

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING January 16, 2014

I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:30 p.m. in the Enoch Kelly Haney Center Board Room.

II. Roll Call of Members

Roll call was conducted. Regents Adams, Ervin and James were absent.

III. Introduction of Guests

President Utterback introduced visitors, administrators, faculty, and staff present at the meeting. Special recognition was given to members of the Business/Information Systems Division. Members present included: Dawna Hamm, Division Chair; Jeff Chang, Adjunct Instructor; and Brad Shatzel, Assistant Professor of Business. Special recognition was also given to Christian Morgan, Language Arts and Humanities Division Chair; Rayshell Clapper, Associate Professor of English and members of the President's Leadership Class: Clayton Powell and Trisha Kingsbury.

IV. Minutes

There being no additions or corrections to the minutes of the regular meeting held December 12, 2013; Regent Donaho made a motion to approve the minutes as written and Regent Bradford seconded the motion. This motion was approved unanimously.

V. Communications to the Board

Financial Report – Ms. Katherine Benton, Vice President for Fiscal Affairs, presented a review of the College's revenue and expenses through December 30, 2013. Regent Bradford made a motion to approve the Financial Report as presented and Regent Morgan seconded the motion. This motion was approved unanimously.

- *Report on Purchases over \$15,000 for December* – None

VI. Hearing of Delegations

None

VII. President's Report

President Utterback discussed items under the President's Report and the Business portion of the agenda by utilizing a PowerPoint presentation. (See enclosed copy of the PowerPoint presentation)

Personnel Update – President Utterback informed the Board about several personnel changes. Retirement letters have been received from Mona Griffin, Head Cashier and Becky Moreland, Communications Clerk/Switchboard. Jeanie Nix has moved into the position of Financial Aid Director, Sarah Ledford has moved into the position of Student Support Services Advisor, Julie Hix has moved into the position of GEAR UP Director and Holly Newell has changed duties within the Educational Talent Search Advisor position.

Campus Activities– President Utterback told the Board members about several recent and upcoming campus activities. These were:

- Seminole Chamber of Commerce honored Natasha Rodgers as the Support Staff of the Month and Jamie Mills as the Educator of the Month
- Members of the President's Leadership Class visited with Bryan Gonterman, Oklahoma President of AT&T
- St. Gregory's University President, Gregory Main and Seminole State College President Dr. Jim Utterback signed a partnership agreement
- President Utterback discussed issues with the Cooperative Alliance Agreements
- President Utterback informed the Board that the Peek Into Engineering Summer program has been funded for this coming Summer
- President Utterback presented the Board with the annual "Year in Review" document
- Regent Marci Donaho was recently selected by the *Journal Record* as one of Oklahoma's Most Admired CEOs
- The Trojan Baseball Season Kick-Off Banquet will be held February 8th
- Higher Education Day will be held on February 11th

VIII. Business

Approval of Revision to Policy II-7-9 Concerning Tobacco Use on Campus – President Utterback presented information to the Board on an Executive Order from Governor Mary Fallin and a memo from the State Regents for Higher Education requesting the addition of electronic cigarettes and vaping devices to existing policies which ban tobacco use on State property. President Utterback recommended approval of the proposed changes to Policy II-7-9. Regent Morgan made a motion to approve the changes to Policy II-7-9 as presented and Regent Donaho seconded this motion. This motion was approved unanimously.

Approval to Streamline Fees by Combining the Hybrid Online Course Fee with the Outreach/Non-Campus Fee – President Utterback presented the Board with information about a proposal to streamline fees by combining the Outreach/Non-Campus Fee with the Hybrid/Online Course Fee to create a new Distance Education-Outreach Fee. Regent Bradford made a motion to approve proposed fee changes as presented and Regent Morgan seconded this motion. This motion was approved unanimously.

Approval of Increase to the Electronic Academic Access Fee – President Utterback gave the Board information about a proposed increase to the Electronic Academic Access Fee. This increase will help offset costs associated with the course instruction platform used for coordinating direct access by students to review lectures, course syllabi, assignments, instructional materials, and current grades. Regent Donaho made a motion to approve the increase to the Electronic Academic Access Fee as presented and Regent Morgan seconded this motion. This motion was approved unanimously.

Approval of AFPlanServ Guidelines – President Utterback presented information to the Board about the Employee 403(b) Plan Eligibility Notice and recommended approval. The one change in this notice would be a clause to allow employees to borrow against their retirement plan. Regent Morgan made a motion to approve this notice as presented and Regent Donaho seconded this notice. This motion was approved unanimously.

IX. Adjournment

There being no further business or discussion the meeting was adjourned at 2:10 p.m.

David Wilson, Chair

Seminole State College Board of Regents Regular Meeting

JANUARY 16, 2014
ENOCH KELLY HANEY CENTER
BOARD ROOM

President's Report

Personnel Update

Retirements

Mona Griffin – Head Cashier



Becky Moreland – Communications Clerk/Switchboard



Position Changes

Jeanie Nix
Financial Aid Director



Sara Ledford
Student Support Services Advisor



Julie Hix
GEAR UP Director



Holly Newell
Educational Talent Search Advisor



Mechell Downey
completes
bachelor's degree.

Bachelor's Degree
in Technology
completed
December 2013 at
Rogers State
University

Chamber Honors Personnel



Natasha Rodgers
Administrative Assistant
Fiscal Affairs



Jamie Mills
Math Instructor/Student
Athletic Academic Advisor

Oklahoma President of AT&T
Bryan Gonterman
visited with members of the
President's Leadership Class



St. Gregory's University
and
Seminole State College
Form Partnership



St. Gregory's President Gregory Main
and
President Dr. Jim Utterback



Cooperative Alliance Issues





Higher Learning Commission
A Commission of the North Central Association

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September 5, 2013

Glen Johnson, Chancellor
Oklahoma State Board of Regents
655 Research Parkway, Suite 200
Oklahoma City, OK 73104-3603

Dear Chancellor Johnson:

I am writing in response to your letter seeking clarification of the Commission's policies in several respects. These policy considerations have arisen relative to Oklahoma's Cooperative Alliances/Agreements between degree-granting colleges accredited by the Higher Learning Commission and non-degree-granting technology centers accredited by the Oklahoma Department of Career and Technology Education, which is recognized by the U.S. Department of Education with regard to postsecondary vocational education.

You have raised questions with regard to Assumed Practice B.1, which requires that a minimum number of credits be earned at the accredited institution and indicates that such credits could be earned "through arrangements with other accredited institutions or through contractual relationships approved by the Commission."

The first question you have asked is whether "other accredited institutions" would typically include non-degree-granting postsecondary institutions accredited by a state entity recognized by the federal government. The answer is that they would not. The Commission anticipated by the phrase "accredited institutions" institutions that are degree-granting colleges and universities accredited by an agency recognized by the federal government for Title IV federal financial aid purposes and including within its scope the accreditation of degree-granting entities. The technology centers as you have described them do not meet these expectations.

The second question you have asked is whether consortial arrangements continue to be permitted as a vehicle through which credit may apply towards degree requirements. The policy on consortial arrangements defines consortial arrangement as between two or more degree-granting colleges or universities accredited by an agency recognized by the federal government for Title IV federal financial aid purposes and including within its scope the accreditation of degree-granting entities. Arrangements between an institution accredited by the Commission and a college or educational entity that does not meet this requirement are contractual rather than consortial arrangements.

Both contractual and consortial arrangements are subject to review and approval by the Commission. Contractual arrangements require approval by the Commission when 25% or more of an academic program is provided by the contractual partner whereas consortial arrangements

Glen Johnson, September 5, 2013 2

do not require approval unless 50% or more of the program is provided by the consortial partner. Because of the nature of the technology centers, as you have described them, a relationship with a technology center is a contractual relationship.

The Commission may approve such contractual relationships; however, they must meet Commission expectations in the Criteria for Accreditation and Assumed Practices regarding appropriate academic quality. In examining the arrangements with regard to the technology centers, the staff liaison for Oklahoma State University Institute of Technology-Oklmulgee, Dr. Jeff Rosen, noted insufficient control by the accredited institution of the faculty, curriculum, assessment of student learning, and other aspects of the program that seemed to be under the control of the technology centers rather than the accredited institution. Without changes in these arrangements, approval of these relationships seems unlikely.

The third question you have asked is under what conditions would the technology center work be able to meet requirements for a consortial arrangement. It does not appear that the relationships with the technology centers could be categorized as consortial relationships. Commission staff suggested in the meeting that the accredited colleges could accept the work of the technology centers in transfer. Accredited institutions are free to accept prior learning and transfer credit towards a degree or certificate provided that they identify a maximum allowable credit, as noted in the Assumed Practices. (See Assumed Practice B.1.b and B.1.g.)

The final question you have asked is what is a "reasonable proportion" of total credit hours required for completion of the student's program at the institution granting the degree. As noted in Assumed Practice B.1.b, the institution will typically require, in the case of an Associate's degree, 15 of the 60 credits be from the institution itself. This would constitute approximately 25% as you have noted.

I hope this additional information has helped to clarify further the Commission's expectations. Please contact Karen Solinski, Vice President for Legal and Governmental Affairs, ext. 111 if you have other questions or contact me.

Sincerely,

Sylvia Manning

Sylvia Manning
President

cc: Jeffrey Rosen, Vice President for Accreditation Relations
Robert Applson, Vice President for Accreditation Relations
Karen Solinski, Vice President for Legal and Governmental Affairs

From: Andrew Lootens-White [<mailto:alootenswhite@hlcommission.org>]

Sent: Thursday, January 02, 2014 1:07 PM

To: Tom Mills

Subject: Inquiry re: letter to Chancellor Johnson

Hi Tom,

Thanks for your patience with the delayed response due to the holidays and needing to obtain additional information.

I've attached an electronic copy of the letter to which I believe you referred in our phone conversation (let me know if this isn't the correct letter).

If Seminole State is in an instructional arrangement with any tech centers -- as described in the attached letter -- then HLC approval is required before any such instructional activity continues.

As the letter states, such relationships are "contractual relationships" and subject to HLC review and approval. It is important to note that such instruction must meet HLC expectations regarding appropriate academic quality at the higher education level.

Let me know if you would like to visit on the phone; now that I have the "background," I can speak in more detail about questions you might have.

-andy

Andrew Lootens-White, Ph.D.
Vice President and Chief Operating Officer
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Serving the common good by assuring and advancing the quality of higher learning.

President's Report – *Upcoming Activities*



Regent Donaho to be honored by the
Journal Record as one of
Oklahoma's Most Admired CEO's
February 6, 2014 – Skirvin Hotel

President's Report – *Upcoming Activities*



Trojan Baseball
Season Kick-off
Banquet

February 8, 2014 – 6:30 p.m.
Enoch Kelly Haney Center

President's Report – *Upcoming Activities*



*Higher Education Day
at the Capitol
February 11, 2014*

Business Items

ITEM A

Review and consider approval revision to Policy II-7-9
concerning tobacco use on campus

ITEM B

Review and consider approval to streamline fees by
combining the Hybrid/Online course fee with the
Outreach/Non-Campus fee to create a Distance
Education/Outreach Fee of \$25

ITEM C

Review and consider approval to increase the
Electronic Academic Access Fee

ITEM D

Review and consider approval of AFPlanServ
guidelines

ADJOURNMENT

Next Meeting: February 20th