

**SEMINOLE STATE COLLEGE
BOARD OF REGENTS REGULAR MEETING
Thursday, January 18, 2024**

**Lunch
Enoch Kelly Haney Center – Room #204
12:15 p.m.**

**Business Session
Enoch Kelly Haney Center – Utterback Ballroom
1:00 P.M.**

I. CALL TO ORDER

II. ROLL CALL OF MEMBERS

IV. INTRODUCTION OF GUESTS

**V. READING AND APPROVAL OF MINUTES
Regular Meeting October 26, 2023**

VI. COMMUNICATIONS TO THE BOARD

Financial Report – December 31, 2023

Report on Purchases over \$15,000 for December:

- Amp Electric Co., Inc \$17,668.88 - NASNTI Jeff Johnston lighting project

**VII. HEARING OF DELEGATIONS None
at the time of filing of the agenda.**

VIII. PRESIDENT’S REPORT

- Personnel Update
- Update on Natatorium Renovation
- 2024 Board Meeting Dates
- Higher Education Day at the Capitol
- Campus Activities
- State Regents on Campus
- 2023 Year-In-Review

IX. BUSINESS

- A. Review and consider approval of revision to Board Policy II-4-19 regarding bereavement leave

Board Action: Approve/Reject/Revise

B. Executive Session

Pursuant to Policy II-4-1 the Board may vote to convene into executive session to discuss the employment of the President pursuant to Section 307(b)(1) of the Oklahoma Open Meeting Act, 25 O.S.2011, 301-314, “*discussing the employment, hiring, appointment, promotion, disciplining or resignation of any individual salaried public officer or employee*”

1. Review and consider terms of employment of Ms. Lana Reynolds as President of Seminole State College
2. Vote to Return to Open Session

Board Action: As Appropriate

C. Consideration and possible action regarding terms of employment and compensation of Ms. Lana Reynolds as President of Seminole State College

Board Action: As Appropriate

D. Consideration of any matter not known about, or which could not have been reasonably foreseen prior to the posting of the agenda

Board Action: As Appropriate

X. **CONSENT AGENDA**

Approval of the following items:

- [Ratification of the 2024-2025 Academic Calendar](#)
- [Jenzabar Maintenance Contract Renewal](#)
- [Program Modification – Applied Associate in Science in Nursing](#)

Agenda

SSC Board of Regents Regular Meeting

January 18, 2024

Page 3 of 3

- Program Modification – New Course Request – All Degrees
- Program Modification – Associate in Science in Business
- Program Modification – Associate in Science in Computer Science
- Program Modification – Associate in Arts in Art
- Program Modification – Associate in Science in Elementary Education
- Program Modification – Associate in Science in Elementary Education – ECU Option
- Program Modification – STEM Division:
 - Associate in Science in Agriculture
 - Associate in Science in Agribusiness
 - Associate in Science in Leadership
 - Associate in Science in Biology
 - Associate in Science in Business
 - Associate in Science in Health Science
 - Medical Laboratory Technician Program
 - Physical Therapy Assistant Program
 - Associate in Arts in Liberal Studies – Math Option
 - Associate in Science in Psychology
 - Associate in Science in Secondary Education
- [Program Review – Psychology](#)
- [Program Review – Pre-Engineering](#)
- [Program Review – Computer Science](#)

XI. ADJOURNMENT

If you need disability-related accommodation or wheelchair access information, please contact: Office of ADA compliance at 405-382-9216. Requests should be made by January 17, 2024.

Minutes

SEMINOLE STATE COLLEGE BOARD OF REGENTS REGULAR MEETING October 26, 2023

I. Call to Order

The Seminole State College Board of Regents' regular monthly meeting was called to order at 1:00 p.m. in the Board Room of the Enoch Kelly Haney Center.

II. Roll Call of Members

Roll call was conducted. Regents Franklin, Hyden and Pitts were absent. The members present were Curtis Morgan, Robyn Ready, Marci Donaho and Bryan Cain.

III. Introduction of Guests

President Reynolds introduced administrators, guests and staff present at the meeting. Special recognition was given to members of the STEM Division. Members present included: Emily Carpenter, Division Chair; Wendy Rich, Assistant Professor of STEM; Dr. Ricky Streight, Assistant Professor of STEM; Cullen Birney, Assistant Professor of Math; Dr. Nilmini Senaratne, Assistant Professor of STEM; and Leigh Ann Wilson Assistant Professor of Life Science. Special recognition was also given to Matt Bauman with Hinkle & Associates and Leslie Sewell, Athletic Director.

IV. Minutes

There being no additions or corrections to the minutes of the meeting held August 23, 2023; Regent Donaho made a motion to approve the minutes as written and Regent Ready seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Ready, yes and Cain, yes.

V. Communications to the Board

Financial Report – Melanie Rinehart, Vice President for Fiscal Affairs presented a review of the College's revenue and expenses through September 30, 2023. Regent Morgan made a motion to approve the Financial Report as presented and Regent Donaho seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Ready, yes and Cain, yes.

Purchases over \$15,000 for August

- Howard Industries \$18,249.00
- Crawford and Associates \$23,024.03

Purchases over \$15,000 for September – None

VI. Hearing of Delegations

None

VII. President's Report

President Reynolds 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 Reynolds gave the Board a personnel update. New hires included: Rick Amos, Campus Police Chief; Misty Gray, Assistant Professor of Nursing; Rachele Jones, Talent Search Advisor; Emery Martin, GEAR UP Coordinator; Leah Martin, GEAR UP Coordinator; Alicia Ryan, NASNTI Student Success Specialist; and Belinda Villot, Accounts Payable Clerk.

Honors and Awards – President Reynolds told the Board about several awards and honors since the August Board meeting. Shakira Stafford, PTA Director and Andrita Chavez, Financial Assistance Clerk were recognized as the Faculty and Support Staff of the Month by the Chamber of Commerce. Crystal Bray, Director of Nursing; Kay Wallace, NASNTI Director and Christie McKee were honored by OACC as the Faculty Member, Professional Staff Member and Classified Staff Member of the year. The SSC Nursing Program was awarded a \$1 million grant and the NASNTI program was given a supplemental grant award in the amount of \$150,694.

Campus Activities – President Reynolds told the Board members about several campus activities. These were:

- ✓ Graduates of the SSC PTA program achieved a 100% pass rate on their licensure exams from the Oklahoma Medical Board
- ✓ Constitution Day was observed September 15th
- ✓ Presidents from 11 colleges in Arkansas and Oklahoma met in Seminole to conduct the business of the NJCAA Region II
- ✓ The SSC Educational Foundation golf tournament was held on September 29th
- ✓ The Little Bitty Acres Mobile Petting Zoom visited campus on September 26th
The SSC PLC class visited the Gathering Place in Tulsa on October 5th
- ✓ Dr. Amanda Estey and Scarlet Figueroa presented at the National Council for Workforce Education's annual conference Oct. 4th and 5th
- ✓ Administrators from ECU and SSC met in Seminole to discuss possible collaborations, partnerships and opportunities for shared services between the institutions
- ✓ Regents Hyden and Ready attended the annual REP event held by the Oklahoma State Regents for Higher Education on October 10th

- ✓ Student Support Services, STEM Student Support Services and GEAR UP students toured Tinker Air Force Base
- ✓ SSC Student Government officers met with the Administrative Council on October 23rd
- ✓ President Reynolds gave an update on the tournament play for the SSC Soccer and Volleyball teams.

Discussions with Seminole Nation – President Reynolds told the Regents about discussions the Board and Foundation officers have had with Seminole Nation regarding land located across Hwy 3 from Seminole State College. After meeting with executive groups from the SSC Educational Foundation and the Board of Regents, it has been determined that we would not be interested in selling the tribe access to the land.

Chickasaw Nation Scholarship Program – President Reynolds told the Regents about the SSC Educational Foundation being selected as the pass through for the Chickasaw Nation Scholarship Program for all state colleges and universities.

Efforts to Partner with Seminole High School on Agriculture Education – President Reynolds told the Regents about a potential partnership with Seminole High School on agriculture education at the old Pleasant Grove school site on the west of Seminole.

Baseball Alumni Fundraising Efforts for Sports Complex Field – President Reynolds told the Regents about a fundraiser being coordinated by some baseball alumni to raise funds for the sports complex in honor of Coach Lloyd Simmons.

Upcoming Events – President Reynolds told the Regents about several upcoming events. These events were:

- Tribal Fest – November 1st
- Military and Veteran Resource Fair – November 3rd
- SSC Sporting Clay Tournament – November 10th
- Foundation Holiday Reception – December 11th

VIII. Business

Acceptance of the FY23 External Audit by Hinkle & Company – President Reynolds presented the Board with a copy of the FY23 External Audit for their review. The Audit Committee consisting of Regents Hyden, Morgan and Cain reviewed the audit via Zoom before the Board meeting with President Reynolds, Vice President Rinehart and representatives from Hinkle & Company. Matt Bauman from Hinkle & Company discussed the audit and stated that there were no major concerns. He commended Vice President Rinehart and her staff on a job well done. President Reynolds recommended approval of the External Audit as presented. Regent Morgan made a motion to accept the FY23 External Audit as presented, and Regent Ready seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Ready, yes and Cain, yes.

Approval of Board Policy Regarding Name, Image and Likeness (NIL) Usage – President Reynolds presented a proposed board policy regarding name, image and likeness (NIL) usage. This policy was developed in accordance with Oklahoma Senate Bill 48, 2021 Okla. Sess. Laws ch. 559, § 20 and to address the growing issues surrounding student-athlete compensation. Regent Morgan made a motion to approve the proposed policy on NIL usage with one small change as discussed. The title “SSC Vice President for Community Relations” will be changed to “Vice President for Student Affairs” Regent Donaho seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Ready, yes and Cain, yes.

Approval of the Agreement for Exchange of Services with the SSC Educational Foundation – President Reynolds presented the Board with a copy of the agreement for exchange of services with the SSC Educational Foundation and recommended approval. Regent Donaho made a motion to approve the agreement with the SSC Educational Foundation for exchange of services as presented and Regent Morgan seconded this motion. Roll call was as follows: Morgan, yes; Donaho, yes; Ready, yes and Cain, yes.

IX. Consent Agenda

Regents were presented information concerning items on the Consent Agenda. President Reynolds recommended approval of these items. Regent Donaho made a motion to approve the Consent Agenda items and Regent Morgan seconded the motion. Roll call was as follows: Morgan, yes; Donaho, yes; Ready, yes and Cain, yes.

- ✚ Program Modification – Psychology Associates in Science (202)
- ✚ Program Modification – Pre-Engineering Associates in Science (214)
- ✚ Program Modification – Computer Science Associates in Science (226)

X. Adjournment

There being no further business or discussion the meeting was adjourned at 2:03 p.m.

Bryan Cain, Vice Chair

**Seminole State College
Combining Statement of Net Assets
As of December 31, 2023**

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	3,475,321	434,489	1,476,184	2,135	(5,244)	33,650	(2,800)	-	5,413,734
Accounts Receivable, net	-	-	-	-	-	-	-	-	-
Other Accrued Income	86,490	-	-	-	-	-	-	-	86,490
Capital Assets, net	-	-	-	-	-	-	-	21,892,056	21,892,056
Total Assets	3,561,810	434,489	1,476,184	2,135	(5,244)	33,650	(2,800)	21,892,056	27,392,280
Accounts Payable	(650)	35,153	-	-	-	-	-	-	34,503
Other Accrued Expenses	-	-	-	2,135	-	-	-	-	2,135
Due To/From Other Funds	-	-	-	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-	-	17,345,792	17,345,792
Total Liabilities	(650)	35,153	-	2,135	-	-	-	17,345,792	17,382,430
Beginning Net Position	3,883,077	310,614	796,141	-	(5,244)	79,918	(2,800)	4,546,264	9,607,970
Change in Net Position	(320,617)	88,722	680,043	-	-	(46,268)	-	-	401,881
Ending Net Position	3,562,460	399,337	1,476,184	-	(5,244)	33,650	(2,800)	4,546,264	10,009,850

Seminole State College
Combining Statement of Revenues, Expenses and Changes in Net Assets
For the Period July 1 through December 31, 2023

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Revenues									
Tuition and fees, net	\$ 2,422,849	\$ 597,719	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,020,568
State appropriations	3,314,510	-	1,227,308	-	-	-	-	-	4,541,818
Federal grants and contracts	-	4,220,689	-	-	-	8,000	56,409	-	4,285,098
State and private grants and contracts	25,881	841,812	-	-	-	-	-	-	867,693
Housing & Food Service	-	484,943	-	-	-	-	-	-	484,943
Bookstore	-	610,373	-	-	-	-	-	-	610,373
Other revenues	353,123	620,193	-	-	-	-	-	-	973,316
Total operating revenues	6,116,363	7,375,729	1,227,308	-	-	8,000	56,409	-	14,783,809
Expenditures									
Compensation and benefits	4,434,279	1,671,904	-	-	-	21,334	56,409	-	6,183,926
Contractual services	520,513	504,657	-	-	-	-	-	-	1,025,170
Supplies and materials	236,628	2,748,139	118,486	-	-	11,084	-	-	3,114,337
Scholarships and fellowships	540,976	1,538,146	-	-	-	-	-	-	2,079,122
Communications	47,328	5,388	-	-	-	9,215	-	-	61,931
Depreciation	-	-	-	-	-	-	-	-	-
Utilities	260,853	75,320	-	-	-	-	-	-	336,173
Other expenditures	396,403	743,452	428,780	-	-	12,634	-	-	1,581,269
Total Operating Expenses	6,436,980	7,287,007	547,265	-	-	54,268	56,409	-	14,381,929
Operating income (loss)	(320,617)	88,722	680,043	-	-	(46,268)	-	-	401,881
Transfers from (to)	-	-	-	-	-	-	-	-	-
Change in Net Position	(320,617)	88,722	680,043	-	-	(46,268)	-	-	401,881

Seminole State College
Combining Statement of Changes in Cash and Cash Equivalents
For the Period July 1 through December 31, 2023

	Education and General Fund	Auxiliary and Restricted Fund	Capital Projects Fund	Payroll Withholding Fund	OKHEEI Trust Fund	Federal Restricted Fund	CARES Act Fund	Capital Assets and Long-Term Debt Fund	Total All Funds
Cash and Cash Equivalents	\$ 3,350,516	\$ 376,686	\$ 690,489	\$ 2,135	\$ (5,244)	\$ 75,925	\$ (2,800)	\$ -	\$ 4,487,707
Change in Net Position	(320,617)	88,722	680,043	-	-	(46,268)	-	-	401,881
Changes not providing (using) cash	445,422	(30,919)	105,652	(0)	-	3,992	-	-	524,146
Cash and Cash Equivalents, Ending	<u>\$ 3,475,321</u>	<u>\$ 434,489</u>	<u>\$ 1,476,184</u>	<u>\$ 2,135</u>	<u>\$ (5,244)</u>	<u>\$ 33,650</u>	<u>\$ (2,800)</u>	<u>\$ -</u>	<u>\$ 5,413,734</u>

Seminole State College
Education and General - Statement of Budgeted Revenues and Expenditures
For the Period July 1 through December 31, 2023

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
<u>REVENUE</u>				
State Appropriations	\$ 537,478	\$ 3,314,510	6,026,441	\$ 3,254,278
Tuition	76,739	1,076,966	2,649,748	1,465,311
Non-Resident Tuition Fees	16,011	307,205	654,027	361,677
Remedial Course Fee	1,848	28,917	37,832	20,921
Tuition	94,598	1,413,087	3,341,607	1,847,909
STEM Academic Excellence Fee	5,054	71,112	115,470	63,855
LAH Academic Excellence Fee	1,979	31,354	47,456	26,243
Bus & Ed Academic Excellence Fee	2,956	40,053	66,418	36,729
Health Science Academic Excellence Fee	885	7,038	12,457	6,889
Social Science Academic Excellence Fee	2,302	33,202	49,022	27,109
Physical Therapist Assistance Fee	572	2,595	3,668	2,028
Technology Service Fee	9,765	162,853	261,000	144,333
Bus And Ind Additional Fees	-	-	500	277
Nursing Fee	3,549	43,878	76,062	42,062
Laboratory Fees	3,579	46,691	70,787	39,145
Medical Lab Tech Fee	560	4,286	8,776	4,853
Electronic Academic Access Fee	3,231	54,432	76,800	42,470
Dist Education/Outreach Fee	15,403	192,651	306,377	169,426
Academic Course Fees	49,834	690,144	1,094,793	605,421
Late Payment Fees	82	1,369	5,458	3,018
Application For Admission Fees	907	8,691	11,225	6,207
Assessment Fee	3,391	54,068	86,063	47,593
Refund Per Legal Settlement	-	-	-	-
Ace Testing Fees	-	840	2,590	1,432
Hybrid Course Fee	-	-	-	-
Sr Citizens Discount	-	-	-	-
Enrollment Seminars	-	69	-	-
Clep Testing Fees	-	35	190	105
Library Automation Fee	3,089	49,789	79,643	44,043
Clearing Other Special Enrollment	-	-	-	-
Records Fee	2,210	36,148	57,765	31,944
Parking Fees	1,057	23,307	27,040	14,953
Student Id Fee	1,370	11,446	14,964	8,275
Accident Shield Fee	4,332	61,316	97,035	53,660
Special Testing Fees	750	1,575	3,350	1,853
International Student Fee	315	3,240	8,138	4,500
Compliance Fee	2,262	35,955	57,360	31,720
Safety Fee	1,688	31,770	49,978	27,638
ARPA Grant-Nursing Revenue	-	7,616	-	-
Other Student Fees	21,452	327,234	500,799	276,942
Total Tuition and Fees	165,885	2,430,465	4,937,199	2,730,271
Other Income	44,891	371,388	500,544	276,801
Total Revenue	748,253	6,116,363	11,464,184	6,261,350
<u>EXPENDITURES</u>				
Instruction	411,728	2,673,529	5,322,846	2,719,974
Research	-	-	-	-
Public Service	-	-	-	-
Academic Support	28,628	165,410	337,427	172,425
Student Services	134,280	930,140	1,695,523	866,412
Institutional Support	154,000	983,453	1,914,437	978,277
Physical Plant	236,978	1,178,684	2,462,821	1,258,502
Scholarships and Tuition Waivers	-	505,764	995,000	497,500
Total Expenditures	965,615	6,436,980	12,728,054	6,493,091
Total Revenue Over (Under) Expenditures	\$ (217,361)	(320,617)	\$ (1,263,870)	\$ (231,741)

Seminole State College
Auxiliary Summary Statement of Revenue and Expenditures
For the Period July 1 through Decembber 31, 2023

	CURRENT MONTH	YEAR TO DATE	BUDGET	
			ANNUAL	YEAR-TO-DATE
<u>REVENUES</u>				
Contractual Food Service	\$ 30,678	\$ 363,359	\$ 815,542	\$ 423,266
Bookstore	41,932	641,211	1,346,480	756,722
Institutional Support	24,242	385,242	622,685	342,477
Seminole/Roesler Residential Centers	19,445	486,878	1,073,670	525,025
Student Activities	13,625	220,833	353,477	191,585
Total Revenues	129,923	2,097,522	4,211,854	2,239,074
<u>EXPENDITURES</u>				
Contractual Food Service	27,870	342,997	815,542	472,199
Bookstore	128,648	525,223	951,358	606,719
Institutional Support	48,367	606,046	1,115,000	587,605
Seminole/Roesler Residential Centers	65,052	420,246	799,351	418,144
Student Activities	13,262	45,475	358,530	188,945
Total Expenditures	283,200	1,939,986	4,039,781	2,273,612
Revenue Over (Under) Expenditures	\$ (153,277)	\$ 157,535	\$ 172,073	\$ (34,538)

Seminole State College
Food Service - Statement of Revenue and Expenditures
For the Period July 1 through Decembbber 31, 2023

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Meals revenue	\$ 30,678	\$ 362,514	\$ 800,000	\$ 415,200
Other revenue	-	845	15,542	8,066
Total revenue	<u>30,678</u>	<u>363,359</u>	<u>815,542</u>	<u>423,266</u>
Supplies	-	1,204	5,370	3,109
Miscellaneous Expenditures	-	-	-	-
Contractual Service	27,216	338,236	800,000	463,200
Professional Services	655	3,557	10,172	5,890
Total expenditures	<u>27,870</u>	<u>342,997</u>	<u>815,542</u>	<u>472,199</u>
Net profit (loss)	<u>\$ 2,808</u>	<u>\$ 20,362</u>	<u>\$ -</u>	<u>\$ (48,933)</u>

Seminole State College
Bookstore Statement of Revenue and Expenditures
For the Period July 1 through Decembbber 31, 2023

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Sales revenue	\$ 34,848	\$ 610,373	\$ 1,313,375	\$ 738,117
Other revenue	7,084	30,838	33,105.00	\$ 18,605
Total revenue	<u>41,932</u>	<u>641,211</u>	<u>1,346,480</u>	<u>756,722</u>
Purchase For Resale	<u>115,957</u>	<u>436,808</u>	<u>781,500</u>	<u>515,790</u>
Professional Salaries, F.T.	3,425	20,549	42,245	21,123
Classified Salaries, F.T.	2,318	28,361	38,049	19,025
Classified Salaries, P.T.	-	1,273	1,295	648
Student Wages	-	-	5,000	2,500
Fringe Benefits	3,279	25,599	45,769	22,885
Compensation expendiures	<u>9,022</u>	<u>75,782</u>	<u>132,358</u>	<u>66,179</u>
Travel	-	50	2,000	1,320
Supplies	227	4,016	7,000	4,620
Miscellaneous Expenditures	-	125	1,000	660
Contractual Service	3,443	7,979	24,800	16,368
Sponsorships	-	464	1,500	990
Postage	-	-	1,200	792
Other expenditures	<u>3,670</u>	<u>12,633</u>	<u>37,500</u>	<u>24,750</u>
Total expenditures	<u>128,648</u>	<u>525,223</u>	<u>951,358</u>	<u>606,719</u>
Net profit (loss)	<u>\$ (86,717)</u>	<u>\$ 115,987</u>	<u>\$ 395,122</u>	<u>\$ 150,003</u>

Seminole State College
Institutional Support- Statement of Budgeted Revenues and Expenditures
For the Period July 1 through December 31, 2023

	<u>ACTUAL</u>		<u>BUDGET</u>	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
<u>REVENUE</u>				
Student Service Fee	\$ 11,121	\$ 179,834	\$ 288,042	158,423
Infrastructure Fee	12,996	197,053	313,283	172,306
Student Fees	<u>24,117</u>	<u>376,886</u>	<u>601,325</u>	<u>330,729</u>
Other Income-Overpayment	-	840	8,368	4,602
Refunds / Reimbursements	-	25	20	11
Interest Income	-	-	1,484	816
Seminar fees	-	-	-	-
Vending machine commissions	-	668	1,243	684
Photocopy revenue	-	-	-	-
ATM other	-	4,248	-	-
Repair and replacement, damaged property	-	-	-	-
Haney Center	125	2,575	10,245	5,635
Other income	<u>125</u>	<u>8,355</u>	<u>21,360</u>	<u>11,748</u>
Total Revenue	<u>24,242</u>	<u>385,242</u>	<u>622,685</u>	<u>342,477</u>
<u>EXPENDITURES</u>				
Professional Services	23,486	90,100	150,000	79,050
Personnel expenditures	<u>24,443</u>	<u>91,057</u>	<u>150,000</u>	<u>79,050</u>
Travel	-	-	3,000	1,581
Supplies	141	1,886	7,000	3,689
Miscellaneous Expenditures	4,370	18,113	49,000	25,823
Contractual Service	480	2,116	-	-
Housing and book scholarships	18,934	492,873	900,000	474,300
Haney Center	-	-	6,000	3,162
Total Expenditures	<u>48,367</u>	<u>606,046</u>	<u>1,115,000</u>	<u>587,605</u>
Total Revenue Over (Under) Expenditures	<u>\$ (24,125)</u>	<u>\$ (220,804)</u>	<u>\$ (492,315)</u>	<u>(245,128)</u>

Seminole State College
Housing - Statement of Revenue and Expenditures
For the Period July 1 through December 31, 2023

	ACTUAL		BUDGET	
	<u>CURRENT</u>	<u>YEAR-TO-DATE</u>	<u>ANNUAL</u>	<u>YEAR-TO-DATE</u>
Rental revenue - Dorms	\$ 19,075	480,718	\$ 1,055,388	516,085
Other revenue	370	6,160	18,282	8,940
Total revenue	<u>19,445</u>	<u>486,878</u>	<u>1,073,670</u>	<u>525,025</u>
Professional Salaries, F.T.	3,466.50	20,799	41,598	20,799
Professional Salaries, P.T.	858.33	5,017	41,598	20,799
Professional Services	-	468	6,000	3,162.00
Fringe Benefits	2,540.10	15,076	32,135	16,067.50
Personnel expenditures	<u>6,865</u>	<u>41,360</u>	<u>121,331</u>	<u>60,828</u>
Travel	-	262	1,500	791
Supplies	5,769	17,610	36,320	19,141
Miscellaneous Expenditures	28	3,183	500	264
Lease Payments	45,412	272,474	500,000	263,500
Contractual Service	700	13,065	8,700	4,585
Utilities	6,279	72,292	131,000	69,037
Other expenditures	<u>58,187</u>	<u>378,886</u>	<u>678,020</u>	<u>357,317</u>
Total expenditures	<u>65,052</u>	<u>420,246</u>	<u>799,351</u>	<u>418,144</u>
Net profit (loss)	<u>\$ (45,607)</u>	<u>66,632</u>	<u>\$ 274,319</u>	<u>\$ 106,881</u>

Seminole State College
Student Activities - Statement of Revenue and Expenditures
For the Period July 1 through December 31, 2023

	ACTUAL		BUDGET	
	CURRENT	YEAR-TO-DATE	ANNUAL	YEAR-TO-DATE
Student activity fee	\$ 12,221	\$ 198,333	\$ 317,770	\$ 172,231
Cultural & recreation fee	1,404	22,500	35,707	19,353
Total Revenue	13,625	220,833	353,477	191,585
Athletic Administration	-	79	216,915	114,314
National Tournaments	9,333	11,627	50,000	26,350
Golf-Women	-	600	800	422
Golf-Men	800	800	800	422
Womens Soccer	1,115	5,415	17,619	9,285
Men's Basketball	-	2,565	9,000	4,743
Women's Basketball	-	2,915	3,295	1,736
Volleyball	-	4,647	3,600	1,897
Baseball	-	7,422	18,560	9,781
Softball	-	3,265	19,441	10,245
Student Government	334	1,036	6,500	3,426
Livestock Judging Team	-	-	-	-
PLC	1,680	5,104	12,000	6,324
SSC Aggie (AFAC)	-	-	-	-
Phi Theta Kappa (AFAC)	-	-	-	-
NASA (AFAC)	-	-	-	-
Student Nurse Association(AFAC)	-	-	-	-
Total Expenditures	13,262	45,475	358,530	188,945
Revenue Over (Under) Expenditures	\$ 364	\$ 175,358	\$ (5,053)	\$ 2,639

Seminole State College
Restricted Funds - Statement of Revenue and Expenditures
For the Period July 1 through Decembbber 31, 2023

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
PELL	\$ 1,430,181	\$ 1,430,161	\$ 20
PELL Recovery	25	-	25
SEOG	38,228	38,228	-
Direct Loans	648,791	648,791	-
Student loan repayment	42	-	42
College Work Study	24,275	31,679	(7,404)
SSC Foundation	-	22,667	(22,667)
Private Scholarships	394,724	417,453	(22,729)
Private Loans	69,032	-	69,032
Cherokee Student Grants	24,750	24,750	-
Sac & Fox Student Grants	14,477	16,078	(1,601)
Creek Tribe Student Grants	1,500	-	1,500
Shawnee Tribe Student Grants	10,299	10,299	-
Choctaw Tribe Student Grants	23,845	25,745	(1,900)
Citizen Pottawatomie Stud Grnt	28,647	36,247	(7,600)
Chickasaw Tribe Std't Grants	38,082	35,631	2,451
OHLAP	169,595	192,493	(22,898)
Misc Indial Tribal Grants	16,695	16,695	-
Oklahoma Tuition Aid Grant	118,000	118,000	-
Subtotal Financial Aid	<u>3,051,188</u>	<u>3,064,917</u>	<u>(13,729)</u>
Title III Engaging Students in Science	-	-	-
Ub Math/Science #2	146,897	146,897	-
Ub Math/Science #1	145,987	145,987	-
Upward Bound #2	152,742	152,885	(143)
Upward Bound #1	225,598	225,838	(240)
Talent Search West	152,605	152,604	0
Talent Search Central	197,870	197,278	592
TANF	74,965	74,981	(16)
TANF - Ada	-	35,145	(35,145)
PIE Academy	-	-	-
Dream Catcher Gear Up	451,101	452,849	(1,748)
STEM Student Support	136,314	148,364	(12,050)
Student Support Serices	143,000	157,464	(14,463)
NASNTI Grant	258,069	135,799	122,270
NASNTI Grant	-	118,889	(118,889)
Scholars for Excellence	27,013	37,838	(10,825)
Carl Perkins	-	-	-
Subtotal Federal Grants	<u>2,112,159</u>	<u>2,182,817</u>	<u>(70,658)</u>
Care Bears	19,558	15,878	3,681
Nursing Student'S	1,128	1,415	(287)
Residential Deposits	5,400	-	5,400
Professional Staff Council	855	550	305
Upward Bound #2 Fund Raiser	2,933	3,414	(481)
Upward Bound M/S Fund Raiser	4,533	3,475	1,058
Ub Ms #2 Fund Raiser	2,004	2,725	(721)
Upward Bound #1 Fundraiser	4,829	6,082	(1,253)
Subtoal Other Restricted	<u>41,240</u>	<u>33,540</u>	<u>7,700</u>
Total	<u>\$ 5,204,587</u>	<u>\$ 5,281,274</u>	<u>\$ (76,687)</u>

Seminole State College
Campus Organizations - Statement of Revenue and Expenditures
For the Period July 1 through Decembbber 31, 2023

	<u>Revenue</u>	<u>Expenditures</u>	<u>Net</u>
NURSING COPY MACHINE	-	450	(450)
VA REPORT FEE	-	220	(220)
FACULTY SENATE	2,025	1,680	345
SEMINOLE STATE AGGIE CLUB	-	1,265	(1,265)
UB #1 SUMMER FOOD PROGRAM	5,304	-	5,304
PHI THETA KAPPA	513	55	458
UBMS SUMMER FOOD PROGRAM	3,886	2,130	1,756
UB M/S #2 SUMMER FOOD PROGRAM	4,707	-	4,707
UB2 SUMMER FOOD PROGRAM	5,168	-	5,168
MLT BOC FEE	1,038	2,250	(1,212)
ADMIN PROGRAM ATHLETICS	31	-	31
CLASSIFIED STAFF ASSOCIATION	487	814	(327)
SEMINOLE TRIBE STUDENT GRANTS	24,600	24,600	-
MU ALPHA THETA (MATH HONORS)	-	72	(72)
SIGMA KAPPA DELTA	-	152	(152)
SHOTGUN SHOOTING TEAM	2,865	3,503	(638)
P.R.I.D.E.	321	240	81
OTHER ORGANIZATIONS AND ACTIVITIES	22,675	28,314	(5,639)
	<u>\$ 73,620</u>	<u>\$ 65,746</u>	<u>\$ 7,874</u>

ATTN:

Seminole State College
Human Resources
P.O. Box 351
Seminole, OK 74818

To whom it may concern:

I am applying for the position of Research Librarian at Seminole State College. The culmination of my experience, education, and expertise make me a fit candidate to fill this vital role. Not only have I worked in the education field for several years, I also have both a Bachelors and Masters degree from Northeastern State University.

Currently, I teach at Wetumka Public Schools as the high school English teacher and junior high / high school Art teacher. I have taught at Wetumka since 2021. Prior to teaching at Wetumka, I lived in Connecticut and worked as a freelance copy editor and writer. I have also worked as a high school English teacher at Tahlequah High School, a Graduate Teaching Assistant for Northeastern State University teaching both Composition I and II classes, and as a Writing Center Tutor at NSU.

In addition to this work experience, I also have a Bachelors degree in English, a Masters degree in English – Rhetoric and Composition, and have begun my Library Media Specialist certification. While working on my Masters degree I was able to give guest lectures over research practices, formatting, and source material usage to various classes at the university. Professors relied heavily on the Writing Center at NSU to help instruct students in best research practices, MLA formatting, APA formatting, and a variety of other citation structures.

It is this culmination of experience that makes me a valid candidate for this field. In addition, I am sure I would enjoy the work and atmosphere. I have a deep love for research and promoting best research practices. It is an increasingly vital skill for students to hone. Thank you for the opportunity to apply for this position. I look forward to hearing from you.

Thank you,

Ashley Bagwell, MA
(918) 571-2793
7784 E 12025
Wetumka, OK 74883
ashleywanger@yahoo.com

Ashley Bagwell, MA

7784 E 12025 Wetumka, OK 74883
ashleywanger@yahoo.com - (918) 571-2793

Work Experience

English and Fine Arts Teacher 08/2021 to Current
Wetumka Public Schools – Wetumka, Oklahoma

- Teach 7th and 8th grade English Language Arts, English I, English III, English IV, Art I and Art II classes
- Prepare, teach, and grade lessons according to various student needs, state regulations, and school guidelines
- Edit and grade individual student papers on a weekly basis
- Design current and engaging curriculum for all courses
- Teach formatting guidelines for MLA, APA, and other style guides
- Work with faculty and staff to design current and beneficial curriculum material

Veterinary Technician 03/2020 to 07/2021
Holdenville Veterinary Clinic – Holdenville, Oklahoma

- Recorded and reviewed client medical records and information
- Assisted with surgeries, procedures, and patient care
- Conferenced with clients regarding after care, treatments, and procedures
- Scheduled and confirmed appointments
- Provided customer service from checking in to checking out

Copy Writer and Editor 01/2016 to 09/2019
Freelance – Danbury, Connecticut

- Conferenced with clients to understand their needs and goals for each project
- Edited a variety of documents ranging from academic materials to daily operations logs
- Explained and assisted clients in adjusting documents as necessary
- Ensured each project complied with the guidelines set out by the client

English Teacher 08/2015 to 12/2015
Tahlequah Public Schools – Tahlequah, Oklahoma

- Prepared, taught, and graded lessons according to various student needs, state regulations, and school guidelines
- Edited and graded individual student papers on a weekly basis
- Worked with faculty and staff to design current and beneficial curriculum material

Graduate Teaching Assistant 08/2014 to 05/2015
Northeastern State University – Tahlequah, Oklahoma

- Prepared, taught, and graded lessons for various units of Composition I and II in accordance with Northeastern State University guidelines
- Conferenced with students on various assignments, explaining edits and materials
- Utilized education software such as Blackboard to communicate with students and enrich the learning experience
- Guest lectured for a variety of courses over MLA and APA formatting guidelines

Writing Center Tutor – 08/2014 to 05/2015
Northeastern State University – Tahlequah, Oklahoma

- Edited documents ranging from professional materials for professors and faculty, masters and doctoral thesis materials, and undergraduate student documents
- Worked individually with students and faculty to explain and edit various documents
- Gave lectures on MLA, APA, AP, and Chicago formatting
- Responsible for the overall image and customer service of the Writing Center on campus

Education

Master of Arts: English - Rhetoric and Composition, Awarded 2015, Northeastern State University – Tahlequah, Oklahoma

Bachelor of Arts: English and Fine Arts, Awarded 2013, Northeastern State University – Tahlequah, Oklahoma

Awards and Accomplishments

Sigma Tau Delta – 2013 to Current
President (2014 to 2015) and Member

Kappa Delta Pi – 2010 to 2013 Member

Professional References

Jami Lucas
(918)650-5448
HS Math Teacher
Wetumka Public School

Katie White
(918) 470-4481
Upward Bound
Seminole State College

Elizabeth Todd
(918) 351-9255
Controller
Connors State College

Edith Jewel Cathey

Post Office Box 358 • Bowlegs, Oklahoma 74830
Home: (405) 398-3128 • Cell: (405) 380-7959 • E-mail: e.cathey@sscok.edu

April 2, 2021

Holly Wilson-Byrd
Director of Human Resources
Seminole State College
P.O. Box 351
Seminole, Oklahoma 74818-0351

Dear Ms. Wilson-Byrd,

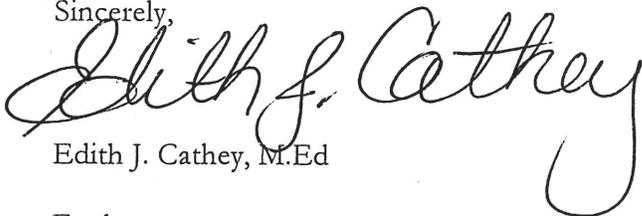
Please accept my application for the position of Director of Financial Assistance. I am confident that my education, experience, and unique abilities have prepared me for this position, and will allow me to significantly contribute toward the overall objective of Seminole State College.

Upon review of my enclosed resume, you will find that my background includes a Master of Education in Educational Technology and two Bachelor of Science in Business Administration degrees: Business Management and Computer Information Systems. Additionally, while working in the SSC Financial Aid Department, I have gained extensive experience in essential systems such as PowerFAIDS, Jenzabar EX, CampusLogic, and EdConnect.

While I enjoy my current position, I also aspire to obtain a higher-level position in the Financial Aid area. My current position has allowed me to learn the entire financial aid process from assisting students with their financial aid applications, to packaging and disbursing their aid. I love working so closely with our students, especially those that need extra help obtaining funds to make their dreams happen. I feel that this position would provide me those same opportunities, while also contributing to my personal growth.

My desire to expand my knowledge and tackle new challenges will prove to be an asset to the Seminole State College Financial Aid Department. I am confident that you will not find another candidate that loves and believes in the CORE values of Seminole State College like myself. I fell in love with this school as a student, and I plan to be a part of SSC until my retirement. Thank you for your time. I look forward to discussing with you further about how I can best serve as the Director of Financial Assistance.

Sincerely,



Edith J. Cathey, M.Ed

Enclosure

Edith Jewel Cathey

Post Office Box 358 • Bowlegs, Oklahoma 74830
Home: (405) 398-3128 • Cell: (405) 380-7959 • E-mail: e.cathey@sscok.edu

HIGHLIGHTS OF QUALIFICATIONS

- Highly dedicated professional with experience in several areas of higher education including fiscal affairs, bookstore operations, and financial aid services
- Over twelve years of experience and proven leadership in higher education
- Goal-oriented, strong computer experience in Word, Excel, PowerPoint, Publisher, Power-FAIDS, and Jenzabar EX
- Enthusiastic, personable, and professional self-starter; works well independently or as a team player; strong commitment to cooperative teamwork; able to multi-task with large projects and deadlines

EDUCATION

East Central University – Ada, Oklahoma
M.Ed.

Major: Educational Technology

Graduated December 2020 Cumulative GPA 4.00

University of Mount Olive - Mount Olive, North Carolina

B.S. in Business Administration

Double Major: Business Management & Computer Information Systems

Graduated May 2002 Cumulative GPA 3.88

Seminole State College - Seminole, Oklahoma

A.S. in Business Administration

Major: Computer Science

Graduated May 1999 Cumulative GPA 3.95

EXPERIENCE

Financial Aid Specialist

2014-Present Seminole State College Seminole, OK

- Maintain student financial aid application and award eligible students
- Perform Verification of student files selected by the Department of ED
- Advise students about the options pertaining to Financial Aid
- Serve on Appeals Committee for student suspensions
- Process Direct Student Loans for all students
- Monitor academic plans for students on appeal
- Originate, disburse, and batch all federal funds
- Disburse and batch state funds and scholarships

Director of Bookstore Operations

2007-2014 Seminole State College Seminole, OK

- Created and distributed Adoption List to Division Chairs
- Ordered textbooks for entire curriculum each semester
- Supervised clerk and student workers
- Ordered supplies and merchandise for the store
- Entered purchase orders in Poise system
- Reported monthly Bookstore Analysis to Vice President of Fiscal Affairs
- Maintained Bookstore budget
- Created and received purchase orders in the CSM software system
- Handled all customer service issues
- Entered appropriate data for Buyback
- Performed annual inventory

Edith Jewel Cathey

Post Office Box 358 • Bowlegs, Oklahoma 74830
Home: (405) 398-3128 • Cell: (405) 380-7959 • E-mail: e.cathey@sscok.edu

Administrative Assistant

2003-2007 Seminole State College Seminole, OK

- Maintained fixed assets inventory and state record management compliance
- Managed the bookkeeping for Section 13 (Capital Outlay Projects)
- Ordered furniture and equipment for various divisions and departments
- Entered purchase orders for Fiscal Affairs and the Bookstore
- Maintained records for OCIA Capital Bond Projects
- Assisted Vice President for Fiscal Affairs with the college budget
- Reported monthly Motorpool records to the state

Bookstore Clerk

2002-2003 Seminole State College Seminole, OK

- Assisted faculty and staff with purchases
- Ordered merchandise for resale via internet & phone
- Assisted bookstore manager with inventory control of books & supplies
- Assisted with filing of purchase orders
- Assisted with receiving inventory in the CSM software

Office Manager

2000-2002 Food Lion Mount Olive, NC

- Processed Western Union money transfers
- Performed nightly deposits averaging \$5,000-\$8,000
- Managed 8-10 cashiers and baggers
- Reconciled 6 cash registers nightly
- Handled customer service issues for the cashiers

HONORS/ACTIVITIES

- Outstanding Professional Employee of the Year (October 2019)
- Logan Ware Scholarship Winner from SWASFAA (2017)
- President, SSC Professional Staff Association (2006-2007 & 2018-2019)
- Professional Staff Member of the Month (April 2018)
- Support Staff Person of the Month (April 2006)
- Member, Alpha Chi Collegiate Interdisciplinary Honor Society (2000-2002)
- Who's Who Among American Junior Colleges (1998-1999)
- Phi Theta Kappa National Honor Society (1998-Present)

REFERENCES

Melanie Rinehart, Director of Distance Education
Seminole State College
405-382-9717 or 405-201-4451

Danna Riffle, Vice President
Bancfirst - Seminole
405-382-4647 or 405-584-1859

Annette Troglin, Retired Faculty Member (Adjunct Currently)
Seminole State College
405-380-4708 or 405-398-4670

CHRISTINE CLAY

41443 Cottage Drive, Shawnee, Ok 74804 (405) 245-8373 Designesbychristine1@hotmail.com

EXPERIENCE

OKLAHOMA HEART HOSPITAL, OKLAHOMA CITY, OK

Critical Care Nurse, Oct 2008 - Present

- Assess patients' pain levels and sedation requirements.
- Monitor patients for changes in status and indications of conditions such as sepsis or shock and institute appropriate interventions.
- Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, and pressure lines.
- Administer medications intravenously, by injection, orally, through gastric tubes, or by other methods.
- Evaluate patients' vital signs and laboratory data to determine emergency intervention needs.
- Document patients' medical histories and assessment findings.
- Prioritize nursing care for assigned critically ill patients based on assessment data and identified needs.
- Advocate for patients' and families' needs, or provide emotional support for patients and their families.
- Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate problems.
- Administer blood and blood products, monitoring patients for signs and symptoms related to transfusion reactions.
- Monitor patients' fluid intake and output to detect emerging problems such as fluid and electrolyte imbalances.
- Compile and analyze data obtained from monitoring or diagnostic tests.
- Document patients' treatment plans, interventions, outcomes, or plan revisions.
- Collaborate with other health care professionals to develop and revise treatment plans based on identified needs and assessment data.
- Assess patients' psychosocial status and needs including areas such as sleep patterns, anxiety, grief, anger, and support systems.
- Perform approved therapeutic or diagnostic procedures based upon patients' clinical status.
- Identify patients who are at risk of complications due to nutritional status.
- Collect specimens for laboratory tests.
- Identify patients' age-specific needs and alter care plans as necessary to meet those needs.
- Coordinate patient care conferences.
- Assist physicians with procedures such as bronchoscopy, endoscopy, endotracheal intubation, and elective cardioversion.
- Assess family adaptation levels and coping skills to determine whether intervention is needed.
- Identify malfunctioning equipment or devices.
- Participate in professional organizations and continuing education to improve practice knowledge and skills.
- Participate in the development, review, and evaluation of nursing practice protocols.
- Ensure that equipment or devices are properly stored after use.
- Provide post-mortem care.

OU SURGERY CENTER, OKLAHOMA CITY, OK

Supervisor over ER and PACU, May 2011 - Jun 2012

- *Scheduling Operations/Procedures *Scheduling Staff *Worked with Director on Hiring *Supervisor over Medical equipment needs

OKLAHOMA HEART HOSPITAL SOUTH, OKLAHOMA CITY, OK

House Supervisor RN, Apr 2008 - May 2011

- * Staffing * Liaison between Doctors, Patients and Staff * Assisting Nurses with Patient Care * Medical Transport * Supervisor in Code Situations

HALLMARK, INC, OKLAHOMA CITY, OK

Case Management for Workers Comp, Mar 2006 - Apr 2008

- * Managed 11 states and handled 278 - 300 cases at a time. * Telephonic Case Management * Review of Physicians Documents * Approval of all Treatment Plans * Conferencing with Patients on Care * Hiring of Field Ground Case Managers

EDUCATION

OKLAHOMA BAPTIST UNIVERSITY

SHAWNEE, OK

Bachelors of Fine Arts Nursing Nursing (Jun 1997)

KAPLAN UNIVERSITY

CHICAGO, IL

Completed coursework towards Masters HealthCare Administration

- GPA: 3.75
- Relevant Coursework: Nursing Management,
- Awards & Honors: NA,
- Extracurricular Activities: Red Cross fundraiser,

ADDITIONAL SKILLS

- Teaching in Case Management PowerPoint

CERTIFICATIONS

- Licensed Registered Nurse
- RN

REFERENCES

References available upon request

Misty Gray, DNP, MSN/Ed., RN
22855 Jean Amerson Dr.
Tecumseh, OK 74873
405-795-8994
misty.gray82@gmail.com

EDUCATION:

Robert Morris University- August 2021
Simulation Instruction and Management Certificate Course

Grand Canyon University- February 2021
Doctor of Nursing Practice

Oklahoma Baptist University- December 2017
Masters of Science in Nursing Education

St. Gregory's University- 2015
Bachelor of Science in Nursing

Seminole State College- 2012
Associates Degree in Nursing

Gordon Cooper Technology Center- 2007
Licensed Practical Nursing

Oklahoma State University-Oklahoma City- 2001-2003
General Education Courses

PROFESSIONAL EXPERIENCE:

St. Anthony Shawnee Hospital, Staff Nurse- 08/2022-Present

- Care for patients in the emergency department
- Charge Nurse as needed
- Serve as preceptor
- ACE Program Instructor with Seminole State College
- Provide department education

East Central University, Nursing Instructor- 01/2018-12/2023

- Simulation Coordinator
- Child-Adult Nursing Instructor
- Professional Leadership and Management Instructor
- Critical Care RN-BSN Instructor

Pottawatomie County Assessor's Office- 09/2004-10/2005

- Clerk
- Filing

Atwoods- 05/2000-06/2003

- Cashier
- Office Assistant

LICENSURES/CERTIFICATIONS:

- Registered Nurse (RN)
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)
- Neonatal Resuscitation Program (NRP)
- Pediatric Advanced Life Support (PALS)
- Trauma Nursing Core Course (TNCC)

AWARDS AND HONORS:

- Sigma Theta Tau
- Alpha Chi
- OBU Honor Society
- Who's Who Among Students in American Universities and Colleges
- 1st RN-to-BSN nursing graduate from St. Gregory's University

PROFESSIONAL ORGANIZATION MEMBERSHIPS:

- SIMGhosts- Current
- National League for Nursing-Previous
- Sigma Theta Tau- Current
- Emergency Nurses Association- Current

Asst Prof of Nursing
8/24/23

MISTY GRAY

22855 Jean Amerson Dr. Tecumseh, OK 74873 | 405-795-8994 | mdgrayrn@outlook.com

08/24/2023

Crystal Bray
Nursing Director
Seminole State College
2701 Boren Blvd
Seminole, OK 74868

Dear Crystal Bray:

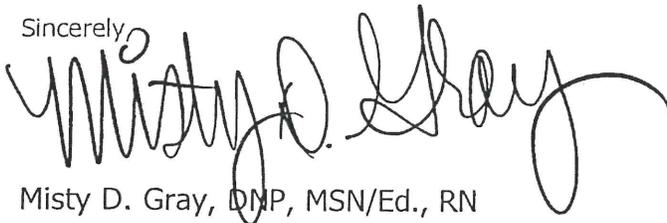
I am enthusiastically writing in regard to the open nursing faculty position open at your college. As a Doctor of Nursing Practice nurse, I have had years of experience in education and feel that I would be an excellent fit for your department.

I bring with me sixteen years of nursing experience in home health and hospice, orthopedics, surgery, NICU, nursery, post-partum, and emergency nursing. Further, I have 7 years of clinical nursing professor experience and five years didactic experience. I am ready and willing to jump in ready to go with your program. I believe that your policies, guidelines, and goals for the program align with my personal goals as a nursing professor.

I am excited to hear about your simulation program development. I proudly helped to build and enhance the simulation program at East Central University. I was given the job of Simulation Coordinator and have furthered my education with a Simulation certificate. I would love to obtain my Simulation Certification and assist you with growing your simulation program.

Thank you for taking the time to review my candidacy for your open job vacancy. Please review my attached curriculum vitae, application, and references. I look forward to the opportunity to talk to you further about this position.

Sincerely,



Misty D. Gray, DNP, MSN/Ed., RN

Cindy Nolen

Academic Advisor

Phone (405) 714-1744
Email cindynolen@comcast.net
Address Wewoka, OK

SUMMARY

Experienced Senior Academic Advisor with an 11-year track record of successfully advising students on academic progress, course requirements, and support services. Ability to develop strategies for effective recruitment and retention through multiple channels.

SKILL SET

Planning and organizing | advising | problem solving | recruitment | retention | success oriented | detail oriented | personal relation skills | ability to multi-task

WORK EXPERIENCE

Senior Academic Advisor. Student Academic Services, College of Education, Oklahoma State University, July 1996 – December 2005. **Academic Advisor.** April 1994 – July 1996.

- Interpret and explain degree programs.
- Coordinate the enrollment of freshmen for the College of Education.
- Assist students in developing an awareness of programs, strategies and courses open to them in pursuit of their goals.
- Interpret and explain University and College programs, policies, and procedures.
- Provide authorizing signatures and process petitions for excessive hours, correspondence classes, change of study plans, withdrawal forms and other forms as requested.
- Represent the College of Education at recruitment events within the University and across Oklahoma.
- Represent the College at various Alumni Association events.
- Coordinate and prepare the academic assignments and the syllabus for EDUC 1111, the freshmen orientation class. Assume responsibility for the instruction of one section of EDUC 1111. Recruit existing university faculty and staff members to teach the course.
- Advise the Elementary Educators of Tomorrow student organization. Monitor meetings. Oversee budget. Help facilitate fundraising projects.
- Train and orient new professional advisors in the College.
- Selection committee representative for new hires.

OTHER WORK HISTORY

- Lead Teacher, 3-year-old class. Tomball, Texas. 2006-2008. Paraprofessional. Tomball ISD, Tomball Texas. 2009-2015. Business Owner. Tomball, Texas and Wewoka, Oklahoma. 2015 – Present.

EDUCATION

Oklahoma State University, Stillwater, OK
Bachelor of Science in Business Administration
Major: Business Education
Endorsement: Vocational Technical Education

REFERENCES

Mr. Lance Millis
Director
Student Academic Services
College of Engineering
Oklahoma State University
Stillwater, OK 74078
405-744-5276
lance.millis@okstate.edu

Dr. Marilyn Middlebrook
Director of Academic Student Services for Student Athletes
Associate Athletic Director
Oklahoma State University
150 Athletic Center
Stillwater, OK 74078
405-744-5991
pyt@okstate.edu

Ms. Edwina Kersten
Administrative Support
School of Teaching, Learning and Educational Sciences
301 Willard Hall
Stillwater, OK 74078
405-744-8830
kedwina@okstate.edu

Ms. Teresa Sullivan
Principal
Willow Creek Elementary School
18302 N. Eldridge Parkway
Tomball, TX 77377
281-357-3080

12186 NS 3650
Wewoka, OK 74884
November 6, 2023

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

Dear Selection Committee:

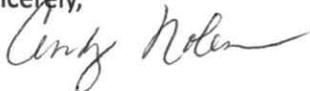
It is with excitement that I submit my letter of application and additional information to you for your review for the position of **Academic Advisor**. I was employed by Oklahoma State University for 11 years as an Academic Advisor in the College of Education. It truly was my happy place. I would genuinely love to be back in the trenches helping to motivate and inspire current students as they begin their journey into higher education.

As an Academic Advisor, I worked with over 350 students each year. My primary responsibility was to guide these students from freshman year to graduation in a timely manner. Interpreting degree sheets for the College of Education and understanding the state requirements to become a teacher helped me to guide my advisees easily through their senior year. In addition to advising, I represented the College of Education at recruitment events within the University and throughout Oklahoma. I also worked closely with the Director of Student Advising to coordinate and prepare the syllabus for EDUC 1111 – the freshman orientation class for the College of Education. Teaching a section of EDUC 1111 was one of the most rewarding parts of my job. The students were curious, enthusiastic, and entertaining! It was such an honor to see those young freshmen traverse through the curriculum and walk across the stage as graduates.

My education coupled with my background in Academic Advising provides a unique opportunity for both of us. I would love the opportunity to chat with you further about how I can become a member of your team. You may reach out to me by calling my mobile number 405-714-1744 or my email, cindynolen@comcast.net.

I appreciate the time and effort it takes to go through the application process. Thank you for considering my application. I hope to be able to meet with you soon.

Sincerely,



Cindy Nolen

Richard K. Thornton
11108 N. Grove Ave., OKC, OK, 73162
Cell: (405) 584-1328 Email: rich_gr8@sbcglobal.net

EDUCATION

Master of Education, July 2009
East Central University, Ada, OK

Bachelor of Science, May 2006
Mid-America Christian University, Oklahoma City, OK

Summa Cum Laude

Associate in Science, May 2004
Seminole State College, Seminole, OK

Associate in applied science in Business and Information Systems, May 2004
Seminole State College, Seminole, OK

Phi Theta Kappa Honor Society

PROFESSIONAL EXPERIENCE

Director of Upward Bound and Upward Bound Math/Science Projects, 2013 - present
Seminole State College, Seminole, OK

- Manage four programs with a five-year budget of over \$6.5 million.
- Research and write all grants pertaining to Upward Bound and assist with submission in Grants.gov.
- Work with Fiscal Affairs to assure that all expenditures, G6 drawdowns, and Jenzabar postings are allowable, allocable, and in compliance with UB's and SSC's federal /state regulations and policies.
- Oversee the administration of all UB grants, supplemental grants, and the USDA Summer Food Grant.
- Hire, train, supervise, and evaluate staff.
- Prepare and submit all reports to the Department of Education, and the Office of Child Nutrition.
- Ensure compliance with all federal regulations pertaining to the UB and UBMS Projects.
- Conduct regularly scheduled staff meetings for project planning and address formative and summative evaluations as outlined in the Project Evaluation.
- Evaluate project performance to determine compliance and effectiveness of procedures and activities.
- Apply, monitor, supervise, report, and file reimbursement claims to the USDA Child Nutrition Program
- Report to SSC administration.
- Collaborate with SSC faculty for summer Bridge Program and outside entities, such as Gateway to Prevention, for referrals to assist with substance abuse, suicide, family counseling etc.
- Assess incoming applications for eligibility and maintain permanent records.
- Collaborate with all SSC grant programs to ensure the maximum number of participants are served, through collaborative educational and cultural events.

- Maintain a working knowledge of all grants program regulations to ensure no duplication of services.
- Oversee and monitor compliance with sponsor regulations, college and Upward Bounds policies and procedures.
- Effectively communicate with the Department of Education Project Program Officer and external evaluator.

Upward Bound Math/Science Coordinator, 2011-2013

Seminole State College, Seminole, OK

- Implemented college preparatory curriculum (math, English, composition, science, foreign language, and computer science), test preparation and tutorials designed to meet the academic needs of each participant.
- Coordinated the assessment of all participants and development of all Personal Education Action Plans.
- Planned and supervised the implementation of academic, social, and cultural activities for students participating in the summer residential component.
- Maintained a caseload of project participants and provided them with the services and activities indicated on their Personal Education Action Plan
- Monitored participants' academic progress; and provided participants with individualized academic advising, career assessment, and college planning activities.
- Coordinated the collection of data for the Annual Performance Report.
- Functioned as liaison to target schools, local government, and community agencies.
- Planned, scheduled, and supervised visits to postsecondary institutions and other field trips.
- Provided parental involvement workshops on applying for financial aid, the importance of postsecondary education and other appropriate topics.
- Interacted with a diverse group of students from twenty different schools in our service area.

Financial Aid Specialist, 2002 – 2011

Seminole State College, Seminole, OK

- Responsible for all aspects of FFEL/Direct Student Loans and compliance.
- Managed the OTAG and OK Promise programs in accordance with state and institutional guidelines.
- Responsible for completion of all BIA, WIA and AmeriCorps needs analysis vouchers.
- Collaborated with all campus departments, especially with Fiscal Affairs and Admissions, to provide quality services to all students.
- Counseled students on financial assistance and steps needed to obtain their financial aid.
- Awarded Pell, SEOG, and internal /external scholarships according to Department of Ed. regulations.
- Was an active committee member of the Oklahoma Association of Student Financial Aid Administrators.
- Managed the Federal College Work Study program including placement and monitoring of funds.
- Assisted in the submission of FAFSA applications to the Department of Education.

HIGHLIGHT OF QUALIFICATIONS

- Enthusiastic, personable, and professional self-starter who works well independently or as a team player, with a strong commitment to cooperative teamwork.
- Strong analytical skills with the ability to easily assess conditions and implement appropriate actions and resolutions.
- Goal-oriented.
- Excellent organizational and management skills.
- Ability to work well under pressure and manage multiple tasks.
- Proficient in Microsoft Suite and Google applications.

REFERENCES

Dr. Bill Knowles
Seminole State College
Vice President of Student Affairs
405-382-9277
b.knowles@sscok.edu

Alicia Bare
Butner High School
High School Counselor
405-944-5526 ext. 15
Abare@butner.k12.ok.us

Angela Harjo
Seminole State College
Director of Talent Search
405-382-9709
a.harjo@sscok.edu

Crystal Bray
8218 Hwy 9
Wetumka, OK. 74883

Dr. Amanda Estey
Vice President of Academic Affairs
Seminole State College

11/02/2023

Vice President Estey,

Please accept this letter as formal resignation from the Health Sciences Division Chair and Nursing Program Director at Seminole State College effective Nov 30. I will continue my teaching responsibilities until the end of the semester.

I wish nothing but the best for the SSC campus and the nursing program. I will always be a strong supporter of this college and in no way wish to leave on bad terms. I will gladly assist with this transition in any way I can.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Bray', with a long, sweeping horizontal stroke extending to the right.

Crystal Bray, RN, MS

Kathyren Dean

111097 North 3740 Road
Okemah, OK 74859
k.dean@sscok.edu

December 15, 2023

Richard Thornton

Upward Bound Director
Seminole State College
2701 Boren Blvd.
Seminole, OK 74868

Dear Richard Thornton.

Please accept this letter as formal notification that I am resigning from my position as the Upward Bound Math Science I Coordinator with Seminole State College. My last day will be December 29, 2023.

Thank you so much for the opportunity to work at Seminole State College this past year. You are a great boss, and I will miss working for you. Unfortunately, due to the institutional micromanagement, lack of communication, and sexism I am ending my time with Seminole State College. I thought that a college with so many amazing women in leadership positions would not have such evident pay gaps between genders. I was recently at a conference for women in higher education and the catch phrase that stuck with me was, "what would a man do?". I have pondered that a lot since that conference, and I believe a man would leave and find a place that valued him.

Sincerely,

Kathyren Dean

A handwritten signature in black ink, appearing to read "Kathyren Dean". The signature is fluid and cursive, with the first name "Kathyren" written in a more stylized, rounded script and the last name "Dean" in a more standard cursive.

employee does not report for duty, the College reserves the right to require such a certificate from the employee's physician. If the illness is prolonged, the Human Resources office must be provided with a doctor's statement on a monthly basis so that work may be planned. If it becomes necessary for the employee to request leave of absence without pay due to prolonged illness, the College may request that the employee continue to pay the monthly premium for the employee's group medical insurance. If the employee wishes to continue employee paid dependent coverage, he/she must make arrangements with the business office to pay the monthly premium.

The employee who has been on Medical Leave must provide a physician's release to the College before he/she may return to work. A full-time employee's job may be protected by the FMLA when he/she is on an approved extended Medical Leave. Failure to return to work on the next scheduled workday following the end of the period (or earlier, if released by a physician) may result in the employee's termination from College employment unless Medical Leave is extended by the appropriate Vice President.

VII. Bereavement Leave

It is the policy of SSC to ensure state employees that must be off work due to the death of an immediate family member for time lost due to the death of the family member. ~~SSC employees are eligible for Bereavement leave if they have completed their initial probationary period.~~

If an employee is absent from work due to the death of a member of his/her immediate family, he/she will be paid for time lost at regular rate from his/her regular scheduled shift up to a maximum of five (5) workdays. Leave for full time employees must begin within ten (10) calendar days of the date of death of the family member or the date of the funeral. Time may be extended by use of vacation, personal, or sick leave with approval of the employee's supervisor.

For purposes of bereavement leave, immediate family is defined as follows:

Employees - spouse or significant other ("significant other" is defined to mean one who stands in place of a spouse and who resides with the employee), child, stepchild, grandchild, parent, stepparent, grandparent, great-grandparent, brother, sister, step-sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or legal guardian or other person who stands in the place of a parent (in loco parentis).

Upon his/her return, the employee will submit a Request for Leave form to his/her immediate supervisor for taking bereavement leave and may be requested to attach supporting documentation.

VIII. Abandonment of Position

An employee who has failed to report to work for three consecutive workdays without notifying his/her supervisor will be considered to have voluntarily resigned his/her position.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION**Return by December 1, 2023**Electronic submission with President's signature is preferred (to sbeauchamp@osrhe.edu).**Institution: Seminole State College****ACADEMIC CALENDAR FOR 2024-2025***NOTE: All schedules should include final exams***Summer 2024 Session:**

Semester (14-week session) (begins and ends)	5/6/2024 through 8/9/2024
10-week session (begins and ends)	5/20/2024 through 7/25/2024
6-week session (begins and ends)	5/13/2024 through 6/20/2024
1-week session (begins and ends)	6/24/2024 through 6/27/2024
8 -week session (begins and ends)	5/20/2024 through 7/11/2024

Please list dates of all holidays/breaks (no classes)

Memorial Day	5/27/2024 through 5/27/2024
Juneteenth	6/19/2024 through 6/19/2024
Fourth of July	7/4/2024 through 7/4/2024

Semester ends 5/6/2024 through 8/9/2024

Please add any additional short-term sessions offered at your institution:

(Please note the specific length of the short-term session in the shaded boxes)

4-week session (begins and ends) UB 6/3/2024 through 6/27/2024

Summer Commencement date (if applicable) [Click here to enter a date.](#)

Fall 2024 Semester:

16-week Semester (begins and ends)	8/19/2024 through 12/13/2024
12-week Semester (begins and ends)	8/19/2024 through 11/8/2024
1st 8-week session (begins and ends)	8/19/2024 through 10/11/2024
2nd 8-week session (begins and ends)	10/14/2024 through 12/13/2024

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short-term session in the shaded boxes)

Please list dates of all holidays/breaks (no classes)

Labor Day	9/2/2024 through 9/2/2024
Fall Break	10/17/2024 through 10/18/2024
Thanksgiving	11/27/2024 through 11/29/2024

Semester ends	8/19/2024 through 12/13/2024
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Fall Commencement date (if applicable)	Click here to enter a date.
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Spring 2025 Semester:

16-week Semester (begins and ends)	1/13/2025 through 5/8/2025
12-week Semester (begins and ends)	1/13/2025 through 4/11/2025
1st 8-week session (begins and ends)	1/13/2025 through 3/7/2025
2nd 8-week session (begins and ends)	3/10/2025 through 5/8/2025

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short-term session in the shaded boxes)

Please list dates of all holidays/breaks (no classes)

MLK	1/20/2025 through 1/20/2025
President's Day	2/17/2025 through 2/17/2025
Spring Break	3/17/2025 through 3/21/2025
Interscholastic Meet	3/27/2025 through 3/27/2025

*****Note: Spring Break should be scheduled for the week that encompasses the third Wednesday in March*****

Spring Commencement date (if applicable)	5/9/2025
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Alternative Schedules (please describe any alternative schedules not already indicated above)

Interessions (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

	Fall 2024 Interession (between summer 2024 and fall 2024)	Spring/Winter 2024- 2025 Interession (between fall 2024 and spring 2025)	Summer 2025 Interession (between spring 2025 and summer 2025)
Interession begins	Click here to enter a date.	12/16/2024	Click here to enter a date.
Interession ends		1/10/2025	Click here to enter a date.

Summer 2024 (if applicable):

Final add date 14-week classes:	5/9/2024
Final drop date 14-week classes:	5/17/2024
Final add date 10-week classes	5/22/2024
Final drop date 10-week classes:	5/23/2024
Final add date 4-week classes:	6/3/2024
Final drop date 4-week classes:	6/5/2024
Final add date 6-week classes:	5/15/2024
Final drop date 6-week classes:	5/17/2024
Final add date 1-week classes:	6/24/2024
Final drop date 1-week classes:	6/24/2024
Final add date 8-week classes:	5/23/2024
Final drop date 8-week classes:	5/23/2024

Fall 2024:

Final add date 16-week classes:	8/23/2024
Final drop date 16-week classes:	8/30/2024
Final add date 12-week classes:	8/22/2024
Final drop date 12-week classes:	8/28/2024
Final add date 1st 8-week classes:	8/21/2024
Final drop date 1st 8-week classes:	8/23/2024
Final add date 2nd 8-week classes:	10/16/2024
Final drop date 2nd 8-week classes:	10/16/2024

Spring 2025:

Final add date 16-week classes:	1/17/2025
Final drop date 16-week classes:	1/24/2025
Final add date 12-week classes:	1/16/2025
Final drop date 12-week classes:	1/23/2025
Final add date 1 st 8-week classes:	1/15/2025
Final drop date 1 st 8-week classes:	1/17/2025
Final add date 2 nd 8-week classes:	3/12/2025
Final drop date 2 nd 8-week classes:	3/13/2025

Signature of President _____ **Date** _____



Invoice #:	INV273983
Customer ID:	111816 Seminole State College
Project ID:	SCO-Annual Renewal Seminole State College : Annual Renewal

Bill To
 Seminole State College
 Accounts Payable
 2701 Boren Blvd
 Seminole OK 74868-1901
 United States

Ship To
 Seminole State College
 Accounts Payable
 2701 Boren Blvd
 Seminole OK 74868-1901
 United States

Invoice Date	Payment Due Date	PO #	Terms
11/30/2023	12/30/2023		Net 30

Item	Coverage Start	Coverage End	Quantity	Unit Price	Total
Jenzabar Subscription					
Student Life					
Retention					
Registration					
Purchasing					
Personnel					
Payroll					
Jenzabar Mobile					
Jenzabar Internet Campus Solution					
General Ledger					
Fixed Assets					
Financial Aid Manager					
Electronic Transcript					
CRM Student					
CRM Staff					
CRM Faculty					
CRM Candidate					
CRM Admissions Officer					
Common					
Budget					
Advising					
Admissions					
Accounts Receivables					
Accounts Payable					
Jenzabar Subscription Subtotal	1/1/2024	12/31/2024	1	\$125,966.00	\$125,966.00

Comments: 2024 Renewal	Subtotal	\$125,966.00
	Tax Total	\$0.00
	Discount Item	
For questions please email Accountsreceivable@jenzabar.com	Total	\$125,966.00

For ACH Payments:

To: Citizens
Riverside, RI
Credit To: Jenzabar, Inc.
Routing/ABA #: 211070175
Account #: 1403278404

For Direct Wire Payments:

To: Citizens
Riverside, RI
Credit To: Jenzabar, Inc.
Routing/ABA #: 011500120
Account #: 1403278404
SWIFT Code: CTZIUS33

For Check Payments

Jenzabar Lockbox
P.O. Box 845588
Boston, MA 02284-5588

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title:

AAS-Nursing

Change(s) requested (please be as detailed as possible):

Request to change EPSLO's to update to 2023 ACEN standards: Please see ne

<i>Current EPSLO's and Program Outcomes</i>	<i>Proposed EPSLO's and Program Outcomes</i>
Standard 6 Criterion 1	Standard 5 Criterion 1
<ol style="list-style-type: none"> 1. Develop professional nursing skills using the core values of Compassion, Opportunity, Respect and Excellence. 2. Promote nursing excellence through exploration of opportunities for lifelong learning and professional self-development. 3. Operate within the scope of practice of the Registered Nurse to perform safe, ethical and legally sound healthcare. 4. Demonstrate comprehensive professional knowledge of Evidence Based Practice to promote health and prevent disease which leads to improved healthcare outcomes. 5. Apply clinical reasoning and nursing process to meet patients' healthcare needs throughout the lifespan using a holistic, patient-centered approach. 6. Utilize effective therapeutic communication in the care of the individuals and their families. 	<p>Patient Centered Care: Collaborate with the client, family, significant others, and members of the healthcare team to utilize the clinical judgement model in the provision of holistic, individualized, and culturally sensitive patient centered care.</p> <p>Teamwork and Collaboration: Effectively communicate with the nursing and interdisciplinary teams to advocate for efficient and effective client centered healthcare.</p> <p>EBP: Integrate comprehensive evidenced-based practice and clinical judgement to promote health and prevent disease during the coordination and implementation of client centered care.</p> <p>Safety Utilize the clinical judgement model to minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</p> <p>Informatics Implement client care technologies, information systems, and communication devices that support safe nursing practice and development of nursing knowledge.</p>

<p>7. Appreciate and provide culturally competent, patient-centered care to promote, restore, and maintain the maximum health potential of individuals.</p> <p>8. Collaborate with multidisciplinary healthcare teams to advocate for efficient and effective healthcare.</p> <p>9. Utilize nursing informatics and advanced technology to enhance patient outcomes.</p> <p>10. Demonstrate integrity in all professional interactions and academic settings.</p>	<p>Quality Assurance: Role model professional nursing role expectations, including accountability, ethics, legal standards, and values.</p>
<p>Standard 6 Criterion 2</p>	<p>Standard 5 Criterion 2</p>
<p>11. Program completion rate will be at least 70% within 150% of the program length beginning with first nursing course after admission into the nursing program.</p>	<p>2. On-time completion rate will be 55% or greater beginning with first nursing course after admission into the nursing program.</p> <p>12. Completion rate of 70% or greater within 150% of beginning with first nursing course after admission into the nursing program. the program length</p>
<p>Standard 6 Criterion 3</p>	<p>Standard 5 Criterion 3</p>
<p>13. NCLEX-RN licensure exam pass rate for first time attempts will be at least 80% during the same 12-month period.</p>	<p>NCLEX-RN licensure exam pass rate for 1st time test takers and 1st time test repeaters will be at or above 80% within the same 12-month period.</p>
<p>Standard 6 Criterion 4</p>	<p>Standard 5 Criterion 4</p>
<p>14. Registered nurse job placement rates will be at least 90% within 12 months of graduation as determined by graduate survey respondents.</p>	<p>Registered nurse job placement rates will be 90% or greater within 12 months of graduation as determined by graduate and employer response to faculty inquiries.</p>

Originator

Date

Division Chair

Date

Date Approved by the Curriculum Committee:

Program Modification New Course Request

Procedure for submitting a new course request:

1. Full-time faculty may add a new course to their program by using this form. Please fill one form out for each request.
2. The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/ FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: **ENG/HUM**

Course Title: **Survey of Native American Literature**

All degree programs requiring a Humanities course will need updating

- [Agriculture AS](#)
- [Agriculture AS - Agribusiness Emphasis](#)
- [Agriculture AS Leadership Emphasis](#)
- [Agriculture AS Pre-Vet Emphasis](#)
- [Biology AS](#)
- [Business AS](#)
- [Child Development AA](#)
- [Computer Science AS](#)
- [Criminal Justice AS](#)
- [Health Sciences AS](#)
- [Health, Phys. Ed. and Recreation AS](#)
- [Liberal Studies AA](#)
- [Liberal Studies Art AA](#)
- [Liberal Studies Biology Emphasis AS](#)
- [Liberal Studies Language Arts AA](#)
- [Liberal Studies Mathematics AA](#)
- [Liberal Studies Physical Sciences AA](#)
- [Pre-Engineering AS](#)
- [Psychology AS](#)
- [Secondary Education Biology AS](#)
- [Secondary Education Chemistry AS](#)
- [Secondary Education English AS](#)
- [Secondary Education History AS](#)
- [Secondary Education Math AS](#)
- [Secondary Education Physics AS](#)
- [Social Sciences AA](#)
- [Social Sciences Govt History AA](#)
- [Social Sciences Sociology AA](#)

Course prefix/number: **ENG/HUM 2233**

Credit/Lab Hours: **3**

Does the course change the number of required hours to the program? Yes **No**

Is the course an elective for the program? **Yes** No

Is this course on the CEP Matrix? **Yes** No we will submit our course to the CEP in fall 2024

Semester(s) the course will be taught: Summer, Fall, **Spring of even years**

Number of new program hours (leave blank if there is no change):

Course Description:

ENG 2233 Survey of Native American Literature A survey of Native American literature from Pre-Columbian time through the present including poetry, fiction, oratory, biography, legend, and essay. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix AI 016. (3-0-3)

List measurable SLOs:

1. Identify and discuss historical, social, and cultural contexts relevant to Native American literature
2. Identify and discuss key figures, genres, and literary traditions of Native American literature
3. Summarize and synthesize main ideas and themes of Native American literature
4. Write critically about Native American literature

Reason for adding a new course to the program:

Currently, our catalog lists ENG 1803 Native American Literature (Matrix AI 002), but that course is Matrix AI 003. We need to create a course number that matches what we actually teach, which is a survey of NA Literature (Matrix AI 002).

Originator

Date

Division Chair

Date

Date Approved by the Curriculum Committee:

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: Business AS

Change(s) requested (please be as detailed as possible):

BA 2213 Microeconomics
New SLOs per OSRHE CEP 2023

1. Explain the concepts of scarcity, choice, and opportunity cost, and how they relate to decision making.
2. Utilize the theory of supply and demand to explain market outcomes.
3. Compare and contrast profit maximization under different market structures.
4. Calculate microeconomic measures.
5. Explain how government intervention affects market efficiency.
6. Identify the effects of international trade on the welfare of market participants.

BA 2113 Macroeconomics
New SLOs per OSRHE CEP 2023

1. Explain the concepts of scarcity, choice, and opportunity cost and how they relate to decision making.
2. Utilize the theory of supply and demand to explain market outcomes.
3. Interpret macroeconomic indicators, such as GDP, inflation, and unemployment.
4. Compare and contrast fiscal and monetary policy.
5. Identify factors affecting international trade and finance.
6. Explain macroeconomic forces that affect the level of economic activity in the short run and long run.
7. Identify the role of money and financial intermediaries in the macroeconomy.

BRAD SCHATZ 
Originator

11/9/23
Date

Jammy Kasteke
Division Chair

11-9-23
Date

Date Approved by the Curriculum Committee:

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: Child Development – Associate in Arts

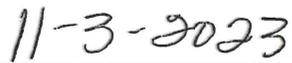
Change(s) requested (please be as detailed as possible):

I am requesting the prerequisite of Child Development (CD 1103) be removed from Program and Curriculum Planning for Early Childhood (CD 2113).

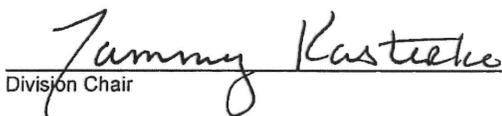
This change will need to be reflected in the course description in the college catalog and in the course syllabus.



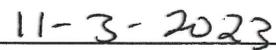
Originator



Date



Division Chair



Date

Date Approved by the Curriculum Committee:

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: Computer Science

Change(s) requested (please be as detailed as possible):

CS 1173

Name Change: **Hardware and Network Systems Support**

Description Change: **Students will examine the management and maintenance of hardware and peripheral systems, along with network concepts, standards, media, protocol, and topologies. Topics may include user administration, network connectivity, security, Local Area Networks (LAN), Wide Area Networks (WAN), backup and recovery, system and network design, IP addressing and troubleshooting.**

SLOs

- A – Introduction to the standard backup or disaster recovery process
- B – Conduct PC, network, software system maintenance, diagnostics through troubleshooting
- C - Identify, assess and justify alternative or evolving IT system changes
- D – Application of mathematical concepts to meet IT requirements
- E – Design, implement or manage scalable networks using classifications, topologies, network classification or communication models
- F – Profession communication using IT technical and non-technical terminology for any audience

Christopher Costos/Dr Ricky Straight
Originator

10/26/23
Date

Emily Carpenter
Division Chair

11/8/23
Date

Date Approved by the Curriculum Committee:

Program Modification New Course Request

Procedure for submitting a new course request:

1. Full-time faculty may add a new course to their program by using this form. Please fill one form out for each request.
2. The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/ FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: **Computer Science**

Course Title: **Digital Forensics**

Course prefix/number: **CS 2223**

Credit/Lab Hours: **3**

Does the course change the number of required hours to the program? Yes **No**

Is the course an elective for the program? Yes **No**

Is this course on the CEP Matrix? Yes **No**

Semester(s) the course will be taught: **Spring Rotation Class**

Number of new program hours (leave blank if there is no change):

Course Description:

Students are introduced to the procedures and techniques used to identify, extract, validate, document, and preserve electronic evidence. Topics include forensic tools, resources, policies, and procedures.

List measurable SLOs:

A – Understanding the digital forensics investigation processes

B – Practical knowledge for data acquisition and processing

C – Navigation of incident and crime scenes as it relates to digital information gathering

D – Use of Digital Forensic tools for data, image, graphic files, virtual machine, live and network acquisition and cataloging

E – Proper report writing in a highly technical environment

Reason for adding a new course to the program:

Industry needs driven

Part of NASNTI grant

Christopher Gootos/Dr Ricky Streight
Originator

10/26/23
Date

Emily Caputo
Division Chair

11/8/23
Date

Date Approved by the Curriculum Committee:

Computer Science Associate in Science

Offered Online

Degree Program Mentor

For additional information regarding this degree, contact the Degree Program Mentor.



Dr. Ricky Streight
Assistant Math Professor
405-382-9689
r.streight@sscok.edu
Division Office: 405-382-9266

Program Objective

The objective of the Computer Science Associate in Science is to prepare students for transfer to a bachelor degree granting institution to major in computer science or information systems.

Requirements for Graduation

1. Sixty-three designated semester credit hours.
2. Grade of "C" or better required in all Major Field Requirement courses.
3. Grade Point Average of 2.0 or better.
4. Fifteen semester credit hours in attendance at SSC.
5. Completion of Graduate Exit Survey.

Please Note: Consult with advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

For Information Contact:

Science, Technology, Engineering, and Mathematics Division (405) 382-9266

Transfer Note: A statewide transfer agreement guarantees students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree the associate degree will satisfy all freshman and sophomore general education requirements at the four-year university.

General Education Requirements 42

GOV 1113	American National Government	3
HIST 1483	American History to 1877 or	
HIST 1493	American History since 1877	3
ENG 1113	Composition I	3
ENG 1213	Composition II	3
SPCH 1143	Speech	3
HUM	Any class designated as Humanities	6
MATH 1513	Pre-Calculus for Eng-Phys-CS	3
SCIENCE	One Life Science with lab and	
	One Physical Science with lab	8
CAP 1103	Introduction to Microsoft Office	3
HPER 1012	Wellness and Human Development or	
	Two HPER Activity Courses	2
STSC 1002	Learning Strategies	2
ELECTIVE	Select from Psychology, Social Sciences, and Fine Arts	3

Major Field Requirements 15

CS 1033	Computer Logic & Flowcharting(FO)	
CS 1183	Information Security (SO)	
CS 2033	Script Programming (SO)	
CS 2013	Programming in C++ I (SO)	
CS 2023	Programming in C++ II (FO)	

Major Field Electives and Support 6

Select from the following:

ACCT 2033	Financial Accounting
BA 2113	Macroeconomics
BA 2253	Business Statistics
CS 1003	Elementary Computer Literacy
CS 1113	Programming in Visual Basic
CS 1173	Hardware System Support
CS 1303	Ethics in Information Technology
CS 2003	Webpage Design Using HTML
CS 2173	Operating Systems
CS 2643	Advanced Microsoft Excel
ENGR 1113	Introduction to Engineering (FO)
MATH 1613	Plane Trigonometry (SO)
MATH 2215	Calculus and Analytic Geometry I (SO)
MATH 2424	Calculus and Analytic Geometry II (FO)
MATH 2434	Calculus and Analytic Geometry III (SO)

Hardware and Network Systems Support

CS - 2223 Digital Forensics

MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE 63

FO=Fall Only FOO=Fall Odd Yrs Only FEO=Fall Even Yrs Only

SO=Spring Only SOO=Spring Odd Yrs Only SEO=Spring Even Yrs Only

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: ART

Change(s) requested (please be as detailed as possible):

As requested by Advising, we have added a line (highlighted) to the current catalog description to clarify that the course has hands-on activities. These changes apply to both F2F and online sections.

ART 1203 Art Appreciation stresses the study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment-making in evaluation of art from different times and places is stressed. This course is a lecture-based and studio/lab delivery of curriculum. Along with weekly assessments and an essay paper, students are required to complete several hands-on art projects during the semester. This course satisfies a Seminole State College humanities requirement. OSRHE Matrix AA 005, HH 006. (3-0-3)

Originator

Date

Division Chair

Date

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: Elementary Education Associate in Science and Elementary Education – ECU Option Associate in Science

Change(s) requested (please be as detailed as possible):

Under General Education Requirements please change the ENG/HUM 2433 World Literature I or ENG/HUM 2413 Introduction to Literature to ENG XXX3 Any ENG XXX3 Literature Course.

This will need to be updated in the degree plan, degree checklist and the semester by semester suggested degree plan in the College Catalog for both the Elementary Education and the Elementary Education ECU Option Associate in Science degrees.

Jammy Kesterle
Originator

11/13/2023
Date

Jammy Kesterle
Division Chair

11/13/2023
Date

Date Approved by the Curriculum Committee:

Elementary Education Associate in Science

Offered Online

Degree Program Mentor

For additional information regarding this degree, contact the Degree Program Mentor.



Emily Carpenter
Assistant Professor
405-382-9234
e.carpenter@ssocok.edu
Division Office: 405-382-9252

Program Objective

The objective of the Elementary Education Associate in Science is to prepare students for transfer to a bachelor's degree granting institution to major in elementary education.

Requirements for Graduation

1. Sixty-one designated semester credit hours.
2. Grade of "C" or better required in all Major Field Requirement courses.
3. Grade Point Average of 2.0 or better.
4. Fifteen semester credit hours in attendance at SSC.
5. Completion of Graduate Exit Survey.

Please Note: Consult with advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Transfer Note: A statewide transfer agreement guarantees students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree will satisfy all freshman and sophomore general education requirements at the four-year university.

General Education Requirements 31

GOV 1113	American National Government 3
HIST 1483	American History to 1877 <u>or</u>
HIST 1493	American History since 1877..... 3
ENG 1113	Composition I..... 3
ENG 1213	Composition II 3
SPCH 1143	Speech..... 3
ENG/HUM 2433	World Literature I <u>or</u> ENG xxx3
ENG/HUM 2413	Introduction to Literature. <u>Any Literature course</u>
HIST/HUM 2223	Early Western Civilization to 1660 <u>or</u>
HIST/HUM 2233	Modern Western Civilization since 1660 3
MATH 1413	Quantitative Reasoning 3
SCIENCE	<i>met by program</i>
CAP 1103	Introduction to Microsoft Office 3
HPER 1012	Wellness and Human Development 2
STSC 1002	Learning Strategies 2
ELECTIVE	<i>met by program</i>

Major Field Requirements 27

BIOL 1114	General Biology
GEOG 1123	World Regional Geography
MATH 2113	Mathematics Concepts for Educators I (SO)
MATH 2123	Mathematics Concepts for Educators II (SO)
MATH 2133	Mathematics Concepts for Educators III (FO)
PHYS xxx4	Any Physical Science with lab
PHYS xxx4	Any Physical Science with lab <u>or</u> BIOL xxx4 Life Science with lab
PSY 1113	General Psychology

Major Field Electives and Support..... 3

Select from the following:

ART/HUM 1203	Art Appreciation
ART 1103	Fundamentals of Art I
ART 1133	Fundamentals of Art II
CD 1123	Early Childhood Education
ENG 1313	Technical Report Writing
ENG 2103	Fiction Writing
ENG 2113	Creative Writing
ENG 2123	Introduction to Poetry
PSY 2023	Developmental Psychology
PSY 2103	Child and Adolescent Psychology
SPCH/HUM 1523	Introduction to Theatre

MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE 61

FO=FALL ONLY FOO=FALL ODD YRS ONLY FEO=FALL EVEN YRS ONLY

SO=SPRING ONLY SOO=SPRING ODD YRS ONLY SEO=SPRING EVEN YRS ONLY



Elementary Education - Associate in Science Degree Requirements Checklist 2023-24

A statewide transfer agreement guarantees students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree will satisfy all freshman and sophomore general education requirements at the four-year university.

	GENERAL EDUCATION REQUIREMENTS	27 hrs.	MAJOR FIELD REQUIREMENTS
6 hrs.	Social Sciences <input type="checkbox"/> GOV 1113 American National Government <input type="checkbox"/> HIST 1483 American History Survey to 1877 <u>or</u> <input type="checkbox"/> HIST 1493 American History Survey since 1877		<input type="checkbox"/> BIOL 1114 General Biology <input type="checkbox"/> GEOG 1123 World Regional Geography <input type="checkbox"/> MATH 2113 Mathematics Concepts for Educators I (SO) <input type="checkbox"/> MATH 2123 Mathematics Concepts for Educators II(SO) <input type="checkbox"/> MATH 2133 Mathematics Concepts for Educators III(FO) <input type="checkbox"/> PHYS 1114 General Physical Science <input type="checkbox"/> PHYS 1214 Earth Science <input type="checkbox"/> PSY 1113 General Psychology
9 hrs.	Language Arts <input type="checkbox"/> ENG 1113 Composition I <input type="checkbox"/> ENG 1213 Composition II <input type="checkbox"/> SPCH 1143 Speech		
6 hrs.	Humanities <i>Select one of the following:</i> <input type="checkbox"/> ENG/HUM 2433 World Literature I <i>ENG XXX3</i> <input type="checkbox"/> ENG/HUM 2413 Introduction to Literature <i>Any Literature course</i> <input type="checkbox"/> HIST/HUM 2223 Early Western Civilization to 1660 <input type="checkbox"/> HIST/HUM 2233 Modern Western Civilization since 1660	3 hrs.	MAJOR FIELD ELECTIVES AND SUPPORT <i>Select from the following:</i> <input type="checkbox"/> PSY 2023 Developmental Psychology <input type="checkbox"/> PSY 2103 Child and Adolescent Psychology
3 hrs.	Mathematics <input type="checkbox"/> MATH 1413 Quantitative Reasoning Life Science <input checked="" type="checkbox"/> <i>met by program</i> Physical Science <input checked="" type="checkbox"/> <i>met by program</i>	30 hrs.	TOTAL REQUIRED MAJOR FIELD HOURS
3 hrs.	Computer Applications <input type="checkbox"/> CAP 1103 Introduction to Microsoft Office	61 hrs.	MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE
2 hrs.	Health, Physical Education and Recreation <input type="checkbox"/> HPER 1012 Wellness and Human Development		
2 hrs.	Student Success Required during first semester <input type="checkbox"/> STSC 1002 Learning Strategies		
	Psychology, Soc. Science, or Fine Arts Elective <input checked="" type="checkbox"/> <i>met by program</i>		
31 hrs.	TOTAL REQUIRED GENERAL EDUCATION HOURS		

revised 9/2018

FO=FALL ONLY FOO=FALL ODD YRS ONLY FEO=FALL EVEN YRS ONLY SO=SPRING ONLY SOO=SPRING ODD YRS ONLY SEO=SPRING EVEN YRS ONLY



Semester by Semester Suggested Degree Plan* Elementary Education - Associate in Science

COURSE NUMBER- COURSE DESCRIPTION	HOURS
FRESHMAN YEAR, FALL	
<input type="checkbox"/> STSC 1002 LEARNING STRATEGIES	2
<input type="checkbox"/> ENG 1113 COMPOSITION I	3
<input type="checkbox"/> MATH 1413 QUANTITATIVE REASONING	3
<input type="checkbox"/> HPER 1012 WELLNESS AND HUMAN DEVELOPMENT	2
<input type="checkbox"/> PSY 1113 GENERAL PSYCHOLOGY	3
<input type="checkbox"/> CAP 1103 INTRODUCTION TO MICROSOFT OFFICE	3
TOTAL:	16
FRESHMAN YEAR, SPRING	
<input type="checkbox"/> ENG 1213 COMPOSITION II	3
<input type="checkbox"/> BIOL 1114 GENERAL BIOLOGY	4
<input type="checkbox"/> MATH 2113 MATH CONCEPTS FOR EDUCATORS I (SO)	3
<input type="checkbox"/> MATH 2123 MATH CONCEPTS FOR EDUCATORS II (SO)	3
<input type="checkbox"/> HIST 1483/1493 AMERICAN HISTORY SURVEY TO 1877 OR SINCE 1877	3
TOTAL:	16
SOPHOMORE YEAR, FALL	
<input type="checkbox"/> SPCH 1143 SPEECH	3
<input type="checkbox"/> MATH 2133 MATH CONCEPTS FOR EDUCATORS III (FO)	3
<input type="checkbox"/> PHYS 1114 GENERAL PHYSICAL SCIENCE	4
<input type="checkbox"/> ENG/HUM 2453 WORLD LITERATURE I OR ENG/HUM 2413 INTRODUCTION TO LITERATURE ENG XXX3 Any Literature Course	3
<input type="checkbox"/> GOV 1113 AMERICAN NATIONAL GOVERNMENT	3
TOTAL:	16
SOPHOMORE YEAR, SPRING	
<input type="checkbox"/> MAJOR FIELD ELECTIVE	3
<input type="checkbox"/> PHYS 1214 EARTH SCIENCE	4
<input type="checkbox"/> HIST/HUM 2223 EARLY WESTERN CIVILIZATION TO 1660 OR HIST/HUM 2233 MODERN WESTERN CIVILIZATION SINCE 1660	3
<input type="checkbox"/> GEOG 1123 WORLD REGIONAL GEOGRAPHY	3
TOTAL:	13
TOTAL HOURS:	61

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**LIFE SCIENCE = BIOL 1114, 1214, OR 1234

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Elementary Education – East Central Option Associate in Science

Degree Program Mentor

For additional information regarding this degree, contact the Degree Program Mentor.



Emily Carpenter
Assistant Professor
405-382-9234
e.carpenter@sscok.edu
Division Office: 405-382-9252

Program Objective

The objective of the Elementary Education Associate in Science is to prepare students for transfer to a bachelor's degree granting institution to major in elementary education.

Requirements for Graduation

1. Sixty-four designated semester credit hours.
2. Grade of "C" or better required in all Major Field Requirement courses.
3. Grade Point Average of 2.0 or better.
4. Fifteen semester credit hours in attendance at SSC.
5. Completion of Graduate Exit Survey.

Transfer Note: A statewide transfer agreement guarantees students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree will satisfy all freshman and sophomore general education requirements at the four-year university.

Admission to ECU Teacher Education:

Students who are considering teacher education as a career must have a Graduate Retention GPA of 2.5 to enroll in EDUC 2012 Foundations of Education and EDUC 2211 Field Experience I. Students must also complete an application for admission to the Teacher Education Program. The application process will be completed while enrolled in EDUC 2012. For more information on the ECU Teacher Education Program contact Phyllis Isaacs, Chair of the Education Department at 580 559-5240.

Teacher Certification Examinations:

The Oklahoma General Education Test (OGET) is the first of a series of certification exams required by the teacher certification process in the State of Oklahoma. The OGET is typically taken during a teacher education candidate's sophomore year. For more information on OGET and other required certification examinations visit www.ceoe.nesinc.com.



General Education Requirements		31
GOV 1113	American National Government	3
HIST 1483	American History to 1877 <u>or</u>	
HIST 1493	American History since 1877.....	3
ENG 1113	Composition I	3
ENG 1213	Composition II	3
SPCH 1143	Speech.....	3
ENG/HUM 2433	World Literature I <u>or</u> <i>ENG 4443</i>	
ENG/HUM 2413	Introduction to Literature <i>Any literature course</i>	
HIST/HUM 2223	Early Western Civilization to 1660 <u>or</u>	
HIST/HUM 2233	Modern Western Civilization since 1660.....	3
MATH 1413	Quantitative Reasoning	3
SCIENCE	<i>met by program</i>	
CAP 1103	Introduction to Microsoft Office	3
HPER 1012	Wellness and Human Development	2
STSC 1002	Learning Strategies	2
ELECTIVE	<i>met by program</i>	

Major Field Requirements		27
BIOL 1114	General Biology	
GEOG 1123	World Regional Geography	
MATH 2113	Mathematics Concepts for Educators I (SO)	
MATH 2123	Mathematics Concepts for Educators II (SO)	
MATH 2133	Mathematics Concepts for Educators III (FO)	
PHYS 1114	General Physical Science	
PHYS 1214	Earth Science	
PSY 1113	General Psychology	



Major Field Requirements at East Central University		6
EDUC 2012	Diversity in American Education (SO)	
EDUC 2211	Field Experience (SO)	
EDUC 2402	Survey of Exceptional Children (SO)	
EDUC 2631	Foundations of Educational Technology (SO)	

MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE **64**

Important Note: The second block of teacher education courses will be taken at ECU and includes PSYCH 3513 Educational Psychology. The completion of either of the following prerequisites for that course prior to graduation from SSC is strongly recommended: PSY 2023 Developmental Psychology or PSYCH 3463 Child and Adolescent Psychology. Failure to complete the prerequisite to Educational Psychology will delay enrollment in the second block of teacher education courses at ECU.

FO= FALL ONLY FOO= FALL ODD YRS ONLY FEO= FALL EVEN YRS ONLY

SO= SPRING ONLY SOO= SPRING ODD YRS ONLY SEO= SPRING EVEN YRS ONLY



Elementary Education ECU Option- Associate in Science

Degree Requirements Checklist

2023-24

	GENERAL EDUCATION REQUIREMENTS		MAJOR FIELD REQUIREMENTS
6 hrs.	Social Sciences <input type="checkbox"/> GOV 1113 American National Government <input type="checkbox"/> HIST 1483 American History Survey to 1877 <u>or</u> <input type="checkbox"/> HIST 1493 American History Survey since 1877	30 hrs.	<input type="checkbox"/> BIOL 1114 General Biology <input type="checkbox"/> ENG/HUM 2433 World Literature I <i>ENG XXX.3</i> <input type="checkbox"/> ENG/HUM 2413 Introduction to Literature <i>Any Literature Course</i> <input type="checkbox"/> GEOG 1123 World Regional Geography <input type="checkbox"/> MATH 2113 Mathematics Concepts for Educators I (SO) <input type="checkbox"/> MATH 2123 Mathematics Concepts for Educators II (SO) <input type="checkbox"/> MATH 2133 Mathematics Concepts for Educators III (FO) <input type="checkbox"/> PHYS 1114 General Physical Science <input type="checkbox"/> PHYS 1214 Earth Science <input type="checkbox"/> PSY 1113 General Psychology
9 hrs.	Language Arts <input type="checkbox"/> ENG 1113 Composition I <input type="checkbox"/> ENG 1213 Composition II <input type="checkbox"/> SPCH 1143 Speech		
3 hrs.	Humanities <i>Select one of the following:</i> <input type="checkbox"/> HIST/HUM 2223 Early Western Civilization to 1660 <u>or</u> <input type="checkbox"/> HIST/HUM 2233 Modern Western Civilization since 1660		
3 hrs.	Mathematics <input type="checkbox"/> MATH 1413 Quantitative Reasoning		
	Life Science <input checked="" type="checkbox"/> <i>met by program</i>	6 hrs.	MAJOR FIELD REQUIREMENTS AT EAST CENTRAL UNIVERSITY <input type="checkbox"/> EDUC 2012 Diversity in American Education (SO) <input type="checkbox"/> EDUC 2211 Field Experience (SO) <input type="checkbox"/> EDUC 2402 Survey of Exceptional Children (SO) <input type="checkbox"/> EDUC 2631 Foundations of Educational Technology (SO)
	Physical Science <input checked="" type="checkbox"/> <i>met by program</i>		
3 hrs.	Computer Applications <input type="checkbox"/> CAP 1103 Introduction to Microsoft Office		
2 hrs.	Health, Physical Education and Recreation <input type="checkbox"/> HPER 1012 Wellness and Human Development	35 hrs.	TOTAL REQUIRED MAJOR FIELD HOURS
2 hrs.	Student Success Required during first semester <input type="checkbox"/> STSC 1002 Learning Strategies	64 hrs.	MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE
	Psychology, Soc. Science, or Fine Arts Elective <input checked="" type="checkbox"/> <i>met by program</i>		Important Note: The second block of teacher education courses will be taken at ECU and includes PSYCH 3513 Educational Psychology. The completion of either of the following prerequisites for that course prior to graduation from SSC is strongly recommended: PSY 2023 Developmental Psychology or PSYCH 3463 Child and Adolescent Psychology. Failure to complete the prerequisite to Educational Psychology will delay enrollment in the second block of teacher education courses at ECU.
28 hrs.	TOTAL REQUIRED GENERAL EDUCATION HOURS		
	<p>A statewide transfer agreement guarantees students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree will satisfy all freshman and sophomore general education requirements at the four-year university.</p>		

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Semester by Semester Suggested Degree Plan*

Elementary Education ECU Option- Associate in Science

COURSE NUMBER- COURSE DESCRIPTION	HOURS
FRESHMAN YEAR, FALL	
<input type="checkbox"/> STSC 1002 LEARNING STRATEGIES	2
<input type="checkbox"/> ENG 1113 COMPOSITION I	3
<input type="checkbox"/> MATH 1413 QUANTITATIVE REASONING	3
<input type="checkbox"/> HPER 1012 WELLNESS AND HUMAN DEVELOPMENT	2
<input type="checkbox"/> PSY 1113 GENERAL PSYCHOLOGY	3
<input type="checkbox"/> CAP 1103 INTRODUCTION TO MICROSOFT OFFICE	3
TOTAL:	16
FRESHMAN YEAR, SPRING	
<input type="checkbox"/> ENG 1213 COMPOSITION II	3
<input type="checkbox"/> BIOL 1114 GENERAL BIOLOGY	4
<input type="checkbox"/> MATH 2113 MATH CONCEPTS FOR EDUCATORS I (SO)	3
<input type="checkbox"/> MATH 2123 MATH CONCEPTS FOR EDUCATORS II (SO)	3
<input type="checkbox"/> HIST 1483/1493 AMERICAN HISTORY SURVEY TO 1877 OR SINCE 1877	3
TOTAL:	16
SOPHOMORE YEAR, FALL	
<input type="checkbox"/> SPCH 1143 SPEECH	3
<input type="checkbox"/> MATH 2133 MATH CONCEPTS FOR EDUCATORS III (FO)	3
<input type="checkbox"/> PHYS 1114 GENERAL PHYSICAL SCIENCE	4
<input type="checkbox"/> ENG/HUM 2433 WORLD LITERATURE I OR ENG/HUM 2413 INTRODUCTION TO LITERATURE <i>ENG XXX 3 Any Literature course.</i>	3
<input type="checkbox"/> GOV 1113 AMERICAN NATIONAL GOVERNMENT	3
TOTAL:	16
SOPHOMORE YEAR, SPRING	
<input type="checkbox"/> EDUC 2012 DIVERSITY IN AMERICAN EDUCATION (SO)	2
<input type="checkbox"/> EDUC 2211 FIELD EXPERIENCE (SO)	1
<input type="checkbox"/> EDUC 2402 SURVEY OF EXCEPTIONAL CHILDREN (SO)	2
<input type="checkbox"/> EDUC 2631 FOUNDATIONS OF EDUCATIONAL TECHNOLOGY (SO)	1
<input type="checkbox"/> PHYS 1214 EARTH SCIENCE	4
<input type="checkbox"/> HIST/HUM 2223 EARLY WESTERN CIVILIZATION TO 1660 OR HIST/HUM 2233 MODERN WESTERN CIVILIZATION SINCE 1660	3
<input type="checkbox"/> GEOG 1123 WORLD REGIONAL GEOGRAPHY	3
TOTAL:	16
TOTAL HOURS:	64

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**LIFE SCIENCE = BIOL 1114, 1214, OR 1234

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Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title:

Elementary Ed AS

Elementary Ed ECU Option

Change(s) requested (please be as detailed as possible):

MATH 2113

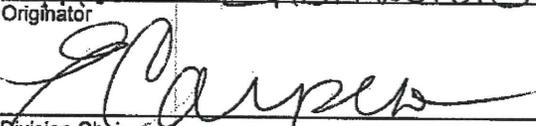
Name Change: **Number Theory for Elementary Teachers**

MATH 2123

Name Change: **Geometry for Elementary Teachers**

MATH 2133

Name Change: **Ratios, Probability, and Statistics for Elementary Teachers**

Math Instructors
Originator

Division Chair

Date
11/9/23
Date

Date Approved by the Curriculum Committee:

Elementary Education – East Central Option Associate in Science

Degree Program Mentor

For additional information regarding this degree, contact the Degree Program Mentor.



Emily Carpenter

Assistant Professor
405-382-9234

e.carpenter@sscok.edu
Division Office: 405-382-9252

Program Objective

The objective of the Elementary Education Associate in Science is to prepare students for transfer to a bachelor's degree granting institution to major in elementary education.

Requirements for Graduation

1. Sixty-four designated semester credit hours.
2. Grade of "C" or better required in all Major Field Requirement courses.
3. Grade Point Average of 2.0 or better.
4. Fifteen semester credit hours in attendance at SSC.
5. Completion of Graduate Exit Survey.

Transfer Note: A statewide transfer agreement guarantees students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree will satisfy all freshman and sophomore general education requirements at the four-year university.

Admission to ECU Teacher Education:

Students who are considering teacher education as a career must have a Graduate Retention GPA of 2.5 to enroll in EDUC 2012 Foundations of Education and EDUC 2211 Field Experience I. Students must also complete an application for admission to the Teacher Education Program. The application process will be completed while enrolled in EDUC 2012. For more information on the ECU Teacher Education Program contact Phyllis Isaacs, Chair of the Education Department at 580 559-5240.

Teacher Certification Examinations:

The Oklahoma General Education Test (OGET) is the first of a series of certification exams required by the teacher certification process in the State of Oklahoma. The OGET is typically taken during a teacher education candidate's sophomore year. For more information on OGET and other required certification examinations visit www.ceoe.nesinc.com.



General Education Requirements 31

GOV 1113	American National Government	3
HIST 1483	American History to 1877 <u>or</u>	
HIST 1493	American History since 1877.....	3
ENG 1113	Composition I	3
ENG 1213	Composition II	3
SPCH 1143	Speech.....	3
ENG/HUM 2433	World Literature I <u>or</u>	
ENG/HUM 2413	Introduction to Literature.....	3
HIST/HUM 2223	Early Western Civilization to 1660 <u>or</u>	
HIST/HUM 2233	Modern Western Civilization since 1660.....	3
MATH 1413	Quantitative Reasoning	
SCIENCE	<i>met by program</i>	
CAP 1103	Introduction to Microsoft Office.....	3
HPER 1012	Wellness and Human Development	2
STSC 1002	Learning Strategies	2
ELECTIVE	<i>met by program</i>	

3

Major Field Requirements 27

BIOL 1114	General Biology	
GEOG 1123	World Regional Geography	
MATH 2113	Mathematics Concepts for Educators I (SO)	
MATH 2123	Mathematics Concepts for Educators II (SO)	
MATH 2133	Mathematics Concepts for Educators III (FO)	
PHYS 1114	General Physical Science	
PHYS 1214	Earth Science	
PSY 1113	General Psychology	



Major Field Requirements at East Central University 6

EDUC 2012	Diversity in American Education (SO)	
EDUC 2211	Field Experience (SO)	
EDUC 2402	Survey of Exceptional Children (SO)	
EDUC 2631	Foundations of Educational Technology (SO)	

MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE 64

Important Note: The second block of teacher education courses will be taken at ECU and includes PSYCH 3513 Educational Psychology. The completion of either of the following prerequisites for that course prior to graduation from SSC is strongly recommended: PSY 2023 Developmental Psychology or PSYCH 3463 Child and Adolescent Psychology. Failure to complete the prerequisite to Educational Psychology will delay enrollment in the second block of teacher education courses at ECU.

FO=FALL ONLY FOO=FALL ODD YRS ONLY FEO=FALL EVEN YRS ONLY

SO=SPRING ONLY SOO=SPRING ODD YRS ONLY SEO=SPRING EVEN YRS ONLY

Elementary Education Associate in Science

Offered Online

Degree Program Mentor

For additional information regarding this degree, contact the Degree Program Mentor.



Emily Carpenter
Assistant Professor
405-382-9234
e.carpenter@ssccok.edu
Division Office: 405-382-9252

Program Objective

The objective of the Elementary Education Associate in Science is to prepare students for transfer to a bachelor's degree granting institution to major in elementary education.

Requirements for Graduation

1. Sixty-one designated semester credit hours.
2. Grade of "C" or better required in all Major Field Requirement courses.
3. Grade Point Average of 2.0 or better.
4. Fifteen semester credit hours in attendance at SSC.
5. Completion of Graduate Exit Survey.

Please Note: Consult with advisor for specific transfer requirements. General Education and Major Field requirements vary between universities.

Transfer Note: A statewide transfer agreement guarantees students transferring to an Oklahoma public four-year university with an associate in arts or associate in science degree will satisfy all freshman and sophomore general education requirements at the four-year university.

General Education Requirements 31

GOV 1113	American National Government	3
HIST 1483	American History to 1877 or	
HIST 1493	American History since 1877	3
ENG 1113	Composition I	3
ENG 1213	Composition II	3
SPCH 1143	Speech	3
ENG/HUM 2433	World Literature I or	
ENG/HUM 2413	Introduction to Literature	3
HIST/HUM 2223	Early Western Civilization to 1660 or	
HIST/HUM 2233	Modern Western Civilization since 1660	3
MATH 1413	Quantitative Reasoning	3
SCIENCE	<i>met by program</i>	
CAP 1103	Introduction to Microsoft Office	3
HPER 1012	Wellness and Human Development	2
STSC 1002	Learning Strategies	2
ELECTIVE	<i>met by program</i>	

Major Field Requirements 27

BIOL 1114	General Biology	
GEOG 1123	World Regional Geography	
MATH 2113	Mathematics Concepts for Educators I (SO)	
MATH 2123	Mathematics Concepts for Educators II (SO)	
MATH 2133	Mathematics Concepts for Educators III (FO)	
PHYS xxx4	Any Physical Science with lab	
PHYS xxx4	Any Physical Science with lab or BIOL xxx4 Life Science with lab	
PSY 1113	General Psychology	

Major Field Electives and Support 3

Select from the following:

ART/HUM 1203	Art Appreciation	
ART 1103	Fundamentals of Art I	
ART 1133	Fundamentals of Art II	
CD 1123	Early Childhood Education	
ENG 1313	Technical Report Writing	
ENG 2103	Fiction Writing	
ENG 2113	Creative Writing	
ENG 2123	Introduction to Poetry	
PSY 2023	Developmental Psychology	
PSY 2103	Child and Adolescent Psychology	
SPCH/HUM 1523	Introduction to Theatre	

MINIMUM TOTAL HOURS REQUIRED FOR ASSOCIATE DEGREE 61

FO=Fall Only FOO=Fall Odd Yrs Only FEO=Fall Even Yrs Only

SO=Spring Only SOO=Spring Odd Yrs Only SEO=Spring Even Yrs Only

MATH 2113 - Number Theory for Elementary Teachers
 MATH 2123 - Geometry for Elementary Teachers
 MATH 2133 - Ratios, Probability, & Statistics for Elementary Teachers

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title:

- Agriculture AS
- Agribusiness AS
- Leadership AS
- Biol – AS
- Business AS
- Health Sciences AS Math 1523 OR 1503
- MLT
- PTA
- Liberal Studies Math AA- as an elective
- MLT
- Psychology AS
- Secondary Ed Biol AS

Change(s) requested (please be as detailed as possible):

MATH 1523

Name Change: **Functions and Modeling**

Description Change: is the study of equations and functions (linear, polynomial, rational, exponential, logarithmic) from various perspectives (symbolic, verbal, numerical, graphical); digital techniques for graphing functions, solving equations, and modeling data using regressions. Prerequisite: ACT Math sub score of at least 19, score of 276 or better on Accuplacer Test, or a score of 14 or better on the STEM Division Math Rubric. Students who do not meet prerequisite requirements must co-enroll in MATH 0233. OSRHE Matrix MA 203. (3-0-3)

Math Instructors

Originator

[Signature]

Division Chair

Date

11/9/23

Date

Date Approved by the Curriculum Committee:

Program Modification New Course Request

Procedure for submitting a new course request:

1. Full-time faculty may add a new course to their program by using this form. Please fill one form out for each request.
2. The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/ FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: **Remedial** Course Title: **Special Topics in Functions and Modeling**

Course prefix/number: **MATH 0233** Credit/Lab Hours: **3**

Does the course change the number of required hours to the program? Yes No

Is the course an elective for the program? Yes No

Is this course on the CEP Matrix? Yes No

Semester(s) the course will be taught: **Summer, Fall, Spring**

Number of new program hours (leave blank if there is no change):

Course Description:

is the study of equations and functions (linear, polynomial, rational, exponential, logarithmic) from various perspectives (symbolic, verbal, numerical, graphical); digital techniques for graphing functions, solving equations, and modeling data using regressions. The course consists primarily of instructor-directed tutoring for students with basic academic skills deficiencies in math who are coenrolled in MATH 1523. Students required to take MATH 0233 must pass both MATH 0233 and MATH 1523 to receive credit for either of the courses. Corequisite: MATH 1523. (3-0-3)

List measurable SLOs:

A1: Represent quantitative real-world situations using quadratic, exponential, logarithmic, power, rational, and systems of equations.

A2: Simplify expression or solve equations and inequalities involving exponential, logarithmic, power, polynomial, rational, quadratic, and trigonometric function.

A3: Create, analyze, and interpret appropriate models of functions and systems that represent real-life phenomena.

B1: Identify the domain, range, and other attributes of quadratic, exponential, polynomial rational, and logarithmic, as well as their inverses.

B2: Identify and analyze graphical features of functions such as asymptotes, holes, extrema, and end behavior.

C1: Find the x and y intercepts, zeros (roots), maxima, and minima of functions.

C2: Determine intervals over which a function is increasing or decreasing.

C3: Perform transformations on quadratic, exponential, power, polynomial, rational, logarithmic, and trigonometric functions.

C4: Examine graphs of functions to determine various information such as local extrema and domain and range.

D1: Combine and compose functions using algebraic methods.

D2: Identify the domain and range of a function resulting from the combination or composition of functions.

E1: Create, analyze, and interpret appropriate models of systems of equations that represent real-life phenomena.

E2: Identify a family of functions that model real-world relationships.

E3: Select appropriate units and scales for situations involving measurement.

E4: Recognize the changes in magnitude with various measurement scales.

Reason for adding a new course to the program:

Differentiate between Special Topics courses for MATH 1513/1523

Math Instructors

Originator

[Signature]

Division Chair

Date

11/9/23

Date

Date Approved by the Curriculum Committee:

Program Modification Request Form

Complete this form for course deletions, changes to course titles, prefixes, descriptions, and SLOs (if changes are for the same program, please complete on one form except requests for new courses).

The form must be completed, signed, and attached to an updated degree plan and uploaded to the Curriculum Teams Site/FY23-24 Folder before it is presented at the next Curriculum Committee meeting.

Program Title: Remediation

Change(s) requested (please be as detailed as possible):

MATH 0243

Name Change: **Special Topics in Pre-Calculus**

Description Change: is a study of factoring, quadratic equations, applications of quadratic equations, rational expressions, roots and radicals, and complex numbers. The course consists primarily of instructor-directed tutoring for students with basic academic skills deficiencies in math who are coenrolled in MATH 1513. Students required to take MATH 0243 must pass both MATH 0243 and MATH 1513 to receive credit for either of the courses. Corequisite: MATH 1513. (3-0-3)

Originator

Math Instructors

Division Chair

[Signature]

Date

Date

11/9/23

Date Approved by the Curriculum Committee:

Program Review Report 3.7 Academic Program Review

A thorough internal or external program review addressing all criteria in policy should be possible within a comprehensive report of ten or fewer pages. This template is provided to assist institutions in compiling the program review information, which is to be presented to the institutional governing board prior to submission to the State Regents.

Institution Name: Seminole State College

Program Name and State Regents Code: Computer Science Associates in Science (226)

List Program Options: [Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

List Embedded Certificates included in this review: [Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

Previous Review

Date (Year) of Last Review 2018

1. Summarize key findings from previous internal and/or external reviews of this program.

Analysis of degree program productivity revealed that the degree program averaged 28 declared majors and 5 graduates per year, which generated 12,525 total credit hours per year over the five-year period under review. Course embedded assessment of degree program outcomes showed an increase from 57-88% when pre-test and post-test scores were compared. The CAAP test scores reflect student learning outcomes in line with the national averages. Faculty in the STEM division saw a need to develop a plan to increase student and faculty awareness of articulation agreements. They also identified a need to choose and follow a specific degree program rather than choosing Liberal Studies.

2. What developments and actions have taken place since the last review?

The STEM division has worked to align the engineering, physics, computer science, and mathematics courses to prevent overlap in scheduling for required coursework. Since the last review period, our campus initiative has been focused on Math Pathways, which attempts to funnel students into math courses based on majors. This initiative, combined with corequisite remediation efforts in the math courses, has shrank the number of students enrolled in Pre-Calculus for Engineering, Computer Science and Physics (traditionally College Algebra) into a cohort group focused on the same courses allowing more meaningful peer to peer groups to develop organically. Data from the Educational Testing Service (ETS) compares our students' general education to other two-year institutions across the nation. The SSC scores show our student score averages are very closely matched with scores across the nation, but national scores and SSC scores for Critical Thinking are low. This is of concern and will need to be addressed. Since the last review, Computer Science has been added as an online degree option and many of the courses have changed to an online or hybrid modality instead of solely face-to-face. A computer lab has been renovated as part of the

previous NASNTI grant to upgrade the desktops to I-7. A new NASNTI grant, starting October 1, 2021, focuses on the regeneration of the Computer Science degree program to include security, programming and esports emphases by September 30, 2026. There is also a new full-time Computer Science faculty member serving as the degree program mentor.

Current Review

Date (Year) of Current Review 2023

Review Criteria (*Institutions should address each criterion of OSRHE policy 3.7.5 as directed below*).

A. Vitality of the Program:

Outcome 1: Demonstrate successful articulation of Seminole State College transfer degree programs to state baccalaureate institutions of higher learning in Oklahoma.

Measurable Indicators

- a. Signed 2+2 articulation agreements between SSC and state baccalaureate institutions of higher learning in Oklahoma, especially those institutions which are primary recipients of SSC transfer degree program graduates.
- b. Inclusion of required degree program courses on the Oklahoma State Regents for Higher Education annual Course Equivalency Matrix.

Outcome 2: Demonstrate successful academic achievement by Seminole State College transfer degree students at primary receiving state baccalaureate institutions of higher learning in Oklahoma. Successful academic achievement is defined as the maintenance of satisfactory academic progress toward degree completion as determined by the receiving institution.

Measurable Indicators

- a. Transfer data on SSC transfer degree program graduates from primary receiving state baccalaureate institutions of higher learning in Oklahoma.
- b. Graduate Opinion Survey data self-reporting demonstration of successful academic achievement at primary receiving state baccalaureate institutions of higher learning in Oklahoma as available
- c. Retention reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.
- d. Graduation reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.

Outcomes Specific to Associate in Science in Computer Science (226)

Outcome 3: Demonstrate problem-solving skills related to the world of information systems.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Analyze a problem or case
- b. Identify steps necessary for problem solving,
- c. Apply the steps identified for solution,
- d. Validate the results,
- e. Report the results in an understandable and timely manner

Outcome 4: Demonstrate preparation for continued pursuit of courses leading to a baccalaureate degree in Information Systems.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Interpret and manipulate data,
- b. Use appropriate technology to assist with problem-solving,
- c. Apply critical thinking to real-world scenarios.

A.1. Quality Indicators (including Higher Learning Commission criteria and requirements):
The SSC Computer Science Associates in Science Degree Program (214) fulfills Higher Learning Commission Criterion 3 & Criterion 4 by providing evidence of student learning, faculty engagement encouraging quality teaching practices, and effective assessment of the student learning process. Faculty in the Science Technology Engineering and Mathematics (STEM) division consistently review assessment tools and methods, and revise those tools and methods, when necessary, to provide the most accurate assessment data possible. To measure the four outcomes specific to the Computer Science Associates in Science Degree Program course embedded assessment is the foremost method. In the STEM division, instructors use pre/posttests as the tools to obtain assessment data. Faculty members regularly review and change pre/posttest questions when necessary. As a result, faculty have rewritten, replaced, or deleted some of the existing questions. Faculty calculate pre/posttest score improvements for every class every semester. Although pre/posttest assessments only focus on a specific course's learning objectives, an examination of all STEM courses shows improvement, which verifies student learning is taking place and that the outcomes specific to the Computer Science Associates in Science Degree Program are being met. Table 1 below shows FY2022-2023 Combined Course Embedded Assessment Results for the Computer Science Associates in Science Degree Program. While the General Education Outcome 1 Percentage Increase is at the minimum threshold established by the SSC Assessment of Student Learning Committee, the Posttest score is well above the 60% minimum (that would require establishing a progress evaluation and initialize an internal review process).

Outcomes	Pre-Test % Correct	Post-Test % Correct	Percentage Increase
General Education Outcome 1	54%	70%	16%
General Education Outcome 2	39%	87%	47%
General Education Outcome 3	62%	80%	17%
General Education Outcome 4	43%	96%	52%
Program Outcome 3	44%	88%	45%
Program Outcome 4	21%	90%	72%

A.2. Minimum Productivity Indicators:

Time Frame (e.g.: 5-year span)	Enrollment	Graduates
FY2017-2018	36	4
FY2018-2019	36	9
FY2019-2020	32	7
FY2020-2021	25	9
FY2021-2022	28	6

A.3. Other Quantitative Measures:

a.4.a. Number and enrollment of courses taught exclusively for the major for each of the last five years:

List or attach list of courses

- Computer Logic – Flowcharting (44 students)
- Elementary Computer Literacy (19 students)
- Ethics in Information Technology (16 students)
- Information Security (69 students)
- Operating Systems (19 students)
- Programming C++ I (91 students)
- Programming C++ II (44 students)
- Script Programming (27 students)
- Web Page Design in HTML (34 students)

a.4.b. Student credit hours by course level (i.e. 1000, 2000) generated in all major courses in the degree program for five years:

124 courses were taught generating 4640 Earned Credit hours (having 5452 attempted hours). Enrollment in these 124 courses was 1680 for the review period.

a.4.c. Direct instructional costs for the program during the review period:

No direct data were available that could be used to determine the exact amount of the instructional cost for any of the math and science degree programs. The annual SSC budget report provided the total expenditures for the science department as shown in Table 4. The annual science department budget contains the instructional costs for four of the S.T.E.M. division degree programs. State allocated STEM allocations have been made available uniquely since 2020 but have also been utilized through the Health Science division. Some costs of the Computer Science degree program have been supported through the NASNTI 5-year grant that began October 1, 2021.

Table 4

Academic Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Instructional Cost	\$329,897.05	\$562, 778	\$906,012	\$903,307	\$1,088,265

[Click here to enter text](#)

a.4.d. The number of credits and credit hours generated in the program that support the general education component and other degree programs including certificates:

CS2013 Programming in C++ (3 hour credit course) generated 210 Earned Credit hours (273 attempted credit hours) for the period in review.

a.4.e. If available, information about employment or advanced studies of graduates of the program over the past five years:

No data has been collected.

a.4.f. If available, information about the success of students from this program who transferred to other institutions:

Seminole State currently does not have a mechanism to track transfer students by degree, but Table 2 below describes the transfer data from all graduates to the following four institutions of higher education.

Table 2. 2022-2023 Transfer Reports from Four-Year Institutions								
Four Year Institution	Number of Former SSC Students Enrolled	Credit Hours Completed	Credit Hours Attempted	Course Completion Rate	Aggregate d GPA of Former SSC Students	Aggregate d Student Body GPA	Difference	Bachelor's Degrees Awarded
East Central University	360	7483	8068	92.75%	3.13	3.02	0.11	55
Oklahoma State University	249	*	*	*	3.22	3.21	0.01	56
University of Oklahoma	147	2935	3043	96.45%	3.23	**	**	29
University of Central Oklahoma	235	3711	4278	86.75%	3.04	3.03	0.01	48
Totals	991	14129	15389	91.8%				188

*Data from OSU not reported in the correct format.
 **Data from OU did not provide aggregated student body data, but Summer difference +0.13, Fall difference -0.11, and Spring difference -0.04.

Click here to enter text

Recommendation(s)

A. Recommendation for the Program (3.7.7.A.4):

- Maintain the program at the current level.
- Continue the program with modifications as noted below and detailed in the comment section below.
 - Expand the program
 - Reduce program in size or scope
 - Merge or consolidate program
 - Reorganize program/curricular modifications*
- Suspend program to allow an opportunity to consider recommendations detailed in the section below*
- Delete program*

**Requires a Request for Degree Program Modification and governing board approval.*

B. Specific comments regarding recommendations:

(Provide detailed recommendations for the program as a result of this thorough review and how these recommendations will be implemented, as well as the timeline for key elements. Recommendations to suspend or modify the program should include measurable goals and a timeline for monitoring the program in one-, two-, three-, or four-year increments)

Recommendations	Implementation Plan	Target Date
Expand the program based on offerings being developed under the umbrella of the NSANTI grant.	Content experts are being hired to develop new courses as outlined in the grant. The grant provides for a Computer Specialist to oversee hiring, course development, course offerings, and course enrollments. We plan to offer an emphasis in E-Sports Security, and Programming.	9/30/2026
Reconcile course delivery formats to maximize enrollment while also providing students with practical options.	Convert the more involved CS face-to-face courses to hybrid courses. Use videos from the face-to-face portions to augment online offerings. Where possible, offer only online versions of courses.	8/18/2025
Consider offering a machine learning track/emphasis.	Complete a feasibility study by May 2025. Future steps will be determined by the outcome of the study.	5/8/2025

Add additional rows as necessary

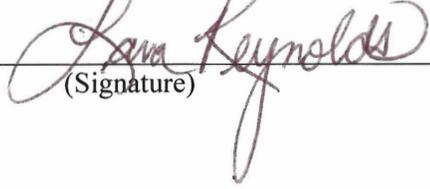
Department/

Program Head *Emily Carpenter*
(Signature)

Date: 10/5/2023

Chief Academic Officer 
(Signature)

Date: **10/9/2023**

President 
(Signature)

Date: **10/26/2023**

Program Review Report 3.7 Academic Program Review

A thorough internal or external program review addressing all criteria in policy should be possible within a comprehensive report of ten or fewer pages. This template is provided to assist institutions in compiling the program review information, which is to be presented to the institutional governing board prior to submission to the State Regents.

Institution Name: Seminole State College

Program Name and State Regents Code: Pre-Engineering Associates in Science (214)

List Program Options: [Click here to enter text](#)
 [Click here to enter text](#)
 [Click here to enter text](#)
 [Click here to enter text](#)

List Embedded Certificates included in this review: [Click here to enter text](#)
 [Click here to enter text](#)
 [Click here to enter text](#)
 [Click here to enter text](#)

Previous Review

Date (Year) of Last Review 2018

1. Summarize key findings from previous internal and/or external reviews of this program.

Analysts found 1) faculty and counselors should be more active in recruiting students to declare Pre-Engineering as a major, 2) faculty in the STEM division discovered a need to create a plan to increase student awareness of the advantage of receiving an associate degree before transferring to a four-year institution, and 3) data revealed a continuing issue with the number of students allowed to enroll in Liberal Studies, leading to the conclusion that more concerted effort should be made to encourage students in selecting a specific major.

2. What developments and actions have taken place since the last review?

Faculty in the STEM division have worked with campus recruiting to differentiate the Pre-Engineering AS from the Engineering Technology AAS degree programs. In addition to these discussions with recruiting, it has been stressed that the Pre-Engineering pathway contains a more rigorous mathematics background and more detail should be given to students choosing Pre-Engineering course schedules to reach degree completion in four semesters. The STEM division has worked to align the engineering, physics, and mathematics courses to prevent overlap in scheduling for required coursework. Since the last review period, our campus initiative has been focused on Math Pathways, which attempts to funnel students into math courses based on majors. This initiative, combined with corequisite remediation efforts in the math courses, has shrank the number of students enrolled in Pre-Calculus for Engineering and Physics (traditionally College Algebra) into a cohort group focused on the same courses allowing more meaningful peer to peer groups to develop organically. Right after the last degree program review, an Advisory Board consisting of local business and industry was created with the intent to help the Engineering programs at SSC grow and fill positions within the growing workforce. The advisory board has not been utilized since the 2020 pandemic. Data from the Educational Testing Service (ETS) compares our students general

education to other two year institutions across the nation. The SSC scores show our student score averages are very closely matched with scores across the nation, but national scores and SSC scores for Critical Thinking are low. This is of concern and will need to be addressed. With all these changes, many of the program changes will take significant time to determine how the changes will affect the Pre-Engineering program.

Current Review

Date (Year) of Current Review 2023

Review Criteria (*Institutions should address each criterion of OSRHE policy 3.7.5 as directed below*).

A. Vitality of the Program:

A.1. Program Objectives and Goals:

Outcome 1: Demonstrate successful articulation of Seminole State College transfer degree programs to state baccalaureate institutions of higher learning in Oklahoma.

Measurable Indicators

- a. Signed 2+2 articulation agreements between SSC and state baccalaureate institutions of higher learning in Oklahoma, especially those institutions which are primary recipients of SSC transfer degree program graduates.
- b. Inclusion of required degree program courses on the Oklahoma State Regents for Higher Education annual Course Equivalency Matrix.

Outcome 2: Demonstrate successful academic achievement by Seminole State College transfer degree students at primary receiving state baccalaureate institutions of higher learning in Oklahoma. Successful academic achievement is defined as the maintenance of satisfactory academic progress toward degree completion as determined by the receiving institution.

Measurable Indicators

- a. Transfer data on SSC transfer degree program graduates from primary receiving state baccalaureate institutions of higher learning in Oklahoma.
- b. Graduate Opinion Survey data self-reporting demonstration of successful academic achievement at primary receiving state baccalaureate institutions of higher learning in Oklahoma as available
- c. Retention reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.
- d. Graduation reports on SSC transfer program graduates regarding primary receiving state baccalaureate institutions of higher learning in Oklahoma as available.

Outcomes Specific to Associate of Science in Pre-Engineering (214)

Outcome 3: Define and explain fundamental concepts, principles, and theories of engineering.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Identify concepts, principles, and theories related to various engineering phenomena.
- b. Explain how concepts, principles, and theories correlate with various engineering phenomena.

Outcome 4: Gather scientific information through experiments and interpret and express the results of experiments.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Perform experiments and collect data from the experimental result,
- b. Interpret experimental results as related to concepts, principles, and theories of engineering,

Outcome 5: Demonstrate problem-solving skills foundational to understanding of engineering concepts.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Analyze a problem,
- b. Recognize the concept(s) and technique(s) necessary for solution,
- c. Apply the concept(s) and technique(s),
- d. Verify the results,
- e. Communicate the results in an understandable manner.

Outcome 6: Demonstrate preparation for continued pursuit of engineering education leading to a baccalaureate degree in an engineering area.

Measurable Indicators

Assessment data demonstrating students' ability to:

- a. Describe various fields of engineering
- b. Interpret and manipulate data,
- c. Apply scientific knowledge to problem-solving,
- d. Apply critical thinking.

A.2. Quality Indicators (including Higher Learning Commission criteria and requirements):

The SSC Pre-Engineering Associates in Science Degree Program (214) fulfills Higher Learning Commission Criterion 3 & Criterion 4 by providing evidence of student learning, faculty engagement encouraging quality teaching practices, and effective assessment of the student learning process. Faculty in the Science Technology Engineering and Mathematics (STEM) division consistently review assessment tools and methods, and revise those tools and methods, when necessary, to provide the most accurate assessment data possible. To measure the four outcomes specific to the Pre-Engineering Associates in Science Degree Program course embedded assessment is the foremost method. In the STEM division, instructors use pre/posttests as the tools to obtain assessment data. Faculty members regularly review and change pre/posttest questions when necessary. As a result, faculty have rewritten, replaced, or deleted some of the existing questions. Faculty calculate pre/posttest score improvements for every class every semester. Although pre/posttest assessments only focus on a specific course's learning objectives, an examination of all STEM courses shows improvement, which verifies student learning is taking place and that the outcomes specific to the Pre-Engineering Associates in Science Degree Program are being met. Table 1 below shows FY2022-2023 Combined Course Embedded Assessment Results for the Pre-Engineering Associates in Science Degree Program. While the General Education Outcome 1 Percentage Increase is at the minimum threshold established by the SSC Assessment of Student Learning Committee, the Posttest score is well above the 60% minimum (that would require establishing a progress evaluation and initialize an internal review process).

Outcomes	Pre-Test % Correct	Post-Test % Correct	Percentage Increase
General Education Outcome 1	48%	73%	25%
General Education Outcome 2	29%	83%	55%
General Education Outcome 3	55%	80%	24%
General Education Outcome 4	41%	92%	51%
Program Outcome 3	29%	83%	55%
Program Outcome 4	21%	82%	60%
Program Outcome 5	26%	82%	56%
Program Outcome 6	26%	84%	58%

A.3. Minimum Productivity Indicators:

Time Frame (e.g.: 5-year span)	Enrollment	Graduates
FY2017-2018	41	8
FY2018-2019	31	5
FY2019-2020	29	4
FY2020-2021	27	4
FY2021-2022	19	3

A.4. Other Quantitative Measures:

- a.4.a.** Number and enrollment of courses taught exclusively for the major for each of the last five years:

None. ENGR 1113 Introduction to Engineering is not exclusive to the major and is the only ENGR course required for the Pre-Engineering Associates in Science degree offered at Seminole State College.

- a.4.b.** Student credit hours by course level (i.e. 1000, 2000) generated in all major courses in the degree program for five years:

87 courses were taught generating 2916 Earned Credit hours (having 3542 attempted hours). Enrollment in these 87 courses was 1028 for the review period.

- a.4.c.** Direct instructional costs for the program during the review period:

No direct data were available that could be used to determine the exact amount of the instructional cost for any of the math and science degree programs. The annual SSC budget report provided the total expenditures for the science department as shown in Table 4. The annual science department budget contains the instructional costs for four of the S.T.E.M. division degree programs. State allocated STEM allocations have been

made available uniquely since 2020 but have also been utilized through the Health Science division.

Table 4

Academic Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Instructional Cost	\$329,897.05	\$562, 778	\$906,012	\$903,307	\$1,088,265

a.4.d. The number of credits and credit hours generated in the program that support the general education component and other degree programs including certificates:

ENGR 1113 Introduction to Engineering (3 hour credit course) supports another degree program. This course generated 216 Earned Credit Hours during the review period.

a.4.e. If available, information about employment or advanced studies of graduates of the program over the past five years:

18 Students have gone on to pursue Baccalaureate degrees. At least three of these have completed degrees in engineering and are now in the workforce.

a.4.f. If available, information about the success of students from this program who transferred to other institutions:

Seminole State currently does not have a mechanism to track transfer students by degree, but Table 2 below describes the transfer data from all graduates to the following four institutions of higher education.

Four Year Institution	Number of Former SSC Students Enrolled	Credit Hours Completed	Credit Hours Attempted	Course Completion Rate	Aggregate d GPA of Former SSC Students	Aggregate d Student Body GPA	Difference	Bachelor's Degrees Awarded
East Central University	360	7483	8068	92.75%	3.13	3.02	0.11	55
Oklahoma State University	249	*	*	*	3.22	3.21	0.01	56
University of Oklahoma	147	2935	3043	96.45%	3.23	**	**	29
University of Central Oklahoma	235	3711	4278	86.75%	3.04	3.03	0.01	48
Totals	991	14129	15389	91.8%				188

*Data from OSU not reported in the correct format.

**Data from OU did not provide aggregated student body data, but Summer difference +0.13, Fall difference -0.11, and Spring difference -0.04.

Recommendation(s)

A. Recommendation for the Program (3.7.7.A.4):

- Maintain the program at the current level.
- Continue the program with modifications as noted below and detailed in the comment section below.
 - Expand the program
 - Reduce program in size or scope
 - Merge or consolidate program
 - Reorganize program/curricular modifications*
- Suspend program to allow an opportunity to consider recommendations detailed in the section below*
- Delete program*

**Requires a Request for Degree Program Modification and governing board approval.*

B. Specific comments regarding recommendations:

(Provide detailed recommendations for the program as a result of this thorough review and how these recommendations will be implemented, as well as the timeline for key elements. Recommendations to suspend or modify the program should include measurable goals and a timeline for monitoring the program in one-, two-, three-, or four-year increments)

Recommendations	Implementation Plan	Target Date
Reestablish connection with campus recruiting given new advising director and focus recruiting efforts on increased enrollment	Schedule meeting with all recruitment stakeholders and VPSA by 3/1/204. Provide recruitment materials to all recruiters and advisors. The degree program mentor will also plan to attend various area recruiting events in the spring 2024 semester.	5/1/2024
Seek NSF funding to add a certificate program for SolidWorks as a part of the existing degree program	The Pre-Engineering degree program mentor will explore NSF funding opportunities during the 2023-2024 year and apply for 2025-2026 grant year. Involved faculty will be provided with training and necessary equipment/software prior to target date.	10/1/2025
Create an articulation agreement with Oklahoma Baptist University with a possible emphasis to aid in student transfer given their new Engineering program	SSC division chair and Pre-Engineering degree program mentor will visit with OBU faculty by 5/1/2025. Further communication regarding the articulation agreement will commence with the document prepared for the 2027-2028 catalog year. Student meetings and visits to OBU's campus as a part of transfer efforts may be scheduled as well in 2026-2027 school year.	8/1/2027

Add additional rows as necessary

Department/

Program Head *Emily Carpenter*
(Signature)

Date: 10/5/2023

Chief Academic Officer *Amanda Estey* Date: 10/9/2023
(Signature)

President *Lana Reynolds* Date: 10/26/2023
(Signature)

Program Review Report 3.7 Academic Program Review

A thorough internal or external program review addressing all criteria in policy should be possible within a comprehensive report of ten or fewer pages. This template is provided to assist institutions in compiling the program review information, which is to be presented to the institutional governing board prior to submission to the State Regents.

Institution Name: Seminole State College

Program Name and State Regents Code: Psychology Associates in Science (202)

List Program Options: N/A
[Click here to enter text](#)
[Click here to enter text](#)
[Click here to enter text](#)

List Embedded Certificates included in this review: N/A
[Click here to enter text](#)
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Previous Review

Date (Year) of Last Review 2018

1. Summarize key findings from previous internal and/or external reviews of this program.

From 2017-2022, Psychology has maintained an average enrollment of 58.4 students with 15.8 graduates (over three times the required graduation rates set forth by OSRHE). Overall, the Psychology program at SSC has maintained a pattern of success for the students and institution.

2. What developments and actions have taken place since the last review?

Professor Knowles' experience and knowledge as the program mentor, her direction of the Psi Beta Honor Society, her involvement with the SSC Help Center, and her involvement with Shawnee High School have helped with recruitment and retention of students for the program. Moreover, since some of her program courses are offered in numerous degree programs (including Sociology and Criminal Justice), her program has gained additional opportunities for increased enrollment.

Current Review

Date (Year) of Current Review 2023

Review Criteria (*Institutions should address each criterion of OSRHE policy 3.7.5 as directed below*).

A. Vitality of the Program:

- A.1. Program Objectives and Goals:

Outcome 1: Demonstrate successful articulation of Seminole State College transfer degree programs to state and professional institutions of higher learning granting professional and baccalaureate degrees in Oklahoma. Outcome 2: Demonstrate successful academic achievement by Seminole State College transfer degree students at primary receiving state baccalaureate institutions of higher learning in Oklahoma. Successful academic achievement is defined as the maintenance of satisfactory academic progress toward degree completion as determined by the receiving institution. Outcomes Specific to Associate in Science in Psychology include Outcome 3: Students will demonstrate knowledge, skills, and values consistent with the science and application of Psychology. Outcome 4: Students will display the knowledge, skills, and values consistent with curriculum developed for Psychology.

A.2. Quality Indicators (including Higher Learning Commission criteria and requirements):

Assessment of the Psychology program derives from a culmination of direct and indirect evaluation indicators, including primary direct indicators, such as Course-Embedded Assessment and Collegiate Assessment of Academic Proficiency (CAAP) Test. These evaluation indicators provide evidence for the quality indicators of student learning outcomes, effective teaching, and effective learning environments.

A.3. Minimum Productivity Indicators:

Time Frame (e.g.: 5-year span)	Enrollment	Graduates
FY2017-2018	61	6
FY2018-2019	57	21
FY2019-2020	59	19
FY2020-2021	54	13
FY2021-2022	61	20

A.4. Other Quantitative Measures:

a.4.a. Number and enrollment of courses taught exclusively for the major for each of the last five years:

List or attach list of courses

None. There are no exclusive courses to the major required for the Psychology Associates in Science degree offered at Seminole State College.

a.4.b. Student credit hours by course level (i.e. 1000, 2000) generated in all major courses in the degree program for five years:

568 courses were taught generating 24,906 Earned Credit hours (having 29,515 attempted hours). Enrollment in these 568 courses was 12,306 for the review period.

a.4.c. Direct instructional costs (divisional budget) for the program during the review period:

Academic Year	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23

Instructional Cost	\$ 566,834.89	\$ 547,191.71	\$ 518,025.24	\$ 510,228.56	\$ 520,909.86
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a.4.d. The number of credits and credit hours generated in the program that support the general education component and other degree programs including certificates:

PSY1113 General Psychology (3-hour credit) generated 4935 Earned Credit hours (5688 attempted credit hours) for the period in review.

PSY1123 Psychology of Adjustment (3-hour credit) generated 474 Earned Credit hours (516 attempted credit hours) for the period in review.

PSY2013 Personality Theories (3-hour credit) generated 423 Earned Credit hours (447 attempted credit hours) for the period in review.

PSY2103 Child and Adolescent Psychology (3-hour credit) generated 225 Earned Credit hours (249 attempted credit hours) for the period in review.

PSY 2023 Developmental Psychology (3-hour credit) generated 1530 Earned Credit hours (1662 attempted credit hours) for the period in review.

PSY 2053 Social Psychology (3-hour credit) generated 732 Earned Credit hours (1173 attempted credit hours) for the period in review.

a.4.e. If available, information about employment or advanced studies of graduates of the program over the past five years:

Not available (Check with OSRHE)

a.4.f. If available, information about the success of students from this program who transferred to other institutions:

N/A

Recommendation(s)

A. Recommendation for the Program (3.7.7.A.4):

- Maintain the program at the current level.
- Continue the program with modifications as noted below and detailed in the comment section below.
 - Expand the program
 - Reduce program in size or scope
 - Merge or consolidate program
 - Reorganize program/curricular modifications*
- Suspend program to allow an opportunity to consider recommendations detailed in the section below*
- Delete program*

**Requires a Request for Degree Program Modification and governing board approval.*

B. Specific comments regarding recommendations:

(Provide detailed recommendations for the program as a result of this thorough review and how these recommendations will be implemented, as well as the timeline for key elements. Recommendations to suspend or modify the program should include measurable goals and a timeline for monitoring the program in one-, two-, three-, or four-year increments)

Recommendations	Implementation Plan	Target Date
Evaluate Psychology of Adjustment and its applicability to similar 2-year programs and its transferability to 4-year institutions	Research similar program's requirements. Reach out to contacts at major 4-year schools to check transferability. Check OSRHE website for any course equivalency changes.	2025
Review OER textbook options for Personality Theories course	Research OER textbook options available and determine pertinence for use in Personality Theories course. Ask bookstore director about potential effects of lost revenue.	2027

Add additional rows as necessary

Department/
Program Head


(Signature)

Date: 10/9/2023

Chief Academic Officer

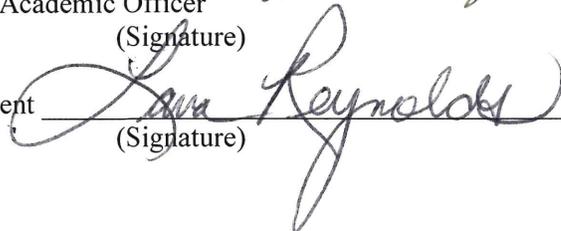
(Signature)



Date: 10/9/2023

President

(Signature)



Date: 10/26/2023