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

Mid-Del Technology Center
Contractual Entity

Date of Governing Board Approval: 09/19/15

Signature of President: [Signature] Date: 09/19/15

Signature of Other Entity Signatory: [Signature] Date: 09/24/15

State Regents' Policy 3.6 and 3.15
http://www.okhighered.org/admin-fac/academic-forms/
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: MULT 1133 Introduction to Multimedia</th>
<th>Contractual Technical Course: Introduction to Graphic Communications</th>
<th>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk? Yes No X Request Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Education Course: MULT 1413 Digital Imaging</td>
<td>Contractual Technical Course: Image Editing I and Digital Image Manipulation</td>
<td>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk? Yes No X Request Pending</td>
</tr>
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<td>-------------------------------------------------------------</td>
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<tr>
<td>Higher Education Course: MULT 1513 Print Design</td>
<td>Contractual Technical Course: Page Layout Publication</td>
<td>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk? Yes No X Request Pending</td>
</tr>
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<td>-------------------------------------------------------------</td>
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<tr>
<td>Higher Education Course: MULT 2093 Digital Photography</td>
<td>Contractual Technical Course: Digital Photography and Digital Photography/Photo Software II</td>
<td>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk? Yes No X 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>
<th>Yes</th>
<th>No</th>
<th>Request Pending</th>
</tr>
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(add rows as needed)

c) General Education Courses:

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<th>Higher Education Course</th>
<th>Location?</th>
<th>Delivery Method?</th>
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(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 institution.

| Total credit hours articulated through contractual technical courses: | 12 |
| 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: | 12 |
| Total credit hours in general education: | 20-21 |
| Total credit hours required for the degree: | 62 |

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.

Mid-Del 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. Craig Lewis, Graphics faculty member, B.S., Trade and Industrial Education; University of Central Oklahoma

State Regents' Policy 3.6 and 3.15
http://www.okhighered.org/admin-fac/academic-forms/
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 12 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 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 Business Administration program advisory committee. Rose State College faculty were added to the Mid-Del 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 Cacherio, 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/advise 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 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.
CAREER MAJOR: Electronic Publishing Technician  
MDTC Name: Graphic Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Graphic Communications</td>
<td>120.00</td>
</tr>
<tr>
<td>Beginning Electronic Publishing</td>
<td>60.00</td>
</tr>
<tr>
<td>Introduction to Macintosh</td>
<td>45.00</td>
</tr>
<tr>
<td>Electronic Publishing</td>
<td>120.00</td>
</tr>
<tr>
<td>Workforce Staging</td>
<td>30.00</td>
</tr>
<tr>
<td>Digital File Output</td>
<td>45.00</td>
</tr>
<tr>
<td>Typography</td>
<td>45.00</td>
</tr>
<tr>
<td>Project Management Conceptual Design Process</td>
<td>90.00</td>
</tr>
<tr>
<td>Page Layout Publication Design</td>
<td>180.00</td>
</tr>
<tr>
<td><strong>TOTAL CAREER MAJOR LENGTH</strong></td>
<td><strong>735.0</strong></td>
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</tbody>
</table>

Course Description

Introduces operations of page layout software and photo software for basic operation. Features problem solving in the software and output operations. You will develop skill in image manipulation thru Adobe photoshop, page layout in Adobe InDesign and Digital file output. You will develop a portfolio of your work. In addition you will develop soft skills thru OKSIS, SkillsUSA PDP program and Keytrain.
Textbooks

1. Multistate Academic and Vocational Curriculum Consortium, Inc.  
   Digital File Preparation & Output.
2. Graphic Communications "The Printed Image". Z.A. Prust
3. Multistate Academic and Vocational Curriculum Consortium, Inc.  
   Orientation to Graphic Communications
4. Digital Tutors - www.digital tutors.com

Exit Learning Outcomes Addressed In This Course

Core Abilities
A. Act responsibly.
B. Work productively.
C. Quality of Work

Course Level Learning Outcomes - Competencies

1. Use math and measurement.
2. Prepare page layout software for basic operations.
3. Prepare images for the printing process.
4. Understanding basic computer file formats
5. Knowledge of uses for images (computer/print)
6. Operate Image Software.
7. Understand basics of Typography.
8. Maintain safe working environment.
9. Troubleshoot problems with various images.
10. Understand workflow in DPP.
11. Prepare images for production to various output devices.
12. Operate Photo Software with proficiency.
13. Operate Flatbed scanner with proficiency.
14. Have a completed Portfolio of your work.
Grading Information

Grading Rationale
All competencies must be met for each performance assessment. Redo’s will be allowed for students to achieve competencies which are not met on the first attempt. Grades will be determined by the percent of points earned out of the total possible points for a given performance assessment. The follow grading scale will be used throughout the course.

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
NC = 0 - 69%

The final grade for the course will be calculated using the following percentages for performance assessments:

Written Assessments = 30% of final grade
Performance Assessments = 40% of final grade
Projects = 20% of final grade
Attendance = 10% of final grade

Guidelines and Information

ADA Statement 1
I wish to fully include persons with disabilities in this course. Please let me know if you need any special accommodations in the curriculum, instruction, or assessments of this course to enable you to fully participate. I will maintain the confidentiality of the information you share with me.

Core Abilities
Core Abilities are broad outcomes or skills that every graduate of a Mid-Del Technology Graphic Communications program is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. MDTC has identified seven Core Abilities that are important in every area of learning. Two of these core abilities have been identified as important in this course:

Act Responsibility and Work Productively.

Performance-Based - It’s about Learning!
Your success is the main goal of any learning experience. In performance-based learning, we carefully identify what you need to be able to do as a result of a learning experience. Next we determine how you can show that you have learned these skills. Finally, we plan learning activities that will help you develop the target skills, knowledge, and attitudes.

Benefits for you:
1) You will learn skills and knowledge that you can apply, rather than outlines of information.

2) We tell you right up front WHAT you will learn, how we expect you to show WHEN you have learned, and HOW you may go about learning. This helps you plan how to invest your time and energy.

3) You know the standards for evaluation before the assessment. You earn a grade according to how well you perform the skills rather than according to how well others in the class perform. You are not graded on a curve.

4) You are actively involved in the learning. We design learning activities and assignments that teach you to solve problems and to learn on your own.

5) When you complete a learning experience, you have documentation showing the skills and knowledge you have learned. You can use this information when you seek employment, admission to further education, advanced standing or transfer of credit.

Basic Terminology:
Core Ability - A broad capability that you will develop throughout a course, program, or major, rather than in one specific lesson. Core abilities include skills that everyone needs to succeed, such as problem solving and communication.

Competency - A major skill, knowledge, or attitude that you will learn as a result of a given learning experience.

Criteria - Specifications that describe a successful performance.

Conditions - Descriptions of how you will show that you have achieved a competency.

Learning Objectives - Supporting skills that you will learn as a step toward mastering a specific competency.
Learning Activities - Statements that describe strategies for learning skills, knowledge, and attitudes. (You might think of them as learning assignments.)

Assessment Activities - Statements that describe what you must do to get feedback on your performance or earn credit for your achievements.

Performance Assessment Task - Directions for completing a required assignment and a scoring guide telling you how your performance of a skill or the product you create will be evaluated.

Re-doing Work That Does Not Meet Performance Expectations

If you have diligently completed the learning activities and have mastered the learning objectives, you should have no difficulty passing the knowledge tests and meeting the criteria for the performance assessment tasks. Please check your work against the criteria for performance before submitting it. If you wish, ask a classmate to check it as well. In the rare instance when someone might fail to receive 70% of the points for a required assessment, he or she will need to redo the assignment. In such a case, the maximum credit earned would be 70%. It is your responsibility to keep track of your scores to be sure that you have reached a satisfactory level on all knowledge tests and performance assessments. It is also your responsibility to arrange for any re-work or re-testing that may be necessary.

Workforce Staging:

This will be accomplished thru the use of Keytrain, SkillsUSA PDP program and OKCIS.

Students will be able to write a resume and have an understanding of time management, team working skills as well as independent work skills.
Graphic Communications  Career Major: Image Editor

Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Introduction to Graphic Communications</td>
<td>120.00</td>
</tr>
<tr>
<td>Computer Fundamentals</td>
<td>45.00</td>
</tr>
<tr>
<td>Image Capture</td>
<td>30.00</td>
</tr>
<tr>
<td>Digital Photography</td>
<td>30.00</td>
</tr>
<tr>
<td>Scanning Black and White, Color</td>
<td>30.00</td>
</tr>
<tr>
<td>Image Editing - I</td>
<td>45.00</td>
</tr>
<tr>
<td>Digital Image Manipulation</td>
<td>60.00</td>
</tr>
<tr>
<td>Photo Software and Digital Images</td>
<td>45.00</td>
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<tr>
<td>Digital Photography/Photo Software II</td>
<td>45.00</td>
</tr>
<tr>
<td>Portfolio Development I</td>
<td>60.00</td>
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<tr>
<td>Workforce Staging</td>
<td>30.00</td>
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</table>

TOTAL CAREER MAJOR LENGTH 540.0

Course Description

Introduces digital camera operations along with photo software basic operation. Features problem solving in the software and basic digital camera operations. You will develop skill in image manipulation thru Adobe photoshop and the settings on a digital camera. You will develop a portfolio of your work. In addition you will develop soft skills thru OKSIS, SkillsUSA PDP program and Keytrain.

Textbooks

2. Graphic Communications "The Printed Image". Z.A. Prust
3. Multistate Academic and Vocational Curriculum Consortium, Inc. Orientation to Graphic Communications
4. Mastering Digital SLR Photography. David D. Busch
5. Digital Tutors - www.digital tutors.com
Exit Learning Outcomes Addressed In This Course

Core Abilities
A. Act responsibly.
B. Work productively.
C. Quality of Work

Course Level Learning Outcomes - Competencies
1. Use math and measurement.
2. Prepare Digital Camera for basic operations.
3. Prepare images for the printing process.
4. Understanding basic computer file formats
5. Knowledge of uses for images (computer/print)
6. Operate Digital SLR Camera.
7. Perform preventive maintenance.
8. Maintain safe working environment.
9. Troubleshoot problems with various images.
10. Registration of color
11. Density control for cmyk
12. Operate Photo Software with proficiency.
13. Operate Flat bed scanner with proficiency.
14. Have a completed Portfolio of your work.

Grading Information

Grading Rationale
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