Oklahoma State Regents for Higher Education

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

Rose State College
Institution Submitting Proposal

Multimedia Communication Associate in Applied Science Program (113)
Program name and State Regents’ three-digit program code

Eastern Oklahoma County Technology Center

Contractual Entity

Date of Governing Board Approval: 09/17/15

Signature of President: [Signature] Date: 09/17/15

Signature of Other Entity Signatory: [Signature] Date: 09-27-15

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

From: Higher Learning Commission <changerequests@hlcommission.org>
Sent: Monday, August 10, 2015 12:41 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: Dr. 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: Web Page, Digital/Multimedia
CIP code: 11.0801
Course catalog name: Digital Imaging
Program or credential level: Associate
Expected start date: 2015-08-17
Contractual partner: Eastern Oklahoma County Technology Center

Total program credit hours: 62
Credit hours taught by contractual partner: 6
Calculated percentage: 9.68

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%
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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.

3. Will this arrangement include:

   - 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:

| Higher Education Course: | Contractual Technical Course: | Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk?
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MULT 1413 Digital Imaging</td>
<td>Advanced Digital Software; Creative Digital Effects;</td>
<td>Yes No X Request Pending</td>
</tr>
<tr>
<td>MULT 2093 Digital Photography</td>
<td>Studio Portraiture; Outdoor Portraiture; Advanced Black White; Promotional Projects; and, Advanced Studio Techniques</td>
<td>Yes No X Request Pending</td>
</tr>
</tbody>
</table>

State Regents’ Policy 3.6 and 3.15 http://www.okhighered.org/admin-fin/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>
</tbody>
</table>

(Add rows as needed)

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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>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Add rows as needed)

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.

Total credit hours articulated through contractual technical courses: ______ 6 ______

Total credit hours articulated through technical assessments: ______ 0 ______

Total credit hours that can be applied to the degree through approved contractual technical courses and/or assessments: ______ 6 ______

Total credit hours in general education: ______ 20 ______

Total credit hours required for the degree: ______ 62-63 ______

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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 review from HLC should be expected.
6. Description of the contractual entity's classroom and laboratory facilities and how they will be utilized.

Eastern Oklahoma County Technology Center offers up-to-date equipment and facilities to their students in the Graphics Program. 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. Ben Hlavały, Digital Media faculty member, A.A.S., Film and Video Production, Oklahoma City Community College, Drafting and Design Certificate, Red River Career Technology Center, ADOBE certifications

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 Eastern Oklahoma County Technology Center curriculum and determined that the curriculum duplicated nine credit hours of instruction that occurs through the Multimedia Communication, Associate in Applied Science degree program at Rose State College. Rose State College faculty reviewed the credentials of faculty from Eastern Oklahoma County 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 Eastern Oklahoma County Technology Center faculty to the Rose State College Multimedia Communications program advisory committee. Rose State College faculty were added to the Eastern Oklahoma County Technology Center Graphics 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.
RSC Course Number and Title | EOC Technology Center Units Covered | Credit Hours | RSC Faculty Initials | Tech Center Faculty Initials
---|---|---|---|---
Digital Media
Eastern Oklahoma County Technology Center
Instructor: Ben Hlavaty

Welcome to Mr. Hlavaty's Digital Media class & congratulations on your decision to attend Eastern Oklahoma County Technology Center!

I am excited about the upcoming year and I look forward to assisting each one of you in reaching your educational and occupational goals. Throughout the year we will study many aspects of digital video production and photography, while incorporating application software, web-based instruction, project based learning, and text resources.

Digital Media Students will have the opportunity to interact with and learn from industry professionals throughout the year. These networking opportunities will come in many forms, such as classroom visits, guest lecturers, live production set visits, hosting Clean Shorts Film Festival, etc. The goal of this class is to not only train the student in photography and video production, but to put the students in a situation where they can develop a relationship with successful professionals in their chosen career path.

Digital Media Students will be expected to follow the 4 R’s as established by EOC Tech:

**Ready to Learn:** Follow Instructions, Ask for Help, Stay on Task, Listen, Work with Others

**Respectful:** Follow Instructions, Greet Others, Listen, Disagree Appropriately, Address Authority Appropriately

**Responsible:** Follow Instructions, Stay on Task, Ask for Permission, Manage Time Well, Accept Consequences

**Ready to Work:** Follow Instructions, Ask for Help, Stay on Task, Share with Others, Work with Others

Digital Media consists of the Information Technology Cluster and the Arts and A/V Communications Cluster. It encompasses the Web and Digital Communications Pathway and the Visual Arts Pathway.

The available career majors are:

<table>
<thead>
<tr>
<th>Career Major</th>
<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photographer</td>
<td>510</td>
</tr>
<tr>
<td>Audio and Video Technician Assistant</td>
<td>465</td>
</tr>
</tbody>
</table>
Digital Photographer

Students will gain advanced digital photography skills in this career major. Students will create digital images, promotional projects and learn photojournalism techniques. Upon successful completion of the major coursework, students will be able to test for certification and work as a digital photographer. The following are the courses within this career major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Digital Software</td>
<td>45</td>
</tr>
<tr>
<td>Studio Portraiture</td>
<td>45</td>
</tr>
<tr>
<td>Outdoor Portraiture</td>
<td>30</td>
</tr>
<tr>
<td>Advanced Black and White</td>
<td>45</td>
</tr>
<tr>
<td>Promotional Projects</td>
<td>45</td>
</tr>
<tr>
<td>Creative Digital Effects</td>
<td>45</td>
</tr>
<tr>
<td>Advanced Studio Techniques</td>
<td>30</td>
</tr>
<tr>
<td>Commercial/Industrial Applications</td>
<td>30</td>
</tr>
<tr>
<td>Creative Imaging2</td>
<td>60</td>
</tr>
<tr>
<td>Photojournalism Techniques</td>
<td>30</td>
</tr>
<tr>
<td>Portfolio Production 2</td>
<td>45</td>
</tr>
<tr>
<td>WBE2 Photography Technology</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>510</strong></td>
</tr>
</tbody>
</table>

Textbooks:
Digital Photography does not use a specific textbook, rather a library of reference books are used to navigate the course. These texts include:

*Classroom in a Book: Photoshop CC* – by Adobe Creative Team  
*Portrait Photography: Secrets of Posing and Lighting* – Mark Cleghorn  
*Better Photo Basics* - Jim Miotke  
*Complete Digital Photography* - Ben Long  
*Tony Northrup’s DSLR Book: Stunning Digital Photography* – Tony Northrup  
*Understanding Exposure* – Bryan Peterson  
*Photo Journalism: The Professionals’ Approach* – Kenneth Kobré

Online Tutorials:  
Lynda.com
Audio & Video Production Assistant

Students will gain video production skills in this Career Major. Students will write screenplays, storyboard, record video and sound, and edit all the data to complete projects. Upon successful completion of the major course work, students will be able to test for certification and work as a video production assistant.

The following are the courses within this career major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Total Week-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Television Production Orientation</td>
<td>15</td>
</tr>
<tr>
<td>Video Production Techniques 1</td>
<td>120</td>
</tr>
<tr>
<td>Basic Microphone Systems</td>
<td>30</td>
</tr>
<tr>
<td>Studio Production</td>
<td>60</td>
</tr>
<tr>
<td>Field Production</td>
<td>60</td>
</tr>
<tr>
<td>Nonlinear Video Editing</td>
<td>60</td>
</tr>
<tr>
<td>News Reporting</td>
<td>60</td>
</tr>
<tr>
<td>Professionalism and Ethics</td>
<td>30</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30</td>
</tr>
<tr>
<td>WBE2 Photography Technology</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>465</strong></td>
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</table>

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*Classroom in a Book: Premiere Pro CC* -- by Adobe Creative Team  
*Film: An Introduction* - by William H. Phillips  
*The Filmmaker’s Handbook* -- Steven Ascher  
*Anatomy of Film* -- Bernard F. Dick  
*The Complete Film Production Handbook* - Eve Light Honthaner  
*Film Directing Fundamentals* - by Nicholas T. Proferes  
*Action!* -- Robert Benedetti  
*Documentary Storytelling* -- Sheila Curran Bernard  
*Save The Cat!* - Blake Snyder  
*The Grip Book* - by Michael G. Uva  
*Set Lighting Technicians Handbook* - Harry C. Box  
*Painting With Light* -- John Alton  
*Picture Composition For Film and Television* -- Peter Ward  
*The Film Experience: An Introduction* -- Timothy Corrigan & Patricia White  
*The Visual Story* - Bruce Block  
*Practical Art of Motion Picture Sound* - David Lewis Yewdall  
*The Location Sound Bible* - Ric Viers

Online Tutorials:  
Lynda.com  
VideoCopilot.com
Required Supplies:

1” 3-Ring Binder  
Notebook Paper  
Black or Blue Pens  
Flash Drive (16 GB minimum)

Recommended Supplies (not required):  
External Hard Drive (1 TB or larger)

Grading Scale:

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 or below

Course Grade Calculation:

Daily Work: Participation and Ethics - 40%  
(Class Participation, Classroom Behavior, Work Ethic, Daily Work, Quizzes, etc.)

Projects: Curriculum & Live Work - 60%  
(Course Work, Projects, Customer Live Work, Exams, etc.)

Attendance:

Attendance is required to complete this course. Students are being prepared for the workforce. Students should prepare for and treat this class as if it is their job.

Please see the EOC Tech handbook for attendance policy.

Punctuality:

Tardiness is not tolerated. Students will be recorded tardy for being late for the start of class, or returning late from break. Being tardy three times is equivalent to one unexcused absence.

Class Times  
AM Session 8:20-11:00 AM  
PM Session 12:00-2:35 PM

Break Times  
AM Session 9:30-9:50 AM  
PM Session 1:05-1:25 PM
LEAP Class:

First year students will attend LEAP class once a week. Subjects covered will be related to Leadership, Employability Skills, Academics, and Problem Solving.

AM Students will attend every Wednesday 8:25-9:35
PM Students will attend every Wednesday 12:05-1:05

LEAP is not optional. LEAP is a required course with a grade that will be recorded on your EOC Tech Transcript.

Student Organizations:

Iguana Council
Iguana Council is made up of class nominated representatives that work to provide community service and leadership opportunities for EOC Technology Center students. Through the Iguana Council students strive to make a positive impact in their communities.

Skills USA
SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce.

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of America’s skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

SkillsUSA members compete hands-on in trade, technical and leadership fields. Students work against the clock and each other, proving their expertise in their chosen occupation and/or leadership demonstrations.

Digital Media students will compete in class for an opportunity to represent EOC Technology Center at the Oklahoma state conference in the spring. State champions will move on to compete at the National competition in the summer.

Feel free to contact me if you have any questions or need further information about the program.

Ben Hlavaty
Digital Media Instructor
Email: bhlavaty@eoctech.edu
Phone: 405.390.9593
Eastern Oklahoma County Technology Center
Digital Media Code of Conduct

Instructor: Mr. Ben Hlavaty

As a Digital Media Student, I agree to be:

1. Respectful.
   I will be respectful to my instructor, my classmates, and all EOC Tech faculty & staff.
   I will not be distracted by my cell phone in class. I will act appropriately in class and all
   activities that take me off campus, as a representative of EOC Tech.

2. Responsible.
   I will listen to all instructions and follow them diligently. I will stay on task, to complete
   my assignments in a timely manner. I will ask permission to use the equipment, and I will
   care for it appropriately. I will take responsibility for all my actions and accept the
   consequences that may occur.

3. Ready to Learn.
   I will show up to EOC Tech prepared to perform the actions required for my course study. I
   will have a good attitude in class, and act in a professional manner. I will ask for help when
   needed. I will assist others when necessary.

4. Ready to Work.
   I will treat my class at EOC Tech as if it were my job. I will follow all ethical protocols
   including computer and equipment use, copyright laws, and behavioral guidelines. I will
   work with my fellow students in a professional manner and stay on task.

Rules are subject to change at the discretion of Mr. Hlavaty and/or EOC Tech Administration.

Student: ________________________________
Print Name

Signature: ____________________________ Date: ______________

Parent/Guardian: ____________________________
Print Name

Signature: ____________________________ Date: ______________