RESEARCH UNIT
LSU HEALTH SCIENCES CENTER - NEW ORLEANS
THE EPILEPSY CENTER

BACKGROUND INFORMATION
LSU Health Sciences Center - New Orleans (LSUHSC-NO) is requesting reauthorization of The Epilepsy Center for a period of five years. The Board of Regents (BoR) granted one-year conditional approval of the Center in October 2002 and in October 2003 granted continued approval though October 2004. On August 1, 2005, a proposal was submitted to the BoR for continued authorization of the Center for a five year period; however, due to events related to Hurricane Katrina, action was deferred pending reestablishment of the Center’s clinical and research activities. In 2008, the Epilepsy Center was approved by the BoR through September 30, 2013. LSUHSC-NO now requests reauthorization of the Center through June 2019. This request was approved by the LSU Board of Supervisors at their May 2014 meeting.

STAFF SUMMARY

1. Description
The LSUHSC Epilepsy Center was established to meet the clinical care and research needs of the approximately 5% of Louisiana citizens who experience seizures or epilepsy, recognizing that nearly 50% of people with epilepsy do not respond adequately to first-line medication treatment. The major goals of the center are: diagnosis and treatment, research, and education. The major objectives of the Center are:

1. Provide a 4th Level Comprehensive Epilepsy Center (the highest level of service as defined by the National Association of Epilepsy Centers) with focused efforts on research, teaching and state-of-the-art medical and surgical treatment of epilepsy and seizure disorders for citizens in the State of Louisiana.
2. Encourage academic and clinical research through industry-sponsored trials, investigator-initiated studies and collaborative research relationships in neuroscience, pharmacotherapy, neurosurgery, cognitive neuroimaging, physiological signal processing and mathematics.
3. Provide epilepsy education for medical care providers, students, residents and the citizens of Louisiana to improve the quality of care offered to persons suffering from epilepsy and the quality of life of epilepsy patients and caregivers.

2. Activities
The LSUHSC Epilepsy Center is a multi-disciplinary, comprehensive center that provides state-of-the-art clinical care, research and outreach to adults and children with epilepsy. Various activities of the Center include, but are not limited to, the following:

- Provided routine and specialized studies (EEG, Neuroimaging, Detailed Analysis of Neuroimaging Studies, Functional MRI and Functional Brain Mapping, Neuropsychological Testing and Psychiatric Services) to assist in the diagnosis and treatment of epilepsy.
- Conducted 26 National Institutes of Health (NIH) or industry-sponsored clinical device and medical trials, as well as 14 center-sponsored or LSUHSC-sponsored studies in the areas of medical devices, cognitive neuroimaging, outcome analysis, seizure prediction, diagnostic analysis and epilepsy evaluation from 2003–2013.
- Selected (one of only 15 sites) to participate in the Responsive Neurostimulator System (RNS) System Feasibility Clinical Investigation testing the safety and effectiveness of the device.
- Spearheaded efforts with the Louisiana Epilepsy Foundation to improve and increase outpatient services for indigent patients.
3. Resources and Administration

Within the Center there is a Director and an Associate Director who are ultimately responsible for the day-to-day operations. There are seven core directors responsible for the clinical and research goals of their disciplines. The core directors guide the clinical and research achievements in their core area. Research personnel, fellows, residents and students also work to support initiatives of the Center. The Center has various outpatient clinics, labs, inpatient monitoring and surgery facilities, and research facilities located throughout the New Orleans area (e.g., Children’s Hospital in New Orleans, Touro Infirmary, Interim LSU Hospital and other sites).

4. Budget

The major portion of the revenue for the Center is from contracts with the LSU Interim Hospital (which will transfer to the University Medical Center in 2015), Children’s Hospital in New Orleans, and Touro Infirmary. The Department of Neurology annually provides about $50,000 in support to the Center. In addition, for FY 2014-15, the Center anticipates receiving one-time funding of approximately $620K from the University Medical Center in New Orleans to implement an inpatient epilepsy monitoring unit. Revenue derived from the sources noted will adequately support Center operations.

STAFF ANALYSIS

Since inception, the Center has provided comprehensive epilepsy treatment as well as enhanced access to epilepsy education for patients and physicians. It is the only tertiary care center for epilepsy in Louisiana and the Gulf Coast. The Center not only provides patient care but also provides student, residents and fellows with a multi-disciplinary approach to epilepsy medicine.

STAFF RECOMMENDATION

The staff recommends that the Academic and Student Affairs Committee recommend that the Board of Regents grant reauthorization of The Epilepsy Center at LSUHSC-New Orleans for a period of five years, effective immediately.
AGENDA ITEM V B 1
ROUTINE ACADEMIC REQUESTS
Staff Approvals

<table>
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<tr>
<th>Institution</th>
<th>Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA Tech</td>
<td>Request to consolidate the BA/Speech (CIP 090101) and BA/Journalism (CIP 090401) into a new degree on the curriculum inventory, BA/Communication (CIP 090100), with concentrations in Speech Communication; Journalism; or Theatre -- Approved.</td>
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## AGENDA ITEM V B 2

**PROGRESS REPORTS for CONDITIONALLY APPROVED ACADEMIC PROGRAMS & RESEARCH UNITS**

<table>
<thead>
<tr>
<th>Initial Approval</th>
<th>Institution</th>
<th>Staff Analysis</th>
<th>Staff Recommendation for Board Action</th>
</tr>
</thead>
</table>
| 02.2011          | Bossier Parish Community College  
**AAS in Engineering (CIP Code 14.0101)**  
Conditional approval was granted to the program in February 2011 with a request for an update on enrollment/completion data and transfer to baccalaureate engineering programs by March 2012. The report was received and accepted with a subsequent report submitted in February 2013 per the request of the Regents. An update was called for by March 1, 2014.  
The 2014 report was received by staff in late April 2014. Enrollment in the program has grown from 62 students in fall 2011 (initial cohort) to 154 students in spring 2014. Five students have graduated from the program and transferred to LA Tech and ULL to continue for their BS in Engineering. Twenty students are expected to graduate in May 2014. An update on advisory board activities, course offerings and the status of professional accreditation was provided. | Receive and accept the 2014 progress report. A subsequent report and enrollment and completer data shall be due by May 1, 2015. |
| 05.2011          | Baton Rouge Community College  
**AAS in Paralegal Studies (CIP Code 22.0302)**  
Conditional approval was granted to the program in May 2011. A progress report on enrollment and completion rates, as well as accreditation status, was requested by May 2012. The institution provided such a report as requested with a subsequent report submitted in June 2013. An update was then requested by May 1, 2014.  
The 2014 report was received by staff in early May 2014. At the time of program implementation (fall 2011), 14 students declared paralegal studies as a major with enrollment increasing to 91 for spring 2014. The first group of students (four) completed the degree in spring 2013. An additional seven students graduated in fall 2013 and it is anticipated that six will graduate in spring 2014. The program is now eligible to seek accreditation with the American Bar Association. The institution plans to begin the self-study process in fall 2014. | Receive and accept the 2014 progress report. A subsequent report and enrollment and completer data shall be due by May 1, 2015. |
AGENDA ITEM V B 3
LETTERS of INTENT/PROPOSALS in the QUEUE
Forwarded to BoR by Management Boards

<table>
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<th>CAMPUS</th>
<th>PROGRAM</th>
<th>RECV'D</th>
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<tbody>
<tr>
<td></td>
<td>NSU</td>
<td>BS - Applied Science &amp; Technology</td>
<td>11.05.13</td>
<td>Circulated to CAOs for feedback w/ responses recvd by 12.05.13. Questions to campus 12.10.13; response recvd 01.09.14; additional questions to campus 02.04.14. Met with campus representative 04.23.14 to discuss issues; awaiting revised proposal.</td>
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<tr>
<td></td>
<td>ULM</td>
<td>BA - Dance</td>
<td>12.17.13</td>
<td>12.19.13 Circulated to CAOs for feedback w/ responses recvd by 01.27.14; questions to campus 02.03.14; response recvd 03.17.14. Questions to campus 03.31.14; awaiting response.</td>
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<tr>
<td>Letters of Intent</td>
<td>ULM</td>
<td>MS - Nursing, online</td>
<td>03.12.14</td>
<td>03.17.14 Circulated to CAOs w/ feedback requested by 04.04.14. Questions to campus 04.08.14; awaiting response.</td>
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<td></td>
<td>ULM</td>
<td>MPA - Public Administration</td>
<td>03.12.14</td>
<td>03.17.14 Circulated to CAOs w/ feedback requested by 04.04.14. Questions to campus 04.07.14; awaiting response.</td>
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<td>UNO</td>
<td>MEd - Higher Education Administration</td>
<td>03.12.14</td>
<td>03.17.14 Circulated to CAOs w/ feedback requested by 04.04.14. Questions to campus 04.08.14; awaiting response.</td>
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<td>Program Proposals</td>
<td>SLCC</td>
<td>AAS - Application Software Dvlpt</td>
<td>02.20.14</td>
<td>Reviewed by staff. Questions to campus on 2.27.14; awaiting response.</td>
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<td></td>
<td>BRCC</td>
<td>AAS - Computer Science</td>
<td>03.18.14</td>
<td>Reviewed by staff. Questions to campus 03.31.14 w/ a response recvd 04.07.14. Additional questions to campus on 04.09.14; awaiting response.</td>
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<td></td>
<td>SLCC</td>
<td>AAS - Energy &amp; Chemical Processing Technology</td>
<td>03.20.14</td>
<td>Reviewed by staff. Questions to campus on 03.21.14; response recvd 05.05.14; final question to campus on 05.06.14.</td>
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Draft Proposals, Not Yet Formally Submitted by the System/Campus for BoR Consideration

| Draft Proposals | None at Present |

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ACADEMIC AFFAIRS TRACKING DATABASE

Required Reporting for 2008

This database contains information about academic programs, research units, and various administrative requests that have come before the Academic & Student Affairs Committee of the Board of Regents after. The purpose of this database is to inform viewers of the status of institutional requests and reporting requirements related to them; it is *not* the official record of Board actions.

Select Institution

<table>
<thead>
<tr>
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<th>Program/Unit Name or Request</th>
<th>ActionDate</th>
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<td>South Louisiana Community College</td>
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<td>Capital Area Technical College</td>
<td>5/21/2014</td>
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<td>L.S.U. A&amp;M College</td>
<td>5/21/2014</td>
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<td>Paul M. Hebert Law Center</td>
<td>4/23/2014</td>
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<td>New Acad. Program</td>
<td>L.S.U. Health Sciences Center - NO</td>
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<td>Select</td>
<td>Termination</td>
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**Details**

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<td>37</td>
<td>Termination</td>
<td>AAS in Business Office Administration</td>
<td>Approval</td>
<td>The Board of Regents granted approval of the termination of the AAS in Business Office Administration (CIP Code 52.0401) and related certificate and diploma programs currently offered by Capital Area Technical College.</td>
<td>5/21/2014</td>
<td>Capital Area Technical College</td>
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