

PROCEDURES FOR EVALUATING CREDITS FOR STUDENTS ENROLLED AT THE LOUISIANA TECHNICAL COLLEGE

1. Students who were enrolled at Louisiana Technical College in 1992 or later will be awarded credit based on their coursework at the LTC using the crosswalk established by the faculty in the various disciplines.
2. These credits are being awarded using the non-traditional credit procedures in place at the College for many years, there will be no charge for these credits.
3. These credits will be listed on the student's Delgado academic transcript as "Technical College Credit."
4. As with all non-traditional credit, all credit will carry a grade of "P." (See page 75 of the *1998-1999 Delgado Community College Catalog*.) Specific grades are awarded only for courses transferred directly from another regionally accredited institution. Since the crosswalk for awarding credit from the LTC is based on competencies gained in more than one LTC course rather than on a course to course equivalency, it would be inappropriate to assign a letter grade for the credits awarded.
5. Credits awarded are subject to the limitations on total hours of non-traditional credit and hours in a student's major as listed in the College Catalog (See Items 3 - 6, page 75 of the *1998-1999 Delgado Community College Catalog*.)*
6. Students who wish to avail themselves of this avenue for earning credits should complete the application form which is available in the Advising, Retention and Counseling Center, Room 115 E, Delgado Hall. The form is then submitted to the Registrar's Office where the evaluation process will begin. When the evaluation has been completed by the Registrar's Office, signed by the appropriate division chair and returned to the Registrar's Office, the credits will be entered on the student's academic record and a copy of the form will be mailed to the student.
7. Students who feel that the evaluation is incorrect may contact the appropriate division chair for clarification.

*Students who were enrolled at the LTC-NO on July 1, 1997 when that institution merged with Delgado Community College will not be subject to the limits placed on the number of hours that can be earned and used to meet degree requirements through the non-traditional credit procedure (see page 75 of the *1998-1999 Delgado Community College Catalog*).

APPLICATION FOR TECHNICAL COLLEGE CREDIT
For Students Enrolled in the
Former Louisiana Technical College-New Orleans Campus

You must complete the top section of this form, sign the form and take the form to the Registrar's Office for processing.

_____ (Name of Student)	_____ (Social Security Number)
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_____/_____/_____ I am currently enrolled at Delgado Community College.
(Division) (Major) (Degree)

This application is based upon my official transcript from the Louisiana Technical College-New Orleans Campus. I understand that Delgado Community College is awarding these credits based on an evaluation of the competencies I have achieved through clock-hour course work at Louisiana Technical College. I understand that while Delgado may award such academic credit and apply these credits toward the achievement of a degree at Delgado Community College, Delgado assumes no responsibility for the acceptance of these credits toward a degree at other institutions of higher education.

_____ (date)	_____ (Student's Signature)
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Pursuant to Act 1068 of the Louisiana Legislature and based on the a review of the academic transcript from Louisiana Technical College-New Orleans Campus of the above student, the following credits are awarded.

Course Number	Course Name	Credit Hours
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The faculty of the School of Nursing have evaluated the LTC transcript of the above student and the curriculum of the LTC Practical Nursing program and recommend that the student receive the above Technical College credit for the Practical Nursing courses completed.

Approved:

(1) _____	(2) _____	_____
(Associate Dean)	(Date)	(Dean, School of Nursing) (Date)

Copies: *White:* Student File *Yellow:* Student

Appendix B

LIBRARY SERVICES UPDATE

Prospectus for Substantive Change

Practical Nursing Program

Library

The practical nursing program at the Louisiana Technical College did not have a library. As a result of the merger the nursing library on the Charity campus expanded its services to meet the needs of the practical nursing student. The Charity School of Nursing Library is a special library dedicated to the subject of nursing and related literature. It is the only special library within the Delgado Community College system. The collection contains more than 5000 volumes and 110 journal titles. An automated circulation system is in place and automation of the card catalog has been initiated. The library has 12 public access personal computers with CD-ROM products available for use. There are two copy machines for student use.

The primary service to students is to provide a source of nursing and related literature essential to fulfill course assignments successfully. The library services are strongly oriented to the curriculum; acquisition of books and journals are made with regard to the needs of each program and material assigned in courses.

Computer Lab

The Charity School of Nursing's computer-assisted learning lab, started with a grant from the Helene Fuld Institute for Technology in Nursing Education, is now available to the practical nursing student. Its purpose is to support the instructional nursing programs by affording the opportunity for faculty to incorporate computerized learning programs into the curriculum, providing students with a means of obtaining additional self-paced instruction and tutoring, and providing students with the facilities to type required school papers and reports. The practical nursing program did not have a computer lab before the merger.

Audio Visual Department

The Audio Visual Department of the nursing school contains the hardware and software collection of media for the School of Nursing. The collection of programs includes 652 videotapes, slides, photographs, filmstrips and audio tapes. Additionally, The Audio Visual Department leases sixty programs annually. The primary purpose of the department is to assist students and faculty by providing instructional programs and supplementing the nursing curriculum.

During the 1998-99 school year, the Media Center Committee and the staff of the Audio Visual Department identified outdated media holdings in the collection. Some were in the Practical Nursing holdings that transferred to Delgado with that program. Topics in the courses of the RN, PN and CNA programs that needed updating were targeted and over 50 new programs were purchased. Many of these are videotape programs that meet the basic needs of all the Nursing curricula. Also, review courses for the Registered Nurse NCLEX and the Practical Nurse NCLEX were added to the collection. To meet the need for reliable hardware, the Audio Visual Department provided a powered lectern, overhead projector and a 27-inch TV/VCR for the Practical Nursing classroom.

The practical nursing faculty and students now have full access to all library, computer lab and media services. These were either unavailable or very limited to them prior to the merger. The nursing school was able to absorb the use of these services by the 30-40 practical nursing students and four faculty members with minimal disruption.

Appendix C

PHYSICAL FACILITIES UPDATE

Prospectus for Substantive Change

completed, and the building is fully connected into the College's mainframe system and local area network. More notably, a study has been conducted, and has now entered the design phase, to create a student services "one stop shop" in the building. This will consolidate key student services functions, including Testing, Enrollment Services, Admissions, Financial Aid, Registrar, Veterans Upward Bound, Tech Prep, and Bursar. This project will be conducted in two phases with an estimated total cost of approximately \$700,000. The College is currently proceeding with the first phase.

Appendix D

QUALIFICATIONS OF FACULTY UPDATE

Prospectus for Substantive Change

Roster of Instructional Staff
(Former LTC)

ROSTER OF INSTRUCTIONAL STAFF

(Instructions on Reverse)

Fall, 1997 - Fall, 1999

AUG 10 1999

Term(s)

Delgado Community College

Date Form Completed August 10, 1999

Name of Institution

1 Name	2 Most Advanced Degree and Discipline	3 Other Degrees	4 Courses Taught	5 Other Qualifications or Experience
Brown, Cheryl	AS - Computer Programming - Nicholls State University	AS - General Business - Nicholls State University	CMIN-201; CMIN-111; CMIN-265; XXBL-100	Courses in C++, Pascal, and Telecommunications at Southern University at New Orleans. 10 yr. teaching experience, primarily at the Louisiana Technical College teaching word processing, spreadsheets, desktop publishing, graphics, computer literacy, DOS, and computer operations. Currently pursuing a BS degree at the University of New Orleans.
Cadard, Louis	AS - Occupational Studies - Sowela		AIRC-120; AIRC-122; AIRC-125; AIRC-126; AIRC-135; AIRC-200; AIRC-201; AIRC-220; AIRC-221; SPTE-237 Mr. Cadard teaches in a non-degree program,	VTIE Certification - HVAC and Instrumentation
Dominio, John	Diploma - Delgado Junior College - Machinist - 1986		MOVH-103; MOVH-105; SPTE-104	VTIE Certification - Machine Shop and Auto Mechanics - 1986; 5.5 yr. teaching Machinist; 12.5 yr. teaching Auto Mechanics.

ROSTER OF INSTRUCTIONAL STAFF

(Instructions on Reverse)

Term(s) Fall, 1997 - Fall, 1999

Date Form Completed August 10, 1999

Name of Institution Delgado Community College

1 Name	2 Most Advanced Degree and Discipline	3 Other Degrees	4 Courses Taught	5 Other Qualifications or Experience
Draughter, Cheryl	BS - Business Education - Southern University at New Orleans		ADOT-101; ADOT-172; ADOT-178; BUSG-178; CMIN-104; MANG-101; XXBL-100	VTIE Certification - Office Occupations, Typing, and Business English - 1990; 14 yr. teaching experience at Louisiana Technical College, Sidney M. Collier Memorial Technical College, and Meadows Draughan Business College teaching word processing, desktop publishing, advanced word processing, human relations in business, typing, business law, and general business. Currently pursuing an MS degree in Public Administration (concentration in Management Information Systems) from Troy State University.
Haynes, Reginald	B.S. - Education - Chicago State University		SPT-235; TECH-111	VTIE Certification - Drafting - 1980; State Teacher Certification for grades 6-12, State of Illinois, 1979; 20 yr. experience teaching at the former LTC; 2 yr. industry experience in Drafting.

ROSTER OF INSTRUCTIONAL STAFF

(Instructions on Reverse)

Term(s) Fall, 1997 - Fall, 1999

Name of Institution Delgado Community College

Date Form Completed August 10, 1999

1	2	3	4	5
Name	Most Advanced Degree and Discipline	Other Degrees	Courses Taught	Other Qualifications or Experience
Lambert, Jill	BSN, Loyola University	DPN, Charity Hospital School of Nursing	PRNU-101; PRNU-105; PRNU-109; SPNU-111; SPNU-112; SPNU-114; SPNU-116; SPNU-124; SPNU-125; SPNU-132; SPNU-143; SPNU-145; SPNU-151; SPNU-153; SPNU-162	Type P Certification - Practical Nursing (1997); Teaching experience - 6.3 yr. (4.3 yr. at LTC; 2 yr. at DCC). Currently enrolled in Masters in Nursing program, University of South Alabama, projected graduation date of 12/2000. Certified as a Nursing Generalist through ANCC. Clinical experience - staff and charge nurse (4 yr.) and part-time medical-surgical nursing (6 yr.).
McKinnon, Vernon	AS - Occupational Studies - Sowela		PTEC-101; PTEC-103; PTEC-105; PTEC-107; PTEC-201; PTEC-203; PTEC-205; SPTE-121; SPTE-123; SPTE-125; SPTE-127; TECH-100	VP Certification in Basic Electronics and Communication Electronics (1993). 10 yr. teaching experience in Electronics, Electronics Communications, and Instrumentation; 38 yr. industry experience in electronics. A.S. Degree in General Studies degree at Delgado Community College anticipated in December, 1999.
Murray, David	AS - Applied Technology in Occupational Education - Sowela		SPTE-231 (Welding Skills Lab; a non-degree clock hour course)	VTIE Certification - Welding -1984; 11 yr. teaching experience in Welding; 15 yr. industry experience in Welding.

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Nicosia, Christine	AS - Occupational Studies - Sowela		CULA-101; CULA-102; CULA-207; CULA-211; CULA-212	Type T Certification - Culinary Arts and Occupations (1994-2000); 6 yr. teaching experience at the former LTC; 8 yr. experience as a Pastry Chef in various hotels, restaurants, and bakeries. A.S. Degree in General Studies degree at Delgado Community College anticipated in December, 1999. Chef of the Year for Culinary Institute (1999)
Reed, Freddie Mae	None		No classes taught - Ms. Reed is the Lab Facilitator in the Children's Center II.	VTIE Certification - Child Care - 1986; noncredit certificates: LA Technical Resource Center - 5 hr. (1996); LA Technical Resource. Childcare worker - 5 yr.; Director of Child Care Center - 10 yr.; Instructor in Child Care - 14 yr.
Rose, Harvell	None		SPT-231 (Welding Skills Lab; a non-degree clock hour course)	Type T Certification - Welding - 1996-2000; 8 yr. teaching experience in Welding at the former LTC; 5 yr. industry experience in Welding

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(Instructions on Reverse)

Term(s) Fall, 1997 - Fall, 1999

Date Form Completed August 10, 1999

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Name of Institution

1 Name	2 Most Advanced Degree and Discipline	3 Other Degrees	4 Courses Taught	5 Other Qualifications or Experience
Ryder, John	None	High School Diploma from Blackpool Food Technical School	None	Type T Certification - Culinary Arts and Occupations - 1997-2003; Pastry Chef to the Duke of Edinburgh - 1959-1962; Owner and Head Chef - The Regency Restaurant in Blackpool, England - 1962-1964; Executive Chef - Newporter Inn in California - 1964-1966; Executive Chef - Braniff Airlines in California - 1966-1974; Owner of the Bavarian Bakery in California - 1966-1968; Owner and Operator of the Dan-Britannica Company (3 restaurants and catering) in California - 1968-1974; Executive Chef - Stouffer Foods in Ohio - 1976-1978; Executive Chef -

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(Instructions on Reverse)

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Name of Institution

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Siragusa, Paul	MBA - Business Administration - Loyola University	BBA - Business Administration - Loyola University	ACCT-201; ACCT-221	30+ yr. teaching experience at Spencers Business College, Meadows Draughan Business College, West Jefferson Technical College, Louisiana Technical College, Delgado Community College, & St. Mary's Dominican College. Courses taught include Principles of Accounting I & II, Payroll Accounting, Cost Accounting, Income Tax, Intermediate Accounting I & II, Advanced Accounting, Computerized Accounting, Business Math, Insurance, Data Processing, and General Business.
Smith, M. Martha	DPN, Charity Hospital School of Nursing		PRNU-105; PRNU-109; SPNU 111; SPNU-112; SPNU-113 SPNU-116; SPNU-132; SPNU-143; SPNU-145; SPNU-151; SPNU-153; SPNU-162	Teaching experience - 3 yr. (1 yr. at LTC, 2 yr. at DCC). Clinical nursing experience - 11 yr. (2 yr. Emergency Room, 8 yr. Labor and Delivery, 1 yr. Skilled Unit, part time)
Spillman, Joel	BS - General Business Administration - University of New Orleans		CNET-117; CNET-119; CNET-157; CNET-179; CNET-197; CNET-279; CNET-287; COOP-131; ELST-103; ELST-104; ELST-106; ELST-230; ELST-232; ELST-234; ELST-236; ELST-255; ELST-261; ELST-263; ELST-266; TECH-104	Type P certification - Electronics (Basic Electronics) and Electronics Technology - 1996

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Delgado Community College

Name of Institution

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Thomas, Barbara	BA - Elementary Education - Southern University in New Orleans		CCGV-100; LTCA-111; CCGV-100; CCGV-101	VTIE Certification - Child Care - 1990; 22 yr. teaching experience - Louisiana State University (1989-90), LTC (1985-1997), Associated Catholic Charities (1981-1985), Orleans Parish (1976-1981).
Walters, Treva Lynn	MEd - Education - Tulane University	BA - Early Childhood Education - Dillard University	READ-072; XXNN-200	18 hr. in Reading from Loyola University (15 hr.) and Southern University A&M (3 hr.). 15 hr. in General Studies Education from Southeastern Louisiana University. 20 yr. teaching experience of Developmental and Special Needs Students.
Wilson, Elizabeth	BS - Business Education - Southern University at New Orleans	Currently pursuing an MS in Public Administration through Troy State University.	ADOT-101; ADOT-102	24+ yr. teaching experience at the Louisiana Technical College, Goodwill Industries, and the State Department of Education - New Orleans Skills Training Center. Courses taught include keyboarding, advanced keyboarding, desktop publishing, business communications, machine transcription, word processing, advanced word processing, office procedures, shorthand, and Dictaphone.