



JIM HENDERSON
CHANCELLOR
BOSSIER PARISH COMMUNITY COLLEGE

March 27, 2013

Dr. Joe May, President
Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, LA 70806

Dear Dr. May,

Attached you will find copies of the 2013 GRAD Act report for Bossier Parish Community College in accordance with Act 741 of the 2010 Regular Session of the Louisiana Legislature for your review and approval. Included in this submission are the following documents:

- Student Success Narrative
- The Articulation and Transfer Narrative
- Workforce and Economic Development Narrative
- Institutional Efficiency and Accountability Narrative
- Section 5 Reporting Requirement
- A copy of the online data submission
- Attachment D
- IBC reporting requirements

The college point of contact for this information is Vice Chancellor of Academic Affairs, Dr. Stan Wilkins. He can be reached at 318-678-6377 or via email at swilikns@bpcc.edu.

Sincerely,

Jim Henderson
Chancellor



GRAD Act

Third Annual Report to the Legislature

Bossier Parish Community College

March 27, 2013

Bossier Parish Community College

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GRAD Act

Third Annual Report to the Louisiana Legislature

Bossier Parish Community College

Bossier Parish Community College (BPCC) is a two-year public institution currently serving 7,714 students---Spring Semester, 2013 head count enrollment. In its commitment to remain responsive to local constituents, the College offers 28 associate degrees, 19 certificates/technical diplomas. In addition to degree programs, Bossier Parish Community College promotes workforce training, continuing education, and pre-GED preparation. The College's initiatives to foster student success, sustain economic development, and respond to the regional education demands are described in the following report:

1. STUDENT SUCCESS: Performance Objective (1): Student Success

Element a: Implement policies established by the institution's management board to achieve cohort graduation rate and graduation productivity goals that are consistent with institutional peers.

BPCC is governed by the Louisiana Community and Technical College System, which allows Bossier Parish Community College to promote student success reflective of students' educational goals. The college emphasizes institutional performance and accountability.

The following policies are in place that Bossier Parish Community College achieve student achievement of their goals:

- 1.002 – *Delegation of Authority to Chancellors to Sign and Distribute Degrees, Diplomas and Certificates. Effective: 5/10/00*
- 1.006 – *Academic Amnesty Effective: 10/10/02*
- 1.010 – *Program Assessment Effective: 3/14/01*
- 1.014 – *Assessment Effective: 11/14/01*
- 1.016 – *LCTCS Cross-Enrollment Policy Effective: 11/14/01*
- 1.020 – *Academic Status Effective: Fall 2003*
- 1.023 – *LCTCS Policy on Non-Traditional Credit Effective: 12/12/01*
- 1.025 – *Articulation Effective: 12/12/01*
- 1.028 – *Academic Renewal Effective: 2/14/02*
- 1.029 – *Disclosure of Degree Program Transferability Effective: 8/14/02*
- 1.036 – *Cross Enrollment Agreement between System Institutions Effective: 7/9/03*
- 5.025 – *Tuition Discounts and Waivers Effective: 8/10/05*

Source: Louisiana Community and Technical College System

BPCC strives to achieve cohort graduation rate and successful completer productivity goals by examining the impact of policies adopted by the LCTCS management board on the local campus. The policies are implemented at the local campus with special attention to how they impact students' ability to persist and succeed.

Measure 1.a.i: 1st to 2nd year retention rate.

a. Number of first-time, full-time, degree-seeking students enrolled in the prior fall semester.

The College’s retention rate for AY 2011-12 is 51.3 per cent. This represents an increase of 7.1 per cent from AY 2010-11. Although Bossier Parish Community College failed to achieve its retention benchmark for year three of the GRAD Act reporting requirements, the following chart shows that the College has made progress toward the target and has a higher average for the last two years compared to the previous three-year average.

	Previous 3 Years			Most Recent 2 Years	
	2007	2008	2009	2010	2011
1st to 2nd Year Retention Rate					
Number in FTFTDS Cohort	945	757	1048	1436	1107
Number returning following Fall	413	389	501	635	568
Retention Rate	43.7%	51.4%	47.8%	44.2%	51.3%
	47.6%			47.8%	

Explanation for not meeting targeted retention measure: Anecdotal observations and data-backed conclusions indicate an increasing number of BPCC students continue to

- be less prepared academically, socially, emotionally, and financially than students in previous years.
- demonstrate less effective study skills and personal skill sets necessary to achieve academic success.
- attend BPCC as a result of the selective admissions policies at area four-year institutions, which have directed more academically at risk students to BPCC.
- have more than one job and report they are challenged by the demands of family, work, and school. [(Source: Data from the 2011 administration of the Community College Survey of Student Engagement (CCSSE) and the Survey of Entering Student Engagement (SENSE)]

These student characteristics challenge college resources and make student success rates difficult to improve.

- To address these challenges, BPCC has
 - Improved efforts to reclaim students who are suspended or on academic probation with early intervention strategies and alternate modes of course delivery.
 - Focused on students who stop attending class to determine the cause and develop possible solutions to help them overcome whatever challenge has arisen---an “early warning” mechanism.
 - Instituted aggressive academic advising in which students meet with faculty advisors face-to-face to schedule courses.

Measure 1.a.iv: Same institution graduation rate.

BPCC's graduation rate for 2011-12 is 14.4 per cent and is based on first-time, full-time degree seeking students beginning at BPCC in the fall of 2009 who graduated by the fall, 2012. The College recognizes that the graduation rate - with its current definition - reveals a partial overview of BPCC's effectiveness. Many students attend intermittently as full-time or part-time students over a period of years while balancing family demands and job responsibilities. Their stories and the College's rate of success with these students are not captured in a first-time, full-time, degree-seeking frame of reference.

Element b: Increase the percentage of program completers at all levels each year.

Measure 1.b.i: Percent change in program completers.

BPCC achieved an increase of 15 per cent in the number of associate degrees awarded from AY 2010-11 to AY 2011-12 increasing from 554 to 635. This increase reflects BPCC's sustained enrollment growth in long-standing degree programs and the addition of new programs during the last six years; however, the graduation rate only increased 2.6% during the same time due to the restrictive definition of the graduation rate which only considers first-time, full-time degree seeking cohort.

Element c: Develop partnerships with high schools to prepare students for postsecondary education. Measure i: Number of high school students enrolled.

Measures 1.c.i. , 1.c.ii., 1.c.iii. : Number of students enrolled, semester credit hours enrolled, and credit hours completed by each semester/term.
(See Data Summary for numbers)

Early Start (Dual Enrollment) at Bossier Parish Community College, and a program entitled Activating Inquisitive Minds (AIM) for students evaluated gifted by the Bossier Parish School Board, allows qualified high school students to enroll in college classes prior to obtaining a high school diploma. In the spring semester, 2013, 520 area high school students enrolled at BPCC, an increase of 87 students over spring, 2012, or 20 percent.

Element d: Increase passage rates on licensure and certification exams and workforce foundational skills.

Measure i: Passage rates on licensure/certification exams

Measure 1.d.i. Passage rates on licensure/certification exams.

	Number Taking Licensure/ Certification Exam	Number Certified/ Licensed
<u>Associate of Science in Teaching: 1-5</u>	12	12
<u>Paramedic</u>	10	8
<u>Nursing</u>	37	36
<u>Occupational Therapy Assistant</u>	15	15
<u>Pharmacy Technician</u>	16	16
<u>Phlebotomy</u>	16	14
<u>Physical Therapist Assistant</u>	20	19
<u>Respiratory Therapist</u>	17	16
<u>Surgical Technology</u>	9	5
<u>Medical Assistant</u>	9	7
<u>Medical Office Specialist</u>	12	8

Measure 1.d.ii. Number of students receiving certifications.

Cyber Information Technology

	Number taking exam certification	Number Passing
CISCO/CND 1	6	1
CISCO/CND 2	9	1
CHIF	25	2
Website Design I	65	3

Culinary Arts

Computing Technology Industry Association (CompTIA): One-hundred one BPCC students achieved CompTIA certification in the 2011-12 AY.

Occupational Safety and Health Administration (OSHA) 30 hour: This certification was earned by 12 BPCC students in AY 2011-12.

SafeLand/SafeGulf: This certification was earned by 85 students in AY 2011-12.

Culinary Arts: (SERVSAFE certificate from the National Restaurant Association) In AY 2011-12, forty-one students received the certificate.

1.d.iii. Number of students assessed and earning WorkKeys certifications in each of award levels. Report highest level earned. The Workforce Development Division of BPCC reports that no WorkKeys exams were requested and no certifications were awarded at BPCC in 2011-12.

1.d.iv. Other assessments and outcome measure to be determined.

See figure 1, appendix #2 to Attachment B of Industry-Based Certifications.

2. ARTICULATION AND TRANSFER: Performance Objective (2)

Element a: Phase in increased admission standards and other necessary policies by the end of the 2012 Fiscal Year in order to increase student retention and graduation rates.

Bossier Parish Community College admits students

- Who have a high school diploma from an accredited high school
- Present acceptable Graduate Equivalency Diploma scores
- Present acceptable scores on the Ability to Benefit Test
- Qualify for Early Start (dual enrollment)

Institution policies designed to increase retention and graduation rates:

Parish Community College completed a one-year self-study with the John Gardner Institute on First Year Student Experience and the Transfer Student Experience. The self-study culminated with action items and became the foundation for the College's *Blueprint for Student Success*. The *Blueprint* strategically outlines the College's implementation plan for the action items that increase student: (a) attainment of knowledge, (b) persistence, (c) transfer to universities, graduation from the College, and/or preparation to enter the workforce. The first phase of the *Blueprint* implementation begins fall 2013 and will include enhanced advising for all students, intrusive advising and early-alert support for at-risk populations, and enhanced first-year student orientation delivered face-to-face and on the Internet.

Title III Co-Op Grant with Northwestern State University

Bossier Parish Community College is in the fourth of a five-year federal Title III co-op grant (Building Bridges for Student Success) focused on student success for science, nursing, and allied health students at the College and Northwestern State University. Building Bridges for Student Success has afforded both institutions the opportunity for faculty and staff professional development, increased faculty collaboration, and creation and implementation of learner-centered resources inside and external to the classroom. As a result, the College has experienced a 16 point increase in the percentage of students passing first-level anatomy courses—from a 2009-2010 pass rate of 45% to a 2011-2012 pass rate of 61%. The College has also experienced increases in chemistry and physiology course pass rates and concludes that Building Brides for Student Success was a contributing factor to such success.

Year	Number Enrolled	Number Earning an A, B, or C (Success Rate)
2009-10	816	370 (45%)
2010-11	1292	620 (48%)
2011-12	1251	757 (61%)

Previously, Bossier Parish Community College adopted the following policies to promote student retention and increase graduation rates.

Policy Name	
Class Attendance	Mandates that attendance expectations be included in the Course Syllabus.
General Admission Requirements	Requires students without ACT/SAT scores to take placement tests to determine appropriate placement in English, Math, and Reading courses.
ED 099 College Success Skills	Requires course be taken by all first-time freshmen who place in two or more developmental course.

- **Performance of entering transfer students admitted by exception (4-year universities)**

Element b: Provide feedback to community colleges and technical college campuses on the performance of associate degree recipients enrolled at the institution.

- **Examples of new or strengthened feedback reports to the college(s)**

BPCC exchanges enrollment data with area four-year institutions to which BPCC students transfer:

- Louisiana State University in Shreveport,
- Northwestern State University,
- University of Louisiana at Monroe,
- Grambling State University, and
- Louisiana Tech University.

Moreover, bilateral articulation agreements between BPCC and its four-year partners reflect collaboration beneficial to increasing the performance level of BPCC's transfer students.

Element c: Develop referral agreements with community colleges and technical college campuses to redirect students who fail to qualify for admission into the institution.

In August, 2005, BPCC established BPCC @ NSU, a program in which students not meeting admissions requirements to NSU are referred to BPCC. Since the inception of the program, approximately 2,500 students have progressed through the program, with approximately 600 completing the required hours and approximately 100 having matriculated to and graduated from NSU.

In January, 2011, BPCC established BPCC @ GSU, a referral process similar to BPCC @ NSU, which offers freshmen-level courses on the Grambling State University campus. One-hundred twenty-six students began BPCC courses in January, 2011. The program continues to enroll between 300 and 400 students each semester. In the spring of 2013, BPCC began offering developmental mathematics and English at Louisiana Tech University.

- **Processes in place to identify and remedy student transfer issues**

Most students at BPCCC are enrolled in a degree or certificate program in which classes transfer to senior institutions, including the institution’s applied science degrees.

Several “2+2” and articulation agreements have been formalized between Bossier Parish Community College and area four-year institutions. These collaborations ensure that students’ credit transfer seamlessly and eliminates unnecessary duplication of coursework at the receiving university.

Examples of utilization of feedback reports (2-year colleges and technical colleges)

Bossier Parish Community College maintains dialogue with area four-year colleges and universities to exchange anecdotal information regarding common students.

See appendix, Figure 2, *Articulation Agreements in Place*, for a list of the formal bilateral transfer degree programs BPCCC has with area senior institutions.

Element d: Demonstrate collaboration in implementing articulation and transfer requirements provided in R.S. 17:3161 through 3169.

Measure i: Number of students enrolled in a transfer degree program

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012
ASLT	0	0	2	11	15
AALT	0	0	6	14	18
AST	141	144	63	126	131

Measure ii: Number of students completing a transfer degree

	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012
ASLT	0	0	0	0	0
AALT	0	0	0	0	0
AST	4	5	1	6	7

- **Examples of collaboration in implementing all aspects of the transfer degree programs, Louisiana Transfer Associate Degree (AALT, ASLT) and Associate of Science in Teaching (AST) programs**

Processes in place to remedy any articulation and transfer issues as they relate to the AALT, ASLT, or AST degrees. The ASLT, AALT, and AST degrees capture only a small number of BPCCC’s transfer population. The majority of transfer students are enrolled in one of BPCCC’s associate degrees, and those metrics are outside of the reporting parameters of the GRAD Act.

3. WORKFORCE AND ECONOMIC DEVELOPMENT: Performance Objective (3)

Element a: Eliminate academic programs offerings that have low completion rates. Bossier Parish Community college had six associate degrees on the Louisiana Board of Regents Low Completer List for 2013.

Measure 3.a.i: Number of programs eliminated

The College has requested to retain its Care and Development of Young Children and Medical Assistant associate degrees based on increasing numbers of enrollees in the programs, projected increase in the numbers of successful completers, and the rationale that they help satisfy workforce demands in the area. BPCCC is requesting its five cyber associate degrees be consolidated into one associate degree with two concentrations, thus reducing the number of associate degrees at the institution by four.

Measure 3.a.ii: Number of programs modified or added

The following program has been added at BPCCC since the last GRAD Act report: Certificate of Technical Studies in Energy Services

Bossier Parish Community College for AY 2011-12 awarded 343 academic certificates and 630 associate degrees.

Measure 3.a.iii: Percent of programs aligned with workforce and economic development needs

Bossier Parish Community College graduated students in the following areas addressing labor market demands for AY 2011-12

See appendix, Figure 3, Alignment of BPCCC Completers with Louisiana Workforce Demand.

*Health professions and related Programs degrees/certificates
Mechanic and repair technologies
Business management marketing and related Support Services
Engineering Technologies and Engineering Related fields
Liberal arts and sciences general studies and humanities
Personal and culinary services
Computer and information sciences
Family and consumer sciences/human sciences
Homeland security law enforcement firefighting & related protective services
Communications technologies
Visual and performing arts
Multi/interdisciplinary studies
Education
Legal professions*

BPCC's Program Review Policy: Bossier Parish Community College reviews all of its academic associate degrees and certificates on a cyclical basis and relies on feedback from the local/regional business and industry employer advisory committees to communicate to the College workforce needs, how BPCC graduates perform in the workplace, and how state and federal mandates impact BPCC's curriculum. Their recommendations reflect labor market demands, which are used to make programmatic revisions to BPCC's degree inventory.

BPCC's Workforce Development and Continuing Education Department: identifies programs that are aligned with current or strategic workforce needs and initiates innovative training programs and course offerings, responding to local and regional industry demands, employer requests, and student feedback. The Workforce Division actively participates in the Louisiana Workforce Commission (LWC) Incumbent Worker Training Program (IWTP). BPCC maintains flexibility toward the training needs of the community to seek additional workforce solutions.

Element b: Increase use of technology for distance learning to expand educational offerings.

Measures i, ii, iii : (See Data Summary for numbers)

Bossier Parish Community College has incorporated technology into the delivery of its educational programs by offering e-learning opportunities to students:

- Offers ten degree programs on-line
- Incorporates the Blackboard learning management system into approximately 95% of its face-to-face course offerings
- Has an on-line learning center and technology resource center for daily student use
- Utilizes software products such as SoftChalk and CAMTASIA to create rich media for their online/hybrid and web-enhanced courses.
- Utilizes software such as Symposium Live and WebEx that will allow for real time web conferencing.
- Utilizes online orientation for students taking Internet courses: In AY 2011-12 nine-hundred ninety (990) students participated in online orientation.
- Delivers fifteen hours of general education courses via compressed video to Region 7 LTC campuses
- Delivers respiratory therapy courses via compressed video to sites in Alexandria and Monroe
- In AY 2011-12 BPCC offered 30 professional development training sessions for BPCC faculty either teaching online classes or using some form of electronic enhancement for face-to-face class delivery

Element c: not applicable to community colleges

Element d: To the extent that information can be obtained, demonstrate progress in increasing the number of students placed in jobs and in increasing the performance of associate degree recipients who transfer to institutions that offer academic undergraduate degrees at the baccalaureate level or higher.

Measure 3.d.i . Percent of completers found employed

In 2008-09, 577 students completed and undergraduate award as reflected on the CRINPROG report (21 Technical Diplomas, 48 Certificates, 41 certificates in now-inactive programs, 458 Associates Degrees, and 8 Post Associates). The chart below indicates the number of completers found employed in the Louisiana UI Wage System as reported in the Employment Outcomes Report. Eighteen months after graduation the certificate recipients earned an average estimated annual salary of \$13,532, technical diploma recipients \$18,656, and Associate Degree graduates \$23,880.

2008-2009	Number of Completers	Percent Employed
Certificate	48	60.40%
Diploma	21	71.40%
Associate	458	68.60%

Measure 3.d.ii. Increasing performance of associate degree recipients who transfer.

(See 2.b. and 2. d.)

The majority of BPCC students transfer, either prior to or after degree completion at BPCC. Anecdotal feedback from senior institutions indicates that BPCC students perform as well as or better than native students at senior institutions in the students’ third and fourth years.

Measure 3.d.iii. Placement rate of graduates.

BPCC continues to track its graduates. The College Career Services Office maintains contact with local employers and posts job lists on the Job Opportunity board and on the Career Services website. In addition, the Career Services Office tracks graduates. Surveys are sent to graduates three to six months after each of the graduations in May, August, and December. The survey is designed to update mailing addresses, e-mail addresses, and to gather information about employment or continuing education status. Graduates are asked whether they are employed in their field and by whom. The survey also requests permission to survey the employers to determine their satisfaction with our educational process. The Office

- conducts workshops in job-search skills and interview techniques.
- holds an annual job fair
- sponsors on campus recruitment to bring employers and students together to explore part-time, full-time, and seasonal career opportunities.

In addition, as part of the requirements for specialized accreditation of allied programs, BPCC tracks the graduates of those programs.

Also, industry advisory boards generally report that BPCC graduates are well-received in the workforce and are prepared with the requisite job skills provided to students by BPCC.

TRANSFER:

Feedback from senior institutions: Northwestern State University has provided BPCC student enrollment data concerning the numbers of former BPCC students enrolled at NSU. The number for spring, 2013 is 999. Minimal formal information has been provided to BPCC by senior institutions concerning BPCC students' performance at those institutions; however, anecdotal communications with senior institutions are positive concerning BPCC students preparation for success at four-year colleges and universities to which BPCC students transfer.

4. INSTITUTIONAL EFFICIENCY AND ACCOUNTABILITY: Performance Objective (4)

Element c: Adhere to a schedule established by the institution's management board to increase nonresident tuition amounts....and monitor the impact of such increases on institution.

Measure 4.c.i. Total tuition and fees charged to non-resident students:

The GRAD Act allows for tuition and fee increases for non-resident students up to ten percent annually until reaching the average tuition and mandatory fee amounts of SREB peers. Bossier Parish Community College will raise the tuition and mandatory fee amount annually by 10% until such time as we reach the SREB peer average tuition and mandatory fee cap.

Non-resident tuition/fee amount	\$5,460
Peer non-resident tuition/fee amounts	\$7,904
Calculated % difference from peer amounts	45 %

In 2012 the LCTCS Board of Supervisors approved a plan for resident and non-resident tuition increases for BPCCC in accordance with the provisions of Act 741.

Element d: Designate centers of excellence as defined by the Board of Regents which have received a favorable academic assessment from the Board of Regents and have demonstrated substantial progress toward meeting the following goals:

- 1. Offering a specialized program that involves partnerships between the institution and business and industry, national laboratories, research centers, and other institutions.***
- 2. Aligning with current and strategic statewide and regional workforce needs as identified by the Louisiana Workforce Commission and Louisiana Economic Development.***
- 3. Having a high percentage of graduates or completers each year as compared to the state average percentage of graduates and that of the institution's peers.***
- 4. Having a high number of graduates or completers who enter productive careers or continue their education in advanced degree programs, whether at the same or other institution.***
- 5. Having a high level of research productivity and technology transfer.***

Measure i: Percent of eligible programs with either mandatory or recommended status that are currently discipline accredited.

Bossier Parish Community College has twenty-two programs that are listed as mandatory or recommended accreditation by Board of Regents Policy. Nineteen of those programs are accredited. (86.4%)

5. REPORTING REQUIREMENTS: Performance Objective (5)

Element a: Number of students by classification

Bossier Parish Community College has a Fall Headcount, Undergraduate enrollment of 7917, and no Graduate Students. The Budgeted FTE for Undergraduates is 6026.9.

Element b: Number of instructional staff members

Bossier Parish Community College has a headcount of 325 Instructional Staff Members (FTE = 158.4).

Element c: Average class student-to-instructor ratio

The average BPCC class student-to-instructor ratio is $28589/1371=20.9$.

Element d: Average number of students per instructor

The average number of BPCC students per instructor AY 2011-2012 is 38.0.

Element e: Number of non-instructional staff members in academic colleges and departments = 10

All of these staff members are full-time, so therefore the FTE is also 10.

Academic Administration:

Associate Vice Chancellor for Innovative Learning and Workforce Development

Associate Vice Chancellor of Planning and Instruction

Vice Chancellor for Academic Affairs

Behavioral and Social Science:

Dean

Business and Career Services:

Dean

Communication and Performing Arts:

Dean

Educational Technology:

Dean

Liberal Arts:

Dean

Science, Nursing, and Allied Health:

Dean

Technology, Engineering, and Math:

Dean

Element f: Number of staff in administrative areas = 14

All of these staff members are full-time, so therefore the FTE is also 14.

Administration:

Chancellor

Compliance Officer

Director of Alumni and Development

Director of Institutional Effectiveness

Director of Public Relations

Executive Assistant to the Chancellor

Finance and Administration:

Chief Information Officer

Chief Financial Officer

Dean of Workforce Development and Continuing Education

Vice Chancellor

Student Services:

Dean of Learning Resources/Library

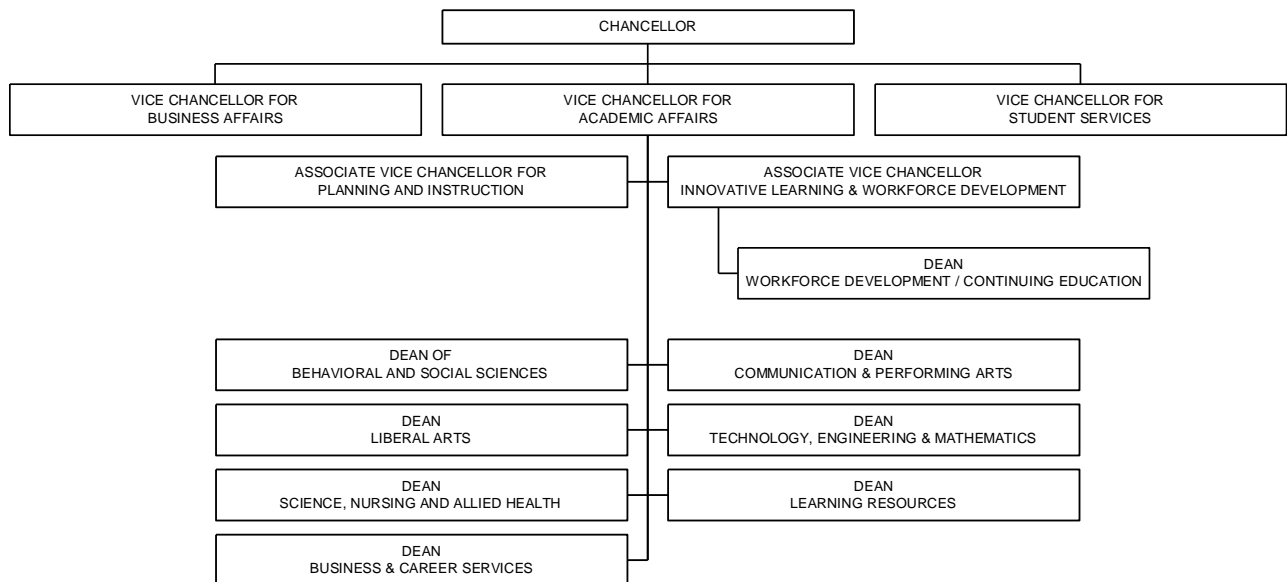
Director of Student Success Initiatives/Title III

Registrar

Vice Chancellor of Student Services

Element g: Organizational Chart containing all departments and personnel in the institution down to the second level of the organization below the president, chancellor, or equivalent position.

BOSSIER PARISH COMMUNITY COLLEGE ORGANIZATIONAL CHART



Element h: Salaries of all personnel identified in (g) and the date, amount, and type of all increases in salary received since June 30, 2008.

Bossier Parish Community College Salaries for Organizational Chart

	TOTAL BASE SALARY Reported for Fall 2009 EMPSAL	SALARY CHANGES since 6/30/2009 Reported for Fall 2010 EMPSAL	SALARY CHANGES since 6/30/2010 Reported for Fall 2011 EMPSAL	SALARY CHANGES since 6/30/2011 Reported for Fall 2012 EMPSAL
Chancellor	\$167,000	\$0	\$0	\$177,000 received a Ph. D.
Vice Chancellor for Student Services	\$102,514	\$0	\$0	\$107,640 *
Vice Chancellor for Business Affairs	\$121,874	\$0	\$0	\$127,968 *
Vice Chancellor for Academic Affairs	\$111,132	\$0	\$0	\$116,689 *
Associate Vice Chancellor for Planning and Instruction	\$82,526	\$0	\$92,700 Promotion effective 6/3/11 New Program	\$97,335 *
Associate Vice Chancellor for Innovative Learning and Workforce Development	\$73,271	\$83,271 Additional duties effective 12/1/09 New Program	\$0	\$97,335 Promotion effective 9/24/12 New Position
Dean Workforce Development and Continuing Education	\$73,227	\$83,277 Additional duties effective 11/30/09	\$0	\$87,388 *
Dean Behavioral and Social Science	\$55,000	\$0	\$0	\$60,250 Additional duties : CALL program, effective 2/13/12
Dean Liberal Arts	\$55,000	\$0	\$0	\$57,750 *
Dean Science, Nursing, and Allied Health	\$78,318	\$0	\$89,000 Additional duties effective 3/10/11 Several academic divisions merged	\$93,450 *
Dean Business and Career Services	\$46,267	\$65,000 Additional duties effective 7/19/10 Several academic divisions merged	\$0	\$75,449 *
Dean Communication and Performing Arts	\$80,164	\$0	\$0	\$74,250 (Previous dean retired 9/30/11; new dean hired at lower rate)
Dean Technology, Engineering, and Mathematics	\$60,000	\$0	\$89,000 Additional duties effective 7/1/10 and 2/28/11 Several academic divisions merged	\$93,450 *
Dean Learning Resources	\$73,550	\$78,350 Additional duties effective 12/1/09 New program	\$0	\$80,000 *

* Employees received a merit raise on 2/13/12

Cost performance analysis:

5.i. Total operating budget by function, amount, and percent of total

Expenditures by Function:	Amount	% of Total
Instruction	\$ 13,777,742	53.2%
Research	\$	0.0%
Public Service	\$ 292,965	1.1%
Academic Support	\$ 1,478,213	5.7%
Student Services	\$ 1,820,014	7.0%
Institutional Services	\$ 4,960,604	19.1%
Scholarships/Fellowships	\$ 1,030,710	4.0%
Plant Operations/Maintenance	\$ 1,895,133	7.3%
Total E&G Expenditures	\$ 25,255,381	97.5%
Hospital	\$	0.0%
Transfers out of agency	\$ 574,728	2.2%
Athletics	\$ 75,089	0.3%
Other	\$	0.0%
Total Expenditures	\$ 25,905,198	100.0%

5.ii. Average yearly cost of attendance for the reporting year as reported to the United States Department of Education = \$16,562

5.iii. Average time to degree for completion of academic programs = 3.9 years

5.iv. Average cost per degree awarded in most recent academic year = \$2,911

5.v. Average cost per non-completer in the most recent academic year = \$2,911

5.vi. All expenditures of institution for most recent academic year = \$76,131,106

STUDENT SUCCESS APPENDICES

Figure 1

Appendix #2 to Attachment B

**Reporting Template for GRAD Act
Elements 1.d.i. and 1.d.ii.**

**4-year Universities and 2-year
Colleges**

**Institution: Bossier Parish
Community College**

DISCIPLINE	EXAM THAT MUST BE PASSED UPON GRADUATION TO OBTAIN EMPLOYMENT	ENTITY THAT GRANTS REQUIRED LICENSURE/C ERTIFICATIO N (source for reporting)	BASELI NE YEAR	# Stu dents who took exa m	# Stu dents who met stan dards for pass age	Calculated Passage Rate
Emergency Medical Technician (all 3 levels)	NREMT practical & written exam	National Registry of Emergency Medical Technicians (NREMT)	2010-2011 7/10= 70%	10	8	80%
Nursing (RN)	NCLEX-RN	Louisiana State Board of Nursing	2010-2011 18/18 =100%	37	36	97%
Occupational Therapy Assisting	National Board for Certification of Occupational Therapy (NBCOT) Exam	Louisiana State Board of Medical Examiners	2010-2011 12/14 = 86%	15	15	100%
Pharmacy Technician	Pharmacy Technician Certification Board (PTCB) Exam	Louisiana Board of Pharmacy	2010-2011 23/23 =100%	16	16	100%
Physical Therapy Assistant	National Physical Therapy Exam (NPTE)	Louisiana Physical Therapy Board (LPTB)	2010-2011 19/20 =95%	20	19	95%
Respiratory Therapy	National Board for Respiratory Care (NBRC)	Louisiana State Board of Medical	2010-2011 19/19	17	16	94%

	CRT- Exam	Examiners (LSBME)	=100%			
Surgical Technology	National Certifying Examination for Surgical Technologists	National Board of Surgical Tech & Surgical Asst (NBSTSA)	2011-12 was the first year students were required to take CST	9	5	56%

Baseline Year = most recent year data published by entity that grants licensure/certification

Calculated Passage Rate = # students to met standards for passge/# students who took exam

**Appendix #2 to Attachment B
Reporting Template for GRAD Act
Elements 1.d.i. and 1.d.ii.
2-year Colleges and Technical
Colleges**

**Institution: Bossier Parish Community
College**

INDUSTRY-BASED CERTIFICATIONS	EXAM THAT MUST BE PASSED TO OBTAIN CERTIFICATION	ENTITY THAT GRANTS REQUIRED CERTIFICATION (source for reporting)	Reporting Year	# Students receiving certifications
A+	A+ Certification Exam	CompTia	2011-2012	48
Adobe Certification	Adobe Certified Expert	Adobe	2011-2012	0
Certified Clinical Medical Assistant	CCMA	National Health Career Assn.	2011-2012	7
CIW Java Script Specialist	Java Script Specialist	CIW	2011-2012	0
CIW Web Design Specialist	Web Design Specialist	CIW	2011-2012	0
Computer Hacking Forensic Investigator	Comp. Hacking Forensic Invest.	EC-Council	2011-2012	2
Computer-programming-specialty areas	college will identify		2011-2012	0
Culinary -- 120503	SERVSAFE	American Culinary Federation	2011-2012	52
EMT Basic	NREMT-B	State Database	2011-2012	41
EMT Paramedic	NREMT-P	State Database	2011-2012	8
ICND 1	ICND	Cisco	2011-2012	1
ICND 2 or CCNA	CCNA Certification	Cisco	2011-2012	1
Internet and Computing all	Network +, A+,	Pearson	2011-	101

areas (COMPTIA, CISCO, IC3)	iNet+, A+ COMPTIA (multiple)	VUE/Prometric	2012	
Linux+	Linux + Certification	CompTia	2011- 2012	0
MCITP: Enterprise Administrator on Windows Server 2008	MCITP	Prometric	2011- 2012	0
Microsoft Office Access 2007	Microsoft Access	Microsoft	2011- 2012	0
Microsoft Office Excel 2007	Microsoft Excel	Microsoft	2011- 2012	0
Microsoft Office Power Point 2007	Microsoft Power Point	Microsoft	2011- 2012	0
Microsoft Office User Specialist (MOUS)	MOUS	Certiport	2011- 2012	0
Microsoft Office Word 2007	Microsoft Word	Microsoft	2011- 2012	0
Microsoft Server 2008	Microsoft Server	Microsoft	2011- 2012	0
Microsoft SQL Server	Microsoft SQL	Microsoft	2011- 2012	0
Microsoft Windows 7 Configuration	Microsoft Windows	Microsoft	2011- 2012	0
National Restaurant Association	Servsafe	National Restaurant Association	2011- 2012	52
NCCER - all areas (National Center for Construction Education and Research)	NCCER	NCCER	2011- 2012	9
Network +	Network + Certification	CompTia	2011- 2012	26
Notary Public	Notary Public	Secretary of State	2011- 2012	6
Nursing-CNA	LABENFA	Louisiana Nurse Aide Registry in BR- Department of Health and Hospitals	2011- 2012	27
OSHA	OSHA	Occupational Safety and Health Administration	2011- 2012	37

OSHA 30 Hr. Construction Safety	OSHA	Occupational Safety and Health Administration	2011-2012	6
OSHA 40 Hr. Hazpower	OSHA	Occupational Safety and Health Administration	2011-2012	30
Phlebotomy - CPT	CPT/NRCPT	Nat. Health Career Assn./Nat. Allied Health Test Registry	2011-2012	14
Private Investigator	Private Investigator Exam	LSBPIE	2011-2012	7
Project +	Project + Certification	CompTia	2011-2012	7
Real Estate	Salesperson	Louisiana Real Estate Commission	2011-2012	6
SCJA Java	SCJA Certification	Sun Microsystems	2011-2012	0
Security +	Security + Certification	CompTia	2011-2012	14

*Institutions are to provide institution name and report data in cells shaded in BLUE for those IBCs marked with v on Appendix #1
Baseline Year = most recent year data published by entity that grants licensure/certification
03/2013*

ARTICULATION AND TRANSFER APPENDICES

Figure 2. Articulation Agreements in place

Area of Articulation	Most Recent Update
BPCC AA in General Studies to LSUS Bachelor in General Studies	2006
BPCC AST {Grades 1-5} to all four-year Colleges of Education	2007
BPCC AAS in Criminal Justice to NSU-Bachelor of Criminal Justice 2+2	2008
BPCC AAS EMT: Paramedic to NSU-Bachelor of Unified Public Safety Administration concentration 2+2	2008
BPCC AAS in Telecom. (with a concentration in Film Studies) to LSUS Bachelor in Mass Communications (with a concentration in Film Studies)	2008
BPCC AAS in Telecommunications to LSU-S Bachelor in Mass Communications	2008
BPCC AGS to LSUS Bachelor in Business Administration; BPCC AAS in Business Administration to LSUS Bachelor in Business Administration 2+2	2008
BPCC AAS in Telecommunications to Grambling Bachelor in Film Studies 2+2	2008
BPCC AAS in Business Administration to NSU Bachelor in Business Administration 2+2	2009
BPCC AAS in Telecommunications to NSU Bachelor in Journalism 2+2	2009
BPCC AA in Music to NSU Bachelor in Music	2009
BPCC AA in Theatre to NSU Bachelor in Theatre	2009
BPCC AGS (Art Concentration) to NSU Bachelor in Fine Arts	2009
BPCC AAS in Healthcare Management to ULM Bachelor of Science in Health Studies (Healthcare Management--Marketing Option) 2+2	2010
AALT and ASLT to all four-year colleges	2010
BPCC AAS degrees in BADM, CIS, & CIT to University of Maryland University College	2010
BPCC AALT Social Sciences Track to NSU Bachelor of Social work 2+2	2010
BPCC AS in Engineering to Louisiana Tech BS in Engineering 2+2	2010
BPCC AAS Industrial Technology to NSU Bachelor of Science in EET or IET 2+2	2011
BPCC AAS in Cyber Information Technology. (Computer Information Systems, Info. Network Security Specialist, Info. Network Specialist, Info. Programmer-Analyst, Info. Systems Administration Specialist, Web Analyst Programmer) to LSU-S Bachelor of Science in Computer Information Systems 2+2	2011
BPCC / NSU Reverse Associate Degree Agreement	2011

BPCC AAS Industrial Technology with Concentrations in Automation and Controls to NSU Bachelor in Electronics Engineering Technology (Upper Division) 2+2	2011
BPCC AAS Industrial Technology with Concentration in Engineering Graphics Technology to NSU Bachelor in Industrial Engineering Technology (Upper Division Graphics) 2+2	2011
BPCC AAS in Telecommunications to NSU Bachelor in Communication in the College of Liberal Arts. 2+2	2011
BPCC Courses to NSU Bachelor in Liberal Arts with Concentration in Entertainment Technology	2011
BPCC AGS with Concentration in Psychology/Sociology to NSU BAC. In Psychology and Addiction Studies 2+2	2011
BPCC CDYC Courses to NSU Bachelor For Department of Family and Consumer Sciences in the area of Child Early Development	2011
BPCC AAS Courses and AS in Business Administration to NSU Bachelor In Business Administration	2011
BPCC AGS in NSU BGS	2012
BPCC AS in General Science to NSU BS in Radiologic Science	2012
BPCC AA in Performing Arts to NSU BS in Theatre and Bachelor of Music	2012
BPCC AS in General Science to NSU BS in Health and Physical Ed. K-12	2012
BPCC AS in General Science to NSU BS in Health and Exercise Science	2012
BPCC AAS in Computer Information Sys. to NSU BS in Computer Information Sys.	2012
BPCC AAS in Medical Assistant to NSU BAS in Allied Health	2012
BPCC AAS in Physical Therapy Assistant to NSU BAS in Allied Health	2012
BPCC AAS in Pharmacy Technician to NSU BAS in Allied Health	2012
BPCC AAS in Paramedic to NSU BAS in Allied Health	2012
BPCC AAS in Occupational Therapy Asst. to NSU BAS in Allied Health	2012
BPCC AAS in Respiratory Therapy to NSU BAS in Allied Health	2012
BPCC AD in Nursing to NSU BS in Nursing	2012
BPCC AD in Occupational Therapist Assistant to ULM BS in Health Studies	2013

WORKFORCE AND ECONOMIC DEVELOPMENT APPENDICES

Figure 3. Alignment of BPC Completers with Louisiana Workforce Demand

LWC Demand Occupations	SOC Code	BPC Programs	# BPC Completers
Health Professions and Related Programs Degrees/Certificates			
Medical Records and Health Information Technicians	29-2071	AS HEALTHCARE MANAGEMENT	4
		TD MEDICAL OFFICE SPECIALIST	17
Medical Assistants	31-9092	AAS MEDICAL ASSISTANT	6
Pharmacy Technicians	29-2052	CTS PHARMACY TECHNICIAN	23
		AAS PHARMACY TECHNICIAN	24
Physical Therapist Assistants	31-2021	AAS PHYSICAL THERAPY ASSISTANT	20
Physical Therapist Aides	31-2022		
Emergency Medical Technicians and Paramedics	29-2041	CTS EMERGENCY MED. TECHNICIAN-PARAMEDIC	2
		AAS PARAMEDIC	10
		TCA Medical Unit Coordinator	27
Respiratory Therapists	29-1126	AAS RESPIRATORY THERAPY	20
Surgical Technologists	29-2055	TD SURGICAL TECHNOLOGY	11
Medical and Clinical Laboratory Technicians	29-2012	CTS PHLEBOTOMY	17
Cardiovascular Technologists and Technicians	29-2031	TCA ECG Telemetry	12
Respiratory Therapy Technicians	29-2054	TCA Respiratory Therapy	1
Medical Transcriptionists	31-9094	TCA Medical Transcription	3
Veterinary, Technologists, and Technicians	29-2056	AS GENERAL SCIENCE	53
Diagnostic Medical Sonographers	29-2032		
Registered Nurses	29-1111	TCA Laboratory Assistant	2
Personal And Home Care Aides	39-9021		
Occupational Therapists	29-1122		
TOTAL			252

Business Mangement, Marketing, and Related Support Services/Certificates			
Customer Service Representative	43-4051	TCA Basic Management	37
General and Operations Managers	11-1021		
Administrative Services Managers	11-3011		
First-Line Supervisors/Managers of Office and Administrative	43-6014	AAS Business Administration	92
		TCA Business Communications	30
Word Processes and Typists	43-9022	TCA Drafting and Design	0
Bill and Account Collectors	43-3011	TCA Bookkeeping	5
Procurement Clerks	43-3061		
Loan Interviews and Clerks	43-4131		
New Accounts Clerks	43-4141		
Insurance Claims and Policy Processing Clerks	43-9041		
Credit Authorizers, Checkers, and Clerks	43-4041		
Human Resources Assistants, Except Payroll and Timekeeping	43-4161		
TOTAL			
Engineering Technologies and Engineering-related fields Degrees/Certificates			
Construction Managers	11-9021	AAS Construction & Technology Management	7
Electrical and Electronic Engineering Technicians	17-3023	AAS Industrial Control Systems	6
Industrial Engineering Technicians	17-3026		
Petroleum Pump System Operators, Refinery Operators, and Gaugers	51-8093		
Service Unit Operators	47-5013		
Geological and Petroleum Technicians	19-4041		
Environmental Science and Protection Technicians, Including Health	19-4091		

Mechanical Drafters	17-3013	CTS 0101 Computer Aided Drafting	0
Civil Engineering Technicians	17-3022		
TOTAL			13
Liberal Arts and Sciences, General Studies, and Humanities			
Court, Municipal, and License Clerks	43-4031	CGS GENERAL STUDIES	141
Writers and Authors	27-3043		
Editors	27-3041		
Market Research Analysts	19-3021	AGS GENERAL STUDIES	143
Budget Analysts	13-2031		
Employment, Recruitment, Placement Specialists	13-1071		
Training and Development Specialists	13-1073		
Library Technicians	25-4031		
Biological Technicians	19-4021	TCA Biotechnology	0
Veterinary Assistants and Laboratory Animal Caretakers	31-9096		
TOTAL			284
Personal and Culinary Services			
Food Preparation Workers	35-2021	CTS Culinary Arts	32
Cooks, Restaurant	35-2014		
Cooks, Fast Food	35-2011		
Cooks, Institution and Cafeteria	35-2012		
Dining Room	35-9011		
Cooks, Short Order	35-2015		
Food Service Managers	11-9051		
Bakers	51-3011		
Chefs and Head Cooks	35-		

	1011		
TOTAL			32
Computer and Information Sciences/Human Sciences Degrees/Certificates			
Computer Systems Analysts	15-1051	AAS INFORMATION PROGRAMMER-ANALYST	3
Network Systems and Data Communications Analysts	15-1081	AAS WEB ANALYST PROGRAMMER	0
Computer Programmers	15-1021	AAS COMPUTER INFORMATION SYSTEMS	39
		AAS INFORMATION NETWORK SECURITY SPECIA	14
Network and Computer Systems Administrators	15-1071	AAS INFORMATION SYSTEMS ADMIN SPECIALIST	1
Database Administrators	15-1061		
Computer and Information Systems Managers	11-3021	AAS INFORMATION NETWORK SPECIALIST	6
Computer Operators	43-9011	CTS HELP DESK SUPPORT	2
Computer Support Specialists	15-1041		
Computer Software Engineers, Applications	15-1031	AAS Web Development and Design	0
		TCA Web Design	4
		TCA Software Applications	46
TOTAL			115
Homeland Security Law Enforcement, Firefighting, and Related Protective Services			
Correctional Officers and Jailers	33-3012	AAS Criminal Justice	45
Police and Sheriff's Patrol Officers	33-3051		
Detectives and Criminal Investigators	33-3021		
Probation Officers and Correctional Treatment Specailists	21-1092		
TOTAL			45
Communication Technologies/Technicians and Support Services Degrees/Certificates			
Audio and Video Equipment Technicians	27-4011	CTS Telecommunications	45
		AAS Telecommunications	43
		TCA Media for the Ministry	25
		TCA Sound Recording Technology	6

		TCA TV Production	21
Radio and Television Announcers	27-3011	TCA Radio	10
Broadcast Technicians	27-4012	TCA Broadcasting	22
TOTAL			172
Visual and Performing Arts			
Graphic Designers	27-1024	TCA Graphic Design	5
		TCA Computer Animation	7
		CTS Music	5
		TCA Lighting Design	0
		TCA Costume Design	2
Photographers	27-4021	TCA Photography	21
Producers and Directors	27-2012	TCA The Business of Music	30
		TCA Directing	4
		TCA Film	20
		AA Visual & Performing Arts	3
		TCA Acting	8
		TCA Stage or Theatre Management	1
		CTS Theatre	11
TOTAL			117
Education			
Elementary School Teachers, Except Special Education	25-2021	AS Teaching (Gr 1-5)	14
Teacher Assistants	25-9041		
Child Care Workers	39-9011	AAS Care/Development of Young Children	9
Preschool Teachers, Except Special Education	25-2011		
Kindergarten Teachers, Except Special Education	25-2012		
TOTAL			23
Legal Professions and Studies			
Paralegals and Legal Assistants	23-2011	CTS Legal Secretary	9
Legal Secretary	43-6012		
TOTAL			9
			1226

GRAD Act Template for Reporting Annual Benchmarks and 6-Year Targets

Element Reference	Measure	Baseline Year/Term Data to Include	Baseline data	Year 1 Benchmark	Year 1 Actual	Year 2 Benchmark	Year 2 Actual	Year 3 Benchmark	Year 3 Actual	Year 4 Benchmark	Year 5 Benchmark	Year 6 Target
1. Student Success												
a. i.	Targeted	1st to 2nd Year Retention Rate	Fall 08 to Fall 09 Actual Baseline Data: # in Fall 08 cohort	51.4%	48.3%	47.8%	52.4%	44.2%	52.9%	51.3%	53.4%	54.4%
			# returned to Fall 09	757	1048	1436	1107	1107	568			
			2008 Grad Rate Survey	389	501	635	568					
			Actual Baseline Data: Fall revised cohort (total)	8.3%	8.8%	10.0%	9.3%	11.8%	9.8%	14.4%	10.3%	12.3%
			completers <=150% of time	793	786	925	109	112	776			14.0%
			2008-09 AY	66	78							
			Actual Baseline Data: 2008-09 undergrad FTE awards (duplicated)					17.0%	16.9%	17.3%	17.6%	17.9%
									5740			
									972			
2. Articulation & Transfer												
b. i.	Targeted	Percent Change in program completers Certificate - 1 Yr	2008-09 AY	185.2%	188.6%	188.2%	237.5%	190.2%	253.4%	192.2%	194.2%	196.2%
				88	251	254	297	255	311	257	259	261
					14.3%	14.3%	19.0%	21.0%	33.3%	23.0%	26.0%	28.0%
				21	24	25	35	25	28	26	26	27
					2.6%	2.8%	5.3%	20.8%	9.6%	15.1%	20.6%	26.1%
				456	468	480	551	500	627	525	550	575
					62.5%	62.5%	N/A	nd	nd	nd	nd	nd
				8	13	13	N/A	nd	nd	nd	nd	nd
3. Workforce & Economic Development												
b. ii.	Targeted	Number of students enrolled in a transfer degree program	2008-09 AY	65	175	66	67	68				
4. Institutional Efficiency & Accountability												
d. i.	Targeted	Number of students enrolled in distance education courses	2008-09 AY	1450	1459	1453	1456	1459				
		# enrolled in courses w/ 50%-99% distance ed	2008-09 AY	2400	2407	2403	2406	2409				
		# enrolled in courses w/ 100% distance ed	2008-09 AY									
			Actual Baseline Data: # programs	83.0%	86.4%	83.3%	83.6%	83.9%				
			Actual Baseline Data: # discipline accredited		22							
					19							

** A margin of error will be allowed for annual benchmarks and 6-year targets in the Annual Review