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: 09/17/15

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

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/
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: Web Page, Digital/Multimedia  
- CIP code: 11.0801  
- Course catalog name: Digital Photography  
- 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: 12  
Calculated percentage: 19.35

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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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: Mid-Del Technology Center

Total program credit hours: 62  
Credit hours taught by contractual partner: 12  
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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: Print Design
Program or credential level: Associate
Expected start date: 2015-08-17
Contractual partner: Mid-Del Technology Center

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**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: Introduction to Multimedia  
Program or credential level: Associate  
Expected start date: 2015-08-17  
Contractual partner: Mid-Del Technology Center

Total program credit hours: 62  
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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.

(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>MULT 1133 Introduction to Multimedia</td>
<td>Introduction to Graphic Communications</td>
<td>[ ] Yes  [ ] No  [X] Request Pending</td>
</tr>
<tr>
<td>MULT 1413 Digital Imaging</td>
<td>Image Editing I and Digital Image Manipulation</td>
<td>[ ] Yes  [ ] No  [X] Request Pending</td>
</tr>
<tr>
<td>MULT 1513 Print Design</td>
<td>Page Layout Publication</td>
<td>[ ] Yes  [ ] No  [X] Request Pending</td>
</tr>
<tr>
<td>MULT 2093 Digital Photography</td>
<td>Digital Photography and Digital Photography/Photo Software II</td>
<td>[ ] 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>Request Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>___Yes   ___No   ___ Request Pending</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved for listing on the Statewide Matrix of Industrial, Technical and Other Assessments?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___Yes   ___No   ___ Request Pending</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved for listing on the Statewide Matrix of Industrial, Technical and Other Assessments?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___Yes   ___No   ___ Request Pending</td>
<td></td>
</tr>
</tbody>
</table>

*(add rows as needed)*

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

*(add rows as needed)*

*State Regents' Policy 3.6 and 3.15*

http://www.okhighered.org/admin-fnc/academic-forms/
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.\(^1\)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credit hours articulated through contractual technical courses</td>
<td>12</td>
</tr>
<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</td>
<td>12</td>
</tr>
<tr>
<td>contractual technical courses and/or assessments</td>
<td></td>
</tr>
<tr>
<td>Total credit hours in general education</td>
<td>20-21</td>
</tr>
<tr>
<td>Total credit hours required for the degree</td>
<td>62</td>
</tr>
</tbody>
</table>

\(^1\) Note: the Higher Learning Commission requires that at least "15 of the 50 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
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 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 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 – Business & Information Technology Division  
Degree: A.A.S. - Multimedia Communication (0163-01 and 0163-02)

Contacts: Professor Donna Wilson  
Division Academic Advisor: Mr. Steve Johnson

Mid Del Technology Center Program: Graphics  
Contacts: Mr. Craig Lewis

Credit Total: 12 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>MULT 1133 Introduction to Multimedia</td>
<td>Introduction to Graphic Communications</td>
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