

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 2.014**

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**Title: CENTERS OF EXCELLENCE**

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Authority: Board Action

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Act 555 of the 2010 Regular Session of the Louisiana Legislature provides for the creation of Centers of Excellence within the Louisiana Community and Technical College System (LCTCS). These Centers of Excellence will provide opportunities for partnerships between college and local business and industry to educate and train a skilled workforce.

The Board of Supervisors of the Louisiana Community and Technical College System authorize the President of the System to create and implement Centers of Excellence within the LCTCS in accordance with Act 555.

**Louisiana Community and Technical College System**  
**Application for Center of Excellence**

A Louisiana Community and Technical College System Center of Excellence focuses on an area of study in which a college, in partnership with business and industry, excels. It is a commitment to concentrate and build on this strength to create better opportunities for the citizens of the State.

This application represents the measures a Center of Excellence must meet in order to be considered for approval. The Center must meet five of the eight direct measures and must be approved by the Louisiana Board of Regents. In addition, the five measures must be rated as “meets or exceeds” level of achievement.

If the program is selected as a Center of Excellence, the designation will be for a one-year term. The Center must submit a one year review assessment and if approved, the Center will be eligible to apply for full approval granted for a period of five (5) years.

The process for the designation as a Center of Excellence is meant to be rigorous. The President of the System will appoint an Application Review Committee (ARC). This committee will make formal recommendations for approval of a Center Excellence.

Applications should include:

- A Cover Page including: Name of the Center of Excellence, person the application is prepared by, title, contact phone number(s), e-mail, Chancellor/Director’s name, and date.
- Narrative which responds to the selection criteria.
- Completed Louisiana Board of Regents – Form A (for initial application) or Louisiana Board of Regents – Form B (for renewal).
- List of suggested Center of Excellence Advisory Committee members.
- Three letters of support from external community members.
- Letter of support from college Chancellor/Director.

### Direct Measures for a Center of Excellence

For complete consideration, five of the eight measures must be addressed and met in the application. When responding to requests for data, please limit historical measures to five-seven academic years unless otherwise specified.

1. How does the Center enhance the College mission? Key questions addressed here are: What value does the Center bring that is not accomplished through the department/school's current organizational structure? What goals/objectives are accomplished due to the existence of the Center?
2. What local, national and international grants has the Center received? The Advisory Committee will look specifically at whether there is an active team of faculty that has secured major grants and contracts to support the mission and activities of the Center, as appropriate. What is the plan for the next five years of operation to maintain and even enhance the performance of the Center?
3. What is the administrative structure? Is it logical and appropriate? An organizational chart with clearly outlined reporting responsibilities is desirable. What infrastructure is in place to ensure future viability that is not tied to one faculty member? What is the future personnel outlook after current grants end? Centers that are primarily driven by one person, rather than a team of faculty, may not be approved for continuation except in extraordinary circumstances. Generally speaking, requests for Center continuation will be evaluated more positively when they demonstrate how a group of faculty has been working together as a direct result of the Center and has achieved a critical mass to warrant continuation of the Center.
4. What are the activities and intended achievements of the affiliated faculty/staff in the areas of research, creative activities, teaching and service? Curriculum vitae for all affiliated faculty should be provided to the Advisory Committee. The experience of the core faculty should be addressed.
5. What evidence is there of collaboration with other existing Centers or other programs at the College or at other institutions? Include memoranda of understanding ("MOU's") or other agreements, if any. Information about existing collaborations should be specific and include examples of ongoing work.
6. What evidence is there of collaboration with other institutions of higher education or industry/private sector? Include MOU's or other agreements, if any. Information about existing collaborations should be specific and include examples of ongoing work.
7. How adequate are the current space/facilities housing the Center? If additional resources are requested, what is the feasibility and appropriateness of additional space/facilities that will be needed, whether on-campus or rented off-campus? Describe how any expanded positions shown on the organizational chart will be accommodated in terms of future office and/or laboratory space.
8. What is the feasibility and appropriateness of continuing the current budget plan, if relevant? The report should demonstrate the appropriate administrative unit(s)' commitment of funds, space, and other resources necessary for the continuing successful operation of the proposed Center. The report must demonstrate how the Center anticipates remaining fully self-funded, and how the Center intends to expand the funding portfolio. Does the budget appear to be realistic? Does the report demonstrate a reasonable expected ratio of appropriated funds to

non-appropriated funds not available through current grant funding efforts? The report must clearly indicate personnel directly funded by the Center and demonstrate the availability of such funds.

#### Additional Benchmarks

Please respond to the following criteria:

1. Please demonstrate the annual enrollment in the program of study (using fall and spring data). Please also indicate if there are requirements on student enrollment or faculty load due to accreditation. What is the anticipated growth in the program if a Center of Excellence is approved?
2. Please provide retention data (fall to spring and fall to fall) that illustrates that student enrollment is anticipated to be maintained or exhibit growth.
3. Please indicate the highest level of accreditation achieved.
4. Please provide data illustrating the student success rate of students previously enrolled in the program of study.

**Centers of Excellence**  
**Louisiana Community and Technical College System**  
**October 25, 2012**

The Louisiana Community and Technical College System will begin implementing Centers of Excellence in a state-wide initiative as approved by the Louisiana Legislature in Act 555 of the 2010 Regular Session. These Centers of Excellence will provide opportunities for greater partnerships with business and industry throughout the State and will enhance the effectiveness of the colleges to train and educate a skilled workforce for the State of Louisiana. These Centers of Excellence also provide significant opportunities to establish greater efficiencies for both the System and the individual colleges and their partners. Centers should be consistent with established definitions for Centers of Excellence and be consistent with the college's role, scope, and mission. The following attributes should be present in all Centers of Excellence:

1. Be designated by and focused on a specific area of training or education. This area should be clearly and finitely defined, avoiding overly broad descriptions or goals which might suggest a greater scope than what was originally intended.
2. Should provide a full range of academic coursework, training opportunities, internships, and externships in an area of expertise. The programs should be nationally or regionally accredited and reflect the most current knowledge in the field of study.
3. Provide and promote service to the greater community. Programs should focus on addressing current community issues and provide opportunities to improve the quality of life of all residents.
4. Be a hallmark of the college. Centers of Excellence should not be a common feature at the college. A Center of Excellence should be recognized as an extraordinary unit of an institution. It should serve a unique role above and beyond the normal operations of the college and should not be duplicated across other institutions of higher education. i

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i Adapted from the Louisiana Board of Regents, Office of Academic and Student Affairs Centers/Areas of Excellence memo. October 2009.