

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: John Claybon

Title: Dean, Division of Business and Information Technology

Phone number and email address: 682.1611 xtn 7500; jclaybon@occc.edu

Current title of degree program (Level II): Certificate of Mastery

Current title of degree program (Level III): Vehicle Service Advisor

State Regent's three-digit program code: 169

Degree Granting Academic Unit: Division of Business and Information Technology

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: Certificate is currently embedded in AAS Business, which was last reviewed in 2015.

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ Date: _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Certificate of Mastery: Vehicle Service Advisor; 169

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from to

Explain:

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

The certificate is requesting to add more Automotive Technology courses to meet industry demands and to remove some business courses that are too specific for the goals of the certificate program.

Number of new courses being added to course inventory: N/A

List new courses being added to the course inventory: N/A

Number of courses being deleted from course inventory: N/A

List courses being deleted from the course inventory: N/A

Reason for requested action (attach no more than one page if space provided is inadequate):

The changes to the certificate program have been initiated to meet industry demands. The Automotive Technology Internship Program (ATIP) Advisory Board recommended adding more service advisor relevant coursework to the Vehicle Service Advisor Certificate.

Will requested change require additional funds from the State Regents? No Yes

If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).

[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. Yes, the embedded certificate is Vehicle Service Advisor (169).

Will requested change affect a Cooperative Agreement? No Yes

(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
MATH 1483: Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
The evaluation and understanding of mathematical functions and relations in these Math courses will benefit students going through this degree plan as they can utilize the knowledge, techniques, and mathematical methods in their courses and jobs as they analyze and solve different problem cases to identify labor, materials, and costs.
3. How does this mathematics course articulate with your partner institutions?
These courses are on the CEP and transfer to other institutions.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

*Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.***

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>General Education: 6 hours ENGL 1113 – English Composition I BUS 2043 – Business Ethics</p> <p>Major Courses: 12 hours AT 1153 – Basic Automotive Fundamentals BUS 1013 – Introduction to Business BUS 2033 – Business Communication MGMT 2013 – Small Business Management OR MGMT 2053 – Principles of Management</p>	<p>General Education: 9 hours ENGL 1113 – English Composition I MATH 1483 – Functions and Modeling OR MATH 1503 – Contemporary Math OR MATH 2013 – Introduction to Statistics BUS 2033 – Business Communication</p> <p>Major Courses: 9 hours AT 1153 – Basic Automotive Fundamentals AT 1652 - A.S.E. Automotive Electives I AT 2652 - A.S.E. Automotive Electives II AT 2001 – Career Experience – 2</p>

**(8) Other Degree
Program Modification**

Revised June 2018

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code of program to be modified:

Certificate of Mastery: Vehicle Service Advisor; 169

(8) OTHER DEGREE PROGRAM MODIFICATION

NOTE: Information not included on the requested action may cause a delay in processing.

Requested action

The Certificate of Mastery: Vehicle Service Advisor (169) is currently embedded under the AAS Business (026) -Vehicle Service Management Option (option ID 065), and the request is to instead have it embedded under the AAS Automotive Technology (048) - Automotive Technology Internship Program (option ID 020).

Reason for requested action (attach no more than one page if space provided is inadequate):

The changes to the certificate program have been initiated to meet industry demands. The Automotive Technology Internship Program (ATIP) Advisory Board recommended adding more service advisor relevant coursework to the Vehicle Service Advisor Certificate.

Will requested change require additional funds? No Yes

If yes, please specify the amount of the additional costs, the source of the funds, and how they will be expended (if explanation exceeds space provided, attach no more than one page).

Will requested action change curriculum? No Yes

*If yes, provide complete a Program Requirement Change form and include the current and proposed curriculum degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.***

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>General Education: 6 hours ENGL 1113 – English Composition I BUS 2043 – Business Ethics</p> <p>Major Courses: 12 hours AT 1153 – Basic Automotive Fundamentals BUS 1013 – Introduction to Business BUS 2033 – Business Communication MGMT 2013 – Small Business Management OR MGMT 2053 – Principles of Management</p>	<p>General Education: 9 hours ENGL 1113 – English Composition I MATH 1483 – Functions and Modeling OR MATH 1503 – Contemporary Math OR MATH 2013 – Introduction to Statistics BUS 2033 – Business Communication</p> <p>Major Courses: 9 hours AT 1153 – Basic Automotive Fundamentals AT 1652 - A.S.E. Automotive Electives I AT 2652 - A.S.E. Automotive Electives II AT 2001 – Career Experience – 2</p>

Embedded Certificate Designation Request for Existing Certificate

Oklahoma City Community College
Institution Submitting Proposal

Certificate of Mastery: Vehicle Service Advisor (169)
Title of Existing Certificate

AAS Automotive Technology (048)
Title of Existing Program and State Regents' Code

Signature of Chief Academic Officer: _____ **Date:** _____

Embedded Certificate is a postsecondary credential comprised of a course of study in which the curriculum required is a subset of a single existing undergraduate or graduate degree and is designed to provide specific skills and knowledge that can be readily transferred to the workforce.

Curriculum

The curriculum for an embedded certificate shall be a subset of required courses in a single existing degree, and comply with any accreditation or certification standards. Up to 50 percent of the coursework required in an embedded certificate may come from related or guided electives courses and/or general education courses. (3.4.5.D)

A list of the curriculum required for the embedded certificate and the curriculum for the undergraduate or graduate degree in which the certificate is embedded must be included with the request.

Note: The Certificate of Mastery is currently embedded under the AAS: Business-Vehicle Service Management Option, and the request is to instead have it embedded under the AAS - Automotive Technology - Automotive Technology Internship Program.

List curriculum for embedded certificate below

General Education:

ENGL 1113 – English Composition I
MATH 1483 – Functions and Modeling
OR

MATH 1503 – Contemporary Math
OR

MATH 2013 – Introduction to Statistics
BUS 2033 – Business Communication

Major Courses:

AT 1153 – Basic Automotive Fundamentals
AT 1652 - A.S.E. Automotive Electives I
AT 2652 - A.S.E. Automotive Electives II
AT 2001 – Career Experience – 2

List curriculum for main program

Life Skills:

AT 1013: Automotive Student Success Initiative

General Education:

ENGL 1113: English Composition I
MATH 1483: Functions and Modeling OR
MATH 1503: Contemporary Mathematics OR
MATH 2013: Introduction to Statistics

HIST 1483: U.S. History to 1877 OR
HIST 1493: U.S. History 1877 to Present

POLSC 1113: American Federal Government
BUS 2033: Business Communication

ENGL 1233: Technical Writing for the Workplace
OR

COM 1123: Interpersonal Communications
OR

COM 2213: Intro to Public Speaking

Major Courses:

AT 2224: A.S.E. Electrical Systems

AT 1244: A.S.E. Brakes

AT 2001: Career Experience – 5 hours

AT 1224: A.S.E. Suspension and Steering

AT 2101: A.S.E. Certification

AT 2234: A.S.E. Heating and Air Conditioning
Systems

AT 1214: A.S.E. Engine Repair

AT 2204: A.S.E. Manual Drive Trains

AT 1204: A.S.E. Engine Performance

AT 2214: A.S.E. Automatic

Transmissions/transaxles

Automotive Major Electives – 4 hours

Support Courses:

MGMT 2053: Principles of Management

OR

AT 1153: Basic Automotive Fundamentals

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: John Claybon

Title: Dean, Business and Information Technology

Phone number and email address: 405.682.7888, jclaybon@occc.edu

Current title of degree program (Level II): Associate in Applied Science

Current title of degree program (Level III): Business

State Regent's three-digit program code: 026

Degree Granting Academic Unit: Division of Business and Information Technology

With approved options in: A. Vehicle Service Management

B. Business Management

C. General

D. Accounting/Finance Support Specialist

E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete ONLY the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program : 2015

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

(5) Option Deletion

Revised July 2019

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: Oklahoma City Community College

Program name and State Regents' three-digit program code to be modified: AAS: Business; 026

(5) PROGRAM OPTION DELETION (if more than one option is being deleted, use one form per option)

NOTE: Information not included on the requested action may cause a delay in processing.

Name of deleted option: Vehicle Service Management (option ID 065)

Are students still enrolled in degree program? No Yes

If yes, how many? [Click here to enter text.](#)

Expected academic year of graduation for last student: Not Applicable (no students currently enrolled in option)

Describe methods used to contact both currently enrolled students and students who have stopped-out.

No students are currently enrolled in this option.

Will currently enrolled students be allowed to complete the option? No Yes

If no, please explain: There are no students currently enrolled in the option.

Describe the teach-out plan and how students in deleted option will be accommodated?

No students are currently enrolled in this option.

What is the duration of the teach-out plan? Not applicable (no students currently enrolled in option)

Is the option part of a Cooperative Agreement?

No Yes

If yes, complete and submit a Cooperative Agreement Program Deletion form.

Funds available for reallocation: No Yes

If yes, which departments/programs will receive the reallocated funds? [Click here to enter text.](#)

If no funds are available for reallocation, how will funds be used? Funds will be used in support of existing business and management courses that lead to degree and/or certificate completions.

List courses that will be deleted from course inventory:

N/A

Date option deletion effective:

- Immediate (will be indicated as deleted during the current academic year)
- Beginning with the next academic year.

Reason for requested action (attach no more than one page if space provided is inadequate)

The Vehicle Service Management AAS (option) degree option has not produced a graduate since inception. The industry demand for such a degree is very low, and most dealerships/service centers prefer short-term certificate programs over degree programs. Automotive professionals who are pursuing management degrees would be better served by the existing Business Management AAS option.

Date option deletion effective:

- Immediate (will be indicated as deleted during the current academic year)
- Beginning with academic year: [Click here to enter text.](#) (degree inventory will not be updated until the start of this academic year)

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Thomas Harrison

Title: Dean of Arts, English, and Humanities

Phone number and email address: 405-682-1611 x7653; thomas.l.harrison@occc.edu

Current title of degree program (Level II): Associate in Arts

Current title of degree program (Level III): Speech and Theatre

State Regent's three-digit program code: 045

Degree Granting Academic Unit: Division of Arts, English, and Humanities

With approved options in: A. Theatre

B. Speech

C. Click here to enter text.

D. Click here to enter text.

E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete ONLY the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program 2017

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:

Associate in Arts: Speech and Theatre (045):

- Theatre Option (396)
- Speech Option (397)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from to

Explain:

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

The Speech and Theatre: Theatre Option is requesting to remove TA-2233 Acting for the Camera and TA-1223 Make Up for the Stage from required major courses. The request also seeks to reduce the major credit hours from 18 to 15 and increase the support credit hours from 6 to 9 in the Theatre Option. The Theatre Option requests to make TA-2113 Stagecraft a required course in support and add a 3 credit support elective course within the Theatre Arts (TA prefix) offerings.

The Speech and Theatre: Speech Option is requesting to remove TA-2233 Acting for the Camera from required major courses. For the Speech Option, the request is to add a 3 credit hours support elective course within Theatre, Communications, or Journalism/Broadcasting courses.

- Number of new courses being added to course inventory: N/A
- List new courses being added to the course inventory: N/A
- Number of courses being deleted from course inventory: N/A
- List courses being deleted from the course inventory: N/A

Reason for requested action (attach no more than one page if space provided is inadequate):
At the present, the Theatre program has an unbalanced emphasis on the performance aspects of theatrical production to the deficit of the technical/general elements of theatrical production. These changes will allow for more discipline diversity in the Theatre Arts curriculum to better serve a greater variety of students' needs, broaden the educational experience prior to transfer to a four-year institution, and allow the program to better address current industry trends. The shift in credit hours in both the Speech and Theatre Options from major courses to support courses will retain the balance between the two program options while the course options will maintain each option's unique educational features through the differing curricula.

Will requested change require additional funds from the State Regents? No Yes
If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).
Since the proposed changes do not add additional credit hours or new course offerings, there will be no additional funds required from the State Regents.

Will requested change impact an embedded certificate? No Yes
If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. These proposed changes will not impact any embedded certificates.

Will requested change affect a Cooperative Agreement? No Yes
(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics*, *Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
The Speech and Theatre program allows students to select one of the following: MATH-1483 Functions and Modeling, MATH-1503 Contemporary Mathematics, or MATH-2013 Introduction to Statistics. Since the Associate in Arts in Speech and Theatre is a transfer program, these options are provided so that students can select the mathematics course that meets their transfer needs.
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
Options are included in the Speech and Theatre program so that students can determine the mathematics course that best suits their plans for transfer. Students work with a Student

- Success Advisor to determine the mathematics course that is appropriate for their course of study and transfer plans.
3. How does this mathematics course articulate with your partner institutions?
MATH 1483 Functions and Modeling, MATH 1503 Contemporary Mathematics, and MATH 2013 Introduction to Statistics are on the Course Equivalency Matrix (CEP) and articulate to other institutions.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

*Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.***

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

(The degree plans for both Theater and Speech Options follow on the next pages.)

Current Curriculum	Proposed Curriculum
<p><u>THEATRE OPTION</u></p> <p>Major: 18 hours TA 1103 Introduction to Theatre TA 1133 Voice and Speech Improvement TA 1513 Acting I TA 2233 Acting for the Camera COM 1123 Interpersonal Communications COM 2213 Introduction to Public Speaking</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics PSY 1113 General Psychology OR SOC 1113 Introduction to Sociology PHIL 1013 Introduction to Philosophy 3-4 hours of general education Biological Science 3-4 hours of general education Physical Science (One of the science courses must include a lab component.) 6 hours Humanities Electives 3 hours General Education Elective</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 6 hours TA 2203 Acting II TA 1223 Make-up for the Stage</p>	<p><u>THEATRE OPTION</u></p> <p>Major: 18 hours 15 hours TA 1103 Introduction to Theatre TA 1133 Voice and Speech Improvement TA 1513 Acting I TA 2233 Acting for the Camera COM 1123 Interpersonal Communications COM 2213 Introduction to Public Speaking</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics PSY 1113 General Psychology OR SOC 1113 Introduction to Sociology PHIL 1013 Introduction to Philosophy 3-4 hours of general education Biological Science 3-4 hours of general education Physical Science (One of the science courses must include a lab component.) 6 hours Humanities Electives 3 hours General Education Elective</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 6 hours 9 hours TA 2203 Acting II TA 1223 Make-up for the Stage TA 2113 Stagecraft 3 hours Theatre Arts Elective (TA prefix)</p>
<p><u>SPEECH OPTION</u></p> <p>Major: 18 hours COM 1123 Interpersonal Communications COM 2213 Introduction to Public Speaking TA 1103 Introduction to Theatre TA 1133 Voice and Speech Improvement TA 1513 Acting I TA 2233 Acting for the Camera</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics PSY 1113 General Psychology OR SOC 1113 Introduction to Sociology</p>	<p><u>SPEECH OPTION</u></p> <p>Major: 18 hours 15 hours COM 1123 Interpersonal Communications COM 2213 Introduction to Public Speaking TA 1103 Introduction to Theatre TA 1133 Voice and Speech Improvement TA 1513 Acting I TA 2233 Acting for the Camera</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics PSY 1113 General Psychology OR SOC 1113 Introduction to Sociology</p>

<p>PHIL 1013 Introduction to Philosophy 3-4 hours of general education Biological Science 3-4 hours of general education Physical Science (One of the science courses must include a lab component.) 6 hours Humanities Electives 3 hours General Education Elective</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 6 hours Any elective within Theatre, Communications, Journalism/Broadcasting.</p>	<p>PHIL 1013 Introduction to Philosophy 3-4 hours of general education Biological Science 3-4 hours of general education Physical Science (One of the science courses must include a lab component.) 6 hours Humanities Electives 3 hours General Education Elective</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 6 hours 9 hours Any elective within Theatre, Communications, Journalism/Broadcasting.</p>
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Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: John Claybon

Title: Dean, Division of Business and Information Technology

Phone number and email address: 405.682.7888 or jclaybon@occc.edu

Current title of degree program (Level II): Certificate of Mastery

Current title of degree program (Level III): Bilingual Banking and Finance

State Regent's three-digit program code: 090

Degree Granting Academic Unit: Division of Business and Information Technology

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2015

- (1) Program Deletion
- (2) Program Suspension
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Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ Date: _____

Date of Governing Board Approval: Click here to enter a date.

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Name of program and State Regents' three-digit program code of program to be deleted:
Certificate of Mastery in Bilingual Banking and Finance, 090

(1) PROGRAM DELETION **Delete program and all options**

NOTE: Information not included on the requested action may cause a delay in processing.

Are students still enrolled in degree program?

No Yes

If yes, how many? 4

Expected academic year of graduation for last student: 2019-2020

Describe methods used to contact both currently enrolled students and students who have stopped-out.

Student Success Advisors, Business and IT Faculty and Staff will contact students to inform them about the certificate deletion.

Will currently enrolled students be allowed to complete the degree program?

No Yes

If no, please explain: [Click here to enter text.](#)

Describe the teach-out plan and how students in deleted program will be accommodated?

Remaining students will be allowed to substitute Faculty Approved courses to facilitate certificate completion

What is the duration of the teach-out plan? 1 year

If other, please specify [Click here to enter text.](#)

Is the program part of a Cooperative Agreement?

No Yes

If yes, complete and submit a Cooperative Agreement Program Deletion form.

Number of courses which will be deleted from course inventory as a result of this action: 1

If no courses are being deleted, how will they be used? [Click here to enter text.](#)

Are funds available for reallocation?

No

If no funds are available for reallocation, how will funds be used? [Click here to enter text.](#)

Yes

If yes, which departments/programs will receive the reallocated funds? AS & AAS Business

Reason for requested action (attach no more than one page if space provided is inadequate):

Low enrollment and low graduation numbers.

List courses that will be deleted from course inventory:

BF 1303 – Introduction to Financial Institutions

Date program deletion effective:

Immediate (will be indicated as deleted during the current academic year)

Beginning with the next academic year: 2021-2022

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: John Castree

Title: Dean of Social Sciences

Phone number and email address: 405-682-1611, ext. 7297; john.w.castree@occc.edu

Current title of degree program (Level II): Associate in Arts

Current title of degree program (Level III): History

State Regent's three-digit program code: 019

Degree Granting Academic Unit: Division of Social Sciences

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2017

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Associate in Arts, History (019)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from to

Explain:

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

The History program is requesting to remove HIST 2303 Historical Research, Methods, and Writing from the degree program and replace this course with three hours of a history elective in the major courses (moving from 6 credit hours of history electives to 9 credit hours of history electives in the major section of the degree).

Number of new courses being added to course inventory: N/A
 List new courses being added to the course inventory: N/A
 Number of courses being deleted from course inventory: 1
 List courses being deleted from the course inventory: HIST 2303 Historical Research,
 Methods, and Writing

Reason for requested action (attach no more than one page if space provided is inadequate):

The History program is requesting to remove HIST 2303 Historical Research, Methods, and Writing from the program and replace this program requirement with three hours of a history elective in the major courses (moving from 6 credit hours of history electives to 9 credit hours of history electives in the major section of the degree). Since the Associate of Arts in History is a transfer program, this change will facilitate more transfer agreement opportunities and will allow

students to choose elective courses based on the university to which the student wishes to transfer.

Will requested change require additional funds from the State Regents? No Yes

If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).

[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. [Click here to enter text.](#)

Will requested change affect a Cooperative Agreement? No Yes

(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics*, *Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
The History degree allows students to select MATH 1483 Functions and Modeling, MATH 1503 Contemporary Mathematics, or MATH 2013 Introduction to Statistics. Since the Associate in Arts in History is a transfer program, these options are provided so that students can select the mathematics course that meets their transfer needs.
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
Options are included in the History program so that students can determine the mathematics course that best suits their plans for transfer. Students work with a Student Success Advisor to determine the mathematics course that is appropriate for their course of study and transfer plans.
3. How does this mathematics course articulate with your partner institutions?
MATH 1483 Functions and Modeling, MATH 1503 Contemporary Mathematics, and MATH 2013 Introduction to Statistics are on the Course Equivalency Matrix (CEP) and articulate to other institutions.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>Major: 18 hours HIST 1613 Early Western Civilization HIST 1623 Modern Western Civilization HIST 1713 Survey of World Civilizations to 1600 C.E. OR HIST 1723 Survey of World Civilizations since 1600 C.E. HIST 2303 Historical Research, Methods, and Writing HISTORY ELECTIVES (6 hours)</p>	<p>Major: 18 hours HIST 1613 Early Western Civilization HIST 1623 Modern Western Civilization HIST 1713 Survey of World Civilizations to 1600 C.E. OR HIST 1723 Survey of World Civilizations since 1600 C.E. HIST 2303 Historical Research, Methods, and Writing HISTORY ELECTIVES (9 hours)</p>
<p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 HIST 1493 U.S. History 1877 to Present GEOG 2603 World Regional Geography General Education Humanities Elective (3 hours) MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics POLSC 1113 American Federal Government 3-4 hours of General Education Physical Science 3-4 hours of General Education Biological Science General Education Social Science Electives (6 hours) (One science course must have a lab component.)</p>	<p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 HIST 1493 U.S. History 1877 to Present GEOG 2603 World Regional Geography General Education Humanities Elective (3 hours) MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics POLSC 1113 American Federal Government 3-4 hours of General Education Physical Science 3-4 hours of General Education Biological Science General Education Social Science Electives (6 hours) (One science course must have a lab component.)</p>
<p>Life Skills: 1 hour SCL 1001 Success in College and Life</p>	<p>Life Skills: 1 hour SCL 1001 Success in College and Life</p>
<p>Support: 5 hours Approved Electives chosen from COM 1123 Interpersonal Communications COM 2213 Introduction to Public Speaking ECON 2123 Principles of Microeconomics ECON 2143 Macroeconomics ECON 1013 Introduction to Economics SOC 1113 Introduction to Sociology</p>	<p>Support: 5 hours Approved Electives chosen from COM 1123 Interpersonal Communications COM 2213 Introduction to Public Speaking ECON 2123 Principles of Microeconomics ECON 2143 Macroeconomics ECON 1013 Introduction to Economics SOC 1113 Introduction to Sociology</p>

<p>SOC 2143 Race and Ethnicity in the U.S. SOC 2213 Cultural Anthropology POLSC 2303 Introduction to International Relations POLSC 2603 Introduction to Comparative Politics CS 1103 Introduction to Computers and Applications PSY 1113 General Psychology PSY 2403 Developmental Psychology ART 1013 Art History: Prehistorical to Early Renaissance ART 1023: Art History: Early Renaissance to Contemporary Any history prefix Any foreign language</p>	<p>SOC 2143 Race and Ethnicity in the U.S. SOC 2213 Cultural Anthropology POLSC 2303 Introduction to International Relations POLSC 2603 Introduction to Comparative Politics CS 1103 Introduction to Computers and Applications PSY 1113 General Psychology PSY 2403 Developmental Psychology ART 1013 Art History: Prehistorical to Early Renaissance ART 1023: Art History: Early Renaissance to Contemporary Any history prefix Any foreign language</p>
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Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
Associate in Arts in Modern Languages, 027

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Click here to enter text.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Click here to enter text.

4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

Click here to enter text.

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

[Click here to enter text.](#)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

[Click here to enter text.](#)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

Click here to enter text.

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

The Modern Languages Associate in Arts degree will be delivered online through OCCC's OpenLMS (Moodle), which includes full multimedia capability to facilitate learning.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

In recent years, OCCC has seen significant growth in the numbers of students seeking Modern Languages degrees and certificates. Specifically, there has been a 300% increase in the number of degrees and certificates awarded since 2017.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed

program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

According to the State of Oklahoma's 2020 Workforce Briefing, the top industry sectors in Oklahoma include government, manufacturing, retail trade, health care, food services, construction, and finance. According to the Central Oklahoma Workforce Innovation Board (2020), in-demand occupations for Oklahoma include: Registered Nurses; Medical Assistants; Security Guards; Landscaping and Groundskeeping Workers; Retail Salespersons; Customer Service Representatives; and Construction Laborers. Given the fact that eight percent of Oklahoma's population is non-native English Speaking, second language skills are an asset in all of these industry sectors and professions. Our students come to us for the language skills that will give them a job market edge.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

There are no costs associated with offering the Modern Languages Associate in Arts degree online. OCCC already funds training in methods of online teaching through our faculty and professional development programs. Current faculty are fully trained. When new faculty are hired, they will complete the same training and will be mentored by experienced faculty.

Provide productivity goals related to the cost and funding of the proposed program.

Offering the Modern Languages Associate in Arts degree online expands educational opportunities for students locally, regionally, and nationally. The online delivery method is highly flexible, which allows older working adults, military service persons, students who are homebound, and many others to pursue their educational goals. We plan to market and advertise the program so as to increase completion of AA degrees in Modern Languages.

Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
Certificate of Mastery in Spanish, 138

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

[Click here to enter text.](#)

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

[Click here to enter text.](#)

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The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

[Click here to enter text.](#)

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

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[Click here to enter text.](#)

Provide productivity goals related to the cost and funding of the proposed program.

[Click here to enter text.](#)

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

[Click here to enter text.](#)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

[Click here to enter text.](#)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

Click here to enter text.

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

The Spanish Certificate of Mastery will be delivered online through OCCC's OpenLMS (Moodle), which includes full multimedia capability to facilitate learning.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

In recent years, OCCC has seen significant growth in the numbers of students seeking Modern Languages degrees and certificates. Specifically, there has been a 300% increase in the number of degrees and certificates awarded since 2017.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed

program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

According to the State of Oklahoma's 2020 Workforce Briefing, the top industry sectors in Oklahoma include government, manufacturing, retail trade, health care, food services, construction, and finance. According to the Central Oklahoma Workforce Innovation Board (2020), in-demand occupations for Oklahoma include: Registered Nurses; Medical Assistants; Security Guards; Landscaping and Groundskeeping Workers; Retail Salespersons; Customer Service Representatives; and Construction Laborers. Given the fact that eight percent of Oklahoma's population is non-native English Speaking, second language skills are an asset in all of these industry sectors and professions. Our students come to us for the language skills that will give them a job market edge.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

There are no costs associated with offering the Spanish Certificate of Mastery online. OCCC already funds training in methods of online teaching through our faculty and professional development programs. Current faculty are fully trained. When new faculty are hired, they will complete the same training and will be mentored by experienced faculty.

Provide productivity goals related to the cost and funding of the proposed program.

Offering the Spanish Certificate of Mastery online expands educational opportunities for students locally, regionally, and nationally. The online delivery method is highly flexible, which allows older working adults, military service persons, students who are homebound, and many others to pursue their educational goals. We plan to market and advertise the program so as to increase completion of certificates in Spanish.

Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
Associate in Science in Pre-Education, 116

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Click here to enter text.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Click here to enter text.

4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

Click here to enter text.

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

[Click here to enter text.](#)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

[Click here to enter text.](#)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

[Click here to enter text.](#)

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

The delivery method that will be used to deliver the program content, for Pre-Education program participants, will be the Learning Management System (LMS) OpenLMS-Moodle. Other OCCC provided technologies include Zoom and PollEverywhere. There are multiple other platforms utilized across campus for courses in the Pre-Education degree, including My Math Lab for mathematics courses, Open Educational Resources for courses such as English Composition I and II, Connect, and many others.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

The number of majors in the Pre-Education program remains steady with more than 76 majors currently. These students are all making progress, having completed at least 30 hours in the program.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future

manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Approximate annual job openings as of 2018 at 2,700 as sourced from Oklahoma Works. Similarly, in the 2020 Central Oklahoma Workforce Innovation Board In-Demand Occupations report all levels of primary education shows a projected growth of 7% while secondary education shows a projected growth of 8%. Oklahoma City Community College's Pre-Education Program has been approved by OKJobMatch, which can provide financial support for many of our students.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

All program associated costs are incurred through and associated with normal college operation and course-related funds. There is no program-related excess expense. Specifically, the Pre-Education Program falls under the purview of the Division of Arts, English, & Humanities (AEH). In addition, taking the currently offered program online will occur no additional costs.

Provide productivity goals related to the cost and funding of the proposed program.

The Pre-Education Program, and its content/courses depend upon General Education courses, in addition to Oklahoma City University's transfer school teaching scholarship, East Central Early Childhood and Elementary Education transfer agreement, University of Central Oklahoma transfer agreement, University of Science and Arts of Oklahoma (USAO) transfer agreement, and currently in talks with Oklahoma Christian University about a potential teaching scholarship. Pre-Education Team goals include: to increase communication with partner institutions, as well as increase partner institution agreements, an initiative to increase visibility and recruitment into the program from local high schools and the community at large. Transitioning the program online will enable the content to be marketed to a much larger audience, taking the potential for growth from local to global. The transition to online instruction will specifically appeal to working adults, those who need more flexible scheduling, and those unable to attend courses on-campus.

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Dr. Thomas Harrison

Title: Dean of Arts, English, and Humanities

Phone number and email address: 405-682-1611, 7653; thomas.l.harrison@occc.edu

Current title of degree program (Level II): Certificate of Mastery

Current title of degree program (Level III): Workplace Writing and Communications

State Regent's three-digit program code: 172

Degree Granting Academic Unit: Division of Arts, English, and Humanities

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program 2019

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Workplace Writing and Communications Certificate (172)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change

Explain: In changing the emphasis of the degree, changes to the courses were required. Additionally, a number of the courses listed in the current certificate program are no longer offered or have undergone modifications.

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):
Changes to the certificate program reflect a response to industry needs and the deletion of courses within the program no longer being offered.

Number of new courses being added to course inventory: NA
List new courses being added to the course inventory:
Number of courses being deleted from course inventory: NA
List courses being deleted from the course inventory:

Reason for requested action (attach no more than one page if space provided is inadequate):
The current Workplace Writing and Communications Certificate was not attracting student interest. Through research gathered during the annual program review process, the program was determined to need modification to interest students and meet modern industry demands. Target students for the program are Diversified Studies majors who desire an area of specialty and working adults with and without a college degree seeking advancement in their current role or to transition into a new job. The National Association of Colleges and Employers (NACE) conducted a survey of employer members in 2019 and found that leadership and written and verbal communication skills were among the top 10 skills noted as desirable by employers. Local data also reflects the need for this skill base in our workforce. In 2019, Oklahoma City Community College conducted a survey of graduates' supervisors. Respondents noted the need

for graduates to receive additional coursework in leadership and areas related to written and verbal communication, such as negotiation, conflict resolution, and consensus building. Changes to the Workplace Writing and Communications Certificate are in direct response to these findings.

Will requested change require additional funds from the State Regents? No Yes

If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).

[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. The embedded certificate is Workplace Writing and Communications (172). The change is to the certificate only and does not affect the main program, the Associate in Arts in Diversified Studies (010).

Will requested change affect a Cooperative Agreement? No Yes

(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
None
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
Not applicable.
3. How does this mathematics course articulate with your partner institutions?
Not applicable.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>GENERAL EDUCATION (12 HOURS) ENGL 1113 English Composition I OR ENGL 1103 Multicultural English Composition I CS 1103 Introduction to Computers and Applications ENGL 1213 English Composition II OR ENGL 1123 Multicultural English Composition II PSY 1113 General Psychology OR SOC 1113 Introduction to Sociology</p> <p>MAJOR COURSES (18 HOURS) ENGL 1233 Technical Writing for the Workplace ENGL 1133 Critical and Efficient Reading COM 2213 Introduction to Public Speaking OR COM 1123 Interpersonal Communications BUS 2033 Business Communication OR ENGL 2143 Introduction to Grant Proposal Development ENGL 1203 Business English PHIL 1123 Critical Thinking</p>	<p>GENERAL EDUCATION (6 HOURS) ENGL 1113 English Composition I ENGL 1213 English Composition II</p> <p>MAJOR COURSES (15 HOURS) COM 2213 Introduction to Public Speaking OR COM 1123 Interpersonal Communications Select 4 of the following 5 courses: BUS 2033 Business Communication ENGL 2143 Introduction to Grant Proposal Development ENGL 1233 Technical Writing CS 1103 Introduction to Computer Applications PHIL 1123 Critical Thinking</p> <p>SUPPORT COURSES (9 Hours) Students, in collaboration with faculty and academic advisor staff, select courses related to their personal career interests and educational goals.</p>

Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
089 Associate in Arts in Child Development

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Click here to enter text.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Click here to enter text.

4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

Click here to enter text.

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

[Click here to enter text.](#)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

[Click here to enter text.](#)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

[Click here to enter text.](#)

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

Oklahoma City Community College uses the Open LMS system of Moodle. There is a Moodle course room for each course section every term. For each Child Development course, there is a master course that has been created. In each course, there is a place for the syllabus, schedule, course material and grades. With each unit, we strive to have content, an interactive piece and assessment. All of these parts are achieved in many different ways. The transfer from book/content knowledge to real life application is an emphasis we try to cover in each unit for our adult learners. The instructor uses many different avenues to communicate with the students. For example, emails, announcements in Moodle, zoom meetings, phone calls, surveys and face to face meetings. With all of these pieces to delivering an online course, we try to find the balance in providing all of these while utilizing sound adult learning principles and theories.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Over the past few years, an increase has been seen with students choosing to complete their coursework online. With this increase in online coursework comes the need to offer an entire degree online. OCCC's Office of Institutional Effectiveness shared the following numbers for Child Development courses and the increase need seen over the past years: FY 18... 47.5%, FY19....58.6% and FY20...72.8%.

In the field of Child Development and Early Childhood, it is a struggle to be seen as a professional. This is something that the field has struggled with here in The State of Oklahoma as well as nationally. The National Association for the Education of Young Children (NAEYC) states that specialized knowledge and professional development in how young children grow and learn is critical for early childhood professionals. Since OCCC's Child Development program is accredited with NAEYC, students feel confident that they are gaining the skills as professionals that they need to know and be able to do in their work with young children and families. These rich experiences ensure students learn the skills and apply their understanding which in turn gives them a solid foundation. Students are assured that OCCC's Child Development degree program is committed to quality to the high standards that NAEYC requires with their accreditation. (www.naeyc.org) OCCC Child Development program promotes high quality care and developmentally appropriate practices with young children.

The majority of students report that they receive a raise after completing the Certificate of Mastery in Child Development as well as when they receive an AA degree (note – the Certificate of Mastery in Child Development is embedded in the AA degrees). To motivate early childhood professionals into furthering their professional knowledge and expertise, a stipend program was developed here in Oklahoma. The stipend is a joint effort between the Department of Human Services and Center for Early Childhood Professional Development. The stipends range from \$600 - \$1500.

2. Employer Demand: Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

In the field of Child Development and Early Childhood, there are many different careers that one could go into. At <https://www.okhighered.org/scholars/career-options-brochure.pdf> there is a career pyramid that outlines some of the different career paths for different education levels. One of the largest job markets for this degree is the childcare industry. The five workforce ecosystems would all need quality childcare for the working parents that are employed by these companies. Among married-couple families with children, 97.5 percent had at least one employed parent in 2019, and 64.2 percent had both parents employed (Apr 21, 2020 <https://www.bls.gov/news.release/famee.nr0.htm>). The reality is that in today's society with diverse family structures and working parents that there is a need for childcare. According to the U.S. Bureau of Labor Statistics (https://www.bls.gov/oes/current/oes_ok.htm#39-0000), there is a rise in need for careers that work with children. Preschool Teachers, except Special Education, has a 6.5% increase. Childcare workers have a 9.9% increase. Education and Childcare Administrators, Preschool and Daycare have a 9.9% increase. With OCCC's Child Development program being accredited with the National Association for the Education of

Young Children (NAEYC), employers look to our students as having a good foundation with working with children and families and are in demand upon graduation (www.naeyc.org)

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

No additional funding is needed for the AA Child Development degrees to be delivered online. Oklahoma City Community College has provided resources and training to assist with providing coursework online. All the Child Development full-time faculty and adjuncts have completed the Online Course Instructor Training with the Center for Learning and Teaching (CLT) and will be prepared to teach online courses. In addition, the instructors will continue to enhance their knowledge and experiences to provide the best online practices with trainings with the CLT and other resources.

Provide productivity goals related to the cost and funding of the proposed program.

The majority of students in the Child Development degree programs work full -time and have a family. With our busy society, the lack of enough time is a real struggle for our Child Development students. Having the coursework online will allow them a more flexible schedule to assist them in being successful in completing an associate degree.

Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
005 Associate in Applied Science in Child Development

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Click here to enter text.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Click here to enter text.

4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

Click here to enter text.

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

[Click here to enter text.](#)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

[Click here to enter text.](#)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

[Click here to enter text.](#)

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

Oklahoma City Community College uses the Open LMS system of Moodle. There is a Moodle course room for each course section every term. For each Child Development course, there is a master course that has been created. In each course, there is a place for the syllabus, schedule, course material and grades. With each unit, we strive to have content, an interactive piece and assessment. All of these parts are achieved in many different ways. The transfer from book/content knowledge to real life application is an emphasis we try to cover in each unit for our adult learners. The instructor uses many different avenues to communicate with the students. For example, emails, announcements in Moodle, zoom meetings, phone calls, surveys and face to face meetings. With all of these pieces to delivering an online course, we try to find the balance in providing all of these while utilizing sound adult learning principles and theories.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Over the past few years, an increase has been seen with students choosing to complete their coursework online. With this increase in online coursework comes the need to offer an entire degree online. OCCC's Office of Institutional Effectiveness shared the following numbers for Child Development courses and the increase need seen over the past years: FY 18... 47.5%, FY19....58.6% and FY20...72.8%.

In the field of Child Development and Early Childhood, it is a struggle to be seen as a professional. This is something that the field has struggled with here in The State of Oklahoma as well as nationally. The National Association for the Education of Young Children (NAEYC) states that specialized knowledge and professional development in how young children grow and learn is critical for early childhood professionals. Since OCCC's Child Development program is accredited with NAEYC, students feel confident that they are gaining the skills as professionals that they need to know and be able to do in their work with young children and families. These rich experiences ensure students learn the skills and apply their understanding which in turn gives them a solid foundation. Students are assured that OCCC's Child Development degree program is committed to quality to the high standards that NAEYC requires with their accreditation. (www.naeyc.org) OCCC Child Development program promotes high quality care and developmentally appropriate practices with young children.

The majority of students report that they receive a raise after completing the Certificate of Mastery in Child Development. To motivate early childhood professionals into furthering their professional knowledge and expertise, a stipend program was developed here in Oklahoma. The stipend is a joint effort between the Department of Human Services and Center for Early Childhood Professional Development. The stipends range from \$600 - \$1500.

2. Employer Demand: Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

In the field of Child Development and Early Childhood, there are many different careers that one could go into. At <https://www.okhighered.org/scholars/career-options-brochure.pdf> there is a career pyramid that outlines some of the different career paths for different education levels. One of the largest job markets for this degree is the childcare industry. The five workforce ecosystems would all need quality childcare for the working parents that are employed by these companies. Among married-couple families with children, 97.5 percent had at least one employed parent in 2019, and 64.2 percent had both parents employed (Apr 21, 2020 <https://www.bls.gov/news.release/famee.nr0.htm>). The reality is that in today's society with diverse family structures and working parents that there is a need for childcare. According to the U.S. Bureau of Labor Statistics (https://www.bls.gov/oes/current/oes_ok.htm#39-0000), there is a rise in need for careers that work with children. Preschool Teachers, except Special Education, has a 6.5% increase. Childcare workers have a 9.9% increase. Education and Childcare Administrators, Preschool and Daycare have a 9.9% increase. With OCCC's Child Development program being accredited with the National Association for the Education of

Young Children (NAEYC), employers look to our students as having a good foundation with working with children and families and are in demand upon graduation (www.naeyc.org)

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

No additional funding is needed for the AAS Child Development degrees to be delivered online. Oklahoma City Community College has provided resources and training to assist with providing coursework online. All the Child Development full-time faculty and adjuncts have completed the Online Course Instructor Training with the Center for Learning and Teaching (CLT) and will be prepared to teach online courses. In addition, the instructors will continue to enhance their knowledge and experiences to provide the best online practices with trainings with the CLT and other resources.

Provide productivity goals related to the cost and funding of the proposed program.

The majority of students in the Child Development degree programs work full -time and have a family. With our busy society, the lack of enough time is a real struggle for our Child Development students. Having the coursework online will allow them a more flexible schedule to assist them in being successful in completing an associate degree.

Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
077 Certificate of Mastery in Child Development

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Click here to enter text.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Click here to enter text.

4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

Click here to enter text.

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

[Click here to enter text.](#)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

[Click here to enter text.](#)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

[Click here to enter text.](#)

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

Oklahoma City Community College uses the Open LMS system of Moodle. There is a Moodle course room for each course section every term. For each Child Development course, there is a master course that has been created. In each course, there is a place for the syllabus, schedule, course material and grades. With each unit, we strive to have content, an interactive piece and assessment. All of these parts are achieved in many different ways. The transfer from book/content knowledge to real life application is an emphasis we try to cover in each unit for our adult learners. The instructor uses many different avenues to communicate with the students. For example, emails, announcements in Moodle, zoom meetings, phone calls, surveys and face to face meetings. With all of these pieces to delivering an online course, we try to find the balance in providing all of these while utilizing sound adult learning principles and theories.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Over the past few years, an increase has been seen with students choosing to complete their coursework online. With this increase in online coursework comes the need to offer an entire certificate online. OCCC's Office of Institutional Effectiveness shared the following numbers for Child Development courses and the increase need seen over the past years: FY 18... 47.5%, FY19....58.6% and FY20...72.8%.

In the field of Child Development and Early Childhood, it is a struggle to be seen as a professional. This is something that the field has struggled with here in The State of Oklahoma as well as nationally. The National Association for the Education of Young Children (NAEYC) states that specialized knowledge and professional development in how young children grow and learn is critical for early childhood professionals. Since OCCC's Child Development program is accredited with NAEYC, students feel confident that they are gaining the skills as professionals that they need to know and be able to do in their work with young children and families. These rich experiences ensure students learn the skills and apply their understanding which in turn gives them a solid foundation. Students are assured that OCCC's Child Development Certificate program is committed to quality to the high standards that NAEYC requires with their accreditation. (www.naeyc.org) OCCC Child Development program promotes high quality care and developmentally appropriate practices with young children.

The majority of students report that they receive a raise after completing the Certificate of Mastery in Child Development. To motivate early childhood professionals into furthering their professional knowledge and expertise, a stipend program was developed here in Oklahoma. The stipend is a joint effort between the Department of Human Services and Center for Early Childhood Professional Development. The stipends range from \$600 - \$1500.

2. Employer Demand: Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/> Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

In the field of Child Development and Early Childhood, there are many different careers that one could go into. At <https://www.okhighered.org/scholars/career-options-brochure.pdf> there is a career pyramid that outlines some of the different career paths for different education levels. One of the largest job markets for this degree is the childcare industry. The five workforce ecosystems would all need quality childcare for the working parents that are employed by these companies. Among married-couple families with children, 97.5 percent had at least one employed parent in 2019, and 64.2 percent had both parents employed (Apr 21, 2020 <https://www.bls.gov/news.release/famee.nr0.htm>). The reality is that in today's society with diverse family structures and working parents that there is a need for childcare. According to the U.S. Bureau of Labor Statistics (https://www.bls.gov/oes/current/oes_ok.htm#39-0000), there is a rise in need for careers that work with children. Preschool Teachers, except Special Education, has a 6.5% increase. Childcare workers have a 9.9% increase. Education and Childcare Administrators, Preschool and Daycare have a 9.9% increase. With OCCC's Child Development program being accredited with the National Association for the Education of

Young Children (NAEYC), employers look to our students as having a good foundation with working with children and families and are in demand upon graduation (www.naeyc.org)

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The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

No additional funding is needed for the Child Development Certificate to be delivered online. Oklahoma City Community College has provided resources and training to assist with providing coursework online. All the Child Development full-time faculty and adjuncts have completed the Online Course Instructor Training with the Center for Learning and Teaching (CLT) and will be prepared to teach online courses. In addition, the instructors will continue to enhance their knowledge and experiences to provide the best online practices with trainings with the CLT and other resources.

Provide productivity goals related to the cost and funding of the proposed program.

The majority of students in the Child Development Certificate programs work full-time and have a family. With our busy society, the lack of enough time is a real struggle for our Child Development students. Having the coursework online will allow them a more flexible schedule to assist them in being successful in completing an associate degree.

Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
019 Associate in Arts in History

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

Click here to enter text.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Click here to enter text.

4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

Click here to enter text.

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

Click here to enter text.

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

[Click here to enter text.](#)

- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

[Click here to enter text.](#)

- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

[Click here to enter text.](#)

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

The primary LMS system utilized by the college is OpenLMS (Moodle). With each course at the college utilizing a Moodle course room, the department has created Master Moodle Courses for History 1483: U.S. History to 1877 and History 1493: U.S. History 1877 to Present so we are able to standardize the required content across sections and instructors. This consistency ensures students have access to their syllabus, course materials, and grades for the entirety of the course. Zoom will also be used to host student meetings and to create instructional videos. This use of Zoom will aid student/faculty interaction and further connect students to the course.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

At Oklahoma City Community College, the demand for online history courses has greatly increased in the last five years. From fiscal year 2015 to 2020, the online credit hour rate for history courses has increased from 29.4% to 51.2%. That demand has outpaced the overall institutional credit hour rate of 37.5%.

The demand for bachelor's degrees in history has risen over the last 20 years. According to the National Center for Education Statistics, the number of bachelor's degrees in history rose from 25,090 in 2000-2001 to 34,188 in 2012-13, an increase of 36.26 %.

The current COVID-19 pandemic has led to an increased demand for online courses. A growing number of students wish to complete their entire degrees online. Providing electronic delivery of the AA History degree will help meet this demand.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/> Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Community college students who earn their AA History degree fill many high-demand occupations in the education field. According to Oklahomaworks.gov, both secondary and middle schools teachers appear on the 2018-2020 Critical Occupations list. Additionally, Oklahoma Workforce data predict an increase in demand for both of these positions. The Central Oklahoma Workforce Innovation Board lists Postsecondary Teachers and Middle School teachers on its 2020 "In Demand Occupations" list. The COWIB also expects a 7% increase in demand for both of these occupations from 2020 to 2030.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

No additional funding will be required to deliver the AA History degree online. The college has demonstrated a desire to move more programs online and has already provided the needed resources for this transition. At the conclusion of the fall semester, all of the history faculty will have completed the Online Course Instructor Training with Oklahoma City Community College's Center for Learning Teaching and will be prepared to teach online courses. In fact, the online offering of history courses decreases costs to the college in the form of reduced printing.

Provide productivity goals related to the cost and funding of the proposed program.

An online AA History degree would provide more opportunities for local and national recruitment, as well as increased advertising options. An online program would meet the needs of many students who need flexible class schedules, such as adult students, working students, military students, and many other student populations. Through offering the program online, OCCC would work to grow the program and attract more history majors who are seeking convenient and low-cost general education courses and history options.

Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
035 Associate in Arts in Psychology

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

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2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

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4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

[Click here to enter text.](#)

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

[Click here to enter text.](#)

Provide productivity goals related to the cost and funding of the proposed program.

[Click here to enter text.](#)

3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

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- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

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- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

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- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

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- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

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- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

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- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

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- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

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- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

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- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

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- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

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- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

[Click here to enter text.](#)

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

The primary LMS system utilized by the college is Moodle. With each course at the college utilizing a Moodle courseroom, the department has created Master Moodle Course for each Psychology course so we are able to standardize the required content across sections and instructors. This ensures students have access to their syllabus, course materials, and grades for the entirety of the course.

The Psychology Department also utilizes the McGraw Hill's online learning platform Connect for the majority of our courses. The Connect platform has allowed the department to create master Connect courses in most of our offerings including our PSY 1113 General Psychology Course which is a general education requirement for most programs across the college. The utilization of this innovative program has allowed us to design courses that focus on the mastery of the material while still being able to assess student learning through direct assessment. The department has focused on including lower stakes mastery assignments that focus on students spending time in the material to gain mastery of the concepts. We are able to target specific concepts and learning objectives and tailor assignments to focus on those concepts foundational to the core knowledge necessary for success in upper level classes once they leave OCCC. The technology support, not only for students but for professors, has been beneficial in ensuring our students learning has minimal interruptions. We have recently been able to integrate Connect with Moodle thus streamlining the registration process. With this integration students grades can be updated instantly at any time in Moodle so the student has ongoing access to their status in the course.

Additionally, as we utilize Connect in the majority of our courses the publisher has agreed to a reduced pricing for our students and is working with our bookstore to ensure the student pays the same price whether they purchase through the OCCC bookstore or directly from the publisher. We have a solid working relationship with McGraw Hill and find they have always worked with us with whatever needs may arise that would benefit our students.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

The National Center for Education Statistics (2015) noted that in 2013-2014 Psychology degrees conferred by postsecondary institutions ranked 4th overall with 117, 298 degrees awarded. According to the American Psychological Association (2020) in 2019 there were 123,980 Bachelor's degrees in Psychology awarded. Data trends show a significant increase over the past 16 years as only 86,989 psychology degrees were awarded in 2003.

In assessing data collected by OCCC's Institutional Effectiveness Office, the number of students selecting Psychology as a First Term Major has showed an upward trend. In looking at the data from Fall of 2008 and 2009, 425 and 488 students respectively selected Psychology as a major. That has now grown to 641 and 562 students in Fall of 2017 and 2018 respectively. If you look at the past 5 years we see an average of 578 students each Fall selecting Psychology as their major.

As of September 2, 2020 OCCC has 680 or 5.7% of students identifying with a primary major of Psychology and 18 students or .2% identifying psychology as a secondary major out of 11,891 students in total.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/> Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

In the current economic climate employers are seeking individuals who exhibit a strong yet flexible fundamental set of interpersonal and intrapersonal skills. Students majoring in psychology focus on learning about and understanding how human behavior varies across situations and cultures; they study the scientific method and learn about data collection and analysis which can be applied in many occupations in a practical manner; they are grounded in the utilization of critical thinking skills to assess information, solve problems, and evaluate current situations to find the best resolution; and they build strong written and verbal communication skills both through didactic instruction and practical application in class discussion, written assignments, and group projects (Psychology Schools 411, 2020).

Contrary to popular belief, a career in psychology is not limited to a Psychologist or Counselor, but encompasses the fields of education, business, criminal justice, human resources, marketing and advertising. As of 2017, only 3.5% of college graduates earning a Bachelor's degree in psychology were actually working as Psychologists (National Center for Science and Engineering Statistics, 2017).

Students earning an Associates degree might work in occupations such as administrative assistants, human resources, police officers, correctional officers, case managers, social work assistants, psychiatric technicians in inpatient facilities, family advocacy, assessment and intake counselors, and research associates.

According to the Oklahoma Office of Workforce Development (2020) of the 2018 to 2020 top 100 critical occupations needed in the state an Associate's and subsequent Bachelor's degree in psychology could be utilized in over 30% of those occupations listed. Review of the Central Oklahoma Workforce Innovation Board's (2020) In-Demand Occupations report increases in demand between 2020 and 2030 for workers in the Behavioral Health Occupations includes increases in demand of 11% for Rehabilitation Counselors; 13 % for Mental Health and Substance Abuse Social Workers; 16% for Substance Abuse, Behavioral Disorder, and Mental Health Counselors; and 24% for Social and Human Service Assistants.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

In consideration of costs to the college there would be minimal if any additional expense. In fact, the online offering of our courses decreases costs to the college in the form of reduced printing for materials. Traditionally, printed exams using scantrons were utilized in on campus lecture courses. Those exams have now been moved online within the Connect Learning Platform. The Connect program does include proctoring capabilities, however the college may need to increase accessibility to computers with installed Chrome browser and webcams to utilize the program to the fullest to ensure academic integrity of quizzes and exams.

Provide productivity goals related to the cost and funding of the proposed program.

Moving the Psychology Program 100% online will aid in recruitment and advertisement opportunities to reach additional student populations. Perhaps most importantly, an online designation will allow for increased flexibility for our local diverse student population and has the potential to attract additional students from across the state and beyond.

According to Bastrikin (2020) in 2017, of the 5.5 million undergraduate students, 3.2 million (19.5%) took at least one course online and another 2.2 million (13.3%) were exclusively distance or online learners. Bastrikin further noted, in 2018 47% of students chose online degree programs due to other commitments making it difficult to attend class on campus and 21% did so as that was their only means of obtaining a degree in their field of interest.

As a Psychology degree is one of the most popular choices for students, coupled with increased need and demand for online learning opportunities, adding an option for an all online degree completion is a necessary benefit for students and the college.

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Oklahoma State Regents for Higher Education
EXISTING PROGRAM ONLINE DELIVERY REQUEST FORM

If requesting institution has gone through the electronic delivery approval process and has been approved to offer electronically delivered programs, subsequent programs may be requested through the abbreviated process which is listed on page five of this form. If you have any questions contact Dr. Stephanie Beauchamp 405-225-9399.

Institution submitting request: **Oklahoma City Community College**

State Regents' three-digit program code and Program name of the program:
042 Associate in Arts in Sociology

Date of Letter of Intent: [Click here to enter a date.](#)

Date of Governing Board Approval: [Click here to enter a date.](#)

Signature of President: _____ **Date:** _____

Complete this section ONLY if the requesting institutions HAS NOT gone through the electronic delivery approval process and has not been approved to offer electronically delivered programs.

3.16.11 Program Approval Procedures for Online

Institutions that have not been approved previously to offer online programs are required to request approval as follows: (1) if programs are offered in such a manner that an individual student can take 100 percent of the courses for the major through online delivery or other computer-mediated format; or (2) the program is advertised as available through online delivery or other computer-mediated format. For the purpose of this policy, major is defined as courses in the discipline of the student's declared degree program, excluding support courses, general education courses, and elective courses (3.16.2). Criteria for approval are based on qualitative consideration and the compatibility of the requested offering with the institution's mission and capacity as described below.

2. Delivery Method

Electronically delivered programs must describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

[Click here to enter text.](#)

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

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2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Click here to enter text.

4. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program. (3.4.5.H and 3.16.11.B.4)

Provide specific evidence that offering the existing program in the proposed learning mode is not unnecessarily duplicative of similar offerings in the state.

Click here to enter text.

6. Requests for New Programs.

Requests for new programs for offering on-campus and/or through an online format will be submitted for initial approval through the *Academic Program Approval Policy 3.4*.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

Click here to enter text.

Provide productivity goals related to the cost and funding of the proposed program.

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3.16.5 Academic Standards.

The expectation is that there is no difference in the academic quality, academic standards including admission and retention standards, and student evaluation standards for courses and programs regardless of delivery method. Electronic media courses and programs must meet the following academic standards.

- A. Faculty.** Describe the training and faculty development that the faculty receives to achieve competency in the technology required for teaching at a distance. (3.16.5.A)

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- B. Faculty/Student Interaction.** Describe the provisions for appropriate real-time and delayed interaction between faculty and students and among other students enrolled in the class. (3.16.5.B)

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- C. Academic Integrity.** Describe methods that are in place for ensuring academic integrity. (3.16.5.C)

[Click here to enter text.](#)

- D. Student Confidentiality.** Describe methods that are in place to ensure the confidentiality and privacy of student personal data. (3.16.5.D)

[Click here to enter text.](#)

- E. Identify Verification.** Institutions shall have an appropriate method to verify the identity of students taking distance education courses (3.16.5.E).

[Click here to enter text.](#)

- F. Advertising.** The institution must provide adequate and accurate information to students including but not limited to admission requirements, equipment standards, estimated or average program cost, and other services available. What methods are employed to ensure adequate and accurate information? (3.16.5.F)

[Click here to enter text.](#)

- G. Learning Resources.** Students shall have access to facilities and learning materials on essentially the same basis as students in the same program or course taught at the main campus. Describe the resources that are available to distance learning students. (3.16.5.G)

[Click here to enter text.](#)

- H. Academic Calendar Requirements.** The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the main campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' Academic Calendars policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section. (3.16.5.H)

[Click here to enter text.](#)

- I. Admission, Retention, Assessment.** Describe the standards used for online student admission, retention, and assessment. Standards shall be the same as those standards observed for the same courses or programs on the originating campus. Similarly, the applicable concurrent enrollment policies apply (see the State Regents' Institutional Admission and Retention and Assessment policies). (3.16.5.I)

[Click here to enter text.](#)

- J. Student Services.** Students shall have access to program guidance and academic support services, including admissions, enrollment, academic advisement, financial aid, and related services on the same basis as the students located on the main campus. Online programs must make these services available to students in electronic format using the working assumption that these students will not be physically present on campus. (3.16.5.J)

[Click here to enter text.](#)

- K. Technical Support System.** Students in electronic media off-campus courses or programs and faculty shall have access to appropriate technical support services. Describe the technical support system that is available for all hardware, software and delivery systems specified by the institution as required for the courses and program. (3.16.5.K)

[Click here to enter text.](#)

- L. Equipment and Software/Tools.** Students must be informed in clear and understandable terms of the electronic or computer resources necessary for successful completion of the class, including, but not limited to, word processing and other productivity tools, e-mail, and Internet services. (3.16.5.L)

[Click here to enter text.](#)

3.16.11 Approval of Subsequent Online Programs

The process for requesting additional existing programs (new programs must be requested through the *Academic Program Approval* policy) through online delivery or other computer-mediated format is for the President to send the following information to the Chancellor: 1) letter of intent 2) the name of the program, 3) delivery method/s, 4) information related to population served and student demand, 5) cost and financing.

The letter of intent must have been submitted to the Chancellor prior to filling out the request form.

2. Delivery Method

Electronically Delivered Programs must also describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) and the major features that will facilitate learning. (3.16.11.B.2)

The primary LMS system utilized by the college is OpenLMS (Moodle). With each course at the college utilizing a Moodle course room, the department has created Master Moodle Courses for all of the online Sociology courses so we are able to standardize the required content across sections and instructors. This ensures students have access to their syllabus, course materials, and grades for the entirety of the course. Zoom will also be used to host student meetings and to create instructional videos. This use of Zoom will aid student/faculty interaction and further connect students to the course.

3. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate demand for the proposed program. (3.4.5.F)

1. **Student Demand:** Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, which should be adequate to expect a reasonable level of productivity.

At Oklahoma City Community College, the demand for online sociology courses has greatly increased in the last five years. From fiscal year 2015 to 2020, the online credit hour rate for history courses has increased from 21.3% to 56.7%. That demand has outpaced the overall institutional credit hour rate of 37.5%.

The demand for bachelor's degrees in Sociology has risen over the last 20 years. According to the National Center for Education Statistics, the number of bachelor's degrees in Sociology rose from 25,202 in 20001-2002 to 27,294 in 2017-2018, an increase of 8.3%.

The current COVID-19 pandemic has led to an increased demand for online courses. A growing number of students wish to complete their entire degrees online. Providing electronic delivery of the AA Sociology degree will help meet this demand.

2. **Employer Demand:** Clearly describe all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution's service area and/or state. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. The following websites may provide useful information: https://www.ok.gov/oesc/Labor_Market/Industry_and_Occupational_Employment_Projections/ and <https://www.okhighered.org/econ-dev/dashboards/>) Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Community college students who earn their AA Sociology degrees and go on to complete their bachelor's degree fill many high-demand occupations. The Central Oklahoma Workforce Innovation Board lists Mental Health and Substance Abuse Social Workers on its 2020 "In Demand Occupations" list. The COWIB expects a 13% increase in demand for this occupation from 2020 to 2030. Additionally, the Central Oklahoma Workforce Innovation Board also lists Social and Human Services Assistants as an "In Demand Occupation. The COWIB predicts a 24% increase in demand for this occupation.

7. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed learning mode must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed learning mode on the institution's overall need for funds. (3.16.11.B.7)

No additional funding will be required to deliver the AA Sociology degree online. The college has demonstrated a desire to move more programs online and has already provided the needed resources for this transition. All of the Sociology faculty have completed Online Course Instructor Training with Oklahoma City Community College's Center for Learning and Teaching and will be prepared to teach online courses. In fact, the online offering of sociology courses decreases costs to the college in the form of reduced printing.

Provide productivity goals related to the cost and funding of the proposed program.

An online AA Sociology degree would provide more opportunities for local and national recruitment, as well as increased advertising options. An online program would meet the needs of many students who need flexible class schedules, such as adult students, working students, military students, and many other student populations. Through offering the program online, OCCC would work to grow the program and attract more sociology majors who are seeking convenient and low-cost general education courses and sociology options. The program has already been streamlining courses and working to provide more online and

hybrid course offerings, and online delivery would be the next step in updating the program for student flexibility and accessibility.

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Thomas Harrison

Title: Dean of Arts, English, and Humanities

Phone number and email address: 405-682-1611, ext. 7653; thomas.l.harrison@occc.edu

Current title of degree program (Level II): Associate in Arts

Current title of degree program (Level III): Modern Languages

State Regent's three-digit program code: 027

Degree Granting Academic Unit: Division of Arts, English, and Humanities

- With approved options in:
- A. French
 - B. Spanish
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2019

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Associate in Arts in Modern Languages, 027

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from to

Explain:

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

Oklahoma City Community College is requesting to add a minimum of "C" grade to the major courses in the Associate in Arts in Modern Languages (027) for the French Option and Spanish Option.

Number of new courses being added to course inventory: N/A
 List new courses being added to the course inventory: [Click here to enter text.](#)
 Number of courses being deleted from course inventory: N/A
 List courses being deleted from the course inventory: [Click here to enter text.](#)

Reason for requested action (attach no more than one page if space provided is inadequate):
In reviewing the curriculum for Modern Languages, it was discovered that the Certificate of Mastery in Spanish (138) required a minimum of a "C" grade for the major courses in that program. However, the AA in Modern Languages does not have a minimum of a "C" grade for major courses in the program. OCCC is requesting to raise the minimum grade requirement in the AA so that it aligns with the Certificate and ensures the same requirements for the degree program as are already established in the Certificate.

Will requested change require additional funds from the State Regents? No Yes

If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).

Click here to enter text.

Will requested change impact an embedded certificate? No Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. Certificate of Spanish (138) is embedded in the degree program, but the Certificate already has the "C" requirement for the major courses.

Will requested change affect a Cooperative Agreement? No Yes

(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
The Modern Languages program allows students to select one of the following: MATH-1483 Functions and Modeling, MATH-1503 Contemporary Mathematics, or MATH-2013 Introduction to Statistics. Since the Associate in Arts in Speech and Theatre is a transfer program, these options are provided so that students can select the mathematics course that meets their transfer needs.
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
Mathematics options are included in the Modern Languages program so that students can determine the mathematics course that best suits their plans for transfer. Students work with a Student Success Advisor to determine the mathematics course that is appropriate for their course of study and transfer plans.
3. How does this mathematics course articulate with your partner institutions?
MATH 1483 Functions and Modeling, MATH 1503 Contemporary Mathematics, and MATH 2013 Introduction to Statistics are on the Course Equivalency Matrix (CEP) and articulate to other institutions.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>FRENCH OPTION</p> <p>Major: 16 hours FREN 1115 Elementary French I FREN 1225 Elementary French II FREN 2113 Intermediate French I FREN 2223 Intermediate French II</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics 3-4 hours of General Education Biological Science 3-4 hours of General Education Physical Science (One of the science courses must include a lab component.) 6 hours General Education Humanities Electives 6 hours General Education Electives 3 hours of any ENGL course that is ENGL 2123 Introduction to Literature or higher</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 7 hours Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.</p> <p>-----</p>	<p>FRENCH OPTION</p> <p>Major: 16 hours (<u>Minimum of C grade for all major courses</u>) FREN 1115 Elementary French I FREN 1225 Elementary French II FREN 2113 Intermediate French I FREN 2223 Intermediate French II</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics 3-4 hours of General Education Biological Science 3-4 hours of General Education Physical Science (One of the science courses must include a lab component.) 6 hours General Education Humanities Electives 6 hours General Education Electives 3 hours of any ENGL course that is ENGL 2123 Introduction to Literature or higher</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 7 hours Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.</p> <p>-----</p>
<p>SPANISH OPTION</p> <p>Major: 16 hours SPAN 1115 Elementary Spanish I SPAN 1225 Elementary Spanish II SPAN 2113 Intermediate Spanish I SPAN 2223 Intermediate Spanish II</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR</p>	<p>SPANISH OPTION</p> <p>Major: 16 hours (<u>Minimum of C grade for all major courses</u>) SPAN 1115 Elementary Spanish I SPAN 1225 Elementary Spanish II SPAN 2113 Intermediate Spanish I SPAN 2223 Intermediate Spanish II</p> <p>General Education: 37 hours ENGL 1113 English Composition I ENGL 1213 English Composition II HIST 1483 U.S. History to 1877 OR</p>

<p>HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics 3-4 hours of General Education Biological Science 3-4 hours of General Education Physical Science (One of the science courses must include a lab component.) 6 hours General Education Humanities Electives 6 hours General Education Electives 3 hours of any ENGL course that is ENGL 2123 Introduction to Literature or higher</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 7 hours Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.</p>	<p>HIST 1493 U.S. History 1877 to Present POLSC 1113 American Federal Government MATH 1483 Functions and Modeling OR MATH 1503 Contemporary Mathematics OR MATH 2013 Introduction to Statistics 3-4 hours of General Education Biological Science 3-4 hours of General Education Physical Science (One of the science courses must include a lab component.) 6 hours General Education Humanities Electives 6 hours General Education Electives 3 hours of any ENGL course that is ENGL 2123 Introduction to Literature or higher</p> <p>Life Skills: 1 hour SCL 1001 Success in College and Life</p> <p>Support: 7 hours Choose seven credit hours of electives from FREN, GRMN, SPAN, COM, ENGL, HUM, WL categories.</p>
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Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: John Claybon

Title: Dean, Division of Business and Information Technology

Phone number and email address: 405.682.7888 or jclaybon@occc.edu

Current title of degree program (Level II): Associates in Applied Science

Current title of degree program (Level III): Business

State Regent's three-digit program code: 026

Degree Granting Academic Unit: Division of Business and Information Technology

With approved options in: A. Business Management

B. Vehicle Service Management

C. General Business

D. Accounting/Finance Support Specialist

E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete ONLY the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2015

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:

Associate in Applied Science: Business (026)

- Business Management Option (048)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from to
Explain:

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

Replace MGMT 2953 Supervisory Training with MGMT 2033 Introduction to Supply Chain Management for the Business Management Option.

Number of new courses being added to course inventory: 1
List new courses being added to the course inventory: MGMT 2033 Introduction to Supply Chain Management

Number of courses being deleted from course inventory: 0
List courses being deleted from the course inventory: N/A

Reason for requested action (attach no more than one page if space provided is inadequate):

Supply chain management is an integral function for any business. Our contact at Amazon expressed interest in a supply chain program as it would potentially aid to their employees' professional/career development. Many of their employees leave the fulfillment and distribution centers to own/operate logistics companies. Considering the number of logistics and warehousing and retail companies in Oklahoma City (Amazon, FedEx, UPS, Costco, Loves, etc.), a course in supply chain would be extremely valuable to OCCC graduates. OK Job Match list 210 openings requiring supply chain experience. DOL Bureau of Labor projects a 4% increase in various jobs across the logistics industry. The median annual wage for logisticians was \$74,750 in May 2019. The median wage is the wage at which half the

workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$44,020, and the highest 10 percent earned more than \$120,400(<https://www.bls.gov/ooh/business-and-financial/logisticians.htm#tab-5>). This course is more relevant to meet the high demand in the supply chain industry. Demand for graduates with an understanding of supply chain management is also validated by UCO and OU's supply chain programs. MGMT 2033 – Introduction to Supply Chain Management will add more value to students pursuing the Business Management Option – AAS degree. Most students seeking this AAS are tasked with entering the workforce expeditiously and thus require business-relevant knowledge that is immediately applicable. This course will also cover the concepts of supply chain management and present the elements of supply chain management as an overview. The purpose of the course would be to prepare the student to enter the business world and understand their role in the supply chain function. The course objectives include; sourcing, purchasing, inventory management, storage, transportation, and distribution.

Will requested change require additional funds from the State Regents? No Yes
If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).
[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes
If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. [Click here to enter text.](#)

Will requested change affect a Cooperative Agreement? No Yes
(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
MATH 1013 - Introduction to Statistics is one of the courses that can be taken by students of the AAS – Business Management students.
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
In MATH 1013 - Introduction to Statistics, student's ability to critically think and solve problems will be enhanced as they will solve problems applying the concepts of random

- sampling, elementary probability, testing hypotheses, descriptive measures, chi-square, regression and correlation, and analysis of variance
3. How does this mathematics course articulate with your partner institutions?
MATH 2013 – Introduction to Statistics transfers to other institutions and is on the CEP.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>Total Hours : 61 Major Courses : 24 hours ACCT 2113 - Accounting I/Financial (C) BUS 1013 – Introduction to Business (C) BUS 2033 – Business Communication (C) BUS 2473 – Business Spreadsheet Applications (C) ECON 2123 – Principles of Microeconomics (C) MGMT 2013 – Small Business Management (C) MGMT 2053 – Principles of Management (C) MGMT 2453 – Management Capstone (C)</p> <p>General Education Courses : 18 hours BUS 2043 – Business Ethics ENGL 1113 – Composition I ENGL 1213 – Composition II OR ENGL 1233 - Technical Writing for the Workplace OR COM 1123 - Interpersonal Communications OR COM 2213 - Intro to Public Speaking HIST 1483 - U.S. History to 1877 OR HIST 1493 - U.S. History 1877 to Present POLSC 1113 - American Federal Government FIN 1013 – Personal Finance OR ECON 1013 – Introduction to Economics OR ECON 2143 – Principles of Macroeconomics</p> <p>Support Courses : 18 hours ACCT 2123 – Accounting II/Managerial (C) MATH 2013- Introduction to Statistics (C) OR ECON 2023 – Statistics for Business and Economics(C) FIN 2023 – Introduction to Business Finance (C) MGMT 2023 – Introduction to Entrepreneurship (C) MKT 2043 – Principles of Marketing (C) OR MKT 2343 – Advertising (C) MGMT 2953 – Supervisory Training (C)</p> <p>Life Skills Courses : 1 hour SCL 1001 – Success in College Life</p>	<p>Total Hours : 61 Major Courses : 24 hours ACCT 2113 - Accounting I/Financial (C) BUS 1013 – Introduction to Business (C) BUS 2033 – Business Communication (C) BUS 2473 – Business Spreadsheet Applications (C) ECON 2123 – Principles of Microeconomics (C) MGMT 2013 – Small Business Management (C) MGMT 2053 – Principles of Management (C) MGMT 2453 – Management Capstone (C)</p> <p>General Education Courses : 18 hours BUS 2043 – Business Ethics ENGL 1113 – Composition I ENGL 1213 – Composition II OR ENGL 1233 - Technical Writing for the Workplace OR COM 1123 - Interpersonal Communications OR COM 2213 - Intro to Public Speaking HIST 1483 - U.S. History to 1877 OR HIST 1493 - U.S. History 1877 to Present POLSC 1113 - American Federal Government FIN 1013 – Personal Finance OR ECON 1013 – Introduction to Economics OR ECON 2143 – Principles of Macroeconomics</p> <p>Support Courses : 18 hours ACCT 2123 – Accounting II/Managerial (C) MATH 2013- Introduction to Statistics (C) OR ECON 2023 – Statistics for Business and Economics(C) FIN 2023 – Introduction to Business Finance (C) MGMT 2023 – Introduction to Entrepreneurship (C) MKT 2043 – Principles of Marketing (C) OR MKT 2343 – Advertising (C) MGMT 2033 - Introduction to Supply Chain Management (C) *</p> <p>Life Skills Courses : 1 hour SCL 1001 – Success in College Life</p>

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: John Claybon

Title: Dean, Division of Business and Information Technology

Phone number and email address: 405.682.1611 ext. 7888 jclaybon@occc.edu

Current title of degree program (Level II): Certificate of Mastery

Current title of degree program (Level III): Geographic Information Systems

State Regent's three-digit program code: 151

Degree Granting Academic Unit: Division of Business and Information Technology

With approved options in: A. Click here to enter text.

B. Click here to enter text.

C. Click here to enter text.

D. Click here to enter text.

E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete ***ONLY*** the appropriate page(s). ***Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.*** The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2018

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

(1) Program Deletion

Revised July 2019

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Name of program and State Regents' three-digit program code of program to be deleted:
Geographic Information Systems – Certificate of Mastery - 151

(1) PROGRAM DELETION Delete program and all options

NOTE: Information not included on the requested action may cause a delay in processing.

Are students still enrolled in degree program?

No Yes

If yes, how many?

Expected academic year of graduation for last student: Select academic year. N/A

Describe methods used to contact both currently enrolled students and students who have stopped-out.

No students are currently enrolled in the program.

Will currently enrolled students be allowed to complete the degree program?

No Yes

If no, please explain: There are zero students enrolled in the certificate program.

Describe the teach-out plan and how students in deleted program will be accommodated?

N/A

What is the duration of the teach-out plan? N/A

If other, please specify [Click here to enter text.](#)

Is the program part of a Cooperative Agreement?

No Yes

If yes, complete and submit a Cooperative Agreement Program Deletion form.

Number of courses which will be deleted from course inventory as a result of this action: None

If no courses are being deleted, how will they be used? Courses will still be used in the Associate in Applied Science in Computer-Aided Technology, the Certificate of Mastery in Computer-Aided Technology—Computer-Aided Design, and the Certificate of Mastery in Unmanned Aerial Systems.

Are funds available for reallocation?

No

If no funds are available for reallocation, how will funds be used? [Click here to enter text.](#)

Yes

If yes, which departments/programs will receive the reallocated funds? Computer-Aided Technology

Reason for requested action (attach no more than one page if space provided is inadequate):

The Geographic Information Systems Certificate of Mastery has failed to attract enrollment and produce graduates. Current jobs generally require graduates to have an associate degree in Geographic Information Systems or a graduate degree.

List courses that will be deleted from course inventory:

None

Date program deletion effective:

Immediate (will be indicated as deleted during the current academic year)

Beginning with the next academic year:

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Dr. Bridges

Title: Dean of Health Professions

Phone number and email address: 405-682-7507 vbridges@occc.edu

Current title of degree program (Level II): Associate of Applied Science

Current title of degree program (Level III): Occupational Therapy Assistant

State Regent's three-digit program code: 030

Degree Granting Academic Unit: Division of Health Professions

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete ONLY the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program 2012

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ Date: _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Associate in Applied Science: Occupational Therapy Assistant (030)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from to

Explain:

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

Requesting to add an "or" option to the degree for the Occupational Therapy Assistant Program. Health Professions would like to add the option for ENGL 1213 – English Composition II as an alternative to ENGL 1233 – Technical Writing for the Workplace.

Updating the Occupational Therapy Assistant application to provide clarifications on GED scores and to reflect the test scores from COMPASS or CPT Accuplacer to Next Gen Accuplacer and to update MATH listings on the application.

Number of new courses being added to course inventory: 0

List new courses being added to the course inventory:

Number of courses being deleted from course inventory: 0

List courses being deleted from the course inventory:

Reason for requested action (attach no more than one page if space provided is inadequate):

The reason for this request is that ENGL 1233 – Technical Writing is not transferrable to four year colleges based on the regent matrix. Adding ENGL 1213 will benefit the student to further their education if they choose to transfer to a four year program. Both classes prepare the

student for written communication in the field. We want to give options to students whether they transfer or this is their terminal degree.

Changes to the application are needed to update course listings and Accuplacer test scores. Also, changes will clarify GED score ranges and update MATH listings to be consistent with the Math Pathways.

Will requested change require additional funds from the State Regents? No Yes
If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).
[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes
If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program.

Will requested change affect a Cooperative Agreement? No Yes
(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.

MATH 1503 – Contemporary Mathematics.

2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.

Contemporary Mathematics provides the math knowledge and skill sets which will expose the student to basic mathematical concepts, and assist them in relationship to statistical methods. Since the student will be exposed to evaluations in practice, this math course will better equip them to interpret the results and solve practical problems.

3. How does this mathematics course articulate with your partner institutions?

This math course follows the academic content and desired outcome, as well as transfers easily to partner institutions

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>Total Hours: 73 hours Life Skills: 1 hour SCL 1001 - Success in College and Life</p> <p>General Education Courses: 18 hours ENGL 1113 – English Composition I – 3 hours PSY 1113 – General Psychology– 3 hours ENGL 1233 – Technical Writing for the Workplace - 3 hours SOC 2143 Race and Ethnicity in the United States – 3 hours OR SOC 1113 Introduction to Sociology – 3 hours POLSC 1113 – American Federal Government – 3 hours HIST 1493 – U.S. History 1877 to Present – 3 hours</p> <p>Major Courses: 40 hours (Major courses require a minimum of a “C” grade in all except OTA 2253 and OTA 2263 – these 2 courses require a grade of “S”.) OTA 1123 Historical and Contemporary Foundations in Occupational Therapy – 3 hours OTA 1223 Human Conditions Impacting Occupation – 3 hours OTA 1112 Application of Leisure Occupation – 2 hours OTA 1252 Group Dynamics – 2 hours OTA 1213 Movement and Therapeutic Interventions – 3 hours OTA 1233 Occupational Performance – Birth Through Adolescence – 3 hours OTA 1122 Performance in Activities of Daily Living – 2 hours OTA 1242 Occupational Therapy Services – 2 hours OTA 1263 Occupational Performance - Adult Lifespan – 3 hours OTA 2153 Occupational Therapy for Psychosocial Conditions – 3 hours</p>	<p>Total Hours: 73 hours Life Skills: 1 hour SCL 1001 - Success in College and Life</p> <p>General Education Courses: 18 hours ENGL 1113 – English Composition I – 3 hours PSY 1113 – General Psychology– 3 hours ENGL 1233 – Technical Writing for the Workplace - 3 hours OR ENGL 1213 – English Composition II – 3 hours SOC 2143 Race and Ethnicity in the United States – 3 hours OR SOC 1113 Introduction to Sociology – 3 hours POLSC 1113 – American Federal Government – 3 hours HIST 1493 – U.S. History 1877 to Present – 3 hours</p> <p>Major Courses: 40 hours (Major courses require a minimum of a “C” grade in all except OTA 2253 and OTA 2263 – these 2 courses require a grade of “S”.) OTA 1123 Historical and Contemporary Foundations in Occupational Therapy – 3 hours OTA 1223 Human Conditions Impacting Occupation – 3 hours OTA 1112 Application of Leisure Occupation – 2 hours OTA 1252 Group Dynamics – 2 hours OTA 1213 Movement and Therapeutic Interventions – 3 hours OTA 1233 Occupational Performance – Birth Through Adolescence – 3 hours OTA 1122 Performance in Activities of Daily Living – 2 hours OTA 1242 Occupational Therapy Services – 2 hours OTA 1263 Occupational Performance - Adult Lifespan – 3 hours OTA 2153 Occupational Therapy for Psychosocial Conditions – 3 hours</p>

<p>OTA 2164 Occupational Therapy for Physical Conditions – 4 hours OTA 2141 Special Topics and Fieldwork – 1 hours OTA 2143 Professional Development and Support -- 3 hours OTA 2253 Fieldwork II A – 3 hours OTA 2263 Fieldwork II B – 3 hours</p> <p>Support Courses: 14 hours (Support courses require a minimum of a “C” grade.) BIO 1314 – Human Anatomy and Physiology I – 4 hours BIO 1414 – Human Anatomy & Physiology II – 4 hours PSYCH 2403 Developmental Psychology – 3 hours MATH 1503 Contemporary Mathematics – 3 hours</p>	<p>OTA 2164 Occupational Therapy for Physical Conditions – 4 hours OTA 2141 Special Topics and Fieldwork – 1 hours OTA 2143 Professional Development and Support -- 3 hours OTA 2253 Fieldwork II A – 3 hours OTA 2263 Fieldwork II B – 3 hours</p> <p>Support Courses: 14 hours (Support courses require a minimum of a “C” grade.) BIO 1314 – Human Anatomy and Physiology I – 4 hours BIO 1414 – Human Anatomy & Physiology II – 4 hours PSYCH 2403 Developmental Psychology – 3 hours MATH 1503 Contemporary Mathematics – 3 hours</p>
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FALL 2020 OCCUPATIONAL THERAPY ASSISTANT APPLICATION

Preparing a Selective Health Professions Program Application

While the documents requested from each program varies, the following guidelines will help prepare for the submission of a Selective Health Program Application.

- Applicants must be admitted to OCCC prior to the application deadline.
 - o Criteria for admission to OCCC may be found online at <http://www.occc.edu/admissions/requirements.html>.
 - o Applicants who have not attended OCCC in the last 12 months need to reapply for admission.
- Applicants must submit proof of payment of the Selective Admissions Application Fee.
 - o Applicants must upload a printed receipt of payment of the nonrefundable Selective Admissions Application Fee.
 - Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.
 - The Office of Recruitment & Admissions DOES NOT ACCEPT payment of this fee.
- Applicants must provide proof of having completed prerequisite courses or proof of enrollment in the prerequisite course(s) (if allowed by the program to which the applicant is applying.)
 - o Must upload official schedule of enrollment.
- Applicants must meet the minimum college retention grade point average required for the program
- Applicants must upload test scores that are required for the specific program to meet basic application requirements to be considered for eligibility.
 - o Test scores must be official scores provided from the issuing testing center or the OCCC Testing Center.
 - o Official test scores must be uploaded to the application.
- Applicants must submit most current and updated official college transcripts from every regionally-accredited institution previously attended to the OCCC Records office, by the application deadline date.
- Official transcripts cannot be uploaded to the application. If applicable, high school transcripts, ACEN accredited transcripts, or other information for preference points, must be uploaded to the application under Additional Documentation.
- Please check your OCCC Portal to ensure all transcripts have been received. The OCCC Portal may be accessed at: portal.occc.edu
 - o All preference point information must be uploaded to the application.

Cohorts will be selected from eligible applicants and ranked by preference points and GPA according to individual program requirements. Remaining eligible applicants will be placed on an alternate list. For additional information regarding OCCC's Health Professions, please visit the website at: www.occc.edu/health

All of the above has been changed to reflect the language on the OnBase application.

OCCUPATIONAL THERAPY ASSISTANT APPLICATION

Any change of address must be submitted, in writing, to the Health Professions Program Selection Committee via the Office of Recruitment and Admissions. **Only completed applications with all documents, transcripts, and test scores verifying basic application requirements and preference points will be accepted.** Official transcripts must be submitted with the OTA application even if the transcripts are currently on file at OCCC. Questions regarding the application or selection process for the OTA program should be directed to the Office of Recruitment and Admissions, (405) 682-7580. Questions regarding the OTA program curriculum should be directed to the Division of Health Professions, (405) 682-7507.

BASIC APPLICATION REQUIREMENTS

Check the appropriate boxes as you complete the basic application requirements:

- Admission or readmission to Oklahoma City Community College **prior to the OTA application deadline.**
- Valid proof of payment of Selective Admissions Application Fee (Fee is required each application period.)
- Eligibility for placement in college level math, English, and science **courses based on placements scores, course completion, and/or meeting course prerequisites.** If courses have not been completed Listed below are specific courses for which the applicant must be eligible to enter:
 - ENGL 1113, English Composition I
 - MATH 1503, Contemporary Math
 - BIO 1314, Human Anatomy & Physiology I
- College Retention Grade Point Average (GPA) Minimum 2.5000
 - The College Retention GPA must include a minimum of 12 credit hours earned at a regionally accredited institution in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. It will include all coursework attempted with the exception of courses forgiven through the Repeat, Reprieve, or Renewal provisions as outlined in the College Catalog.
 - Students who wish to request academic forgiveness must submit a petition to the Records Department or online at <http://www.occc.edu/get/forgiveness.html> prior to the application deadline. **Any student who has requested academic forgiveness must submit a letter with the OTA application to inform the selection committee that the request has been made.**
 - If the applicant has not attempted or completed the minimum of 12 credit hours at a regionally-accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing, a High School Graduation GPA of 2.75 or a GED Transcript Reflecting Average Score of 530 may be utilized. The High School Graduation GPA or GED Average Score may NOT be used if a College Retention GPA as specified is lower than 2.5.
- Next-Gen ACCUPLACER Reading placement test score. . . .Minimum 250
~~OR Classic ACCUPLACER Reading placement test score Minimum 77 (test date prior to October 2018)~~ **Deadline has passed for Classic/Standard Accuplacer**
 - Next-Gen **or Standard ACCUPLACER** scores will only be accepted if the test was taken no more than two years prior to the original application deadline.
 - Students who wish to raise their ACCUPLACER reading score should visit with an advisor from the Office of **Student Success Academic Advising about retesting guidelines.**
 - **COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.**

Please note:

1. Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Information regarding this requirement will be forwarded to those students selected for admission.

2. Applicants for Oklahoma licensure as an Occupational Therapy Assistant must meet all state and federal requirements. Questions regarding these requirements should be directed to the Occupational Therapy Assistant Program, (405) 682-7507.
3. All students will be required to pass a randomly administered drug test.
4. The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda MD 20824-1220 – 301-652-2682 ext. 2914.

NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCESUBMITTED

PREFERENCE POINTS

Once the basic application requirements are met, applicants may improve their opportunity for selection by earning preference points. A maximum of 19 total preference points may be awarded from three categories:

I. ACHIEVEMENT – 12 POINTS POSSIBLE

College Degree (maximum of 3 points) Points Awarded for Highest Degree Earned *ONLY*

Degrees must be conferred by the application deadline.

POINTS

Master’ Degree and Above.....	3
Bachelor’s Degree and Above.....	2
Associate Degree---AA, AS, AAS Degree	1

GPA (maximum of 2 points)

College Retention GPA

College Retention GPA must include a minimum of 12 college credit hours in 1000-level or above science, math, social science, or English courses, excluding credit awarded by advanced standing.

If the applicant has not completed 12 college credit hours as designated, a high school graduation GPA may be used.

OR

High School Graduating GPA

If the applicant has attempted or completed 12 college credit hours, a high school graduation GPA cannot be used.

OR

GED Score

GED score will only be used in a case where no high school graduation or college retention GPA exists.

GPA

3.5000-4.0000	2
3.0000-3.4999	1

GPA

3.75-4.00	2
3.50-3.74	1

GED Score

650+	2
550-649	1

Science Courses (maximum of 3 points and 3 courses)

1 point per class with a minimum grade of “B”

- o High school lab science (1 Unit) or college-level science courses (3 credit hours or more)

NOTE: High school lab science courses will *NOT* be applicable if at least one college-level science course has been attempted or completed.

College-Level Medical Terminology 2

Minimum grade of “B”; 1 credit hour or more, excluding credit awarded by advanced standing completed prior application deadline.

College Level Critical Thinking Course (OCCC PHIL 1123) or equivalent transfer course2

Minimum grade of “B” completed prior application deadline.

II. POTENTIAL – 3 POINTS POSSIBLE

(NOTE: CPT ACCUPLACER, Standard COMPASS, AND CPM-3 or IV scores must be no older than two years prior to the date this application is due. ACT scores must be no older than five years prior to the date this application is due.)

Accuplacer reading scores may be listed on your score sheet as "Reading Comprehension" and Accuplacer writing scores may be listed as "Sentence Skills."

Reading (Maximum 1 point)

(Note: While ACT scores may be used to earn preference points, **ALL** applicants must take the ACCUPLACER reading test to meet the basic application reading requirement.)

TEST	MINIMUM SCORE	POINTS
Next-Generation Accuplacer Reading.....	260.....	2
OR CPT ACCUPLACER Reading	91.....	1
OR ACT Reading.....	23.....	1

Writing/English (Maximum 1 point)

TEST	MINIMUM SCORE	POINTS
Next-Generation Accuplacer Writing.....	260.....	2
OR CPT ACCUPLACER Writing	96.....	1
OR ACT English	22	1

Mathematics (Maximum 1 point)

TEST	MINIMUM SCORE	POINTS
ACT Mathematics.....	19.....	1
OR CPM-IV.....	70.....	1
OR CMP 3*.....	10.....	1
OR College Level Math Course.....		1

Minimum grade of "B"; 1 credit hour or more, excluding credit awarded by advanced standing. Courses which may earn points are:

- o MATH 1503, Contemporary Mathematics
- ~~o MATH 1513, College Algebra for Business, Life Sciences and Social Sciences~~
- o **MATH 1483-Functions and Modeling**
- o MATH 2023, Foundations of Geometry and Measurements
- o Any college level statistics course
- o Any mathematics course which has been evaluated to be at a higher level than the previous listed math courses.

(Note: * (available as of April 8, 2019, a mathematics test exclusive to OCCC)** (test date prior to April 8, 2019) NOTE: The CPM3, CPM-IV and ACT are the only mathematics tests accepted for preference points. The CPM3 and CPM-IV are mathematics tests exclusive to OCCC. Please check with a Student Success Advisor if you are unsure if you have taken the CPM3 or CPM-IV test. The CPM-IV Test will be listed either as Test D or Math Assessment 4 on your score sheet. Successful completion of the CPM-IV course or any other mathematics course will not be accepted in place of the CPM3 or CPM-IV Test.

~~The CPM-IV and ACT are the only mathematics tests accepted for preference points. The CPM-IV is a mathematics test exclusive to OCCC. Please check with an Academic Advisor if you are unsure if you have taken the CPM-IV test. The CPM-IV will be listed as either Test D or Math Assessment 4 on your score sheet. Successful completion of the CPM-IV course or any other mathematics course will NOT be accepted in place of the CPM-IV test.)~~

For students who are unable to take assessment tests on OCCC campus the following procedures must be followed.

1. Contact Testing and Assessment at 405-682-7531 to coordinate off-site testing.
2. Students must make contact at least 2 weeks prior to your desired testing date.
3. Payment for tests must be completed before confirmation of the off-site location occurs.
4. At the off-site location, students are responsible for collecting their test score sheet printout from the administrating site.

III. EXPERIENCE/CERTIFICATION – 4 POINTS POSSIBLE

	POINTS
Observation with licensed Occupational Therapy Practitioner (OTR or OTA)	
Four (4) hours in a pediatric setting	2
Four (4) hours in an adult setting.....	2

NOTE: Observation hours must be no older than 18 months prior to the date this application is due.

OVERALL TOTAL POINTS POSSIBLE 19

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and/or attain state licensure. Please contact NBCOT and the Oklahoma Board of Medical Licensure and Supervision for further information.

It is important to note the results of the required background report(s) and/or random drug test may impact a student's ability to continue in or successfully complete a course, courses, and/or the OTA program. Students who have questions should contact the OTA Program Director.

Applicants for Oklahoma licensure as an Occupational Therapy Assistant must meet all state and federal requirements. Questions regarding these requirements should be directed to the agencies listed below.

National Board for Certification in Occupational Therapy
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150
301-990-7979
Fax 301-869-8492

Oklahoma Board of Medical Licensure and Supervision
101 NE 51st St.
Oklahoma City, Oklahoma 73105
P.O. Box 18256
Oklahoma City, Oklahoma 73154-0256
405-962-1400 (main number)
405-962-1400 (fax)

APPLICATION PROCEDURE

To insure each applicant is fully informed of the application procedure, each applicant is encouraged to meet with an **Student Success Academic Advisor** for health profession advising. **The Student Success Academic Advising office** can be reached at (405) 682-7535. Each applicant must **upload** completed application with required documents and verification of all requested preference points **to the Office of Recruitment and Admissions** no later than **NOON (12 p.m.) June 5, 2020**. **Students are strongly encouraged to bring their applications to OCCC and submit them in person, but those who need to mail their applications can mail them to:**

Oklahoma City Community College
ATTN: Recruitment and Admissions
7777 S. May Avenue
Oklahoma City, OK 73159

SELECTION PROCEDURE

1. Applications on file by **NOON (12 p.m.) June 5, 2020** with the highest total preference points will be given priority for admission. All testing, when required, must be completed prior to the application deadline. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the OTA application.
2. If applicants have identical preference point totals, individuals will be ranked according to college retention grade point average or high school grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria for all of the Basic Application Requirements are met. **Documentation for preference points must be submitted with the application. Applications will be considered incomplete if ALL most current and updated college/university transcripts are not submitted with the application.**
4. The applicants selected for admission to the program will be notified via their OCCC email.
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.

ALL DOCUMENTS MUST BE SUBMITTED TOGETHER. DO NOT SUBMIT DOCUMENTS SEPARATELY. DO NOT SUBMIT DOCUMENTS TO ANY OFFICE OTHER THAN THE OFFICE OF RECRUITMENT AND ADMISSIONS.

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Fall 2020



OCCUPATIONAL THERAPY ASSISTANT

DEADLINE: June 5, 2020 – NOON

Name _____ ID# _____
Last First MI Maiden

Address _____
Street City State Zip

E-mail _____ Phone () _____

High School of Graduation _____ Year _____ GED Certificate: Yes No Year _____

Have you applied for Academic Forgiveness or Reprieve Yes No
If yes, approximately when did you apply? _____

Colleges or universities attended (list all; if more space is needed, use a separate sheet of paper):

_____ Dates _____
_____ Dates _____
_____ Dates _____
_____ Dates _____

The failure to list ALL previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension and application disqualification.

Applicants will be considered only for the semester specified on this application. Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREFULLY AND INITIAL BELOW EACH STATEMENT

- I have read and understand the admissions criteria and selection process for the Occupational Therapy Assistant program. Initial: _____
I understand I must be currently admitted to Oklahoma City Community College. Initial: _____
I understand that I must submit a valid printed receipt of payment of the nonrefundable \$20.00 Selective Admissions Application fee. Initial: _____

I understand I must be eligible for placement into the following courses:

Please check the courses you have completed and indicate the semester/year the course was taken as well as grade earned, if applicable.

Table with 3 columns: COURSE, SEMESTER/YEAR COMPLETED, GRADE EARNED. Rows include ENGL 1113, MATH 1503, and BIO 1314.

Initial: _____

- I understand I must have a qualifying GPA as explained in the Basic Application Requirements.**
Initial: _____
- I understand I must have taken the Next-Generation Accuplacer or Classic Accuplacer CPT reading placement test as explained in the Basic Application Requirements.**
Initial: _____
- I understand that I must submit the most current and updated OFFICIAL transcripts from all previously attended colleges/universities even if those transcripts are already on file at OCCC. I also understand that it is the student's responsibility to ensure that all courses listed are complete. I also understand that test scores on file at OCCC must be obtained from the Testing & Assessment office and submitted with this OTA application.**
Initial: _____
- I understand that all course substitutions and evaluations must be approved and completed prior to the application deadline. A copy of the course approval form must be included in the packet.**
Initial: _____
- I understand that applications submitted without all required documents will be considered incomplete and rendered ineligible for the application period. I also understand that all required documents and documentation of preference points should be submitted together and no additions or revisions may be made once my application has been submitted.**
Initial: _____
- I understand that a criminal history and sex offender background investigation and random drug test must be completed if I am selected for admission.**
Initial: _____
- I understand that applications should not be submitted to any office other than the Office of Recruitment & Admissions. I understand that OTA applications are not to be submitted to the OTA Department or Division of Health Professions.**
Initial: _____
- I understand the deadline for this application is NOON (12 p.m.) June 7, 2019.**
Initial: _____

Applicant's signature is required below. Signature confirms that the applicant has read and understands the application requirements and preference point system for the OTA Program.

Applicant's Signature: _____ Date: _____

ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED. NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED. ALL DOCUMENTS MUST BE SUBMITTED TOGETHER AND MUST BE SUBMITTED TO THE OFFICE OF RECRUITMENT & ADMISSIONS.

OT Practitioner Signature_____Date

Printed Name_____OT/OTA License Number

Contact number_____Facility

Position_____

Address

**THANK YOU SO MUCH FOR PARTICIPATING IN THIS IMPORTANT
ENDEAVOR!**



FALL 2020 OCCUPATIONAL THERAPY ASSISTANT APPLICATION

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- Applicants must provide proof of having completed prerequisite courses or proof of enrollment in the prerequisite course(s) (if allowed by the program to which the applicant is applying.)
 - Must upload official schedule of enrollment.
- Applicants must meet the minimum college retention grade point average required for the program
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OCCUPATIONAL THERAPY ASSISTANT APPLICATION

BASIC APPLICATION REQUIREMENTS

Check the appropriate boxes as you complete the basic application requirements:

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- Valid proof of payment of Selective Admissions Application Fee (Fee is required each application period.)
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- College Retention Grade Point Average (GPA) Minimum 2.5000
 - The College Retention GPA must include a minimum of 12 credit hours earned at a regionally accredited institution in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. It will include all coursework attempted with the exception of courses forgiven through the Repeat, Reprieve, or Renewal provisions as outlined in the College Catalog.
 - Students who wish to request academic forgiveness must submit a petition to the Records Department or online at <http://www.occc.edu/get/forgiveness.html> prior to the application deadline. If the applicant has not attempted or completed the minimum of 12 credit hours at a regionally-accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing, a High School Graduation GPA of 2.75 or a GED Transcript Reflecting Average Score of 530 may be utilized. The High School Graduation GPA or GED Average Score may NOT be used if a College Retention GPA as specified is lower than 2.5.
- Next-Gen ACCUPLACER Reading placement test score. . . .Minimum 250
 - Next-Gen scores will only be accepted if the test was taken no more than two years prior to the original application deadline.
 - Students who wish to raise their ACCUPLACER reading score should visit with an advisor from the Office of Student Success Advising about retesting guidelines.
 - **COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.**

Please note:

1. Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Information regarding this requirement will be forwarded to those students selected for admission.

2. Applicants for Oklahoma licensure as an Occupational Therapy Assistant must meet all state and federal requirements. Questions regarding these requirements should be directed to the Occupational Therapy Assistant Program, (405) 682-7507.
 3. All students will be required to pass a randomly administered drug test.
- The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929 301-652-2682 ext. 2914.

NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED

PREFERENCE POINTS

Once the basic application requirements are met, applicants may improve their opportunity for selection by earning preference points. A maximum of 19 total preference points may be awarded from three categories:

I. ACHIEVEMENT – 12 POINTS POSSIBLE

College Degree (maximum of 3 points) Points Awarded for Highest Degree Earned *ONLY*

Degrees must be conferred by the application deadline.

POINTS

Master’ Degree and Above.....	3
Bachelor’s Degree and Above.....	2
Associate Degree---AA, AS, AAS Degree	1

GPA (maximum of 2 points)

College Retention GPA

College Retention GPA must include a minimum of 12 college credit hours in 1000-level or above science, math, social science, or English courses, excluding credit awarded by advanced standing.

If the applicant has not completed 12 college credit hours as designated, a high school graduation GPA may be used.

OR

High School Graduating GPA

If the applicant has attempted or completed 12 college credit hours, a high school graduation GPA cannot be used.

OR

GED Score

GED score will only be used in a case where no high school graduation or college retention GPA exists.

GPA

3.5000-4.0000	2
3.0000-3.4999	1

GPA

3.75-4.00	2
3.50-3.74	1

GED Score

650+	2
550-649	1

Science Courses (maximum of 3 points and 3 courses)

1 point per class with a minimum grade of “B”

- High school lab science (1 Unit) or college-level science courses (3 credit hours or more)

NOTE: High school lab science courses will *NOT* be applicable if at least one college-level science course has been attempted or completed.

College-Level Medical Terminology 2

Minimum grade of “B”; 1 credit hour or more, excluding credit awarded by advanced standing completed prior application deadline.

College Level Critical Thinking Course (OCCC PHIL 1123) or equivalent transfer course2

Minimum grade of “B” completed prior application deadline.

II. POTENTIAL – 3 POINTS POSSIBLE

(NOTE: CPTACCUPLACER AND CPM-3 or IV scores must be no older than two years prior to the date this application is due. ACT scores must be no older than five years prior to the date this application is due.)

Accuplacer reading scores may be listed on your score sheet as "Reading Comprehension" and Accuplacer writing scores may be listed as "Sentence Skills."

Reading (Maximum 1 point)

(Note: While ACT scores may be used to earn preference points, **ALL** applicants must take the ACCUPLACER reading test to meet the basic application reading requirement.)

TEST	MINIMUM SCORE	POINTS
Next-Generation Accuplacer Reading.....	260.....	2
OR ACT Reading.....	23.....	1

Writing/English (Maximum 1 point)

TEST	MINIMUM SCORE	POINTS
Next-Generation Accuplacer Writing.....	260.....	2
OR ACT English.....	22.....	1

Mathematics (Maximum 1 point)

TEST	MINIMUM SCORE	POINTS
ACT Mathematics.....	19.....	1
OR CPM-IV.....	70.....	1
OR CPM 3*	10	1
OR College Level Math Course.....		1

Minimum grade of "B"; 1 credit hour or more, excluding credit awarded by advanced standing. Courses which may earn points are:

- o MATH 1503, Contemporary Mathematics
- o MATH 1483, Functions and Modeling
- o MATH 2023, Foundations of Geometry and Measurements
- o Any college level statistics course
- o Any mathematics course which has been evaluated to be at a higher level than the previous listed math courses.

(Note: * (available as of April 8, 2019, a mathematics test exclusive to OCCC)** (test date prior to April 8, 2019) NOTE: The CPM3, CPM-IV and ACT are the only mathematics tests accepted for preference points. The CPM3 and CPM-IV are mathematics tests exclusive to OCCC. Please check with a Student Success Advisor if you are unsure if you have taken the CPM3 or CPM-IV test. The CPM-IV Test will be listed either as Test D or Math Assessment 4 on your score sheet. Successful completion of the CPM-IV course or any other mathematics course will not be accepted in place of the CPM3 or CPM-IV Test.

For students who are unable to take assessment tests on OCCC campus the following procedures must be followed.

1. Contact Testing and Assessment at 405-682-7531 to coordinate off-site testing.
2. Students must make contact at least 2 weeks prior to your desired testing date.
3. Payment for tests must be completed before confirmation of the off-site location occurs.
4. At the off-site location, students are responsible for collecting their test score sheet printout from the administrating site.

III. EXPERIENCE/CERTIFICATION – 4 POINTS POSSIBLE

	POINTS
Observation with licensed Occupational Therapy Practitioner (OTR or OTA)	
Four (4) hours in a pediatric setting	2
Four (4) hours in an adult setting.....	2

NOTE: Observation hours must be no older than 18 months prior to the date this application is due.

OVERALL TOTAL POINTS POSSIBLE 19

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and/or attain state licensure. Please contact NBCOT and the Oklahoma Board of Medical Licensure and Supervision for further information.

It is important to note the results of the required background report(s) and/or random drug test may impact a student's ability to continue in or successfully complete a course, courses, and/or the OTA program. Students who have questions should contact the OTA Program Director.

Applicants for Oklahoma licensure as an Occupational Therapy Assistant must meet all state and federal requirements. Questions regarding these requirements should be directed to the agencies listed below.

National Board for Certification in Occupational Therapy
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150
301-990-7979
Fax 301-869-8492

Oklahoma Board of Medical Licensure and Supervision
101 NE 51st St.
Oklahoma City, Oklahoma 73105
P.O. Box 18256
Oklahoma City, Oklahoma 73154-0256
405-962-1400 (main number)
405-962-1400 (fax)

APPLICATION PROCEDURE

To insure each applicant is fully informed of the application procedure, each applicant is encouraged to meet with a Student Success Advisor for health profession advising. The Student Success Advising office can be reached at (405) 682-7535. Each applicant must upload completed application with required documents and verification of all requested preference points no later than **NOON (12 p.m.) June 5, 2020.**

SELECTION PROCEDURE

1. Applications on file by **NOON (12 p.m.) June 5, 2020** with the highest total preference points will be given priority for admission. All testing, when required, must be completed prior to the application deadline. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the OTA application.
2. If applicants have identical preference point totals, individuals will be ranked according to college retention grade point average or high school grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria for all of the Basic Application Requirements are met. **Documentation for preference points must be submitted with the application.**
4. The applicants selected for admission to the program will be notified via their OCCC email.
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.

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Fall 2020



OCCUPATIONAL THERAPY ASSISTANT

DEADLINE: June 5, 2020 – NOON

Name Last First MI Maiden ID#

Address Street City State Zip

E-mail Phone ()

High School of Graduation Year GED Certificate: Yes No Year

Have you applied for Academic Forgiveness or Reprieve Yes No
If yes, approximately when did you apply?

Colleges or universities attended (list all; if more space is needed, use a separate sheet of paper):

Dates
Dates
Dates
Dates

The failure to list ALL previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension and application disqualification.

Applicants will be considered only for the semester specified on this application. Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREFULLY AND INITIAL BELOW EACH STATEMENT

- I have read and understand the admissions criteria and selection process for the Occupational Therapy Assistant program. Initial:
I understand I must be currently admitted to Oklahoma City Community College. Initial:
I understand that I must submit a valid printed receipt of payment of the nonrefundable \$20.00 Selective Admissions Application fee. Initial:
I understand I must be eligible for placement into the following courses:

Please check the courses you have completed and indicate the semester/year the course was taken as well as grade earned, if applicable.

Table with 3 columns: COURSE, SEMESTER/YEAR COMPLETED, GRADE EARNED. Rows include ENGL 1113, MATH 1503, and BIO 1314.

Initial:

- I understand I must have a qualifying GPA as explained in the Basic Application Requirements.**
Initial: _____
- I understand I must have taken the Next-Generation Accuplacer or Classic Accuplacer CPT reading placement test as explained in the Basic Application Requirements.**
Initial: _____
- I understand that I must submit the most current and updated OFFICIAL transcripts from all previously attended colleges/universities even if those transcripts are already on file at OCCC. I also understand that it is the student's responsibility to ensure that all courses listed are complete. I also understand that test scores on file at OCCC must be obtained from the Testing & Assessment office and submitted with this OTA application.**
Initial: _____
- I understand that all course substitutions and evaluations must be approved and completed prior to the application deadline. A copy of the course approval form must be included in the packet.**
Initial: _____
- I understand that applications submitted without all required documents will be considered incomplete and rendered ineligible for the application period. I also understand that all required documents and documentation of preference points should be submitted together and no additions or revisions may be made once my application has been submitted.**
Initial: _____
- I understand that a criminal history and sex offender background investigation and random drug test must be completed if I am selected for admission.**
Initial: _____
- I understand that applications should not be submitted to any office other than the Office of Recruitment & Admissions. I understand that OTA applications are not to be submitted to the OTA Department or Division of Health Professions.**
Initial: _____
- I understand the deadline for this application is NOON (12 p.m.) June 7, 2019.**
Initial: _____

Applicant's signature is required below. Signature confirms that the applicant has read and understands the application requirements and preference point system for the OTA Program.

Applicant's Signature: _____ Date: _____

ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED. NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED. ALL DOCUMENTS MUST BE SUBMITTED TOGETHER AND MUST BE SUBMITTED TO THE OFFICE OF RECRUITMENT & ADMISSIONS.

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Vince Bridges

Title: Dean of Health Professions

Phone number and email address: 405-682-1611, ext. 7138; vbridges@occc.edu

Current title of degree program (Level II): Associate in Applied Science

Current title of degree program (Level III): Emergency Medical Sciences

State Regent's three-digit program code: 014

Degree Granting Academic Unit: Division of Health Professions

- With approved options in:
- A. [Click here to enter text.](#)
 - B. [Click here to enter text.](#)
 - C. [Click here to enter text.](#)
 - D. [Click here to enter text.](#)
 - E. [Click here to enter text.](#)

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2015

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: [Click here to enter a date.](#)

**(7) Program
Requirement Change**

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Associate in Applied Science: Emergency Medical Sciences (014)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from 71 to 67

Explain: This program will be deleting one course EMS 1314 – Paramedic Care I Introduction to Paramedicine, and it will be combined with EMS 1324 – Paramedic Care II Trauma Emergencies. The new course name for EMS 1324 will be Paramedic Care I – Trauma Emergencies and will be four credit hours.

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

Change 1: Trauma Emergencies was originally broken into two courses EMS 1314 and EMS 1324. There were redundancies in the courses, so the content has been streamlined to be incorporated into one course – EMS 1324. It will be renamed Paramedic Care I (Trauma Emergencies).

Change 2: The current Emergency Medical Technology Course is offered in a 16-week format with nine credit hours. To be congruent with the college direction on offering 8-week terms for our students, it is necessary to change this course to two separate courses offered in two 8-week sessions.

Number of new courses being added to course inventory: 2
List new courses being added to the course inventory: EMS 1014 – Emergency Medical Technology I and EMS 1015 – Emergency Medical Technology II
Number of courses being deleted from course inventory: 2
List courses being deleted from the course inventory: EMS 1019 Emergency Medical Technology and EMS 1314 – Paramedic Care I, Introduction to Paramedicine

Reason for requested action (attach no more than one page if space provided is inadequate):

This course was originally in a 16-week format and is being changed to an 8-week format. It is a nine (9) credit hour course that needed to be separated into a five and four credit hour

presentation. This change will also allow faculty to focus on specific difficult topics that will allow the student more time to absorb, integrate and apply the concepts. The EMS 1314 course is being deleted due to the duplication of content and allowing for the streamlining of emergency intervention content and mastery.

Will requested change require additional funds from the State Regents? No Yes

If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).

[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program.

Certificate of Mastery: Emergency Medical Technician (059)

Certificate of Mastery: Emergency Medical Paramedic (069)

Certificate of Mastery: Advanced Emergency Technician (168)

Will requested change affect a Cooperative Agreement? No Yes

(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
Math 1483 – Functions and Modeling or Math 1503 – Contemporary Mathematics
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
Functions and modeling, and/or contemporary mathematics provide the basic entry level math knowledge and skills which expose the student to basic mathematical concepts which will assist them in relationship to medication administration and dosage calculations. It provides the student the opportunity to learn to solve practical problems using algebraic and digital techniques.
3. How does this mathematics course articulate with your partner institutions?
The math courses listed follow the academic content and desired outcomes, as well as transfer easily to partner institutions.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>Total Hours: 71 hours Life Skills : 1 hour SCL 1001 - Success in College and Life General Education Courses: 18 hours MATH 1483 – Functions and Modeling OR MATH 1503 – Contemporary Mathematics – 3 hours ENGL 1113 – English Composition I – 3 hours ENGL 1213 – English Composition II - 3 hours POLSC 1113 – American Federal Government – 3 hours PSY 1113 – General Psychology– 3 hours HIST 1483 – U.S. History to 1877 OR HIST 1493 – U.S. History 1877 to Present – 3 hours Major Courses: 44 hours (Major courses require a minimum of a “C” grade.) EMS 1019 – Emergency Medical Technology – 9 hours EMS 1314 – Paramedic Care I, Introduction to Paramedicine – 4 hours EMS 1324 – Paramedic Care II, Trauma Emergencies – 4 hours EMS 1334 – Paramedic Care III – Medical Emergencies I– 4 hours EMS 1113 – ECG Interpretation and Procedures– 3 hours EMS 2044 – Paramedic Care IV, Medical Emergencies II – 4 hours EMS – 2054 – Paramedic Care V, OB and Pediatric Emergencies – 4 hours EMS 2064 – Paramedic Care VI, Special Populations – 4 hours EMS 2274 – EMS Leadership – 4 hours EMS 2284 – Paramedic Practicum – 4 hours</p> <p>Support Courses: 8 hours (Support courses require a minimum of a “C” grade.) BIO 1314 – Human Anatomy and Physiology I – 4 hours BIO 1414 – Human Anatomy & Physiology II – 4 hours</p>	<p>Total: 67 hours Life Skills : 1 hour SCL 1001 - Success in College and Life General Education Courses: 18 hours MATH 1483 – Functions and Modeling OR MATH 1503 – Contemporary Mathematics – 3 hours ENGL 1113 – English Composition I – 3 hours ENGL 1213 – English Composition II – 3 hours POLSC 1113 – American Federal Government – 3 hours PSY 1113 – General Psychology– 3 hours HIST 1483 – U.S. History to 1877 OR HIST 1493 – U.S. History 1877 to Present – 3 hours</p> <p>Major Courses: 40 hours (Major courses require a minimum of a “C” grade.) EMS 1014 – Emergency Medical Technology I – 4 hours * EMS 1015 – Emergency Medical Technology II – 5 hours *</p> <p>EMS 1324 – Paramedic Care I, Trauma Emergencies – 4 hours EMS 1334 – Paramedic Care II – Medical Emergencies I– 4 hours EMS 1113 – ECG Interpretation and Procedures– 3 hours EMS 2044 – Paramedic Care III, Medical Emergencies II – 4 hours EMS – 2054 – Paramedic Care IV, OB and Pediatric Emergencies – 4 hours EMS 2064 – Paramedic Care V, Special Populations – 4 hours EMS 2274 – EMS Leadership – 4 hours EMS 2284 – Paramedic Internship – 4 hours</p> <p>Support Courses: 8 hours (Support courses require a minimum of a “C” grade.) BIO 1314 – Human Anatomy and Physiology I – 4 hours BIO 1414 – Human Anatomy & Physiology II – 4 hours</p>

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Vince Bridges

Title: Dean of Health Professions

Phone number and email address: 405-682-1611, ext. 7138; vbridges@occc.edu

Current title of degree program (Level II): Certificate of Mastery

Current title of degree program (Level III): Emergency Medical Technician

State Regent's three-digit program code: 059

Degree Granting Academic Unit: Division of Health Professions

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete ONLY the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2015

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ Date: _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Certificate of Mastery: Emergency Medical Technician (059)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from to

Explain:

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

The current Emergency Medical Technology Course is offered in a 16-week format with nine credit hours. To be congruent with the college direction on offering 8-week terms for our students, it is necessary to change this course to two separate courses offered in two 8 week sessions.

Number of new courses being added to course inventory: 2
 List new courses being added to the course inventory: EMS 1014 – Emergency Medical Technology I and EMS 1015 – Emergency Medical Technology II
Number of courses being deleted from course inventory: 1
 List courses being deleted from the course inventory: EMS 1019 Emergency Medical Technology

Reason for requested action (attach no more than one page if space provided is inadequate):

This course was originally in a 16 week format and is being changed to an 8-week format. It is a nine (9) credit hour course that needed to be separated into a four and five credit hour presentation. This change will also allow faculty to focus on specific difficult topics, and this change will allow the student more time to absorb, integrate and apply the concepts.

Will requested change require additional funds from the State Regents? No Yes

If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).

Click here to enter text.

Will requested change impact an embedded certificate? No Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program.

Certificate of Mastery: Emergency Medical Technician (059)

Will requested change affect a Cooperative Agreement? No Yes

(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
N/A
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
N/A
3. How does this mathematics course articulate with your partner institutions?
N/A

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
<p>Major Courses- 9 hours</p> <p>EMS 1019 – Emergency Medical Technology 9 hours (Minimum of a “C” grade)</p>	<p>Major Courses- 9 hours</p> <p>EMS 1014 – Emergency Medical Technology I – 4 hours * (Minimum of a “C” grade)</p> <p>EMS 1015 – Emergency Medical Technology II – 5 hours * (Minimum of a “C” grade)</p>

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Vince Bridges

Title: Dean of Health Professions

Phone number and email address: 405-682-1611, ext. 7138; vbridges@occc.edu

Current title of degree program (Level II): Certificate of Mastery

Current title of degree program (Level III): Advanced Emergency Technician

State Regent's three-digit program code: 168

Degree Granting Academic Unit: Division of Health Professions

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: Certificate is embedded in the Associate in Applied Science, which was last reviewed in 2015.

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ **Date:** _____

Date of Governing Board Approval: Click here to enter a date.

(7) Program Requirement Change

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Certificate of Mastery: Advanced Emergency Technician (168)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from 36 to 32
Explain: This program will be deleting one course EMS 1314 – Paramedic Care I Introduction to Paramedicine, and it will be combined with EMS 1324 – Paramedic Care II Trauma Emergencies. The new course name will be Paramedic Care I – Trauma Emergencies and will be four credit hours.

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

Change 1: Trauma Emergencies was originally broken into two courses EMS 1314 and EMS 1324. There were redundancies in the courses, so the content has been streamlined to be incorporated into one course – EMS 1324. It will be renamed Paramedic Care I (Trauma Emergencies).

Change 2: The current Emergency Medical Technology Course is offered in a 16-week format with nine credit hours. To be congruent with the college direction on offering 8-week terms for our students, it is necessary to change this course to two separate courses offered in two 8-week sessions.

Number of new courses being added to course inventory: 2
List new courses being added to the course inventory: EMS 1014 – Emergency Medical Technology I and EMS 1015 – Emergency Medical Technology II
Number of courses being deleted from course inventory: 2

List courses being deleted from the course inventory: EMS 1019 Emergency Medical Technology and EMS 1314 – Paramedic Care I, Introduction to Paramedicine

Reason for requested action (attach no more than one page if space provided is inadequate):
This course was originally in a 16 week format and is being changed to an 8-week format. It is a nine (9) credit hour course that needed to be separated into a five and four credit hour presentation. This change will also allow faculty to focus on specific difficult topics, and allow the student more time to absorb, integrate and apply the concepts. The EMS 1314 course is being deleted due to the duplication of content and allowing for the streamlining of emergency intervention content and mastery.

Will requested change require additional funds from the State Regents? No Yes
If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).
[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes
If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program.

Certificate of Mastery: Advanced Emergency Technician (168)

Will requested change affect a Cooperative Agreement? No Yes
(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics*, *Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
N/A
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
N/A
3. How does this mathematics course articulate with your partner institutions?
N/A

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
Total Hours: 36 hours	Total Hours: 32 hours
All courses require a minimum of a “C” grade.	All courses require a minimum of a “C” grade.
Major Courses- 28 hours	Major Courses- 24 hours
EMS 1019 – Emergency Medical Technology 9 hours	EMS 1014 – Emergency Medical Technology I – 4 hours *
EMS 1314 – Paramedic Care I, Introduction to Paramedicine – 4 hours	EMS 1015 – Emergency Medical Technology II – 5 hours *
EMS 1324 – Paramedic Care II, Trauma Emergencies-4 hours	EMS 1324 – Paramedic Care I, Trauma Emergencies-4 hours
EMS 1334 – Paramedic Care III, Medical Emergencies I - 4 hours	EMS 1334 – Paramedic Care II, Medical Emergencies I - 4 hours
EMS 1113 – ECG Interpretation and Procedures- 3 hours	EMS 1113 – ECG Interpretation and Procedures- 3 hours
EMS 2044 – Paramedic Care IV – Medical Emergencies II - 4 hours	EMS 2044 – Paramedic Care III – Medical Emergencies II - 4 hours
Support Courses - 8 hours	Support Courses – 8 hours
BIO 1314 – Human Anatomy and Physiology I - 4 hours	BIO 1314 – Human Anatomy and Physiology I - 4 hours
BIO 1414 – Human Anatomy & Physiology II -4 hours	BIO 1414 – Human Anatomy & Physiology II -4 hours

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Oklahoma City Community College**

Contact person: Vince Bridges

Title: Dean of Health Professions

Phone number and email address: 405-682-1611, ext. 7138; vbridges@occc.edu

Current title of degree program (Level II): Certificate of Mastery

Current title of degree program (Level III): Emergency Medical Paramedic

State Regent's three-digit program code: 069

Degree Granting Academic Unit: Division of Health Professions

- With approved options in:
- A. Click here to enter text.
 - B. Click here to enter text.
 - C. Click here to enter text.
 - D. Click here to enter text.
 - E. Click here to enter text.

TYPE OF REQUEST: Check all appropriate types of changes and complete ONLY the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program: 2015

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification
- (9) This modification affects a Cooperative Agreement Program

Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: _____ Date: _____

Date of Governing Board Approval: Click here to enter a date.

Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)

Institution submitting request: **Oklahoma City Community College**

Program name and State Regents' three-digit program code to be modified:
Certificate of Mastery: Emergency Medical Paramedic (069)

(7) PROGRAM REQUIREMENT CHANGES

NOTE: Information not included on the requested action may cause a delay in processing.

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- Total credit hours for the degree will **NOT** change.
- Total credit hours for the degree **WILL** change from 52 to 48

Explain: This program will be deleting one course EMS 1314 – Paramedic Care I Introduction to Paramedicine, and it will be combined with EMS 1324 – Paramedic Care II Trauma Emergencies. The new course name will be Paramedic Care I – Trauma Emergencies and will be four credit hours.

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

- Change 1: Trauma Emergencies was originally broken into two courses EMS 1314 and EMS 1324. There were redundancies in the courses, so the content has been streamlined to be incorporated into one course – EMS 1324. It will be renamed Paramedic Care I (Trauma Emergencies).
- Change 2: The current Emergency Medical Technology Course is offered in a 16-week format with nine credit hours. To be congruent with the college direction on offering 8-week terms for our students, it is necessary to change this course to two separate courses offered in two 8-week sessions.
- Change 3: The Emergency Medical Paramedic program requires an application for admission. The application currently lists EMS 1018 or 1019 Emergency Medical Technology but will reflect the new course listings of EMS 1014 and 1015. Also, the application is updating the test scores from COMPASS or CPT Accuplacer to Next Gen Accuplacer and clarifying the point ranges for GED scores to account for the preference points for different scores. EMS 2013 EMS Operations was removed from the courses for preference points and replaced with

EMS 1014 Emergency Medical Technology I and EMS 1015 Emergency Medical Technology II or EMS 1019 Emergency Medical Technology.

Number of new courses being added to course inventory: 2
List new courses being added to the course inventory: EMS 1014 – Emergency Medical Technology I and EMS 1015 – Emergency Medical Technology II
Number of courses being deleted from course inventory: 2
List courses being deleted from the course inventory: EMS 1019 Emergency Medical Technology and EMS 1314 – Paramedic Care I, Introduction to Paramedicine

Reason for requested action (attach no more than one page if space provided is inadequate):
This course was originally in a 16 week format and is being changed to an 8-week format. It is a nine (9) credit hour course that needed to be separated into a five and four credit hour presentation. This change will also allow faculty to focus on specific difficult topics, and it will allow the student more time to absorb, integrate and apply the concepts. The EMS 1314 course is being deleted due to the duplication of content and allowing for the streamlining of emergency intervention content and mastery. Changes to the application are occurring to update course listings and Accuplacer test scores while also clarifying GED score ranges and updating language to align with requested program changes.

Will requested change require additional funds from the State Regents? No Yes
If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).
[Click here to enter text.](#)

Will requested change impact an embedded certificate? No Yes
*If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. **Certificate of Mastery: Emergency Medical Paramedic (069)***

Will requested change affect a Cooperative Agreement? No Yes
(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
N/A
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.

- N/A
3. How does this mathematics course articulate with your partner institutions?
N/A

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). **Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.**

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

Current Curriculum	Proposed Curriculum
Total Hours: 52 hours	Total Hours: 48 hours
All courses require a minimum of a “C” grade.	All courses require a minimum of a “C” grade.
Major Courses: 44 hours	Major Courses: 40 hours
EMS 1019 – Emergency Medical Technology – 9 hours	EMS 1014 – Emergency Medical Technology I – 4 hours *
EMS 1314 – Paramedic Care I, Introduction to Paramedicine – 4 hours	EMS 1015 – Emergency Medical Technology II – 5 hours *
EMS 1324 – Paramedic Care II, Trauma Emergencies – 4 hours	EMS 1324 – Paramedic Care I, Trauma Emergencies – 4 hours
EMS 1334 – Paramedic Care III, Medical Emergencies I – 4 hours	EMS 1334 – Paramedic Care II, Medical Emergencies I – 4 hours
EMS 1113 – ECG Interpretation and Procedures – 3 hours	EMS 1113 – ECG Interpretation and Procedures – 3 hours
EMS 2044 – Paramedic Care IV, Medical Emergencies II – 4 hours	EMS 2044 – Paramedic Care III, Medical Emergencies II – 4 hours
EMS – 2054 – Paramedic Care V, OB and Pediatric Emergencies – 4 hours	EMS – 2054 – Paramedic Care IV, OB and Pediatric Emergencies – 4 hours
EMS 2064 – Paramedic Care VI, Special Populations – 4 hours	EMS 2064 – Paramedic Care V, Special Populations – 4 hours
EMS 2274 – EMS Leadership – 4 hours	EMS 2274 – EMS Leadership – 4 hours
EMS 2284 – Paramedic Practicum – 4 hours	EMS 2284 – Paramedic Internship – 4 hours
Support Hours: 8 hours	Support Hours: 8 hours
BIO 1314 – Human Anatomy and Physiology I – 4 hours	BIO 1314 – Human Anatomy and Physiology I – 4 hours
BIO 1414 – Human Anatomy & Physiology II – 4 hours	BIO 1414 – Human Anatomy & Physiology II – 4 hours



OKLAHOMA CITY COMMUNITY COLLEGE

Preparing a Selective Health Professions Program Application

While the documents requested from each program varies, the following guidelines will help prepare for the submission of a Selective Health Program Application.

Applicants must be admitted to OCCC prior to the application deadline.

Criteria for admission to OCCC may be found online at <https://www.occc.edu/admissions/requirements.html> Applicants who have not attended OCCC in the last 12 months need to reapply for admission.

Applicants must upload proof of payment of the Selective Admissions Application Fee to the application.

Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.

The Office of Recruitment & Admissions DOES NOT ACCEPT payment of this fee.

Applicants must provide proof of having completed prerequisite courses or proof of enrollment in the prerequisite course(s) (if allowed by the program to which the applicant is applying).

Must submit official schedule of enrollment to the application for any and all in progress courses.

Applicants must meet the minimum college retention grade point average required for the program.

Applicants must submit test scores that are required for the specific program to meet basic application requirements to be considered for eligibility.

Test scores must be official scores provided from the issuing testing center or the OCCC Testing Center.

Test scores must be uploaded to the application.

Applicants must submit the **most current and updated official college transcripts** from every regionally-accredited institution previously attended to the Records office, by the application deadline.

Please check your OCCC Portal to ensure all transcripts have been received. The OCCC Portal may be accessed at portal.occc.edu

If applicable, high school transcripts or other information needed for requirements or preference points must be submitted with the application.

Cohorts will be selected from eligible applicants and ranked by preference points and GPA according to individual program requirements. Remaining applicants will be placed on an alternate list. [For additional information regarding OCCC's Health Professions, please visit the website at: www.occc.edu/health](http://www.occc.edu/health)

Only completed applications with all documents, transcripts, and test scores verifying basic application requirements and preference points will be accepted. Official transcripts must be submitted with the Paramedic application even if the transcripts are already on file at OCCC. Questions regarding the application or selection process for the Paramedic program should be directed to Emergency Medical Sciences (405) 682-1611 ext. 7343. Questions regarding the Paramedic program curriculum should be directed to the Division of Health Professions, (405) 682-7507.

Please note:

1. All students admitted to the program will be required to complete an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Clinical agencies require this information of all students who utilize their facilities to satisfy the clinical components of their curriculum. Information regarding this requirement will be forwarded to those students selected for admission.
2. Applicants for Oklahoma licensure as a Paramedic must meet all state and National Registry of Emergency Medical Technician (NREMT) requirements. Questions regarding these requirements should be directed to the paramedic program, (405) 682-7507.
3. All students will be required to pass a randomly administered drug test.

BASIC APPLICATION REQUIREMENTS

All applicants must meet the basic requirements listed below:

1. Admission to Oklahoma City Community College (**Prior to the paramedic application deadline**)
 - i. Criteria for admission to Oklahoma City Community College may be found in the College Catalog. **Students who have been admitted or enrolled in classes at OCCC within the last five years will not need to reapply for admission.**
2. Proof of payment of Selective Admissions Application Fee (Fee is required each application period.)
 - i. All applicants must provide a printed receipt of payment of the nonrefundable \$20.00 Selective Admissions Application Fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office. **The Emergency Medical Sciences Office DOES NOT ACCEPT payment of this fee.** Applicants must provide **PROOF OF PAYMENT ONLY** when they submit their application. Applicants are cautioned **NOT to mail cash or check payments** with their application as they will be automatically rejected as “incomplete”.
3. Listed are specific courses that **must be completed, with a grade of “C” or higher, prior to entering the program (Paramedic Care I, Trauma Emergencies-1324)**
 - i. EMS 1014 Emergency Medical Technology I and EMS 1015 Emergency Medical Technology II or EMS 1019 Emergency Medical Technician or NREMT Certification; BIO 1314 Human Anatomy & Physiology I.
4. Next Gen ACCUPLACER Reading placement test score Minimum 250

Standard Next Gen ACCUPLACER scores will be accepted and must not be older than two years prior to the date this application is submitted. Students who wish to raise their **standard** ACCUPLACER reading score should visit with a **Student Success** advisor from the Office of Academic Advising about retesting guidelines. **COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.**

NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED

PREFERENCE POINTS

Applicants who meet all basic application requirements will be ranked according to preference points. While none of the following are required, students should try to achieve as many preference points as possible to increase their chances of being accepted into the program. A maximum of 22 total preference points may be awarded. Classes that are “in progress” at the time of the application deadline cannot be used for preference points.

I. ACHIEVEMENT – 9 POINTS POSSIBLE

College Degree (maximum of 2 points) Points Awarded for Highest Degree Earned <i>ONLY</i>	POINTS
Degree must be earned by the application deadline	
Associate Degree---AA, AS, AAS Degree	1
Bachelor’s Degree and Above.....	2

GPA (maximum of 3 points)

College Retention GPA	GPA
College Retention GPA must include a minimum of 12 college credit	3.7500-4.0000... ..3
hours in 1000-level or above science, math, social science, or	3.5000-3.7499.....2
English courses, excluding credit awarded by advanced standing. If the applicant	3.0000-3.4999.....1
has not completed 12 college credit hours as designated, a high school graduation GPA may be used.	

OR

High School Graduating GPA

If the applicant has attempted or completed 12 college credit hours,	GPA
a high school graduation GPA cannot be used.	3.75-4.00.....2
	3.50-3.74.....1

OR

GED Score	GED Score
GED score will only be used in a case where no high school graduation or college retention GPA exists.	670+.....3
	610-669.....2
	550-609.....1

Courses (maximum of 4 points)

English Composition I (ENGL 1113).....	1
English Composition II (ENGL 1213) or Technical Writing for the workplace (ENGL 1233).....	1
Human Anatomy and Physiology I (BIO 1314).....	1
EMS 1014 Emergency Medical Technology I and EMS 1015 Emergency Medical Technology II or EMS 1019 Emergency Medical Technician.....	1

II. POTENTIAL - 6 POINTS POSSIBLE

(Note: CPT ACCUPLACER, COMPASS, and CPM 3 or CPM-IV scores must be no older than two years from the date this application is submitted. ACT scores must be no older than five years from the date this application this application is submitted. Accuplacer reading scores may be listed on your score sheet as "Reading Comprehension" and Accuplacer writing scores may be listed as "Sentence Skills." ~~Compass writing scores may be listed as "English."~~

Reading (maximum of 2 points) (Note: While ACT scores may be used to earn preference points, ALL applicants must take either the COMPASS or the Next Generation ACCUPLACER reading test to meet the basic application reading requirement explained on page 1.)

Test	MINIMUM SCORE	POINTS
Next Gen ACCUPLACER Reading.....	260.....	2 OR
ACT Reading.....	23.....	2

Writing/English (maximum of 2 points)

Test	MINIMUM SCORE	POINTS
Next Gen ACCUPLACER Writing	260.....	2 OR
ACT English.....	22.....	2

Mathematics (maximum of 2 points)

Test	MINIMUM SCORE	POINTS
ACT Mathematics.....	19.....	2
OR, CPM3.....	10.....	2
OR CPM IV.....	70.....	2 (prior to April 2019)

(Note: The CPM3, CPM IV and ACT are the only mathematics tests accepted for preference points. The CPM3 and CPMIV are mathematics tests exclusive to OCCC. Please check with an advisor if you are unsure if you have taken the CPM-IV test. Successful completion of any other mathematics course will NOT be accepted in place of the CPM3 or CPM IV test.) CPM is not a requirement for admission, so this should be removed.

III. EXPERIENCE/CERTIFICATION – 7 POINTS POSSIBLE

POINTS

National Registered EMT Intermediate/Advanced EMT ---OFFICIAL DOCUMENTATION REQUIRED.....	3
National Registered EMT ---OFFICIAL DOCUMENTATION REQUIRED.....	2
Oklahoma Licensed Registered Nurse---OFFICIAL DOCUMENTATION REQUIRED	2
Fire Fighter I ---OFFICIAL DOCUMENTATION REQUIRED	1
Fire Fighter II ---OFFICIAL DOCUMENTATION REQUIRED	2

OVERALL TOTAL POINTS POSSIBLE: 22

Documents required to apply to the Paramedic program

1. An Oklahoma City Community College Application for Admission. (Applicants already admitted to OCCC will not need to submit a new admissions application unless it has been more than five years since they were last admitted or enrolled.)
2. A completed and signed application for the Paramedic program.

3. A receipt of payment of the Selective Admissions Application fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.
4. An official high school transcript reflecting date of graduation; official GED transcript; or official college transcript(s) from ALL colleges/universities attended. College transcripts must be submitted with the paramedic application even if they have previously been submitted to OCCC. Transcripts from all colleges attended must be submitted even if all credits earned are listed on one transcript. Each applicant must also submit an official OCCC transcript with his or her paramedic application. **Other applications are not requiring this. All transcripts have to be submitted prior to the deadline, but HS transcripts showing graduation should be submitted with the application because they are not evaluated.**
5. An official report of the Standard Next Generation Accuplacer or CPT Reading placement test score. (Note: The reading test score is the only test score that is required for all applicants, but any test scores being used for preference points ~~should~~ **must** also be submitted with the application.)

SELECTION PROCEDURE

1. Applications are due the first Friday of December for spring enrollment and the first Friday in July for the fall enrollment. Applicants with the highest total preference points will be given priority for admission. All testing, when required, must be completed prior to the submission of the application. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the Paramedic application.
2. If applicants have identical preference point totals, individuals will be ranked according to high school grade point average or college retention grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria in items 1-4 of the Basic Application Requirements are met. **Documentation for preference points must be submitted with the application.** Applications will be considered incomplete if ALL college/university transcripts, **including an OCCC transcript**, are not submitted with the application.
4. The applicants selected for admission to the program will be notified via their OCCC email.
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.

**ALL DOCUMENTS MUST BE SUBMITTED TOGETHER. DO NOT SUBMIT DOCUMENTS SEPARATELY.
DO NOT SUBMIT DOCUMENTS TO ANY OFFICE OTHER THAN THE EMERGENCY MEDICAL SCIENCES OFFICE.**

PARAMEDIC PROGRAM APPLICATION CHECKLIST

THE FOLLOWING CHECKLIST IS PROVIDED FOR THE APPLICANT'S CONVENIENCE AND IS NOT AN OFFICIAL APPLICATION EVALUATION. APPLICANTS WILL BE NOTIFIED BY EMAIL OF THEIR APPLICATION STATUS.

1. I AM CURRENTLY ADMITTED TO OKLAHOMA CITY COMMUNITY COLLEGE. INITIALS ____
2. I HAVE PAID AND SUBMITTED THE SELECTIVE STUDENT APPLICATION FEE AS EXPLAINED IN #2 OF THE BASIC APPLICATION REQUIREMENTS WITH THIS APPLICATION. INITIALS ____
3. ~~I AM ELIGIBLE FOR PLACEMENT IN ENGLISH AND SCIENCE CLASSES AS EXPLAINED IN #3 OF THE BASIC APPLICATION REQUIREMENTS.~~ INITIALS ____
4. I HAVE TAKEN THE Next Gen ACCUPLACER READING PLACEMENT TEST AND MET THE MINIMUM SCORE AS EXPLAINED IN #4 OF THE BASIC APPLICATION REQUIREMENTS. INITIALS ____
5. I UNDERSTAND OFFICIAL TRANSCRIPTS FROM ALL PREVIOUS COLLEGES OR UNIVERSITIES ATTENDED MUST BE SUBMITTED TO RECORDS. INITIALS ____
6. I UNDERSTAND THAT ALL COURSE SUBSTITUTIONS AND EVALUATIONS MUST BE APPROVED AND COMPLETED PRIOR TO THE APPLICATION DEADLINE. A COPY OF THE COURSE APPROVAL FORM MUST BE INCLUDED IN THE PACKET. INITIALS ____
7. I UNDERSTAND THAT APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED DOCUMENTS WILL BE CONSIDERED INCOMPLETE AND RENDERED INELIGIBLE FOR THE APPLICATION PERIOD. INITIALS ____
8. I UNDERSTAND THAT ALL TEST SCORES SUBMITTED MUST BE OFFICIAL SCORES FROM OCCC OR THE ISSUING TEST CENTER. TEST SCORES ON FILE AT OCCC MUST BE OBTAINED FROM THE TESTING & ASSESSMENT OFFICE AND SUBMITTED WITH THE APPLICATION. TEST SCORES SUBMITTED FROM ANOTHER TESTING CENTER MUST BE MARKED AS OFFICIAL AND BEAR A SIGNATURE/SEAL FROM THE ISSUING TEST CENTER, AND MUST BE SUBMITTED WITH THE APPLICATION. TEST SCORES PRINTED FROM THE STUDENT PORTAL ARE NOT OFFICIAL AND WILL NOT BE ACCEPTED.. INITIALS ____
9. I UNDERSTAND THAT A CRIMINAL HISTORY AND SEX OFFENDER BACKGROUND INVESTIGATION AND A PRE-PLACEMENT DRUG TEST MUST BE COMPLETED IF I AM SELECTED FOR ADMISSION. INITIALS ____
10. I UNDERSTAND THAT I MUST HAVE A QUALIFYING RETENTION GPA OF 2.5 INITIALS ____

PARAMEDIC PROGRAM



OKLAHOMA CITY COMMUNITY COLLEGE

Name _____ ID# _____
Last First MI Maiden

Address _____
Street City State Zip

E-mail _____ Phone () _____

High School of Graduation _____ Year _____ GED Certificate: Yes No

Have you applied for Academic Forgiveness or Reprieve Yes No If yes, approximately when did you apply? Year _____

Colleges or universities attended (list all; if more space is needed, use a separate sheet of paper):

_____ Dates _____
 _____ Dates _____
 _____ Dates _____

The failure to list ALL previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension and application disqualification.

Are you an Emergency Medical Technician (EMT)? Yes ___ No ___

Are you a Nationally Registered EMT (NREMT) or

Yes ___ No ___

Advanced EMT (AEMT)?

Are you currently enrolled in an EMT program? Yes ___ No ___ If yes please enter projected completion date: _____.

Applicants will be considered only for the semester specified on this application. Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREFULLY AND INITIAL BELOW EACH STATEMENT

I understand that applications submitted without all required documents will be considered incomplete and rendered ineligible for the application period. I also understand that all required documents and documentation of preference points should be submitted together and no additions or revisions may be made once my application has been submitted.

Initial: _____

I understand that I must submit OFFICIAL transcripts from all previously attended colleges/universities even if those transcripts are already on file at OCCC. I also understand that all applicants who have earned credits at OCCC must submit an official OCCC transcript with this Paramedic application. I also understand that test scores on file at OCCC must be obtained from the Testing & Assessment office and submitted with this Paramedic application.

Initial: _____

I understand that a criminal history and sex offender background investigation and random drug test must be completed if I am selected for admission.

Initial: _____

I understand that official eligibility for this program is determined in the Emergency Medical Sciences and applications should not be submitted to any office other than the Health Professions Office.

Initial: _____

I understand that the selection process will begin no later than 6 weeks prior to the beginning of the semester.

Initial: _____

Applicant's signature is required below. Signature confirms that the applicant has read and understands the application requirements and preference point system for the Paramedic Program.

Applicant's Signature: _____ Date: _____

Application Received By: _____	Date: _____
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ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED. NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED. ALL DOCUMENTS MUST BE SUBMITTED TOGETHER AND MUST BE SUBMITTED TO THE EMERGENCY MEDICAL SCIENCES OFFICE.



OKLAHOMA CITY COMMUNITY COLLEGE

Preparing a Selective Health Professions Program Application

While the documents requested from each program varies, the following guidelines will help prepare for the submission of a Selective Health Program Application.

Applicants must be admitted to OCCC prior to the application deadline.

Criteria for admission to OCCC may be found online at <https://www.occc.edu/admissions/requirements.html> Applicants who have not attended OCCC in the last 12 months need to reapply for admission.

Applicants must upload proof of payment of the Selective Admissions Application Fee to the application.

Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.

The Office of Recruitment & Admissions DOES NOT ACCEPT payment of this fee.

Applicants must provide proof of having completed prerequisite courses or proof of enrollment in the prerequisite course(s) (if allowed by the program to which the applicant is applying).

Must submit official schedule of enrollment to the application for any and all in progress courses.

Applicants must meet the minimum college retention grade point average required for the program.

Applicants must submit test scores that are required for the specific program to meet basic application requirements to be considered for eligibility.

Test scores must be official scores provided from the issuing testing center or the OCCC Testing Center.

Test scores must be uploaded to the application.

Applicants must submit the **most current and updated official college transcripts** from every regionally-accredited institution previously attended to the Records office, by the application deadline.

Please check your OCCC Portal to ensure all transcripts have been received. The OCCC Portal may be accessed at portal.occc.edu

If applicable, high school transcripts or other information needed for requirements or preference points must be submitted with the application.

Cohorts will be selected from eligible applicants and ranked by preference points and GPA according to individual program requirements. Remaining applicants will be placed on an alternate list. [For additional information regarding OCCC's Health Professions, please visit the website at: www.occc.edu/health](http://www.occc.edu/health)

Only completed applications with all documents, transcripts, and test scores verifying basic application requirements and preference points will be accepted. Questions regarding the application or selection process for the Paramedic program should be directed to Emergency Medical Sciences (405) 682-1611 ext. 7343. Questions regarding the Paramedic program curriculum should be directed to the Division of Health Professions, (405) 682-7507.

Please note:

1. All students admitted to the program will be required to complete an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Clinical agencies require this information of all students who utilize their facilities to satisfy the clinical components of their curriculum. Information regarding this requirement will be forwarded to those students selected for admission.
2. Applicants for Oklahoma licensure as a Paramedic must meet all state and National Registry of Emergency Medical Technician (NREMT) requirements. Questions regarding these requirements should be directed to the paramedic program, (405) 682-7507.
3. All students will be required to pass a randomly administered drug test.

BASIC APPLICATION REQUIREMENTS

All applicants must meet the basic requirements listed below:

1. Admission to Oklahoma City Community College (**Prior to the paramedic application deadline**)
 - i. Criteria for admission to Oklahoma City Community College may be found in the College Catalog.
2. Proof of payment of Selective Admissions Application Fee (Fee is required each application period.)
 - i. All applicants must provide a printed receipt of payment of the nonrefundable \$20.00 Selective Admissions Application Fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office. **The Emergency Medical Sciences Office DOES NOT ACCEPT payment of this fee.** Applicants must provide **PROOF OF PAYMENT ONLY** when they submit their application. Applicants are cautioned NOT to mail cash or check payments with their application as they will be automatically rejected as “incomplete”.
3. Listed are specific courses that **must be completed, with a grade of “C” or higher, prior to entering the program (Paramedic Care I, Trauma Emergencies- 1324)**
 - i. EMS 1014 Emergency Medical Technology I and EMS 1015 Emergency Medical Technology II or EMS 1019 Emergency Medical Technician or NREMT Certification; BIO 1314 Human Anatomy & Physiology I.
4. Next Gen ACCUPLACER Reading placement test score Minimum 250

Next Gen ACCUPLACER scores will be accepted and must not be older than two years prior to the date this application is submitted. Students who wish to raise their ACCUPLACER reading score should visit with a **Student Success** advisor from the Office of Academic Advising about retesting guidelines. **COMPLETION OF COLLEGE**

COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.

NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED

PREFERENCE POINTS

Applicants who meet all basic application requirements will be ranked according to preference points. While none of the following are required, students should try to achieve as many preference points as possible to increase their chances of being accepted into the program. A maximum of 22 total preference points may be awarded. Classes that are “in progress” at the time of the application deadline cannot be used for preference points.

I. ACHIEVEMENT – 9 POINTS POSSIBLE

College Degree (maximum of 2 points) Points Awarded for Highest Degree Earned <i>ONLY</i>	POINTS
Degree must be earned by the application deadline	
Associate Degree---AA, AS, AAS Degree	1
Bachelor’s Degree and Above.....	2

GPA (maximum of 3 points)

College Retention GPA	GPA
College Retention GPA must include a minimum of 12 college credit hours in 1000-level or above science, math, social science, or English courses, excluding credit awarded by advanced standing. If the applicant has not completed 12 college credit hours as designated, a high school graduation GPA may be used.	3.7500-4.0000...3
	3.5000-3.7499.....2
	3.0000-3.4999.....1

OR

High School Graduating GPA

If the applicant has attempted or completed 12 college credit hours, a high school graduation GPA cannot be used.	GPA
	3.75-4.00.....2
	3.50-3.74.....1

OR

GED Score

GED score will only be used in a case where no high school graduation or college retention GPA exists.	670+.....3
	610-669.....2
	550-609.....1

Courses (maximum of 4 points)

English Composition I (ENGL 1113).....	1
English Composition II (ENGL 1213) or Technical Writing for the workplace (ENGL 1233).....	1
Human Anatomy and Physiology I (BIO 1314).....	1
EMS 1014 Emergency Medical Technology I and EMS 1015 Emergency Medical Technology II or EMS 1019 Emergency Medical Technician.....	1

II. POTENTIAL - 6 POINTS POSSIBLE

(Note: CPT ACCUPLACER, and CPM 3 or CPM-IV scores must be no older than two years from the date this application is submitted. ACT scores must be no older than five years from the date this application this application is submitted. Accuplacer reading scores may be listed on your score sheet as "Reading Comprehension" and Accuplacer writing scores may be listed as "Sentence Skills" (Note: While ACT scores may be used to earn preference points, ALL applicants must take the Next Generation ACCUPLACER reading test to meet the basic application reading requirement explained on page 1.)

Test	MINIMUM SCORE	POINTS
Next Gen ACCUPLACER Reading.....	260.....	2

OR

ACT Reading.....	23.....	2
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Writing/English (maximum of 2 points)

Test	MINIMUM SCORE	POINTS
Next Gen ACCUPLACER Writing	260.....	2

OR

ACT English.....	22.....	2
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Mathematics (maximum of 2 points)

Test	MINIMUM SCORE	POINTS
ACT Mathematics.....	19.....	2

OR, CPM3.....10.....2
 OR CPM IV.....70.....2 (prior to April 2019)

Note: The CPM3, CPM IV and ACT are the only mathematics tests accepted for preference points. The CPM3 and CPMIV are mathematics tests exclusive to OCCC. Please check with an advisor if you are unsure if you have taken the CPM-IV test. **Successful completion of any other mathematics course will NOT be accepted in place of the CPM3 or CPM IV test.** CPM is not a requirement for admission, so this should be removed.

III. EXPERIENCE/CERTIFICATION – 7 POINTS POSSIBLE	POINTS
National Registered EMT Intermediate/Advanced EMT ---OFFICIAL DOCUMENTATION REQUIRED.....	3
National Registered EMT ---OFFICIAL DOCUMENTATION REQUIRED.....	2
Oklahoma Licensed Registered Nurse---OFFICIAL DOCUMENTATION REQUIRED	2
Fire Fighter I ---OFFICIAL DOCUMENTATION REQUIRED	1
Fire Fighter II ---OFFICIAL DOCUMENTATION REQUIRED	2
OVERALL TOTAL POINTS POSSIBLE: 22	

Documents required to apply to the Paramedic program

1. An Oklahoma City Community College Application for Admission.
2. A completed and signed application for the Paramedic program.
3. A receipt of payment of the Selective Admissions Application fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.
4. An official report of the Next Generation Accuplacer Reading placement test score. (Note: The reading test score is the only test score that is required for all applicants, but any test scores being used for preference points must also be submitted with the application.)

SELECTION PROCEDURE

1. Applications are due the first Friday of November for spring enrollment and the first Friday in June for the fall enrollment. Applicants with the highest total preference points will be given priority for admission. All testing, when required, must be completed prior to the submission of the application. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the Paramedic application.
2. If applicants have identical preference point totals, individuals will be ranked according to high school grade point average or college retention grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria in items 1-4 of the Basic Application Requirements are met. **Documentation for preference points must be submitted with the application.** Applications will be considered incomplete if **ALL** college/university transcripts, are not submitted with the application.
4. The applicants selected for admission to the program will be notified via their OCCC email.
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.

**ALL DOCUMENTS MUST BE SUBMITTED TOGETHER. DO NOT SUBMIT DOCUMENTS SEPARATELY.
 DO NOT SUBMIT DOCUMENTS TO ANY OFFICE OTHER THAN THE EMERGENCY MEDICAL SCIENCES OFFICE.**

PARAMEDIC PROGRAM APPLICATION CHECKLIST

THE FOLLOWING CHECKLIST IS PROVIDED FOR THE APPLICANT’S CONVENIENCE AND IS NOT AN OFFICIAL APPLICATION EVALUATION. APPLICANTS WILL BE NOTIFIED BY EMAIL OF THEIR APPLICATION STATUS.

1. I AM CURRENTLY ADMITTED TO OKLAHOMA CITY COMMUNITY COLLEGE. INITIALS _____
2. I HAVE PAID AND SUBMITTED THE SELECTIVE STUDENT APPLICATION FEE AS EXPLAINED IN #2 OF THE BASIC APPLICATION REQUIREMENTS WITH THIS APPLICATION. INITIALS _____
3. I HAVE TAKEN THE Next Gen ACCUPLACER READING PLACEMENT TEST AND MET THE MINIMUM SCORE AS EXPLAINED IN #4 OF THE BASIC APPLICATION REQUIREMENTS. INITIALS _____
4. I UNDERSTAND OFFICIAL TRANSCRIPTS FROM ALL PREVIOUS COLLEGES OR UNIVERSITIES ATTENDED MUST BE SUBMITTED TO RECORDS. INITIALS _____
5. I UNDERSTAND THAT ALL COURSE SUBSTITUTIONS AND EVALUATIONS MUST BE APPROVED AND COMPLETED PRIOR TO THE APPLICATION DEADLINE. A COPY OF THE COURSE APPROVAL FORM MUST BE INCLUDED IN THE PACKET. INITIALS _____

6. I UNDERSTAND THAT APPLICATIONS SUBMITTED WITHOUT ALL REQUIRED DOCUMENTS WILL BE CONSIDERED INCOMPLETE AND RENDERED INELIGIBLE FOR THE APPLICATION PERIOD. INITIALS _____
7. I UNDERSTAND THAT ALL TEST SCORES SUBMITTED MUST BE OFFICIAL SCORES FROM OCCC OR THE ISSUING TEST CENTER. TEST SCORES ON FILE AT OCCC MUST BE OBTAINED FROM THE TESTING & ASSESSMENT OFFICE AND SUBMITTED WITH THE APPLICATION. TEST SCORES SUBMITTED FROM ANOTHER TESTING CENTER MUST BE MARKED AS OFFICIAL AND BEAR A SIGNATURE/SEAL FROM THE ISSUING TEST CENTER, AND MUST BE SUBMITTED WITH THE APPLICATION. TEST SCORES PRINTED FROM THE STUDENT PORTAL ARE NOT OFFICIAL AND WILL NOT BE ACCEPTED. INITIALS _____
8. I UNDERSTAND THAT A CRIMINAL HISTORY AND SEX OFFENDER BACKGROUND INVESTIGATION AND A PRE-PLACEMENT DRUG TEST MUST BE COMPLETED IF I AM SELECTED FOR ADMISSION. INITIALS _____
9. I UNDERSTAND THAT I MUST HAVE A QUALIFYING RETENTION GPA OF 2.5 INITIALS _____

(Application Form on next page)

PARAMEDIC PROGRAM



OKLAHOMA CITY COMMUNITY COLLEGE

Name _____ ID# _____
Last First MI Maiden

Address _____
Street City State Zip

E-mail _____ Phone ()

High School of Graduation _____ Year _____ GED Certificate: Yes No

Have you applied for Academic Forgiveness or Reprieve Yes No If yes, approximately when did you apply? Year _____

Colleges or universities attended (list all; if more space is needed, use a separate sheet of paper):

_____ Dates _____

_____ Dates _____

The failure to list ALL previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension and application disqualification.

- Are you an Emergency Medical Technician (EMT)? Yes ___ No ___
- Are you a Nationally Registered EMT (NREMT) or
- Advanced EMT (AEMT)? Yes ___ No ___
- Are you currently enrolled in an EMT program? Yes ___ No ___ If yes please enter projected completion date: _____.

Applicants will be considered only for the semester specified on this application. Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREFULLY AND INITIAL BELOW EACH STATEMENT

I understand that applications submitted without all required documents will be considered incomplete and rendered ineligible for the application period. I also understand that all required documents and documentation of preference points should be submitted together and no additions or revisions may be made once my application has been submitted.

Initial: _____

I understand that I must submit OFFICIAL transcripts from all previously attended colleges/universities even if those transcripts are already on file at OCCC. I also understand that all applicants who have earned credits at OCCC must submit an official OCCC transcript with this Paramedic application. I also understand that test scores on file at OCCC must be obtained from the Testing & Assessment office and submitted with this Paramedic application.

Initial: _____

I understand that a criminal history and sex offender background investigation and random drug test must be completed if I am selected for admission.

Initial: _____

I understand that official eligibility for this program is determined in the Emergency Medical Sciences and applications should not be submitted to any office other than the Health Professions Office.

Initial: _____

I understand that the selection process will begin no later than 6 weeks prior to the beginning of the semester.

Initial: _____

Applicant's signature is required below. Signature confirms that the applicant has read and understands the application requirements and preference point system for the Paramedic Program.

Applicant's Signature: _____ Date: _____ Application Received By: _____ Date: _____

ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED. NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED. ALL DOCUMENTS MUST BE SUBMITTED TOGETHER AND MUST BE SUBMITTED TO THE EMERGENCY MEDICAL SCIENCES OFFICE.