LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
    LCTCS President

THROUGH: Dr. René Cintrón
          Chief Academic Affairs Officer

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

SUBJECT: Program Requests at Fletcher Technical Community College

DATE: 01/23/2019

FOR BOARD ACTION:

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

Curriculum Modification: Applied Science
  1. Associate of Arts (AA), Business Administration, Paralegal Studies
     Concentration (CIP 22.0302) - 5 STARS

Background: Fletcher Technical Community College requests to add a concentration in Paralegal Studies to the AA in Business Administration. Currently, the Business Administration Program prepares students to obtain the basic skills necessary for entry-level positions in management, marketing, or accounting. The addition of this concentration expands opportunities for Fletcher students.

Fiscal Impact: The administrative structure will not change. There are no anticipated expenditures associated with these modifications. Faculty and resources under the existing curriculum will be allocated to the new programs.

History of Prior Actions: There is a history of modifying programs to meet student and workforce needs.

Benefits to the System: There is a need for paralegal studies in South Louisiana to meet growing industry demand. These modifications will allow FTCC to better meet student and workforce needs.

Approved for Recommendation to the Board
Dr. Monty Sullivan

2-13-19
Date
LOUISIANA’S COMMUNITY & TECHNICAL COLLEGE SYSTEM

Requests for Programs: New, Modification, and Adoption

**TYPE OF PROPOSED CHANGE**

- [ ] New Program
- [x] Curriculum Modification
- [ ] Curriculum Adoption

Program Name: Business Administration (add Concentration in Paralegal Studies)

**AWARD LEVEL(S)**

For Board of Regents and LCTCS Review:
- [ ] Associate of Applied Science (A.A.S.)
- [ ] Associate of Science (A.S.)
- [x] Associate of Arts (A.A.)
- [ ] Other Associate Degree

Name:

- [ ] Certificate of Applied Science (C.A.S.)
- [ ] Certificate of General Studies (C.G.S.)

For LCTCS Review:
- [ ] Technical Diploma (T.D.)
- [ ] Career and Technical Certificate (C.T.C)
- [ ] Certificate of Technical Studies (C.T.S.)

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

Add a concentration in our current Associates in Business Administration in Paralegal studies

IMPLEMENTATION DATE (Semester and Year) | Fall 2019

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

None

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

 Industry demand for paralegal exists.

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

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SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

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Site 1:
Site 2:
Site 3
Site 4:

QUALIFIED FACULTY (Check all that apply)

☐ Use Existing Faculty
☐ Hire Adjunct Faculty
☐ Hire Full-Time Faculty

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master's Degree
Experience: 5 years
Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Academic Affairs: Business Administration

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

Administrative structure will not change. The adjunct faculty will continue to report to the department head of business.

ANTICIPATED ENROLLMENT:

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PROGRAM ACCREDITATION: ACBSP
Is Program Accreditation, Licensure or Certification Required? □ Yes ☒ No

If YES, please provide projected accreditation/licensure/certification date:

Type/Name of Program Accreditation, Licensure or Certification Required:

**PROGRAM CURRICULUM**

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

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*Courses are new and replace current business administration electives.

**BENEFITS TO THE SYSTEM**

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

There is a need for paralegal studies in South Louisiana. No other program exists at the community college level in the area.

**SIGNATURES:**
Regina C. Verdun, Ed.D.

College Chief Academic Officer

Date: 1-14-19

College Chief Executive Officer

Date: 1-15-19