

OFFICE OF INSTITUTIONAL EFFECTIVENESS

August 9, 1999

TO: Dr. Raymond J. Garrity
Provost and Vice Chancellor for Academic Affairs

FROM: Max Reichard
Assistant Vice Chancellor for Academic Affairs *MR*

SUBJECT: Updated Prospectus for Substantive Change

After reviewing the Prospectus for Substantive Change submitted to the SACS Commission on Colleges by Delgado Community College, the Committee formed for the purpose of this review found little need to update the Prospectus. In accordance with the organization of the original Prospectus, what follows are the results of the review with all substantive updates attached in an appendix.

I. Rationale for the Change

No change

II. Documentation of Legal Authority for the Substantive Change

No change

III. Proposed Timetable

The timetable as described in the Prospectus has been met.

IV. Effects of the Change on Administrative Organization/Governance Structure

A. The administrative relocation of the Occupational Studies Division to the Executive Dean (now Campus Provost) of City Park Campus was effected in the fall of 1998.

B. Although the governance of Delgado Community College was not affected by the merger with LTC-New Orleans, a constitutional amendment approved by the voters of Louisiana in the fall of 1998 created a new governing board -- the Board of Supervisors for Community and Technical Colleges. This same constitutional amendment transferred the management of Delgado Community College (along with that of Bossier Parish and Nunez Community Colleges) to the new board, effective July 1, 1999. This change is the subject of a review being conducted concurrently with the review of the Delgado/LTC-NOC merger.

V. Description of Educational Programs

No change except that in an effort to meet the needs of students who were unable to pass the ability to benefit test (the criterion for admission to the College for non-high school graduates), the College opened the Hibernia Literacy Center to provide basic skill development courses at the LTC tuition rate (see, Appendix A).

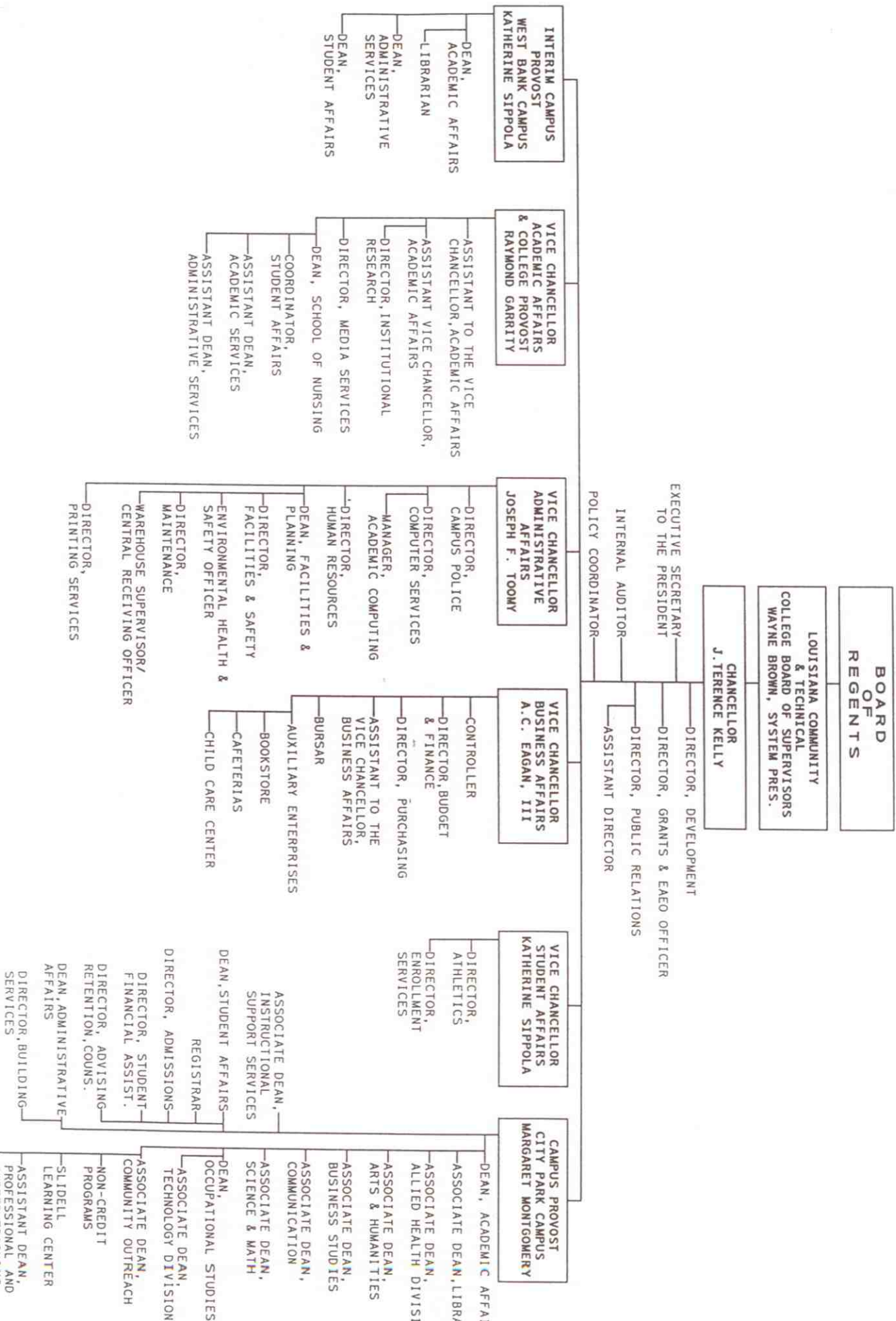
VI. Identification of Resources Required to Support the Change

- A. Financial Resources. No change
- B. Library/Learning Resources. No change except in library resources at the Charity School of Nursing which were expanded to meet the needs of the new practical nursing program (which had no library in the LTC system; see, Appendix B).
- C. Physical Facilities/Equipment. Continuing improvements to physical facilities as noted in Appendix C.
- D. Qualifications of Faculty. Continuing to upgrade faculty credentials as per Prospectus. See Appendix D for Roster of Instructional Staff.

VII. Proposed processes for monitoring and evaluating the expected outcomes of the change and for using the results. . . to improve . . . programs, services, and operations.

As indicated in the Prospectus, the Occupational Studies Division is subject to the same planning, assessment, and evaluation processes as are in place for all other academic units at the College. In addition, the Transition Team completed its work in December 1998 and submitted a Final Evaluation Report as required by the legislation mandating the merger (See, Appendix E).

DELGADO COMMUNITY COLLEGE ORGANIZATIONAL CHART



JULY 1999 **NOTE** SOME OF THE DEANS & ASSOCIATE DEANS POSITIONS ON THIS CHART ARE NEW TO THE DELGADO ORGANIZATION AND ARE PLANNED TO BE

Appendix A

STUDENTS AFFAIRS UPDATE

Prospectus for Substantive Change

SACS Self-Study-Substantive Change Student Affairs

Staff

The Louisiana Technical College-New Orleans Campus had three staff members when it merged with Delgado Community College: one professional staff, one classified staff and one Carl Perkins staff. The Carl Perkins staff was moved into the Testing Center during the fall semester of 1997 with responsibility for assisting in placement and contract testing and for counseling Ability To Benefit students who were unsuccessful in passing the ATB test.

The other two staff members continued working with the LTC students during the transition year in positions very similar to those prior to the merger. In summer 1998, the professional staff member moved to the City Park Financial Assistance Office as a financial assistance counselor and the classified staff member to the City Park Registrar's Office as the Registrar's secretary.

Services

The LTC Student Services staff processed all registration and records into the LTC courses and processed the federal financial assistance for those students. A revision of the College's authorization to award Title IV aid was submitted to allow the College to award aid for clock-hour programs. Veterans benefits were taken over by the City Park Veterans Benefits Coordinator and our agreement with the VA was expanded to cover these clock hour programs.

The LTC Student Affairs Officer participated in all planning for the LTC students and was charged with responsibility for counseling students about transition opportunities for merging into Delgado programs (see attached articulation cross walk, procedures, and contracts devised to assist in this process). The academic counselor was also left in the merged Occupational Studies/Technology Division for the transition year so that there would be two counselors to assist each student in completing their LTC coursework and/or transitioning into a Delgado program. Students were given Delgado ID cards and encouraged to participate in SGA functions at City Park.

Services related to admissions, including international admissions, and testing for the LTC students were assumed by the City Park campus offices which handled those functions. Academic records for students completing LTC programs were maintained in the Student Affairs office of the LTC; students completing the programs were awarded diplomas from the State Office of Education which issues all LTC diplomas. Records were input into the Delgado student records system for billing purposes and to generate a computerized listing of numbers enrolled in the various LTC programs.

At the end of summer 1998, the academic records for recent LTC students were moved to the City Park Registrar's Office. Students were notified that they may request copies of

these transcripts from the Registrar's Office; the former LTC staff member now housed in the Registrar's Office handles the issuance of these records.

Students

The students who were enrolled at the LTC-NO at the time of the merger (July 1, 1997) were guaranteed by legislation the right to complete the programs in which they were enrolled. Of the 336 full and part time students enrolled at the time of the merger, 139 students completed their programs within the next year and received their diplomas from the State Department of Education at Delgado's December or May commencement exercises. Another 48 students transferred into the Delgado certificate program using the crosswalk mentioned in the section above to meet part of the degree requirements. General education courses for those students were waived and the students were allowed to enroll at the LTC tuition rate rather than the much higher Delgado rate. It is difficult to determine how many other LTC students transferred to other LTC campuses and/or enrolled at Delgado at a later date. Many of the LTC students had attended Delgado at some time prior to enrolling at the LTC and simply returned to Delgado in the program they had pursued earlier.

Finally, in an effort to meet the needs of students who were unable to pass the ability to benefit test which is the criteria for admission to the College for non-high school graduates, the College opened the Hibernia Literacy Center (funded through a grant from Hibernia Bank) to provide basic skill development courses for these students at the LTC tuition rate.

AGREEMENT WITH LTC-NEW ORLEANS CAMPUS STUDENTS ENROLLED AFTER AUGUST 1, 1997*

In an effort to welcome LTC-New Orleans Campus students to Delgado Community College and to make their transition easier and more comfortable as well as to give them clear guidelines on how they may complete their studies at the College, the following agreement is offered:

Name _____ SS# _____ - _____ - _____

I, _____, agree to transfer to the certificate program in

_____ under the following conditions:

- a. LTC-New Orleans campus courses that have been completed will be accepted to meet requirements of the appropriate Delgado certificate program based on the equivalency chart already established.
- b. Tuition of \$210 for the first semester at Delgado Community College (equivalent to the cost of two LTC-NO terms) will be charged for the student to take the courses needed that semester to work toward the completion of the certificate in his/her major. If the student chooses to begin taking the general education courses needed for the certificate this semester or if the student elects to take any courses other than those technical courses that match the clock-hour courses, the student will pay for these courses at the standard "add-on" tuition rate of the College.
- c. Financial assistance for the student will be offered as a credit-hour student.
- d. In the initial semester students must take the courses that would constitute the equivalent of a full-time load in the LTC clock-hour program. This may or may not constitute a full-time load for them as credit hour students.

I accept the above agreement for the completion of my studies.

Student's Signature

Date

Delgado Community College
Representative's Signature

Date

EQUIVALENT COMPETENCY EVALUATION

Basis for Evaluating LTC Courses in Awarding Technical College Credits in Business Division

<u>LTC</u>		<u>DELGADO</u>
	ACCOUNTING	
ACCT 110	PRINCIPLES OF ACCOUNTING I	ACCT 111
ACCT120 and ACCT 130	PRINCIPLES OF ACCOUNTING II INTERMEDIATE ACCOUNTING I	ACCT201
ACCT 140 and ACCT 150	INTERMEDIATE ACCOUNTING II ADVANCED ACCOUNTING	ACCT 202
ACCT 160 ACCT 170	COMPUTERIZED ACCOUNTING FEDERAL INCOME TAX ACCT.	ACCT 221 ACCT 214
	BUSINESS	
ENGL130* MATH 105	BUSINESS COMMUNICATIONS BUSINESS MATH	BUSG178 BUSG 121
	COMPUTER INFORMATION TECHNOLOGY	
CPTR 101 and CPTR 105	INTRODUCTION TO COMPUTERS MICROCOMPUTERS	CMIN 201
CPTR 130 CPTR 131 CPTR 264 CPTR 265 ISYS 145 ISYS 155 ISYS 165	INTRODUCTION TO SPREADSHEETS INTRO TO DATABASE MGNT. ADVANCED SPREADSHEET APPLI. ADVANCED DATABASE APPLI. INTRO TO WORD PROCESSING ADVANCED WORD PROCESSING DESKTOP PUBLISHING	CMIN 265 CMIN 264 CMIN 268 CMIN 266 CMIN 104 CMIN 205 CMIN 141
	MANAGEMENT	
SOCL 201	HUMAN RELATIONS	MANG 201
	SECRETARIAL	
TYPG 111 TYPG 121 TYPG 131 RMGT 110	BASIC KEYBOARDING INTERMEDIATE KEYBOARDING ADVANCED KEYBOARDING FILING/RECORDS MANAGEMENT	SCOC 101 SCOC 102 SCOC 103 SCOC 179

Basis for Evaluating LTC Courses to Qualify to Take Credit Examinations

BUSI 100 BUSINESS LAW BUSL241

*Only if ENGL 101-102 were taken before ENGL 130 credit was earned.

**Basis for Evaluating LTC Courses in Awarding Technical College Credits
in Air Conditioning & Refrigeration**

LTC		DELGADO
HACR 121	ELECTRICITY I	ELCO 100
HACR 122	ELECTRICITY II	AIRC 125/126
HACR 111 and HACR 115 and HACR 131 and HACR 132	OVERVIEW MATERIALS, TOOLS, & EQUIPMENT THEORY OF REFRIGERATION THEORY OF REFRIG. APPLICATIONS	AIRC120/122
HACR 112 and HACR 113 and HACR 141 and HACR 142 and HACR 261 and HACR 262	CUSTOMER RELATIONS BUSINESS PRACTICES ROOM AIR CONDITIONING DOMESTIC REFRIGERATION RESIDENTIAL HEATING HEAT PUMPS	AIRC 200/201
HACR 251 and HACR 252	CENTRAL AIR CONDITIONING CENTRAL AIR COND. APPLICATIONS	AIRC 135
HACR 271 and HACR 272 and HACR 281 and HACR 282	COMMERCIAL AIR CONDITIONING COMMER. AIR COND. APPLICATIONS COMMERCIAL REFRIGERATION COMMERCIAL REFRIG. APPLICATIONS	AIRC 220/221

**Basis for Evaluating LTC Courses to Qualify to Take
Credit Examinations**

HACR 114	APPLIED MATHEMATICS	MATH 113
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**Basis for Evaluating LTC Courses in Awarding Technical College Credits
in Culinary Arts**

LTC

DELGADO

CULN 114	INTRODUCTION TO CULINARY ARTS	CULA 101
CULN 113	SANITATION AND SAFETY	CULA 103
CULN 122	NUTRITION	CULA 213
CULN 261	FOOD/BEVERAGE/HUMAN RES. MNGT.	CULA 107
CULN 121	VOLUME FOOD PRODUCTION	CULA 102
CULN 131	VOLUME FOOD PRODUCTION II	CULA103/106 and 108
CULN 252	BAKING FUNDAMENTALS	CULA 207
CULN 112	FOOD AND BEVERAGE SERVICE	CULA 209

**Basis for Evaluating LTC Courses in Awarding Technical College Credits
in Drafting**

<u>LTC</u>		<u>DELGADO</u>
DRAF 111 and	DRAFTING FUNDAMENTALS I	
DRAF 112 and	DRAFTING FUNDAMENTALS II	
DRAF 121 and	MULTI VIEW PROJECTION	
DRAF 122 and	DIMENSIONING	
DRAF 123 and	SECTIONS	
DRAF 131	AUXILIARY VIEWS/DESC GEOM	DRAF 125
DRAF 275	ELEC/ELETRONICS DRAF I	DRAF 256
DRAF 266 and	INTRO TO PIPING DRAFTING	
DRAF 267 and	INTRO TO MARINE DRAFTING	
DRAF 276 and	PIPING DRAFTING I	
DRAF 277 and	MARINE DRAFTING I	
DRAF 286 and	PIPING DRAFTING II	
DRAF 287	MARINE DRAFTING II	DRAF 242
DRAF 142 and	FASTENERS	
DRAF 251 and	INTRO TO MANUF DRAFTING	
DRAF 271 and	MANUFACTURING DRAFTING I	
DRAF 281	MANUFACTURING DRAFT II	DRAF 221
DRAF 262 and	INTRO TO CIVIL/MAP DRAFTING	
DRAF 272 and	CIVIL/MAP DRAFTING I	
DRAF 282	CIVIL/MAP DRAFTING II	CIVT 115
DRAF 263 and	INTRO TO ARCH DRAFTING	
DRAF 264 and	INTRO TO STRUCTURAL DRAFT	
DRAF 273 and	ARCHITECTURAL DRAFTING I	
DRAF 274 and	STRUCTURAL DRAFTING I	
DRAF 283 and	ARCHITECTURAL DRAFTING II	
DRAF 284	STRUCTURAL DRAFTING II	DRAF 294
DRAF 265 and	INTRO TO ELECT/ELECT DRAF	
DRAF 285	ELECT/ELECTRONICS DRAF II	DRAF 256

**Basis for Evaluating LTC Courses in Awarding Technical College Credits
in Welding Technology**

<u>LTC</u>		<u>DELGADO</u>
UNIT 1, II, III, IV	ELECTRIC ARC WELDING I	ACCT 11
UNIT V	BLUEPRINT READ. FOR TECH	TECH 111
UNIT VI	OXY-ACETYLENE WELD I	WELD101
UNIT VII (1-13)	ELECTRIC ARC WLEDING I	WELD 102
UNIT VII (14-26)	ELECTRIC ARC WOELDING II	WELD 104
UNIT VII (27-42)	ELEC ARC WELD-BUTT PLATE	WELD 250
UNIT VIII	ELECTRIC ARC WELD-PIPE WELD	WELD 252
UNIT IX	ORIENTATION TO TECH	TECH 100
UNIT X, XI	SPECIAL ARC WELDING	WELD 261
UNIT XII	SPECIAL TOPICS IN WELDING	SPTE 145

**Basis for Evaluating LTC Courses in Awarding Technical College Credits
in Industrial Instrumentation**

<u>LTC</u>		<u>DELGADO</u>
ETRN 112	FUND. OF DIRECT CURRENT CIR	ELET 101
ETRN 121	FUND. OF AC CIRCUITS	ELET 102
ETRN 122	FUND OF SEMICONDUCTORS	ELET 157
INST 111 and	INTRO TO INDUSTRIAL INSTRU	
INST 131 and	PRIN OF PRESSURE & LEVEL MEA	
INST 141 and	PRIN OF FLOW & FINAL CONT EL	
INST 142	PRIN OF IND. TEMP MEASURE	ELET 260

Basis for Evaluating LTC Courses in Awarding Technical College Credits
in Air Conditioning
from Operating Engineering Courses

<u>LTC</u>	<u>DELGADO</u>
TERM 1	ELCO 100
TERMS 1, 2, 3	AIRC 125
TERM 3	AIRC 120
TERMS 2,4	ELET 274
TERMS 3, 4	AIRC 220,221
TERM 4	ELET 260