Contractual Arrangements and Technical PLA Programs

Oklahoma State Regents for Higher Education

CONTRACTUAL ARRANGEMENTS AND/OR TECHNICAL PRIOR LEARNING ASSESSMENT PROGRAM REQUEST FORM

______________________________
Rose State College
Institution Submitting Proposal

Engineering Associate in Science Degree (039)
Program name and State Regents' three-digit program code

Mid-Del Technology Center

______________________________
Contractual Entity

Date of Governing Board Approval: 09/17/15

Signature of President: ___________________________ Date: 9/17/15

Signature of Other Entity Signatory: ___________________________ Date: 9/24/15

State Regents’ Policy 3.6 and 3.15
http://www.okhighered.org/sedmn-fac/academic-forms/
Hendrix, Frances

From: Higher Learning Commission <changerequests@hlcommission.org>
Sent: Friday, June 19, 2015 1:57 PM
To: Hendrix, Frances
Subject: Contractual Arrangement Conveyed

Thank you for your submission. Based on the information detailed below, the Commission has determined that it has sufficient information to constitute notification of the contractual relationship per policy and no further action is required. If you have any further questions, please send an email to changerequests@hlcommission.org.

Name: Frances M Hendrix
Institution: 1635 - Rose State College - OK
City: Midwest City
State: Oklahoma
Email address: fhendrix@rose.edu
Phone number: 405.733.7395

You confirm you are authorized to provide the Commission with information regarding your institution's contractual arrangements.

Academic program: Engineering Associate in Science
CIP code: 14.01
Course catalog name: Pre-Engineering Principles
Program or credential level: Associate
Expected start date: 2015-08-17
Contractual partner: Mid-Del Technology Center

Total program credit hours: 62
Credit hours taught by contractual partner: 3
Calculated percentage: 4.84

The percentage taught by the contractual partner is less than 25%.
Does the contractual partner provide oversight of the curriculum? Yes
Does the contractual partner provide assurance of the consistency? Yes
Does the contractual partner establish academic qualifications for instructional personnel? Yes

The percentage representing the aggregate of the contractual partner's total efforts: Less than 25%
Contractual Arrangement and/or Technical Prior Learning Assessment Program Request Form

The proposal for a contractual arrangements or technical prior learning assessment (PLA) program should provide the following information.

**NOTE: INFORMATION NOT INCLUDED IN THE PROPOSAL MAY CAUSE A DELAY IN PROCESSING.**

1. A signature page (institutional president and entity’s signatory) that includes the names of the participating college and other entity.

2. Name of college-level certificate or degree program(s) toward which credit will be awarded, including the State Regents’ three-digit program code and any options.

(The size of the box is NOT an indicator of the amount of information required to address the request. Please include as much information as necessary [the boxes will expand].)

3. Will this arrangement include:

   - [X] contractual arrangement
   - [ ] technical assessments (PLA)
   - [ ] Combination of both

4. List a) technical courses on the Statewide Contractual Course Inventory/Technical Crosswalk, b) assessments on the Statewide Inventory of Industrial, Technical and Other Assessments, and/ or c) general education courses that will be included in the contractual or technical PLA program.

   a) Technical Courses in Contractual Arrangements:

<table>
<thead>
<tr>
<th>Higher Education Course:</th>
<th>Contractual Technical Course:</th>
<th>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 2093 Pre-engineering Principles</td>
<td>Engineering Design and Development</td>
<td>___ Yes ___ No ___ X ___ Request Pending</td>
</tr>
<tr>
<td>Higher Education Course:</td>
<td>Contractual Technical Course:</td>
<td>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Yes ___ No ___ Request Pending</td>
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<tr>
<td></td>
<td></td>
<td>___ Yes ___ No ___ Request Pending</td>
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<td>Higher Education Course:</td>
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<td>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Yes ___ No ___ Request Pending</td>
</tr>
</tbody>
</table>

State Regents’ Policy 3.6 and 3.15

http://www.okhighered.org/admin-fac/academic-forms/
b) Technical Assessments (PLA):

<table>
<thead>
<tr>
<th>Higher Education Course</th>
<th>Technical Assessment</th>
<th>Approved for listing on the Statewide Matrix of Industrial, Technical and Other Assessments?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes  No  Request Pending</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes  No  Request Pending</td>
</tr>
<tr>
<td>(add rows as needed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c) General Education Courses:

<table>
<thead>
<tr>
<th>Higher Education Course</th>
<th>Location?</th>
<th>Delivery Method?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td>(add rows as needed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Detail the maximum number of college credit hours to be articulated through contractual technical courses or technical assessments and the maximum college credit awarded toward the degree for work completed outside the institution¹.

<table>
<thead>
<tr>
<th>Total credit hours articulated through contractual technical courses:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credit hours articulated through technical assessments:</td>
<td>0</td>
</tr>
<tr>
<td>Total credit hours that can be applied to the degree through approved contractual technical courses and/or assessments:</td>
<td>3</td>
</tr>
<tr>
<td>Total credit hours in general education:</td>
<td>39</td>
</tr>
<tr>
<td>Total credit hours required for the degree:</td>
<td>62-64</td>
</tr>
</tbody>
</table>

¹ Note: the Higher Learning Commission requires that at least "15 of the 60 credits for the associate's degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by the Commission." However, any time the credit from outside the institution surpasses 50%, a higher level of scrutiny/audit from HLC should be expected.
6. Description of the contractual entity’s classroom and laboratory facilities and how they will be utilized.

Mid-Del Technology Center offers up-to-date equipment and facilities to their students in the Engineering Design and Development Program designed through the Project Lead the Way Initiative. Computers are available in a lab environment for students to complete application assignments. Lecture environments are equipped with instructional technology used by the faculty member to conduct the class.

7. Academic credentials of contractual entity’s faculty responsible for classroom and laboratory experiences. *(Include a summary document here. Full vitae, resume and certifications must be included as attachments, as well as documentation of the institutional process for credential and/or experience evaluation for contractual entity’s faculty.)*

College faculty supervising the contractual arrangement or application of PLA credit for the program:
N/A

Contractual entity’s faculty teaching in the contractual arrangement:
Mr. Jim Moery, STEM Program faculty member, B.S. Biology; Project Lead the Way certification to teach in Aerospace Engineering, Introduction to Engineering Design, Principles of Engineering, and Engineering Design and Development

8. Outline the process to assure quality academic programming and continuous improvement in the contractual arrangement or technical PLA program.

Rose State College faculty reviewed the Mid-Del Technology Center curriculum and determined that the curriculum duplicated three credit hours of instruction that occurs through the Engineering, Associate in Science degree program at Rose State College. Rose State College faculty reviewed the credentials of faculty from Mid-Del Technology Center to ensure faculty hold credentials that meet or exceed the minimum requirements for adjunct and full-time faculty assignments at Rose State College. Rose State College faculty added the Mid-Del Technology Center faculty to the Rose State College Engineering program advisory committee. Rose State College faculty were added to the Mid-Del Technology Center Engineering Design and Development Program.
9. Describe the criteria for assessment of student outcomes in each contractual technical course and/or assessment.

See attached syllabi.

10. To maintain quality courses, the higher education institution will designate an appropriate individual to direct and oversee the contractual arrangement. Provide the name of the individual as well as the criteria and procedures that will be used for an annual evaluation of courses. (Note if same or different from #7)

In addition to the full-time Business Administration Associate in Applied Science degree program faculty members, Ms. Jerri Cachero, Coordinator for Technology Center Programs, Rose State College, oversees all contractual arrangements with technology centers to ensure that students are advised and enrolled appropriately, serves as the liaison between faculty representatives from the technology centers and the college. She holds meetings with faculty on campus, meets with faculty and staff at each technology center, and arranges and holds joint meetings. She also develops the annual Technology Center catalog, meets with admissions and enrollment staffs from the technology center and on campus, and hosts students from the technology centers on campus on enrollment/advisement days. In addition, she attends advisory committees, and other statewide meetings at the Oklahoma State Regents for Higher Education.

11. Describe the academic and student support services available to students enrolled in the contractual arrangement.

Students from the technology center are hosted on campus. Students are enrolled on campus by Academic Advisors, tour the campus and receive financial aid/college life information from Prospective Student Services and are taken on a campus-wide tour. Students complete their admissions forms, take COMPASS exams, are enrolled and attend various related seminars on campus. Students have access to the College's website services such as those available in the Learning Resources Center and receive a Rose State College student I.D. card which grants students' rights and privileges of a Rose State College student.

A college liaison visits each campus on a weekly basis to assist with questions related to degree completion, financial aid deadlines, Ticket to Rose, etc., and serves as an advisor to these students at their technology center.
12. Outline the financial arrangements between the institution and the contractual entity if different from that specified in policy; this should include student tuition and other charges applicable to the contractual arrangement.

Students pay the state-adopted rate of $8.00 per credit hour since instruction takes place at the technology center under the technology center budget.

13. Indicate if high school students may be enrolled in this contractual arrangement and/or any restriction based on age of students due to the nature of the technical field, licensure requirements, etc.

High school students are eligible for enrollment provided that they meet the admission requirements under the cooperative agreement policy.
COOPERATIVE AGREEMENTS PROGRAM
ROSE STATE COLLEGE/MID DEL TECHNOLOGY CENTER
Fall 2015 – Spring 2016

RSC – Engineering and Science Division
Degree: A.S. - Engineering (039)
Options: General, Mechanical, Aerospace or Elect/Comp

Contacts: Dr. Wayne Jones, Division Dean
Professor Steven Fowler
Division Academic Advisor: Mr. Nick Bastani

Mid Del Technology Center Program: STEM
Contacts: Mr. Jim Moery

Credit Total: 3 Hours

<table>
<thead>
<tr>
<th>RSC Course Number and Title</th>
<th>MDTC Tech Center Units Covered</th>
<th>Credit Hours</th>
<th>RSC Faculty Initials</th>
<th>Tech Center Faculty Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 2093 Pre-engineering Principles</td>
<td>Engineering Design and Development</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>