COOPERATIVE AGREEMENT
BETWEEN
ROSE STATE COLLEGE
AND
GORDON COOPER TECHNOLOGY CENTER

Section I – Request For Cooperative Agreement/Participating Institutions

This Cooperative Agreement between Rose State College and Gordon Cooper Technology Center will allow students to co-enroll in approved Technology Center programs and receive college credit leading toward the Associate in Applied Science degree program. Programs of particular interest are those programs not available at Rose State College.

This Agreement is consistent with the policy "Statement of Cooperation between the Oklahoma State Regents for Higher Education and the State Department of Vocational and Technical Education" which committed the two state agencies to work together for the mutual benefit of students and the Oklahoma taxpayer. The statement encourages technology centers and two-year colleges to expand the scope of Oklahoma's educational opportunities and to negotiate cooperative agreements. This Agreement follows the "Guidelines for Approval of Cooperative Agreements Between Vocational-Technical Schools and Colleges" which was approved by the Oklahoma State Regents for Higher Education in 1988, clarified in the July 23, 1992, letter from Chancellor Hans Brisch, and amended by the OSRHE on January 24, 1997.

Section II – Titles of Programs/Degree

Gordon Cooper Technology Center requests approval of the Cooperative Agreement to include specified programs and courses supported by the Oklahoma Department of Vocational-Technical Education. (See Appendix A: Titles of Programs/Degrees) Rose State College requests approval of the Cooperative Agreement to include specified associate in applied science degree programs and courses. (See Appendix B: Rose State College Degree Program(s) and Course Descriptions)

Section III – Principles of the Agreement

A. Rose State College will approve each training area allowed for the degree.

B. Rose State College will review and approve the Technology Center's faculty credentials.

C. Rose State College faculty will teach all general education courses.

D. The number of hours to be taught by Technology Center faculty will not exceed one-half of the total hours required for the degree.
E. As indicated in Oklahoma State Regents for Higher Education policy, high school students who have signed a Letter of Intent upon enrollment in Technology Center programs, who take the same courses as the adult students, and who have met the same course requirements as the adult students may receive college credit after graduation.

F. Any agreement signed with a vocational-technical school must meet the accreditation requirements of the Oklahoma State Regents for Higher Education and the North Central Association Commission on Higher Education.

G. An Oversight and Evaluation Committee consisting of academic officials of the College and the respective vocational-technical school will review all programs on an annual basis.

Section IV - Curriculum Development

Initial phases of cooperative agreements between Gordon Cooper Technology Center and Rose State College centered on individual courses. Although a satisfactory beginning to cooperation between the Technology Center and the College, an avenue for students to pursue the associate degree was not evidenced. The proposed agreement allows for students to pursue a degree. The students begin their collegiate educational experience at the Technology Center with co-enrollment in skill courses through the agreement. Students continue their educational experience in courses, mainly general education, offered through the College. If students follow the proposed degree plan, they can attain the associate in applied science degree.

Section V—Program Oversight and Evaluation

All programs and courses included in this Cooperative Agreement will be monitored on a continuous basis. Monitoring will be the primary responsibility of the Oversight and Evaluation Committee, as follows:

A. The Associate Vice President for Academic Affairs/Technical Programs, Rose State College, and the Assistant Superintendent for Instruction, Gordon Cooper Technology Center, or designees will co-chair the Oversight and Evaluation Committee.

1. Rose State College and Gordon Cooper Technology Center faculty from each discipline/emphasis area included in program(s) of this Cooperative Agreement will serve on the program Oversight and Evaluation Committee. Discipline chairpersons and division deans/directors may be members.
2. Design and modification of the curriculum shall be the mutual responsibility of both institutions.

3. The Oversight and Evaluation Committee will review, recommend, and evaluate courses to be added/deleted in each program included in this Cooperative Agreement.

4. Gordon Cooper Technology Center shall ensure compliance with standards of the Oklahoma State Department of Vocational and Technical Education and accrediting agencies.

5. Rose State College shall ensure compliance with requirements of the Oklahoma State Regents for Higher Education (OSHRE) and accrediting agencies.

6. The Oversight and Evaluation Committee will meet at least annually to review content, appropriateness, relevancy, and instructional methods as these items relate to the established course/program objectives. Members of the Oversight and Evaluation Committee may also make periodic site visitations to help assure the maintenance of integrity and high quality within the terms of this Cooperative Agreement.

B. Administrative personnel designated by the Superintendent, Gordon Cooper Technology Center, and the President, Rose State College, will review and approve course/program objectives submitted by the Oversight and Evaluation Committee in accordance with each institution's policies.

C. To validate the oversight and evaluation process, each program advisory committee included in this Cooperative Agreement shall have representation from both institutions.

Section VI – Student Eligibility

A. College credit will be awarded to adult students who achieve the designated goals and objectives as outlined in this agreement.

1. Adult students enrolled for college credit will be co-enrolled at Gordon Cooper Technology Center and Rose State College.

2. All clock-hour curriculums at Gordon Cooper Technology Center approved for college credit will be converted into credit-hour equivalents at Rose State College.

3. All credits earned for college credit will be applied toward the appropriate associate in applied science degree.
B. Concurrent enrollment is available to high school students under certain conditions. Guidelines and application forms are available from the Office of Admissions and Records at Rose State College.

C. High school students who, because of age, ACT test score, or other reason, do not qualify for admission to an Oklahoma community college, but are enrolled in Gordon Cooper Technology Center courses included in this Agreement, will have their credits held in escrow under the conditions of the Cooperative Agreement. To have these escrowed credits added to a Rose State College transcript, students must:

1. Sign a "Cooperative Agreement Declaration of Intent to Attend a Higher Education Institution" prior to enrollment at Gordon Cooper Technology Center in courses included in this Cooperative Agreement;

2. Complete the same projects and examinations as their adult counterparts who are participating in this Cooperative Agreement program;

3. Achieve a minimum grade average of "B" or 80% in each Gordon Cooper Technology Center course to be articulated to the College;

4. Graduate from high school and be admitted to Rose State College;

5. Complete at least 12 semester credit hours, in residence, at Rose State College;

6. Apply for Cooperative Agreement credit, at Rose State College, no later than two years (24 months) after the month of high school graduation; and,

7. Meet admission standards as described in Part I, Section E, of the State Regents' admission policy if taking general education courses or other non-technical program courses at Gordon Cooper Technology Center or other site.

Section VII—General Education Courses

General education courses may be offered as a part of this Agreement through electronic delivery from Rose State College to Gordon Cooper Technology Center, if it is determined by both institutions that such an offering is needed to facilitate the completion of the associate in applied science degree covered in this Cooperative Agreement.
Section VIII—Designated Provider of Instruction

Instruction for credit courses included in this Agreement will be provided at that site which makes the most effective use of resources to meet the instructional needs of students. This will be determined by mutual agreement between Rose State College and Gordon Cooper Technology Center.

A. Articulated courses included in this agreement will be provided by Gordon Cooper Technology Center. (See Appendix D: Course Equivalencies)

1. Articulated courses will be scheduled so that a full-time student may have the opportunity to complete as many courses as feasible during the one-year period.

2. Articulated courses will be scheduled so that a part-time student may have the opportunity to complete as many courses as feasible during the half-year period.

3. Gordon Cooper Technology Center staff will determine class meeting times, locations, and instructors for program course offerings included in this Cooperative Agreement within the guidelines of each institution.

4. Changes in course content will be made only after consideration by the Oversight and Evaluation Committee and administrative approval as established by this Cooperative Agreement.

5. The Associate Vice President for Academic Affairs/Technical Programs, Rose State College, the Assistant Superintendent for Instruction, Gordon Cooper Technology Center, and/or other designated personnel will meet prior to the beginning of Rose State College's fall, spring, and summer enrollment periods to identify the courses to be offered and to establish class schedules for the ensuing enrollment period.

6. Instruction for all general education courses for the associate in applied science degree will be provided by Rose State College.

Section IX—Admissions and Performance Records

A. Student enrollment will be consistent with the policies and procedures of Gordon Cooper Technology Center and Rose State College pertaining to admissions, financial aid, withdrawal, and veterans affairs.

B. The instructor will maintain and report student performance and achievement records to both Gordon Cooper Technology Center and Rose State College following procedures agreed upon by the institutions to meet the needs of
counseling, financial aid, veterans affairs, and other functions at the cooperating institutions.

C. The instructor will submit final grades and performance records using forms and procedures agreed upon by both educational institutions.

D. Students entering Rose State College who have not taken the American College Test (ACT) or who have scored below 19 on an ACT sub-test will be required to take the Rose State College assessment examinations prior to enrollment in a course in the respective area. Those areas include English, math, and science.

Section X—Instructional Integrity and Assessment of Student Outcomes

A. Academic excellence and integrity in the delivery of educational opportunities will be the responsibility of both institutions. The Vice President for Academic Affairs, Rose State College, and the Superintendent, Gordon Cooper Technology Center, will be responsible for ensuring the institutions are in compliance with policies, processes, and procedures.

1. Textbooks, learning materials, assessment procedures, etc., will be consistent with those on campus at Rose State College.

2. Student outcomes assessment for each course will be both written and performance based and evaluated by Gordon Cooper Technology Center faculty.

3. Each course and program covered by this Cooperative Agreement will be jointly reviewed annually and assessed for appropriate student outcomes.

B. The Vice President for Academic Affairs at Rose State College and the Assistant Superintendent for Instruction, Gordon Cooper Technology Center, or their designees approve program expectations that includes attendance policies, instructor/instruction evaluation, class time requirements, assessment policies and procedures and other relevant information. These expectations will be given, in writing, to all students by the Gordon Cooper Technology Center faculty.

C. Classroom visitation and faculty evaluation will be made in accordance with the policies and procedures of each educational institution.

Section XI—Faculty Credentials

All faculty employed to teach courses for the associate in applied science degree program covered by this Cooperative Agreement will meet the qualifications as full-time faculty of Rose State College and the North Central Association. Gordon
Cooper Technology Center faculty who teach in the specified programs will be designated as adjunct instructors.

A. Full-time faculty teaching in technical programs at Gordon Cooper Technology Center will typically have a bachelor’s degree, a standard vocational teaching certificate, and work experience in the area in which they are teaching. Degree exceptions may be awarded for technical experts with a combination of full-time business and industry experience and/or full-time teaching experience who are certified through the Oklahoma State Department of Vocational/Technical Education. These exceptions must be approved by the Vice President of Academic Affairs, Rose State College.

B. The faculty who participate in teaching courses included in this Cooperative Agreement require approval from the Vice President of Academic Affairs at Rose State College.

C. The Gordon Cooper Technology Center Human Resources Office will maintain official personnel records. The College/Career Services Office will provide to the Rose State College Office of Human Resources/Affirmative Action the necessary faculty information to meet the reporting requirements of the OSHRE and the accreditation records requirements of Rose State College and the North Central Association. These items include specialty credentials, official transcripts of all degrees earned, resume and application materials. Materials must be on file prior to the implementation of co-enrollment.

D. The Rose State College Office of Human Resources/Affirmative Action will maintain all personnel records for faculty teaching in this cooperative program.

E. The employing institution bears responsibility for Workers Compensation regardless of the site where the work is being performed. Rose State College and Gordon Cooper Technology Center will exchange copies of Workers Compensation certificates to meet documentation requirements. (See Appendix C: Gordon Cooper Technology Center Faculty Credentials.)

Section XII—Admissions, Assessment, and Registration Procedures

A. Admissions: Students seeking an associate in applied science degree through this Cooperative Agreement will be admitted and enrolled at both Gordon Cooper Technology Center and Rose State College. Applications for both institutions will be completed by the student prior to enrollment.

B. Assessment: All Gordon Cooper Technology Center adult students will be assessed using the COMPASS test prior to enrollment in general education courses and/or prior to reaching 24 credit hours. The student will then be counseled by appropriate personnel to assist the student’s credit enrollment.
Assessment information will be provided to Rose State College for academic placement. Additional assessments may be required.

C. Registration: When a student meets assessment requirements, the enrollment will be approved by the Rose State College Registrar.

1. Gordon Cooper Technology Center personnel may act as Rose State College's designee to assist in enrollment. Gordon Cooper Technology Center personnel will authorize enrollment in the credit course.

2. Official documents will be provided by the student to the Rose State College Office of Admissions and Records to certify admissions requirements. These may include high school or college transcripts, GED certificates, ACT scores, letters of intent, Test of Academic Basic Education (TABE) scores, social security number verification or other documentation required such as proof of residency, English as a second language, or alien status.

Rose State College is not authorized to admit students holding J or M visas. A J visa is issued for exchange purposes under the sponsorship of an agency or organization designated by the United States Information Agency. These students have limitations of stay, 30 days voluntary departure after the ending date listed on Form IAP-66, and sometimes a two-year physical home residency requirement before being allowed to apply for reentry to the United States.

An M visa is granted to an alien who seeks entry to the United States for the purpose of pursuing a full course of study at an established vocational or other recognized nonacademic institution authorized to enroll M-1 students. Usually, a student in this classification may obtain a new nonimmigrant status by leaving the United States and reentering with a new visa.

Restrictions may apply to other nonimmigrant classifications; therefore, international students should contact the International Advisor in the Office of Admissions and Records to determine any passport and visa requirements necessary for admission to the College.

3. The Rose State College Office of Admissions and Records will enter all data necessary for the creation and maintenance of each student's permanent records.

4. Students will be able to enroll in courses included in this Cooperative Agreement during the first two weeks of a semester and during the first week of an eight-week summer session. Exceptions to this may be approved by the Vice President for Academic Affairs, Rose State College.
5. All enrollment materials will be transmitted to Rose State College immediately upon completion of the enrollment period.

D. Dropping and Adding Classes: Enrollment for college credit is open during the first week of each sixteen week semester and during the first two (2) days of an eight-week session at Rose State College. Students may add and drop classes during these periods. Drop/add procedures may be completed at the Technology Center.

E. Complete Withdrawal: Students may officially withdraw from classes up to the thirteenth week of a regular semester, up to the sixth week of an eight-week semester, or up to 75% of a special session. Complete withdrawal must be completed at Rose State College.

F. Class Roster: Upon receipt of the enrollment materials, Rose State College will enter the data into the computer system to generate a class roster. The instructor of record will receive a student roster for each of the course sections. The instructor will confirm the accuracy of the roster. Discrepancies will be addressed through the Assistant Superintendent for Instruction, Gordon Cooper Technology Center, or designee and the Registrar, Rose State College. Rose State College will furnish an official class roll.

The class roster for students enrolling in the session at the beginning of the semester will be determined in the third week of a sixteen-week session. The class roster for the summer session will be determined in the second week of an eight-week session.

G. Identification Card: Upon request, and after verification of enrollment, students may be issued a Rose State College student identification card by the Student Development Office at Rose State College. Students will be responsible for the student ID fee in effect at the time of the request.

Section XIII—Reporting/Transcripting Grades

Reporting of Grades: At the end of the semester, the instructor of record will receive an official class roll/grade report for use in reporting final grades. A copy of the final grade report will be delivered to the Office of Academic Affairs at Rose State College and to the Office of Record at Gordon Cooper Technology Center. In addition to the student’s receiving a grade report at Gordon Cooper Technology Center, grades will be available to the student upon request through the issuance of an official transcript from Rose State College.

Grades of A, B, C, D, and F will be recorded. When a student has failed to complete the requirements of a course, he/she may be given an incomplete ("I") grade. To be awarded
this grade, the student must present valid reasons for not having completed the course requirements to the instructor who will determine the validity in all cases.

Section XIV—Financial Arrangements

Rose State College and Gordon Cooper Technology Center have each established policies for tuition and fees which will not affect this Cooperative Agreement. Students enrolling for college credit at Gordon Cooper Technology Center will pay tuition and fees at Gordon Cooper Technology Center. Financial holds for lack of tuition and fee payment will preclude enrollment or co-enrollment at either institution.

Section XV—Financial Aid

Gordon Cooper Technology Center will serve as "Home" institution for financial aid purposes. Students pursuing a degree through this Cooperative Agreement may not receive Title IV aid through Rose State College.

Section XVI—Student Tuition and Other Financial Information

Students at Gordon Cooper Technology Center who are enrolling for credit in courses covered by the Cooperative Agreement will only be charged the Rose State College admissions application fee in addition to the regular fees charged by Gordon Cooper Technology Center. This contractual arrangement will be reviewed annually.

Students enrolling in general education, technical support, or related courses provided by Rose State College will pay the current credit-hour tuition and fees of Rose State College. These tuition and fees will be paid by the student, in advance, directly to Rose State College.

The refund policy of each institution will remain in effect. Students enrolling in technical courses at Gordon Cooper Technology Center will be subject to the Gordon Cooper Technology Center's refund policy.

Students enrolling for college credit in general education or other courses provided by Rose State College who are not covered by this Cooperative Agreement, who are not receiving Title IV federal aid through Gordon Cooper Technology Center, and who receive financial aid through Rose State College Financial Aid Office, will make payment directly to Rose State College for those added credit hours provided by Rose State College.

Section XVII—Advisement Procedures

A. The Assistant Superintendent for Instruction at Gordon Cooper Technology Center or designee will be responsible for advising and enrolling Gordon
Cooper Technology Center students in program courses taught at the Technology Center.

B. Advisement for the degree program is a dual responsibility.

1. Gordon Cooper Technology Center personnel will advise students for the associate in applied science degree covered under this Cooperative Agreement, using information provided by Rose State College.

2. Rose State College will provide advisement for students who enroll in campus classes.

3. The degree plan covered by this Cooperative Agreement will be the same as the degree plan provided for students at Rose State College.

4. Advisors will be encouraged to sequence technical, general education, related and technical support courses to enable the student to complete the associate in applied science degree in a timely manner.

Section XVIII—Public Information Procedures

A. Public information personnel from Rose State College and Gordon Cooper Technology Center will work together to develop printed and electronic media to support this Cooperative Agreement.

1. Public information personnel will cooperate in developing opportunities to capitalize on positive publicity.

2. Public information personnel will share information about the activities and events relating to this Cooperative Agreement. Whenever possible, the contact will be made prior to the activity or event.

3. Neither educational institution will provide information to the media regarding this Cooperative Agreement without first informing the other institution.

4. A general brochure will be developed to promote this Cooperative Agreement.

B. As existing publications are updated at each institution, this Cooperative Agreement will be reflected in the programs offered and will clearly represent both institutions.
Section XIX – Quality Assurance

As the degree granting institution in the Cooperative Agreement with Gordon Cooper Technology Center, Rose State College is accountable for maintaining the accreditation standards of the Oklahoma State Regents for Higher Education (OSHRE) and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Rose State College requirements for faculty qualifications, curriculum, and instructional delivery will be the same at all locations where credit courses are offered.

All programs and courses involved with the Cooperative Agreement will be monitored with caution on a continuous basis. Monitoring will be the primary responsibility of the Oversight and Evaluation Committee which will be co-chaired by the Associate Vice President for Academic Affairs/Technical Programs, Rose State College, and the Assistant Superintendent for Instruction, Gordon Cooper Technology Center, or their designees. The Oversight and Evaluation Committee will meet at least annually to review content, appropriateness, relevancy, and instructional methods as these items relate to the established course/program objectives. Members of the Oversight and Evaluation Committee may also make periodic site visitations to help assure the maintenance of integrity and high quality within the terms of this Cooperative Agreement.

Section XX – Gordon Cooper Technology Center Program Equipment and Facilities

Students will use equipment and facilities as appropriate for individual courses. Students will use Gordon Cooper Technology Center equipment and facilities for skill related course work and Rose State College equipment and facilities for general education and additional theory course work. Gordon Cooper Technology Center equipment and facilities are maintained according to Oklahoma State Department of Vocational-Technical Education standards. (See Appendix E: Gordon Cooper Technology Center Equipment and Facilities).