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June 10, 2014

Dr. James W. Utterback
President
Seminole State College
P.O. Box 351
2701 Boren Blvd.
Seminole, OK 74818-0351

Dear President Utterback:

The interim report you submitted to our office has now been reviewed. A staff analysis of the report is enclosed.

On behalf of the Commission, staff accepts the report on distance education. No further reports are required. The institution's next reaffirmation of accreditation is scheduled for 2019 – 2020.

Also enclosed is a copy of the institution's Statement of Affiliation Status, which reflects the actions taken by the Commission. For more information on the interim report process contact Lil Nakutis, Accreditation Processes Specialist, at lnakutis@hlcommission.org. Your HLC staff liaison is Barbara Johnson (bjohnson@hlcommission.org); (800) 621-7440 x 129.

Thank you.

HIGHER LEARNING COMMISSION



STAFF ANALYSIS OF INSTITUTIONAL REPORT

DATE: June 9, 2014

STAFF: Barbara Johnson

REVIEWED BY: Katherine C. Delaney

INSTITUTION: Seminole State College, Seminole, OK

EXECUTIVE OFFICER: James Utterback, President

PREVIOUS COMMISSION ACTION RE: REPORT: An interim report due 6/1/2014 on distance education that addresses the criteria and selection of courses or programs to be offered online, method of course development and ongoing review for improvement, demonstration of equivalent learning between sections of the same course traditional delivery and online, verification of student identity, and other key processes for online success.

ITEMS ADDRESSED IN REPORT: The office of the Commission received the institution's report on the above topic on 5/29/21014.

STAFF ANALYSIS: Seminole State College was notified in a letter from the Commission dated June 3, 2013 that:

At its meeting on May 21, 2013, the Institutional Actions Council (IAC) acted on the items below. This letter serves as the official record of this action, and the date of this action constitutes the effective date of your new status with the Commission.

Action with Interim Monitoring. IAC concurred with the panel's findings and approved the initiation and expansion of distance education up to 100% of total degree programs. In conjunction with this action, IAC required the following interim monitoring.

• Progress Report. A Progress Report due 6/1/14 on distance education that addresses the criteria and selection of courses or programs to be offered online, method of course development and ongoing review for improvement, demonstration of equivalent learning between sections of the same course traditional delivery and online, verification of student identity, and other key processes for online success.

The current interim report is a response to the Commission's requirement noted above.

The interim report submitted by Seminole State College with a summary of the actions that have been taken by the College to address all of the issues articulated by the IAC. These actions include:

- Creation and implementation of the SSC Distance Education Plan and Procedures to provide a strategic vision and operating protocols for SSC Distance Education.
- Implementation of the Quality Matters (QM) Program for development, quality assurance, and improvement of all online courses.
- Broadening of the SSC Assessment of Student Learning Procedure to include mandatory

assessment of equivalent learning between sections of the same courses with traditional and online deliveries.

- Establishment of the SSC Distance Education Proctoring Center and criteria for its mandatory use to verify student identity and bolster the integrity of all online courses.

The *SSC Distance Education Plan and Procedures* includes plans and procedures for measured growth in distance education, including course selection and development, degree and certificate programs, faculty credentials and professional development, target student and the technology and administrative needs. It is a 20-page document that gives clear direction and protocols for the development of the distance education program at SSC.

Quality Matters (QM) is a subscription-based, non-profit organization that provides peer-reviewed assessment of online course design and recommendations for course improvement. The QM course design rubric is used by peer review teams to evaluate courses (but not faculty performance). Course developers can also use the rubric as a guide to improve and/or create online courses. The eight standards on the QM Rubric are:

- (1) Course Overview and Introduction,
- (2) Learning Objectives (Competencies),
- (3) Assessment and Measurement,
- (4) Instructional Materials,
- (5) Learner Interaction and Engagement,
- (6) Course Technology,
- (7) Learner Support, and
- (8) Accessibility.

All standards focus on student-centered approaches to design, and standards 2-6 stress the importance of aligning course content with measurable course outcomes and learning objectives

For course titles taught using online delivery, SSC has implemented mandatory reporting and analysis of assessment results aggregated by course title and delivery method. Such comparisons of the achievement of student outcomes objectively quantify the performance of students in face-to-face courses vs. students in online courses. As with any assessment activity at the course level, Equivalent-Learning Assessment will lead to relevant delivery adjustments by instructors and course design improvements by the Online Course Faculty Developer under the direction of the appropriate Division Chair and Vice President of Academic Affairs.

As a component of assessing student engagement and satisfaction, all SSC courses participate in a student survey called Student Feedback on Instruction. In order to align this process with the unique features of distance education, the College has implemented a separate survey specifically designed for online courses. As a part of this process, discussion and analysis of the results of this survey by faculty and administration lead to formal and informal adjustments intended to improve instruction and learning in online courses.

An additional new assessment instrument for Distance Education will be the Online Course Computer Competency Test. To be eligible for enrollment in any online course, students will be required to pass the competency test as part of the SSC placement process. The test may be taken online or in person in the SSC Distance Education Proctoring Center. The test will cover knowledge of requisite terminology and understanding of basic computer hardware and software, as

well as an orientation to the campus learning management system (LMS).

In fall 2014, the College will move forward with a campus-wide mandate for all online courses that requires at least fifty percent of online course grades to be determined using an established method that verifies student identity and integrity. Verified student coursework will include, but is not limited to, exams, quizzes, assignments, and papers to be administered through an on-campus proctoring center or an approved off-campus location.

Staff comment: Seminole State College submitted a very strong report that provided evidence of the College's effective systems for maintaining the quality and integrity of its online courses and programs. The College is commended for an excellent report and for the sound measures it has taken to support distance education.

STAFF ACTION: Accept the report on distance education. No further reports are required. The institution's next reaffirmation of accreditation is scheduled for 2019 – 2020.

STATEMENT OF AFFILIATION STATUS

Seminole State College
P.O. Box 351
2701 Boren Blvd.
Seminole, OK 74818-0351

Affiliation Status: Candidate: 03/31/1971 - 04/08/1975
Accreditation: 04/09/1975

Nature of Organization

Control: Public
Degrees Awarded: Certificate, Associates

Conditions of Affiliation:

Stipulations on Affiliation Status: None

Approval of New Additional Locations: Prior Commission approval required.

Approval of Distance and Correspondence Courses and Programs: Approved for distance education courses and programs.

Accreditation Activities: Open Pathway, Quality Initiative Report: 08/31/2019
Open Pathway, Quality Initiative Proposal: 08/31/2017

Summary of Commission Review

Year of Last Reaffirmation of Accreditation: 2009 - 2010

Year for Next Reaffirmation of Accreditation: 2019 - 2020

Last Date of Information Change: 06/10/2014

Accreditation Note:
None.

Name Change:
Seminole Junior College to Seminole State College (5/14/96)