

**A COOPERATIVE ALLIANCE
ENROLLMENT
AGREEMENT**

BETWEEN

**OKLAHOMA STATE UNIVERSITY
Okmulgee**

AND

**GREEN COUNTRY TECHNOLOGY CENTER
Okmulgee**

Revised 2007/2008

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SECTION I

REQUEST FOR PROGRAM APPROVAL

This Cooperative Alliance Agreement between Green Country Technology Center and Oklahoma State University-Okmulgee (OSU-Okmulgee) would allow students to enroll in approved technical programs and receive college credit for application toward an Associate in Applied Science degree at OSU-Okmulgee.

Construction Technologies

The OSU-Okmulgee Associate in Applied Science degree program in the **Construction Technologies** Division affected by this Cooperative Alliance Agreement may include:

- Construction Technology – Construction Management
- Construction Technology – Residential Construction

The Green Country Technology Center programs offering articulated courses requested for approval are:

- Carpentry
- Mechanical Trades

Engineering Technologies

The OSU-Okmulgee Associate in Applied Science degree programs in the **Engineering Technologies** Division affected by this Cooperative Alliance Agreement may include:

- Engineering Technology

The Green Country Technology Center programs offering articulated courses requested for approval are:

- Drafting and Design
- Manufacturing Technology

Information Technologies

The OSU-Okmulgee Associate in Applied Science degree programs in the **Information Technologies** Division affected by this Cooperative Alliance Agreement may include:

- Information Technologies
- Office Information Systems Technology

The Green Country Technology Center programs offering articulated courses requested for approval are:

- Health Careers Certification
- IT – Digital Media/Multimedia
- IT – Web Development & Administration

SECTION II

INSTRUCTIONAL PROCEDURES

- A. Oversight committees will be established to propose course/program competencies and assessment procedures.
1. A joint oversight committee will be established for each discipline/emphasis area and will be composed of faculty from each area with equal representation from Green Country Technology Center and OSU-Okmulgee. Division/program chairs and administrators may be members.
 2. The program oversight committee composed of superintendents and directors will recommend courses to be included in each program in accordance with Oklahoma State Regents for Higher Education (OSRHE) policies.
 3. The oversight committees will have maintenance responsibilities regarding course/program competencies and will make appropriate and timely recommendations concerning these competencies to the appropriate management personnel.
 4. The oversight committees will meet at least annually to review course/program competencies.
- B. Appropriate administrative personnel from OSU-Okmulgee and Green Country Technology Center will review and approve course/program competencies in accordance with each institution's policies. However, OSU-Okmulgee shall retain final veto authority.
- C. College credit will be awarded to students who demonstrate specified competencies as determined by faculty using agreed upon grading processes.
- D. Faculty shall maintain student performance records and shall report student progress to Green Country Technology Center and OSU-Okmulgee following the procedures of each respective institution.
1. The instructor will submit final grades and performance records using the forms and procedures mutually agreed upon by the cooperating institutions.
 2. The instructor will report student progress using forms and procedures mutually agreed upon to meet the needs of admissions and other functions at the cooperating institutions.

- E. Academic excellence and integrity must be maintained in the delivery of educational opportunities to locations apart from the OSU-Okmulgee campus. Accountability for oversight and compliance lies with both institutions.
1. Instructors will be employees of Green Country Technology Center, but will meet minimum qualification requirements of both institutions.
 2. The curriculum will be parallel with the curriculum taught at the OSU-Okmulgee campus.
 3. There will be no deviation from the approved course/program competencies.
 4. Textbooks, learning materials, assessment procedures, etc., will be consistent with like on-campus procedures.

SECTION III

PERSONNEL PROCEDURES

A. Oversight

All courses taught off-campus, in compliance with Cooperative Alliance Agreements, are to be monitored with caution continually. The Executive Vice President at OSU-Okmulgee has been delegated the responsibility and authority to maintain this educational excellence and integrity in concert with the Director of Curriculum for Green Country Technology Center.

B. Faculty Credentials

All instructors at Green Country Technology Center who are participating in this cooperative project are required to possess at least one of the following: B.S., M.S., or Ed.D. degree from an approved university or hold an Oklahoma Teaching Certificate with at least five years of business and industry experience.

C. Workers Compensation

The employing institution bears responsibility regardless of the site where the work is being performed.

D. Faculty Data/Unitized Data

The unitized data system of the OSRHE requires that certain biographical information be provided on any individual teaching a college or university course. The Green Country Technology Center Personnel Office will provide necessary faculty information to meet the reporting requirements of the OSRHE and the accreditation record requirements of OSU-Okmulgee.

SECTION IV

ADMISSIONS AND REGISTRATION PROCEDURES

A. Eligibility

Those students currently enrolled in one of Green Country Technology Center's participating programs may be eligible for alliance enrollment at OSU-Okmulgee. However all students will be required to meet OSU-Okmulgee's admission policies as established by the OSRHE. Eligible students receive college credit upon successful completion of technical courses that are approved for college credit in the cooperative alliance agreement.

B. Enrollment Procedures

1. Adult Alliance Enrollment:

Adult students are allowed to enroll as special students and need only to submit the Admissions/Enrollment form. (Appendix 1) Students are encouraged to submit high school transcript/GED certificate and ACT scores, but are not required to until they enroll in courses taught on the OSU-Okmulgee campus.

2. High School Alliance Enrollment – Technical Courses

- a. High school students attending Green Country Technology Center may enroll with OSU-Okmulgee in Alliance approved technical courses if they meet the following criteria:

High schools students must meet **one** of the following Special Admission Requirements established by the Oklahoma Regents for Higher Education:

ACT Score of 19

ACT Plan Score of 15

High School GPA of 2.5

- b. High school students must also submit a signed Parent/Guardian Statement of Understanding. (Appendix 1)
- c. Technology Center counselor will verify student meets admission criteria and forward necessary forms to OSU-Okmulgee Alliance Coordinator.
- d. To continue enrollment in the program, high school students must maintain a 2.0 grade point average in their college level coursework.

3. Regular Admission: Post secondary students wishing to pursue their degree plan through courses taught on the OSU-Okmulgee campus must submit the following:
 - a. Application for Admission;
 - b. High school transcript/copy of GED certificate;
 - c. Official transcripts from all colleges attended;
 - d. ACT scores;
 - e. COMPASS scores (COMPASS is an un-timed computerized assessment of English, Math and reading skills.).

Non-high school graduates are eligible for admission provided they are 18 years of age and their high school class has graduated

All students will be evaluated through ACT and COMPASS scores for proficiency in the disciplines of English, Math, Reading and Science. Failure to demonstrate proficiency will result in the student's enrollment in additional 0-level coursework. Curricular deficiencies must be removed within the student's first 24 credit hours on the Okmulgee campus.

4. Academic Concurrent Enrollment of High School Students:

High school students qualifying for concurrent enrollment may enroll as a concurrent student in accordance with State Regents' policy (Admission To, Retention In, and Transfer Among Colleges and Universities of the State System; E: Concurrent Enrollment of High School Students). These students should contact OSU-Okmulgee's Office of Admissions for enrollment details. **Note:** concurrently enrolled students are required to pay full fees, up to 6 hours of tuition is waived for current seniors.

- a. A twelfth grade student enrolled in an accredited high school may, if he or she meets the requirements set forth below, be admitted provisionally to OSU- Okmulgee as a special student if the student has achieved a composite American College Test (ACT) or Scholastic Aptitude Test (SAT) score at the 42nd percentile using Oklahoma norms. Currently an ACT score of 19.

He/she must be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as attested by the high school principal.

- b. An eleventh grade student enrolled in an accredited high school may, if he or she meets the above requirement and the additional requirements set forth below, be admitted provisionally to OSU-Okmulgee as a special student.

- c. If the student has achieved a composite score which places him/her at or above the 50th percentile on the American College Test (ACT) using Oklahoma norms, currently an ACT score of 21, or
- d. If the student's combined verbal and mathematical score on the Scholastic Aptitude Test (SAT) is 980 or above.

If the student's ACT sub score(s) is 19 or above percentile, he/she may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

C. Enrollment

The Green Country Technology Center counselor/advisor will arrange for the assessment of all new post secondary students through an agreed upon battery of tests (TABE) or obtain high school student's existing standardized test scores or GPA data from high school counselor. The counselor/advisor will also assist in completing the student's credit enrollment. The Green Country Technology Center counselor/advisor's signature will authorize each enrollment form. Prerequisites for courses must be satisfied before the student is allowed to complete the enrollment.

The number of credits any student may earn through this Cooperative Alliance Agreement is limited to the total number of credit hours articulated for that department as shown in "Section IX: Course to Course Agreement". However, the maximum number of hours in which a student may be enrolled in any given semester is 21.

D. Advisement

OSU-Okmulgee will schedule at least one day each semester on each campus for Admissions interpretation and advisement. At that time, questions will be answered regarding high school transcripts and applications.

OSU-Okmulgee offers the residual ACT exam on its campus several times each semester. Green Country Technology Center students interested in pursuing their Associate in Applied Science degree at OSU-Okmulgee are advised to enroll and also to take the ACT test (The ACT may be taken at any authorized location.).

E. Drop and Add of Classes

Enrollment is open during the first two weeks of an OSU-Okmulgee semester or session. Students may officially drop a credit class up to the last three weeks of the OSU-Okmulgee semester or session. Green Country Technology Center counselor/advisor must complete and submit a Cooperative Alliance Drop/Withdraw form. (Appendix 1)

F. Withdrawal from School

Students participating in the Cooperative Alliance Agreement who withdraw from Green Country Technology Center will be immediately withdrawn from coursework at OSU-Okmulgee. Use the Cooperative Alliance Drop/Withdraw form and note the official last day of attendance. (Appendix 1)

G. Class Rolls

Tentative class rolls will be agreed upon by OSU-Okmulgee Registrar's Office and Green Country Technology Center by the mid-point of a fifteen-week semester or session.

H. Reporting of Grades

An official class roll/grade report will be generated by OSU-Okmulgee at mid-term. This report will be mailed to Green Country Technology Center to be completed by the instructor(s). At the end of the term, this grade report must be returned to the OSU-Okmulgee Alliance Coordinator.

In addition to the posting of grades at Green Country Technology Center, grades will also be made available to the student through the issuance of an official college transcript at OSU-Okmulgee.

Grades will be given on an A, B, C, D, F basis as explained in each course outline. Additionally, because of slightly different beginning and ending dates for semester, the grade of an "I" for incomplete may be given.

I. Support Functions

1. Cooperative Alliance Admissions/Enrollment forms (generated by the classes offered at Green Country Technology Center) will be delivered at the beginning of each semester to OSU-Okmulgee Admission's Office for processing. At any time, original documents used to certify admissions data may be forwarded to the OSU-Okmulgee Admissions Office. These may include: official high school transcript, GED certificate, documentation of domicile, documentation of resident alien status, and ACT scores.
2. The OSU-Okmulgee Admissions Office will enter all data necessary for the creation and maintenance of a permanent student record for each registrant.

J. Field Trips to OSU-Okmulgee

It is recommended that each campus schedule a one-day field trip to the OSU-Okmulgee campus during the fall semester. In addition to touring the facilities, students will be able

to meet campus and departmental leaders who can assist them in their full matriculation to college

K. Student Identification Cards

Individuals who are enrolled in credit classes at Green Country Technology Center may have an OSU-Okmulgee student identification card issued to them by the OSU-Okmulgee Registrar's Office upon request following the verification of current enrollment status. However, because this is a photo ID, student must be visiting the campus to make such a request.

L. Student Handbooks

Students may access the OSU-Okmulgee Student Handbook on the Internet at www.osu-okmulgee.edu.

SECTION V

FISCAL PROCEDURES

- A. Each institution has established policies for tuition and fees for course offerings. This Cooperative Alliance Agreement would not affect these policies. Post secondary students enrolling at Central Technology Center would pay tuition and fees at their campus.
- B. A statewide fee of \$8.00 per credit hour has been implemented by the Oklahoma Regents for Higher Education and will be assessed of Alliance Participants.

SECTION VI

CHARGE AND REFUND PROCEDURES

A. Charges

Green Country Technology Center will continue to charge tuition according to their regular program fee structure.

Those students who wish to also earn college credit must indicate such within the enrollment period according to procedures outlines in “Section IV: Admissions and Registration Procedures.” A statewide fee of \$8.00 per credit hour has been implemented by the Oklahoma Regents for Higher Education and will be assessed of all Alliance Participants.

B. Refunds

The Cooperative Alliance Agreement will adhere to the refund policies of each institution.

1. Persons enrolling in technical courses at Green Country Technology Center will be subject to the Green Country Technology Center refund policy.
2. A statewide fee of \$8.00 per credit hour has been implemented by the Oklahoma Regents for Higher Education and will be assessed of Alliance Participants. Refund procedures for OSU-Okmulgee will be defined within the Cooperative Alliance Strategic Plan.

SECTION VII

PUBLIC INFORMATION PROCEDURES

- A. Public Information personnel from both institutions will work together and individually to develop news media supporting the Cooperative Alliance Agreement.
- B. Public Information personnel at each institution will update existing campus publications as they are reprinted so the new publications will reflect the cooperative nature of the programs being offered.
- C. Public Information personnel from both institutions will cooperate in developing opportunities to capitalize on positive publicity available through print and electronic media. When such opportunities arise, the institution where the opportunity originates contacts corresponding Public Information personnel at the second institution. Whenever possible, the second institution is notified prior to contacting the media. In all cases, information presented to the media clearly reflects the cooperative nature of the programs presented, and whenever possible, is reasonably balanced in its references to the two institutions.

SECTION VIII

QUALITY ASSURANCE

In order to assure quality academic programming pursuant to this Cooperative Alliance Agreement between OSU-Okmulgee and Green Country Technology Center, the following steps will be taken:

- A. Adult students entering postsecondary programs at Green Country Technology Center are assessed through use of the Tests of Adult Basic Education (TABE), a nationally normed and standardized achievement test, and must score at a predetermined reading and mathematics grade level before they are allowed to enroll. Additionally, developmental reading and mathematics laboratories provide tutorial assistance to students who are identified as “at risk.”
- B. Students in the program will be provided counseling, faculty advisement and other admissions and academic support as necessary.
- C. OSU-Okmulgee’s Alliance Coordinator will maintain continuous contact with Green Country Technology Center’s administration, faculty and other support personnel in order to intercede in a timely and effective fashion should any problems arise.
- D. All students participating in the Cooperative Alliance Agreement will seek admission to OSU-Okmulgee in a manner consistent with current admissions standards and State Regents’ policy.
- E. With respect to the technical specialty area, OSU-Okmulgee relies upon the depth and breadth of its technical courses to produce quality graduates. Any student who might cooperatively earn credit hours at Green Country Technology Center must still complete his or her upper level technical courses as well as a variety of general education courses on the OSU-Okmulgee campus in order to complete the A.A.S. degree.
- F. General education classes offered will be those that support the technical coursework taken as a part of a student’s A.A.S. degree plan.
- G. Both OSU-Okmulgee and Green Country Technology Center have strong program advisory committees with a strong commitment to ensure quality technical programs. Public support has also been extremely high, with students, parents and the community all in support of the programs.
- H. An annual evaluation of the Agreement will be conducted to include a review of articulated courses, faculty credentials, student enrollment and retention data, credit hours generated, matriculation to OSU-Okmulgee, and degrees conferred, as well as procedures which should be strengthened for the successive year.

- I. At the close of OSU-Okmulgee's summer term, a comprehensive report will be compiled and published. This will quantitatively review the number of students served and qualitatively assess both student and institutional satisfaction.
- J. Finally, OSU-Okmulgee and Green Country Technology Center retain the authority to withdraw this Agreement at any time.

SECTION IX

Course to Course Agreement

Cooperative Alliance Enrollment Agreement

between

OSU-Okmulgee

and

Green Country Technology Center

CONSTRUCTION TECHNOLOGIES
90 Hour AAS Construction Management (011)

OSU-OKMULGEE	GREEN COUNTRY TECH CENTER
<u>CARPENTRY</u>	
BLD 1503 Construction Experience or Trade Skills I	Safety AND Tape Measure, Blue Print Reading AND Tools and Materials Identification AND Site Layout AND Concrete Foundations & Floors
BLD 1603 Construction Experience or Trade Skills II	Framing (Floor, Wall & Roof) AND Roofing AND Exterior Finish (Cornice, Gable Ends, & Siding) AND Insulation, Drywall (Note: These 6 hours can be used to satisfy the construction elective requirements within this degree plan. Only two of the BLD Trade Skills classes are offered in this area due to the limited number of electives within this degree plan.)
BLD 2513 Interior Finishes and Specialties	Interior Finish (Cabinets, Interior Doors, Windows, Trim and Tile)
CNS 1202 Construction Blueprints & Specs	Instructor will verify said students have successfully completed the Trade Competency Test at the end of every chapter of the Building Trades Print Reading Part 2 with an average score of 83 or better.
CNS 1213 Construction Safety	30 hour OSHA Course

CONSTRUCTION TECHNOLOGIES
90 Hour AAS Construction Management (011)

OSU-OKMULGEE	GREEN COUNTRY TECH CENTER
<u>MECHANICAL TRADES</u>	
BLD 1503 Construction Experience or Trade Skills I	Basic Electrical, Plumbing, Carpentry & Small Engine Repair
BLD 1603 Construction Experience or Trade Skills II	Advanced Electrical, Plumbing, Carpentry & Small Engine Repair
	(Note: These 6 hours can be used to satisfy the construction elective requirements within this degree plan. Only two of the BLD Trade Skills classes are offered in this area due to the limited number of electives within this degree plan.)

CONSTRUCTION TECHNOLOGIES
90 Hour AAS Residential Construction Option (011)

OSU-OKMULGEE (NCCER Units)	GREEN COUNTRY TECH CENTER
<u>CARPENTRY</u>	
RESC 1101 Introduction to Residential Construction (27101-01 – Orientation to the Trade)	Safety
RESC 1103 Reading Plans and Elevations (27201-01 – Reading Plans & Elevations)	Tape Measure – Blue Print Reading
RESC 1113 Site Layout (27202-01 – Site Layout One)	Site Layout
RESC 1203 Foundations and Flatwork (27204-01 – Foundations and Flatwork) AND RESC 1213 Introduction to Concrete and Reinforcing Materials (27203-01 – Intro to Concrete and Reinforcing Materials) AND RESC 1303 Floor Systems (27104-01 – Floor Systems)	Concrete Foundations & Floors AND Tools and Materials Identification
RESC 2313 Walls and Ceiling Systems (27105-01 – Wall and Ceiling Framing)	Framing (Floor, Wall and Roof)
RESC 2323 Roof Systems (27106-01 – Roof Framing)	Roofing
RESC 2403 Thermal and Moisture Protection (27303-02 – Thermal & Moisture Protection)	Insulation, Drywall
RESC 2413 Interior Finishes (27308-02, 27310-02, 27311-02 – Interior Finish 1 - Door; Interior Finish 3 – Window, Door, Floor and Ceiling Trim; Interior Finish 4 – Cabinet Installation)	Interior Finish (Cabinets, Interior Doors, Windows, Trim & Tile)
RESC 2424 Capstone	Final Capstone Project

ENGINEERING TECHNOLOGIES (080)

OSU-OKMULGEE	GREEN COUNTRY TECH CENTER
<u>DRAFTING AND DESIGN</u>	
ETDG 1143 Intro to Design/Drafting	Applied AutoCAD
ETDG 1193 Applied AutoCad	CAD Customizing
ETDG 1253 Technical Drawing	Technical Drawing
ETDG 1313 3D Modeling & Rendering	3D Modeling & Introduction to 3D Studio
ETDG 1333 Residential Design	Residential
ETDG 2223 Pipe Drafting & Design	Piping Drafting & Design
ETDG 2683 Commercial Architecture	Architectural
<u>MANUFACTURING TECHNOLOGY</u>	
ETDM 1116 Conventional Machining	Unit 1 An Introduction to Machining Technology AND Unit 2 Shop Safety AND Unit 13 The Lathe AND Unit 14 The Milling Machine
ETDM 1153 Intro to MFG	Unit 3 Reading Industrial Drawings AND Unit 4 Measurement AND Unit 5 Hand Tools AND Unit 19 Computer Numerical Control
ETDM 1413 Conventional Manufacturing Processes and Tooling	Unit 6 Layout Work AND Unit 7 Jigs and Fixtures AND Unit 8 Fasteners AND Unit 9 Cutting Fluids AND Unit 10 Sawing Machines

INFORMATION TECHNOLOGIES (012)

OSU-OKMULGEE	GREEN COUNTRY TECH CENTER
<u>IT - WEB DEVELOPMENT AND ADMINISTRATION</u>	
ITD 1353 Web Programming & Development	BCT 204 Web Site Development/ XHTML Coding BCT 205 Advanced Web Technologies BCT 303 Site Development & Management BCT 305 Java Applets, Java Script Note: This program has additional courses listed in the Office Information Systems Technology section of this course guide.

OFFICE INFORMATION SYSTEMS TECHNOLOGY (039)

OSU-OKMULGEE	GREEN COUNTRY TECH CENTER
<u>HEALTH CAREERS CERTIFICATION</u>	
CS 1013 Computer Literacy & Applications	Health Computer Skills
OIS 1153 Medical Terminology I	Medical Terminology I
OIS 1173 Medical Terminology II	Medical Terminology II
OIS 2526 Medical Transcription AND OIS 2573 ICD-9-CM Coding AND OIS 2583 Electronic Medical Office Procedures AND OIS 2593 Medical Office Procedures	Health Information Management Specialty Class - HCC

<u>OFFICE INFORMATION SYSTEMS TECHNOLOGY (039)</u>	
OSU-OKMULGEE	GREEN COUNTRY TECH CENTER
<u>IT - DIGITAL MEDIA/MULTI-MEDIA</u>	
<u>IT - WEB DEVELOPMENT AND ADMINISTRATION</u>	
BADM 1113 Introduction to Business	BCT/BIT 106 Administration & Info. Support
CS 1013 Computer Literacy and Applications	BCT/BIT 102 IC3 Computer Fundamentals
OIS 1013 Office Procedures	OIS 1013 Office Procedures
OIS 1333 Document Production	OIS 1333 Document Production
OIS 1343 Advanced Document Production	OIS 1343 Advanced Document Production
OIS 1373 Business Communications	OIS 1373 Business Communications
OIS 1383 Customer Service	BCT/BIT 401 On The Job Training
OIS 1413 Business Computer Applications	BCT/BIT 104 IC3 Living Online
OIS 1423 Integrated Computer Applications	BCT/BIT 103 IC3 Computer Applications
OIS 1433 Web Design Basics	BIT 201 Design Fundamentals OR BCT 301 Concepts & Layout & Navigation AND BCT 302 Graphics & Multimedia
OIS 1143 Desktop Publishing	BIT 206 Desktop Publishing
OIS 2683 Project Management	BCT/BIT 105 Portfolio
	Note: This program has an additional course listed in the Information Technologies section of this course guide.