

# ACBSP Sections

Section	Material	Status
		<b>F=Most</b>
		<i>S=Some</i>
		<b>N=None</b>
<b>Exhibit A</b>	<b>Title Page</b>	<b>F</b>
<b>Exhibit B</b>	<b>General Info</b>	<b>F</b>
<b>Exhibit C</b>	<b>Off Campus</b>	<b>N</b>
<b>Exhibit D</b>	<b>Faculty Qualif</b>	<b>F</b>
<b>Exhibit E</b>	<b>Composition</b>	<b>F</b>
<b>Exhibit F</b>	<b>Deployment</b>	<b>F</b>
<b>Exhibit G</b>	<b>Load</b>	<b>F</b>
<b>Exhibit H</b>	<b>Evaluation</b>	<b>F</b>
<i>Exhibit I</i>	<i>Development</i>	<i>S</i>
<b>Exhibit J</b>	<b>Operation policy</b>	<b>F</b>
<i>Exhibit K</i>	<i>Scholarly acts</i>	<i>S</i>
<b>Exhibit L</b>	<b>Prof Component</b>	<b>F</b>
<b>Exhibit M</b>	<b>Gen Ed Component</b>	<b>F</b>
<b>Exhibit N</b>	<b>Bus Major Component</b>	<b>F</b>
<b>Exhibit O</b>	<b>Minimum Grade Require</b>	<b>F</b>
<i>Exhibit P</i>	<i>Access/Flex/Assessment</i>	<i>S</i>
<b>Exhibit Q</b>	<b>Program Evaluation</b>	<b>F</b>
<b>Exhibit R</b>	<b>Outcome Assessment</b>	<b>F</b>
<b>Exhibit S</b>	<b>Student Info</b>	<b>F</b>
<b>Exhibit T</b>	<b>Finance</b>	<b>F</b>

<b>Exhibit U</b>	<b>Facilities</b>	<b>F</b>
<b>Exhibit V</b>	<b>Learning resources</b>	<b>F</b>
<i>Exhibit W</i>	<i>Equipment</i>	<i>S</i>
<i>Exhibit X</i>	<i>Support Service</i>	<i>S</i>
<i>Exhibit Y</i>	<i>Bus/Ind Relations</i>	<i>S</i>
Exhibit Z	Ed. Innovation	N
Exhibit AA	Articulation	N
Exhibit BB	Summary	N
<i>Exhibit CC</i>	<i>On-site materials (appendix materials)</i>	<i>S</i>

**Exhibit A - Title Page**

Association of Collegiate Business

Schools and Programs

Self-Study Year 2004

Oklahoma City Community College

President - Dr. Robert Todd

Chief Academic Officer - Dr. Paul Sechrist

Dean - Division of Business - Dr. Jim Schwark

Primary Institutional Contact during Accreditation Process

Name:

Title:

Address:

Phone:

Name of Institution's Self-Study Coordinator: Dr. John Boyd

Date of Submission of this Self-Study: September, 2004

## **Exhibit B - General Information**

A - done  
B - done  
C - done  
D - done  
E - done  
F - done  
G - done  
G-1 - done  
G-2 - done  
H - done  
I - done  
J - done  
K - done  
L - done  
M - done  
M-1 - partial  
N - done  
N-1 - done  
N-2 - done  
O - done

**A. Individuals who prepared the self-study**

This self-study was prepared by a Faculty ACBSP Taskforce comprised of three faculty members in the Academic Division of Business. The following faculty members were on the Taskforce:

Dr. John Boyd - Professor of Accounting and  
Chair of the ACBSP Taskforce  
Professor Kayla Fessler - Professor of  
Accounting and Coordinator of  
Accounting programs  
Professor Anita Williams - Professor of  
Business and Coordinator of  
Banking/Finance and Insurance  
programs.

Support for this Taskforce was provided by the Dean, Academic Division of Business and the Academic Division of Business support staff.

**B. Regional accrediting body.**

Oklahoma City Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The College is a member of the American Association of Community Colleges and is also recognized by the federal government to offer education under the veterans and social security laws.

**C. Profile of Oklahoma City Community College**

Oklahoma City Community College traces its beginning to March 20, 1969. At that time, a committee of the South Oklahoma City Chamber of Commerce was organized to circulate petitions asking the Oklahoma State Regents for Higher Education to take action to establish a junior college in the area. As a direct result of the interest and initiative of these citizens, a junior college district was formed, and a board of trustees was appointed a year later.

Extensive planning and ground breaking for the College took place in 1971. Construction began in January 1972.

South Oklahoma City Junior College opened for classes on September 25, 1972, with an enrollment of 1,049 students. On October 8, 1972, the College was formally dedicated.

In the spring of 1974 the College became part of the state system for higher education and a new Board of Regents was appointed as the governing unit for the school. In 1983 the name of the College was changed to Oklahoma City Community College.

The College has grown to serve more than 28,000 people each year. It offers a full range of associate degree programs which prepare students to transfer to baccalaureate institutions. Other degree and certificate programs are designed to prepare students for immediate employment in a variety of fields. Additionally, Oklahoma City Community College offers a wide range of community and continuing education courses, workshops, conferences, and seminars.

#### **D. Purpose of self-study**

Based upon the recommendation of the Division of Business Faculty Task Force, we are seeking accreditation from the Association of Collegiate Business Schools and Programs (ACBSP) which the faculty strongly supports for the following reasons and benefits:

##### **College**

- The Institution can advertise that it has quality business programs because it has met the educational accreditation standards of a nationally recognized accrediting body.
- The Institution enhances its attractiveness for purposes of recruiting students.
- The Institution can advertise to potential donors and other constituents that it has quality business programs because it has met the educational accreditation standards of a nationally recognized accrediting body.

##### **Faculty**

- Faculty are interested in being associated with an institution that has a quality academic program in

business as validated by a specialized accrediting body.

- Faculty are assisted in obtaining adequate support for quality.

### **Students**

- Students will benefit from the quality of their business programs.
- Students are able to transfer their undergraduate course credit more easily from an accredited business program.
- Students can apply for graduate school and more easily receive full credit for their courses at the baccalaureate level.

### **Business/Industry**

- Employers will benefit from a pool of applicants for employment who have attended and/or completed training at accredited institutions which have been exposed to a comprehensive and relevant curriculum.

### **Community**

- Society benefits from the high quality of leadership from graduates of accredited programs.
- Society benefits from the increased productivity and international competitiveness resulting from quality business education.

## **E. Statement of College Mission**

The Mission statement for Oklahoma City Community College as listed in our catalog, on our home web page states:

"Oklahoma City Community College exists to enhance and improve the productivity and quality of life for individuals and the community as a whole by being:

- The recognized leader in central Oklahoma for health technologies and pre-health professional programs.



- The premier center for developing skills in using high-tech communications systems and programs.
- Known for its quality educational programs that prepare and challenge Oklahomans to participate in an increasing global society.
- The primary educational partner in economic development, brokering educational and training services throughout central Oklahoma.
- Known for flexibility and adaptability in coping with ever-changing needs in education, economic, and social issues."

**F. Mission and objective of the Academic Division of Business**

The Mission statement for Academic Division of Business at Oklahoma City Community College is on the Division of Business home web page and states:

The faculty and staff of the Division of Business at Oklahoma City Community College are dedicated to providing excellent educational opportunities to assist students in developing the knowledge and skills to be successful in their life and chosen career. Educational opportunities in business are available in the fields of accounting, administrative office technology, aviation management, banking, business, finance, insurance, and management. The Academic Division of Business offers a variety of educational options for students. These programs are referred to as "university-parallel" or "technical- occupational".

The degree programs reflect Oklahoma City Community College's mission. These programs provide education in several academic disciplines for those students who plan to transfer to a senior institution to complete a bachelor's degree. The Oklahoma State Regents for Higher Education provide the medium of articulation of transfer programs with senior institutions both individually and collectively. The College also offers one-year and two-year programs of technical and occupational education to prepare individuals to enter the workforce.

**G. Degree programs available in the Academic Division of Business to be evaluated.**

The following Academic Division of Business degree programs are to be evaluated:

A.S Business Degree Programs:

Aviation Management  
Business  
Management Emphasis

A.A.S. Business Degree Programs:

Accounting Option  
A.O.T. - Administrative Office Specialist  
Option  
A.O.T. Legal Secretary Option  
Business Management Option  
Finance/Banking Option  
Finance/General Option

The following Degree programs are to be excluded due to either multi-divisional offerings or other outside certifications:

A.A. Degree Program:

International Studies

A.A.S Degree Programs:

Aviation Maintenance  
Aviation General Maintenance  
GM Automotive Service Educational Program  
- certified by NATEF  
Automotive Technology Internship Program  
- certified by NATEF  
GM Body Service Education Program  
- certified by NATEF  
Non-Structural Repair  
- certified by NATEF  
Painting/Refinishing  
- certified by NATEF

## **G-1. Class scheduling policies and procedures**

The offering of credit classes is a function of Academic Affairs. However, there may be occasions when External Educational Programs finds it beneficial to coordinate credit classes supporting the needs of businesses or the community. There will be coordinated through the appropriate Academic Division and may not follow the regular time blocks for scheduling.

The Vice President for Academic Affairs will maintain a schedule of time blocks to be used for most regular on campus three-credit-hour lecture classes. Classes other than three-credit-hour lecture classes should be scheduled so as to maximize the use of physical facilities and overlap the fewest number of regular time blocks.

A copy of Oklahoma City Community College Academic Affairs administrative procedure No. 4015 is available in policy in the appendix E.

## **G-2. Developing curriculum/programs**

Program faculty review all programs on a regular timeline, generally every five years, using a schedule the Oklahoma State Regents for Higher Education and the College have developed. Once every five years the Oklahoma State Regents review all Technical Occupational programs. They identify external evaluators who review program self-studies and spend time on the campus with faculty, staff, students, and advisory committee members.

The programs that external agencies accredit are exempt from this review providing the United States Department of Education recognizes the accrediting agency. Each of the following Oklahoma City Community College programs is exempt: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Emergency Medical Technology, Surgical Technology, Medical Assistant, and Respiratory Care. For these programs the College follows the specific accrediting agency's timeline.

The timetable for completing a program review conforms to the Curriculum Committee's schedule so that faculty may submit recommended curriculum changes prior to the end of the academic period in which the program review takes place. The Curriculum Committee reviews and recommends changes to the Vice President for Academic Affairs regarding the design and implementation of all curricula.

#### **H. Long range plans**

Oklahoma City Community College's institutional and educational goals reflect the functions specified by the Oklahoma State Statutes for community colleges. The College offers associate degrees and certificates of mastery and fulfills the functions assigned by the Oklahoma State Regents for Higher Education. The Oklahoma City Community College Board of Regents in collaboration with the President, the faculty and the staff approve a mission and vision supported by an educational philosophy and institutional priorities all of which are in harmony with those ideals one would expect of an institution of higher learning. The College ensures the dynamics of these ideals by reviewing and updating them annually.

#### **I. The Academic Division offers the following academic degrees:**

Associate in Arts(A.A.)  
Associate in Science(A.S.)  
Associate in Applied Science(A.A.S.)

#### **J. In according with Administrative Procedure No. 4009, Full-Time Faculty Workload, following equivalencies are used to determine credit hours:**

16 lecture hours equal 1 Credit Hour.

#### **K. Organizational chart of the institution and the Division of Business is attached in Appendix F.**

- L.** The Oklahoma State System of Higher Education was created in 1941 by a vote of the people that amended the state's constitution to provide for such a system.

Twenty-five colleges and universities, nine constituent agencies and two higher education centers comprise the system. The State System is coordinated by the Oklahoma State Regents for Higher Education, and each institution is governed by a board of regents.

The State Regents prescribe academic standards of higher education, determine functions and courses of study at state colleges and universities, grant degrees, recommend to the state Legislature budget allocations for each college and university, and approve proposed fees within an established regional average.

While the State Regents are the coordinating board of control for all institutions in the State System of Higher Education, governing boards of regents and boards of trustees are responsible for the operation and management of each State System institution or higher education program.

- M.** The Oklahoma City Community College Board of Regents is the governing board for Oklahoma City Community College. Members of the Board are appointed by the Governor of the State of Oklahoma for a seven-year term or as designated.

Using the purposes set out for community colleges by Oklahoma State Statutes and the functions assigned by the Oklahoma State Regents for Higher Education, the College's Board of Regents develops the mission, vision, and priorities for the College.

Current members:

Darrel J. Lanier - Chair  
G. David Casper - Vice Chair  
Helen Camey - Secretary  
Loyal Edward Chappell, II  
Candy K. Hines  
Tom L. Hoskinson  
Alice Musser

**M-1 - Board includes individuals representing public**

- Darrel Lanier, a member of the Oklahoma City Community College Board of Regents, is the Community Relations Manager for Oklahoma Gas and Electric Services in Oklahoma City.
- David Casper, M.D., a member of the Oklahoma City Community College Board of Regents, is an orthopedic surgeon in private practice in Oklahoma City.
- Helen Camey, a member of the Oklahoma City Community College Board of Regents, is Vice President/National Safekeeping Operations Manager at Bank One in Oklahoma City.
- Tom Hoskison, a member of the Oklahoma City Community College Board of Regents, is a managing partner with Express Consulting Services.

The Oklahoma City Community College Board of Regents evaluates and provides input for the development and revision of the College's purposes. During their January retreat members review the current year's priority areas and those recommended for the coming fiscal year. At this retreat Board members also review the College mission, vision and make changes prior to the beginning of the next year's planning process.

**N. Programs clearly identifiable in catalog**

All programs are clearly identifiable in the College Catalog under the Course Patterns area. Each program is listed under the title "Business" .

**N-1. Academic credentials published in catalog**

The College catalog has a Faculty and Staff section which publishes credentials of all faculty and staff of Oklahoma City Community College.

**N-2.** Policies affecting students in student catalog, along  
With clear description of tuition and fees charged?

The College catalog has a table of content which  
includes the following information:

- General Information
- Student Programs and Services
- Degree and Certificate Requirements
- Course Patterns
- Course Descriptions
- Faculty and Staff

**O.** Timeline

A faculty taskforce was established to investigate seeking accreditation during FY 04. Members of this taskforce attended the regional ACBSP conference to gain further information. Based upon the recommendation of this taskforce, accreditation efforts were undertaken with the plan to submit the self-study early in the fall 2004 academic year. Release time was provided to the three faculty members to prepare the self-study.

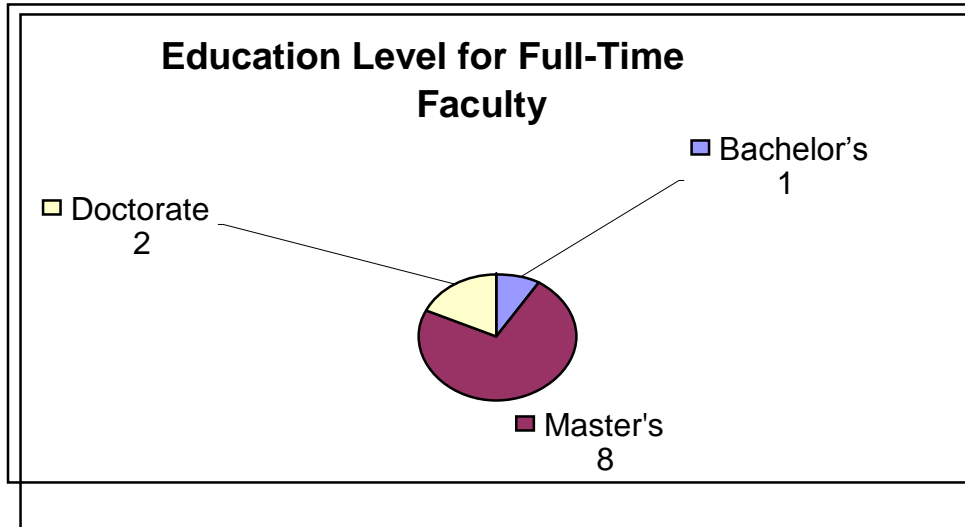
## **Exhibit C - Off-Campus operations and other unique items**

(should we discuss Insurance courses at Farmers and Banking  
courses at Americrest?)

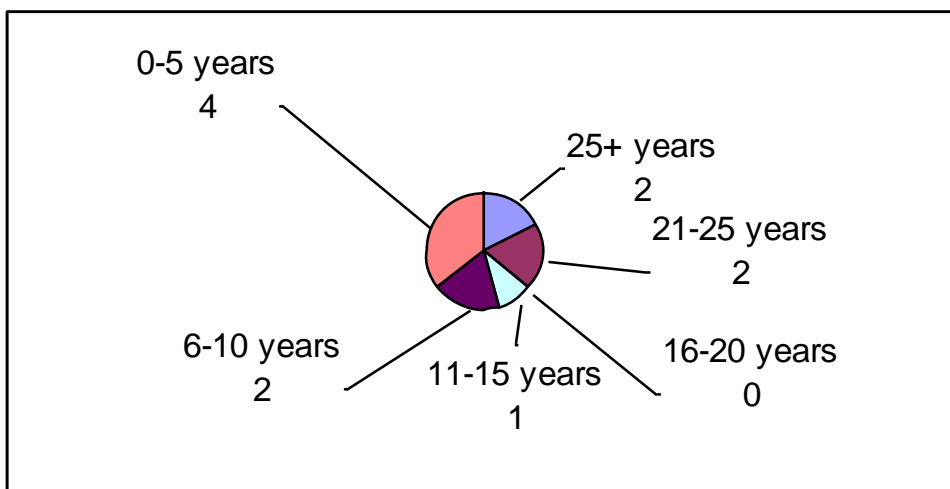


## **Exhibit D - Faculty Qualifications**

During the FY 2004 school year, 72.7 percent of the 11 full-time faculty held master's degrees and 18.2 percent held doctoral level degrees.



Experience is a critical factor in instruction. Over percent have over 10 years of teaching experience.



For details, please see the following tables:

Table 1-A

Table 1-B

Table 1-C

Table I-A  
Faculty Numbers and Qualifications  
Full-Time FY 2003

Name	Highest Degree							Exception
	Major Teaching Field	Type	Field	Professional Certification	Master's or Higher in Field	Master's or Higher with coursework in Field	Bachelor or Higher in Field with two supporting areas	
John Boyd	Accounting	J.D.	Law	C.P.A. OK. Bar	X			
Myra Decker	Accounting	M.S.	Bus. Ed.		X			
Kayla Fessler	Accounting	M.Ed.	Jr. Coll/Bus.	C.P.A.	X			
Ziayien Hwang	Economics	M.A.	Economics		X			
Jenean Jones	A.O.T.	M. Bus.Ed.	Bus. Ed.		X			
Marty Ludlum	Business Economics	J.D. M.A.	Law Economics	OK. Bar	X			
Lisa Adkins-Mason	A.O.T.	M.Ed.	Jr. Coll/Bus.		X			
Vijayan Ramachandran	Business	M.B.A.	Business		X			
Joe Ramsey	Business Real Estate	B.S.	Business	OK. Broker OK. Agent			X	
Ron Summers	Accounting	B.B.A.	Business	C.P.A.			X	
Anita Williams	Business A.O.T.	M.Ed.	Jr. Coll/Bus.		X			

Full-Time Faculty:

Sections Taught:	138	61% of total sections
Credit Hours:	414	61% of total sections

Table I-B  
Faculty Numbers and Qualifications  
Part-Time FY 2003

		Highest Degree				Qualifications		
Name	Major Teaching Field	Type	Field	Professional Certification	Master's or Higher in Field	Master's or Higher with coursework in Field	Bachelor or Higher in Field with two supporting areas	Exception
C. Oehrlein	Statistics	M.A.	Math		X			
D. Palkovich	Statistics	M.S.	Math		X			
M. Turegun	Statistics	M.S.	Math		X			
G. Faulconer-Lippert	Advertising	M.A.	Mass Comm		X			
D. Adhikari	Economics	A.B.D.	Economics		X			
S. Barnett	Business	M.B.A.	Business		X			
J. Bradley	Statistics	B.A.	Fine Art	CPCU			X	
M. Bryan	A.O.T./Legal	A.A.S.	Paralegal					X -1
J. Camp	Economics	M.A.	Economics		X			
M. Cotton	Insurance	B.S.	Sociology				X	
M. Cowan	Accounting	M.S.	Accounting	C.P.A.	X			
J Czapla	Insurance	B.S.	Philosophy				X	

		Highest Degree				Qualifications		
Name	Major Teaching Field	Type	Field	Professional Certification	Master's or Higher in Field	Master's or Higher with coursework in Field	Bachelor or Higher in Field with two supporting areas	Exception
B. Farrer	Finance	M.B.A.	Business		X			
D. Fike	Business	M.Ed.	Adult Ed.					X- 2
D. Garrett	Business	M.B.A.	Business		X			
L. Gray	Economics	M.A.	Economics		X			
M. Guin	Insurance	B.S.	Business				X	
H. Hartman	Accounting	M.A.	Accountancy	C.P.A.	X			
N. Hedrick	Business Statistics	M.S.	Math		X			
L. Karn	Business	M.B.A.	Business		X			
K. Kavanaugh	A.O.T.	B.S.	Business				X	
K. Kimberling	Business Statistics	M.P.H.	Bio-Statistics		X			
J. Kraettli	Business	M.B.A.			X			
J. Landrum	A.O.T.	M.Ed.	Bus. Ed.		X			
J. Lane	Finance	M.B.A.	Business		X			
B. Logan	Economics	B.A.	Economics				X	
J. Maisano	Business Math	M.S.	Education				X	
T. McGee	Banking	B.S.	Business				X	
A. McIntyre	Finance	M.B.A.	Business		X			
L. McKeever	Finance	M.B.A.	Business		X			

	Highest Degree							
Name	Major Teaching Field	Type	Field	Professional Certification	Master's or Higher in Field	Master's or Higher with coursework in Field	Bachelor or Higher in Field with two supporting areas	Exception
L. Miller	Marketing	M.B.A.	Business		X			
P. Miller	Banking	None						
D. Myers	Economics	M.Ed.	S.S. Ed					X -
J. Patterson	A.O.T.	M.Ed.	Education		X			
S. Pricer	Business Math Accounting	M.B.A.	Business		X			
M. Pruitt	Banking	J.D.	Law		X			
C. Reynolds	Accounting	M.B.A.	Business		X			
C. Rivera	Insurance	B.A.	Finance				X	
C. Rouillard	Business	M.H.R.	Human Relations		X			
L. Trent	Aviation Management	B.S.	Accounting				X	
S. Venters	Economics	M.A.	Economics		X			
J. Werner	Insurance	B.A.	Business				X	
C. Wheeler	Business Math Accounting	M.B.A.	Business	C.P.A.	X			
D. Wheeler	Insurance	B.A.	Finance				X	
C. Wilkinson	Economics Bus. Statistics	M.A.	Human Resources		X			
J. Williford	Economics	B.B.A.	Economics				X	
N. Wu	Economics	M.B.A.	Business	C.F.P.	X			
T. Zolicoffer	Business	M.S.	Accounting	C.P.A.	X			

Adjunct Faculty: 2

Sections Taught: 128

Credit Hours: 384

**Table I-C  
Exceptions**

Name	Field	Degree	Course(s)	Hours	Reason
M. Bryan	A.O.T./Legal	A.A.S.	Legal Office Procedures Legal Billing	3 3	Specialized field - Limited available personnel to teach
D. Fike	Business	M.Ed.	Prin. of Management Prin. of Marketing	3 3	Limited available personnel to teach
D. Myers	Economic	M.Ed.	Principles of Microeconomics	12	Limited available personnel to teach with Online experience.

Total Exceptions:

Adjunct Faculty: 3  
Courses Taught: 5  
Sections Taught: 8  
Credit Hours: 24  
% of Total Credit Hours: 3%



## **Exhibit E - Faculty Composition**

See

Table II-A

Table II-B

Table II-A  
Faculty Deployment FY 04  
Full-Time

Name	Major Teaching			On-Campus		Off-Campus	
	Discipline	Course Title	# Sections	Day	Eve.	Day	Eve.
Lisa Adkins	A.O.T.	Beg. Word App.	4 (2 Online)	2			
		Int. Word App.	2	2			
		Admin. Office Proc.	2	1	1		
		Applied Graphics	1		1		
		Auo. Records Mgmt.	2	1	1		
John Boyd	Accounting	Accounting I	6	3	3		
		Accounting II	6 (4 Online)	1	1		
		Income Tax Accounting	1		1		
Myra Decker	Accounting	Accounting I	4	4			
		Accounting II	4	4			
		Math for Business	2	2			
Kayla Fessler	Accounting	Accounting I	8 (4 Online)	4			
		Accounting II	2	2			
Ziayien Hwang	Economics	Prin. Macroeconomics	9 (4 Online)	4	1		
		Prin. Microeconomics	3	2	1		
		Mid-Management Seminar	1		1		
		Intro. To Int. Studies	1		1		
Jenean Jones	A.O.T.	Powerpoint	1	1			
		Computer Keyboarding	7 (2 Online)	4	1		
		Admin. Office Systems	1	1			
		Office Info. Process	2	2			
		Office/Acct Spreadsheet	4	3	1		
Marty Ludlum	Business Law & Economics	Legal Envir. of Bus	4 (2 Online)	1	1		
		Prin. Macroeconomics	2 (1 Telecourse)		1		
		Prin. Microeconomics	3 (1 Telecourse)	1	1		
VJ Ramachandran	Business	Intro to Business	2 (2 Online)				
		Personal Finance	2 (2 Online)				
		Small Business Mgmt.	1 (Telecourse)				
		Principles of Mgmt.	6 (2 Online)	2	2		
		Principles of Marketing	2 (2 Telecourse)				
		Intl. Studies Capstone	1	1			
Joe Ramsey	Business	Effective Selling	1 (Telecourse)				
		Intro to Business	5	4	1		
		Business Ethics	4 (2 Online)	2			
Ron Summers	Accounting	Real Estate Principles	4 (2 Online)	2			
		Accounting I	10	4	6		
		Accounting II	2		2		
Anita Williams	Business Communication	Business Ethics	2		2		
		Career Educ./Intern.	2	2			
		Bus. Communications	10 (4 Online)	6			
		Financial Serv. Intern.	2	2			

Table II-B  
Faculty Deployment FY 04  
Part-Time

Name	Major Teaching Discipline	Course Title	# Sections	On-Campus		Off-Campus	
				Day	Eve.	Day	Eve.
G. Faulconer-Lippert	Marketing	Advertising	1		1		
C. Oehrlein	Business Statistics	Business Statistics	2 (online)				
D. Palkovich	Business Statistics	Business Statistics	4	4			
M. Turegun	Business Statistics	Business Statistics	6(2 online)	4			
D. Adhikari	Economics	Prin. of Microeconomics Prin of Macroeconomics	4 1	2 1	2		
F. Anderson	Business Statistics	Business Statistics	1		1		
S. Barnett	Business	Business Communications Supervisory Training	3 1		3		
J. Bradley	Insurance	Intro. to Prop/Liab Ins. Intro. to Claims	1 1				1 1
M. Bryan	A.O.T. Legal Procedures	Legal Office Procedures Legal Billing	1 1		1 1		
J. Camp	Economics	Prin. of Microeconomics	2	2			
M. Cotton	Insurance	Liability Ins. Adj. Workers Compensation	1 1				1 1
M. Cowan	Accounting	Accounting I Accounting II	1 1	1	1		
J. Czapla	Insurance	Prin. of Insurance Prin. of Personal Ins. Ethics & Adj. Practice	2 1 1				2 1 1
B. Farrer	Finance	Personal Finance	2		2		
D. Fike	Business	Prin. of Management Prin. of Marketing	1 1	1	1		
D. Garrett	Business	Math for Bus. Careers Cost Accounting	2 1		2 1		
F. Giza	Business	Purchasing Mgmt. Tech.	1		1		
E. Golbert	Business Statistics	Business Statistics	1		1		

Name	Major Teaching			On-Campus		Off-Campus	
	Discipline	Course Title	# Sections	Day	Eve.	Day	Eve.
L. Gray	Economics	Prin. of Macroeconomics	4		4		
M. Guin	Insurance	Prin. of Insurance	1				1
H. Hartman	Accounting	Accounting I	2	1	1		
N. Hedrick	Business Statistics	Business Statistics	4	3	1		
A. Jones	Business Statistics	Business Statistics	1		1		
L. Karn	Business	Intro. to Business	1		1		
K. Kavanaugh	A.O.T.	Medical Coding	2		2		
Kocher	Finance	Business Finance	1		1		
J. Kraettli	Business	Intro. to Business	1	1			
		Prin. of Management	1	1			
J. Landrum	A.O.T.	Beginning Word	2		2		
		Intermediate Word	2		2		
		Computer Keyboarding	1	1			
J. Lane	Finance	Fund. Of Investing	2		2		
K. Lease	Business Statistics	Business Statistics	1		1		
B. Logan	Economics	Prin. Of Microeconomics	1		1		
J. Maisano	Business Math	Math for Bus. Careers	2		2		
G. Malstrom	Business Statistics	Business Statistics	1	1			
T. McGee	Banking	Intro. to Fin. Inst.	2		2		
L. McKeever	Finance	Intro. to Bus. Finance	1		1		
L. Miller	Marketing	Intro. to Business	1	1			
		Prin. of Marketing	3	2	1		
P. Miller	Banking	Intro. to Fin. Inst.	1				1
D. Myers	Economics	Prin. of Microeconomics	4 (4 Online)				
G. Nkengoum	Economics	Prin. of Macroeconomics	1	1			
J. Patterson	A.O.T.	Computer Keyboarding	1		1		
		Leg. Term. & Mach. Tran.	2		2		
		Med. Mach. Transcription	2		2		
S. Pricer	Business Math	Accounting I	1		1		
	Accounting	Accounting II	2	1	1		
M. Pruitt	Banking	Law and Banking	1		1		
		Money and Banking	1		1		
C. Reynolds	Accounting	Computerized Accounting	1		1		
		Intermediate Acct. I	1		1		
		Intermediate Acct. II	1		1		
C. Rivera	Insurance	Prin. of Comm. Ins.	1				1

Major Teaching				On-Campus		Off-Campus	
Name	Discipline	Course Title	# Sections	Day	Eve.	Day	Eve.
L. Trent	Aviation Management	History of Aviation	1		1		
		Air Traffic Control	1		1		
S. Venters	Economics	Prin. of Macroeconomics	3	3			
		Prin. of Microeconomics	2	2			
J. Werner	Insurance	Intro. to Life/Heath Ins	3 (3 Online)				
C. Wheeler	Business Math	Math for Bus. Careers	2	1	1		
	Accounting	Accounting I	1	1			
D. Wheeler	Insurance	Prin. of Insurance	1				1
		Property Ins. Adjusting	1				1
		Prin. of Comm. Ins.	1				1
C. Wilkinson	Bus. Statistics	Business Statistics	3 (3 Online)				
N. Wu	Economics	Prin. of Macroeconomics	3	3			
T. Zolicoffer	Business	Math for Bus. Careers	1	1			

**Exhibit F - Faculty Deployment**

Table II-A  
Faculty Deployment FY 04  
Full-Time

Name	Major Teaching			On-Campus		Off-Campus	
	Discipline	Course Title	# Sections	Day	Eve.	Day	Eve.
John Boyd	Accounting	Accounting I Accounting II Income Tax Accounting	6 6 (4 Online) 1	3 1	3 1 1		
Myra Decker	Accounting	Accounting I Accounting II Math for Business	4 4 2	4 4 2			
Kayla Fessler	Accounting	Accounting I Accounting II	8 (4 Online) 2	4 2			
Ziayien Hwang	Economics	Prin. Macroeconomics Prin. Microeconomics Mid-Management Seminar Intro. To Int. Studies	9 (4 Online) 3 1 1	4 2	1 1 1 1		
Jenean Jones	A.O.T.	Powerpoint Computer Keyboarding Admin. Office Systems Office Info. Process Office/Acct Spreadsheet	1 7 (2 Online) 1 2 4	1 4 1 2 3	1 1		
Marty Ludlum	Business Law & Economics	Legal Envir. of Bus Prin. Macroeconomics Prin. Microeconomics	4 (2 Online) 2 (1 Telecourse) 3 (1 Telecourse)	1 1 1	1 1 1		
Lisa Mason-Adkins	A.O.T.	Beg. Word App. Int. Word App. Admin. Office Proc. Applied Graphics Auo. Records Mgmt.	4 (2 Online) 2 2 1 2	2 2 1 1 1	1 1 1 1		
Vijayan Ramachandran	Business	Intro to Business Personal Finance Small Business Mgmt. Principles of Mgmt. Principles of Marketing Intl. Studies Capstone Effective Selling	2 (2 Online) 2 (2 Online) 1 (Telecourse) 6 (2 Online) 2 (2 Telecourse) 1 1 (Telecourse)	2 1	2		
Joe Ramsey	Business	Intro to Business Business Ethics Real Estate Principles	5 4 (2 Online) 4 (2 Online)	4 2 2	1		
Ron Summers	Accounting	Accounting I Accounting II Business Ethics	10 2 2	4	6 2 2		
Anita Williams	Business Communication	Career Educ./Intern. Bus. Communications Financial Serv. Intern.	2 10 (4 Online) 2	2 6 2			



Table II-B  
Faculty Deployment FY 04  
Part-Time

Major Teaching				On-Campus		Off-Campus	
Name	Discipline	Course Title	# Sections	Day	Eve.	Day	Eve.
G. Faulconer-Lippert	Marketing	Advertising	1		1		
C. Oehrlein	Business Statistics	Business Statistics	2 (online)				
D. Palkovich	Business Statistics	Business Statistics	4	4			
M. Turegun	Business Statistics	Business Statistics	6(2 online)	4			
D. Adhikari	Economics	Prin. of Microeconomics Prin of Macroeconomics	4 1	2 1	2		
F. Anderson	Business Statistics	Business Statistics	1		1		
S. Barnett	Business	Business Communications Supervisory Training	3 1	1	3		
J. Bradley	Insurance	Intro. to Prop/Liab Ins. Intro. to Claims	1 1				1 1
M. Bryan	A.O.T. Legal Procedures	Legal Office Procedures Legal Billing	1 1		1 1		
J. Camp	Economics	Prin. of Microeconomics	2	2			
M. Cotton	Insurance	Liability Ins. Adj. Workers Compensation	1 1				1 1
M. Cowan	Accounting	Accounting I Accounting II	1 1	1	1		
J. Czapla	Insurance	Prin. of Insurance Prin. of Personal Ins. Ethics & Adj. Practice	2 1 1				2 1 1
B. Farrer	Finance	Personal Finance	2		2		
D. Fike	Business	Prin. of Management Prin. of Marketing	1 1	1	1		
D. Garrett	Business	Math for Bus. Careers Cost Accounting	2 1		2 1		
F. Giza	Business	Purchasing Mgmt. Tech.	1		1		
E. Golbert	Business Statistics	Business Statistics	1		1		
Major Teaching				On-Campus		Off-Campus	
Name	Discipline	Course Title	# Sections	Day	Eve.	Day	Eve.
L. Gray	Economics	Prin. of Macroeconomics	4		4		
M. Guin	Insurance	Prin. of Insurance	1				1
H. Hartman	Accounting	Accounting I	2	1	1		
N. Hedrick	Business Statistics	Business Statistics	4	3	1		
A. Jones	Business Statistics	Business Statistics	1		1		
L. Karn	Business	Intro. to Business	1		1		
K. Kavanaugh	A.O.T.	Medical Coding	2		2		
Kocher	Finance	Business Finance	1		1		
J. Kraettli	Business	Intro. to Business Prin. of Management	1 1	1 1			
J. Landrum	A.O.T.	Beginning Word Intermediate Word Computer Keyboarding	2 2 1		2 2		
J. Lane	Finance	Fund. Of Investing	2		2		
K. Lease	Business Statistics	Business Statistics	1		1		
B. Logan	Economics	Prin. Of Microeconomics	1		1		
J. Maisano	Business	Math for Bus. Careers	2		2		

	Math						
G. Malstrom	Business Statistics	Business Statistics	1	1			
T. McGee	Banking	Intro. to Fin. Inst.	2		2		
L. McKeever	Finance	Intro. to Bus. Finance	1		1		
L. Miller	Marketing	Intro. to Business Prin. of Marketing	1 3	1 2	1		
P. Miller	Banking	Intro. to Fin. Inst.	1				1
D. Myers	Economics	Prin. of Microeconomics	4 (4 Online)				
G. Nkengoum	Economics	Prin. of Macroeconomics	1	1			
J. Patterson	A.O.T.	Computer Keyboarding Leg. Term. & Mach. Tran. Med. Mach. Transcription	1 2 2		1 2 2		
S. Pricer	Business Math Accounting	Accounting I Accounting II	1 2	1	1 1		
M. Pruitt	Banking	Law and Banking Money and Banking	1 1		1 1		
C. Reynolds	Accounting	Computerized Accounting Intermediate Acct. I Intermediate Acct. II	1 1 1		1 1 1		
C. Rivera	Insurance	Prin. of Comm. Ins.	1				1
	Major Teaching			On-Campus		Off-Campus	
Name	Discipline	Course Title	# Sections	Day	Eve.	Day	Eve.
L. Trent	Aviation Management	History of Aviation Air Traffic Control	1 1		1 1		
S. Venters	Economics	Prin. of Macroeconomics Prin. of Microeconomics	3 2	3 2			
J. Werner	Insurance	Intro. to Life/Heath Ins	3 (3 Online)				
C. Wheeler	Business Math Accounting	Math for Bus. Careers Accounting I	2 1	1 1	1		
D. Wheeler	Insurance	Prin. of Insurance Property Ins. Adjusting Prin. of Comm. Ins.	1 1 1				1 1 1
C. Wilkinson	Bus. Statistics	Business Statistics	3 (3 Online)				
N. Wu	Economics	Prin. of Macroeconomics	3	3			
T. Zolicoffer	Business	Math for Bus. Careers	1	1			

## **Exhibit G - Faculty Load**

See

Table III-A

Table III-B

Table III-A  
Faculty Load  
Full-Time

Institution's number of hours in normal work week  
35 hours

Name	Average hours per Week			
	Class Contact	Teaching Related	Other Activities	% Full Load
Dr. John Boyd	15	10	10	100
Myra Decker	12	8	15	100
Kayla Fessler	12	8	15	100
Ziayien Hwang	15	10	10	100
Jenean Jones	15	10	10	100
Dr. Marty Ludlum	15	10	10	100
Lisa Mason-Adkins	12	8	15	100
Vijayan Ramachandran	9	6	20	100
Joe Ramsey	12	8	15	100
Ron Summers	15	10	10	100
Anita Williams	9	6	20	100

Table III-B  
Faculty Load  
Part-Time

Institution's number of hours in normal work week 35

Name	Average hours per Week			
	Class Contact	Teaching Related	Other Activities	% Full Load
G. Faulconer-Lippert	3	2	0	20
C. Oehrlein	3	2	0	20
D. Palkovich	6	4	0	40
M. Turegun	9	6	0	60
D. Adhikari	9	6	0	60
F. Anderson	3	2	0	20
S. Barnett	6	4	0	40
J. Bradley	3	2	0	40
M. Bryan	3	2	0	20
J. Camp	3	2	0	20
M. Cotton	3	2	0	20
M. Cowan	3	2	0	20
J. Czapla	6	4	0	40
B. Farrer	3	2	0	20
D. Fike	3	2	0	20
D. Garrett	6	4	0	40
F. Giza	3	2	0	20
E. Golbert	3	2	0	20
L. Gray	6	4	0	40
M. Guin	3	2	0	20
H. Hartman	3	2	0	20
N. Hedrick	6	4	0	40
A. Jones	3	2	0	20
L. Karn	3	2	0	20

Name	Average hours per Week			
	Class Contact	Teaching Related	Other Activities	% Full Load
K. Kavanaugh	3	2	0	20
K. Kocher	3	2	0	20
J. Kraettli	3	2	0	20
J. Landrum	9	6	0	60
J. Lane	3	2	0	20
K. Lease	3	2	0	20
B. Logan	3	2	0	20
J. Maisano	3	2	0	20
J. Malstrom	3	2	0	20
T. McGee	3	2	0	20
L. McKeever	3	2	0	20
L. Miller	6	4	0	40
P. Miller	3	2	0	20
D. Myers	6	4	0	40
G. Nkengoum	3	2	0	20
J. Patterson	9	6	0	60
S. Pricer	6	4	0	40
M. Pruitt	3	2	0	20
C. Reynolds	6	4	0	40
C. Rivera	3	2	0	20
C. Rouillard	3	2	0	20
L. Trent	3	2	0	20
S. Venters	9	6	0	60
J. Werner	6	4	0	40
C. Wheeler	6	4	0	40
D. Wheeler	6	4	0	40
C. Wilkinson	6	4	0	40
N. Wu	6	4	0	40
T. Zolicoffer	3	2	0	20

## **Exhibit H - Faculty Evaluation**



See Administrative Procedure # 2006 in Appendix G.

**Exhibit I   -   Faculty and Instructional  
Development**

# Center for Learning and Teaching



Oklahoma City Community College

7777 S. May Avenue, Oklahoma City, OK 73159

Dr. Martha George, Director

Telephone (405) 682-1611 X7324

Message from Director

Center Mission

Center Goals

Resource Room

FDC

References

Conferences

Suggestion Box

## **ANNOUNCEMENTS!**

### **Thoughts about Teaching (TAT) Sessions**

The Center is sponsoring one hour lunchtime sessions at which small group of colleagues representing all of the divisions talk about teaching: strategies, techniques, all sorts of topics ranging from the most abstract to the most mundane. The only ground rule is that we refrain from complaining during our sessions. This semester the sessions are on Thursdays from 12:30 to 1:30. If you'd like to participate in a TAT session, send an e-mail to [mgeorge@okccc.edu](mailto:mgeorge@okccc.edu) or call x7324.

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## Message from Martha George:

My vision for the CLT during the next three years is for it to become more of a presence in the College community. I see it as being not so much about a physical location as it is about functions and activities. I envision it as serving the learning community that is made up of members of the adjunct and full-time faculty.

Among the priorities for the CLT are:

- To offer activities, assistance, and learning opportunities for my colleagues who are continuing to learn how to better help our students learn;
- To offer activities that support intellectual and professional development at a time when there is little or no money to spend on such activities.
- To support efforts to implement systematic, continual Learning Outcomes Assessment; and
- To encourage employees in all areas of the College to work together to create a positive environment for learning.

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## **Center Goals**

- to sponsor programs, seminars, workshops and colloquia aimed at enhancing teaching effectiveness, fostering professional growth, promoting dialogue among the disciplines and stimulating intellectual discourse and investigation;
- to encourage members of the faculty\* to take advantage of opportunities for pedagogical, scholarly and personal development;
- to provide facilities and other resources to support: collegial interaction, learning about alternate instructional strategies and increasing technology skills to enhance teaching;
- to support efforts to implement systematic, continual Student Learning Outcomes Assessment; and
- to work collaboratively with employees in all areas of the College to create a positive environment for learning.

\* Faculty includes all fulltime and adjunct faculty members.

September, 2003

# Center for Learning and Teaching



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## The Faculty Development Committee

[FDC Membership](#)

[Purpose of the FDC](#)

[Minutes of the FDC Meetings](#)



# Center for Learning and Teaching



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## **PURPOSE**

[Message from Director](#)

To annually review the faculty development needs, recommend priorities and budget requests. To periodically review the faculty evaluation/development process, and provide recommendations for change. To server as an advisory board to the Center for Learning and Teaching.

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## VOTING MEMBERS

<u>Name</u>	<u>Position</u>	<u>Division/Department</u>
Vicky Davidson	Committee Chair, Professor of Physical Therapy	Health Professions
Chris Borthick	Adjunct Professor of English	Arts & Humanities
Dianne Broyles	Professor of Modern Languages	Arts & Humanities
Carolyn Farris	Professor of Visual Arts	Arts & Humanities
Doug Gregory	Professor of Computer- Aided Design	Information Technology
Ken Harrelson	Professor of Mathematics	Science & Mathematics
Charlotte Mulvihill	Professor of Biology/Biotechnology	Science & Mathematics
Vijayan Ramachandran	Professor of Business	Business
Beverly Schaeffer	Professor of Nursing	Health Professions
Susan Vanschuyver	Dean of Arts & Humanities	Arts & Humanities
Rick Vollmer	Professor of Political Science	Social Sciences
Cecelia Yoder	Professor of Psychology	Social Sciences
Jim DeChenne	Dean of Learning Resources	Learning Resources
Martha George	Director of Center for Learning & Teaching & Professor of Psychology	Learning Resources & Social Sciences
Brenda Harrison	Associate Vice President for Academic Affairs	Office of Provost/Vice President for Academic Affairs

## EX-OFFICIO MEMBERS

Jim DeChenne	Dean of Learning Resources	Learning Resources
Martha George	Director of the Center for Learning and Teaching & Professor of Psychology	Learning Resources & Social Sciences
Brenda Harrison	Associate Vice President for Academic Affairs	Office of Provost/Vice President for Academic Affairs



**Exhibit J - Faculty Operational  
Policies, Procedures  
And Practices**

## **Faculty Operational Policies, Procedures and Practices**

See Faculty Handbook in Appendix \_\_\_\_.

**A.**

See Faculty Development Plans in appendix D.

- B.** Oklahoma City Community College does not subscribe  
to any system of differential academic rank.

See Board Of Regents Internal Operating Policy No. 401  
Academic Rank in Appendix H.

- C.** Evaluation procedure are outline in annual letters  
from the Provost, Vice President of Academic Affairs  
to all faculty members and follows College policies.

See most recent letter and Administrative Procedures  
2006 in Appendix I.

- D.** See Administrative Procedure No. 4009 Full-Time  
Faculty Workload in Appendix J.

- E.** See Administrative Procedure No. 4031 Developing And  
Approving Faculty Release Time in Appendix K.

- F.** See individual faculty vita for professional  
activities.

- G.** See individual faculty vita for scholarly  
productivity.

**Exhibit K   -   Scholarly and Professional  
Activities**

**Exhibit L - Professional Component**

**Exhibit M - General Education  
Requirement**

Oklahoma City Community College has a General Education Committee.

### **GENERAL EDUCATION COMMITTEE**

#### **PURPOSE**

The purpose of the General Education Committee is to promote quality and excellence in the general education components of associate degrees conferred at Oklahoma City Community College.

#### **MEETING TIME**

Once a month during the fall and spring semesters.

#### **MEMBERSHIP**

Appointment made for a two-year period with 50% rotation each year.

Chair: Dr. Jessica Sheetz-Nguyen SS  
Professor of History

Faculty Administration:

#### Term ends May, 2004

Dr. John Hughes	SS
Jenean Jones	BUS
Richard Trout	SM
Mary Williams	IT
Ray McCullar	SS
Bruce Farris	HP

#### Term ends May, 2005

Dr. Dave Charlson	AH
Warren Neal	AH
Jay Malmstrom	SM
Vicki Rankin	HP

Academic Dean: Max Simmons SM

Ex Officio Member:

Dr. Brenda Harrison AA

Other Members:

Dr. Jim DeChenne	LR
Dr. Annmarie Shirazi	IE
Mary Turner	SD
Student Representative	

**General Education Requirements**  
**(For the AA and AS Degrees)**  
**March 5, 2003**

The Oklahoma City Community College Courses listed below will meet the General Education requirements for completion of a degree. This is not a comprehensive list. Since degree programs determine whether or not a course qualifies as meeting a general education requirement, you should consult the particular course requirements for your degree program. If you have questions or concerns be sure to meet with a student development counselor or a faculty advisor.

**English Composition.....6 hours**

ENGL 1113 English Composition **and** ENGL 1213 Composition and Literature

**American History.....3 hours**

HIST 1483 U.S. History to the Civil War **or**

HIST 1493 U.S. History since the Civil War

**U.S. Government.....3 hours**

POLSC 1113 American Federal Government

**Science**

**(One course must be a laboratory Science)..... 7 hours**

**Biological 3-4 hours and Physical Science 3-4 hours**

ASTR 1504 General Astronomy

ASTR 1514 General Astronomy w/Lab

BIO 1113 General Biology

BIO 1114 General Biology

BIO 2114 General Botany

BIO 2125 Microbiology

BIO 2215 General Zoology

BIO 2343 Genetics and Man

BIO 2403 Ecology and Environmental Issues

BIO 2404 Ecology and Environmental Issues

CHEM 1103 Chemistry Around Us

CHEM 1115 General Chemistry I

CHEM 1123 Principles of Chemistry

CHEM 1131 Principles of Laboratory Chemistry

CHEM 1215 General Chemistry II

GEOL 1063 Earth Science

GEOL 1064 Earth Science

GEOL 1114 General Geology

PHYS 1013 Physical Science

PHYS 1014 Physical Science

PHYS 1034 General Geology

PHYS 1063 Earth Science

PHYS 1064 Earth Science  
PHYS 1114 College Physics I  
PHYS 1214 College Physics II  
PHYS 1504 General Astronomy  
PHYS 1514 General Astronomy w/Lab

**Humanities.....6 hours**

ART 1013 Art History Survey I  
ART 1023 Art History Survey II  
ART 1053 Art Appreciation  
ENGL 2123 Introduction to Literature  
ENGL 2423 World Literature to 1700  
ENGL 2433 World Literature since 1700  
ENGL 2543 English Literature to 1798  
ENGL 2653 English Literature since 1798  
ENGL 2773 American Literature to 1865  
ENGL 2883 American Literature since 1865  
GEOG 2603 World Regional Geography  
HIST 1000 Special Topics  
HIST 1613 Early Western Civilization  
HIST 1623 Modern Western Civilization  
HIST 2000 Special Topics in History  
HIST 2103 Oklahoma--Land of the Red Man  
HIST 2123 African-American History  
HIST 2203 The American Indian  
HIST 2213 Great American Biographies  
HUM 1113 Music Appreciation  
HUM 2000 Humanistic Studies  
HUM 2103 Music Masterpieces  
HUM 2120 Museum Studies  
HUM 2133 Comparative Religions  
HUM 2143 Mythology  
HUM 2153 Introduction to Eastern Thought  
HUM 2173 Beliefs and Believers  
HUM 2213 Humanities- Classical and Medieval  
HUM 2223 Humanities- Modern  
HUM 2243 Film Studies  
HUM 2253 Documentary Films  
HUM 2263 American Cinema  
HUM 2353 History of Science  
HUM 2373 Introduction to World Music  
HUM 2423 Advocates of Peace  
PHIL 1013 Introduction to Philosophy  
PHIL 1213 Introduction to Ethics  
PHIL 1603 Introduction to Logic  
PHIL 2173 Beliefs and Believers  
PHIL 2223 Philosophy of Religion



TA 1103 Introduction to Theatre

**Mathematics.....3 hours**

MATH 1503 Contemporary Math

MATH 1513 College Algebra

MATH 2013 Introduction to Statistics

or any course with a MATH prefix having MATH 1513 as a prerequisite

**Additional Requirement.....3 hours**

Students will need at least one 3-hour course from the following disciplines: Psychology, Sociology, Political Science, Economics, Fine Arts (Art, Music, and Theatre), or Modern Languages.

**General Education Electives...(to meet the minimum total of 37 hours)**

Students will need additional general education electives to meet the minimum total of 37 hours. Students need to be aware when choosing general education electives that certain degree programs require specific support courses. The additional courses may be chosen from those listed in the History, Science, Humanities, or Mathematics categories or from the list below.

BUS 2023 Business Statistics

BUS 2033 Business Communication

BUS 2043 Business Ethics

CD 1013 Introduction to Child Development

COM 1103 Effective Reading

COM 1123 Interpersonal Communications

COM 2213 Public Address

CS 1103 Introduction to Computers and Applications

ECON 2113 Principles of Macroeconomics

ECON 2123 Principles of Microeconomics

ENGL 2000 Creative Writing

FREN 1115 Elementary French I

FREN 1225 Elementary French II

FREN 2113 Intermediate French I

FREN 2223 Intermediate French II

GRMN 1115 Elementary German I

GRMN 1225 Elementary German II

GRMN 2113 Intermediate German I

GRMN 2223 Intermediate German II

JB 1013 Introduction to Mass Communication

POLSC 1000 Special Topics in Political Science

POLSC 2103 Introduction to Public Administration

POLSC 2113 Introduction to State and Local Government  
POLSC 2223 Introduction to Law  
POLSC 2303 Introduction to International Relations  
POLSC 2603 Introduction to Comparative Politics  
POLSC 2613 Introduction to Political Science  
PSY 1113 Introduction to Psychology  
PSY 2193 Personality Theories  
PSY 2403 Developmental Psychology  
PSY 2743 Social Psychology  
SOC 1113 Introduction to Sociology  
SOC 1203 Introduction to the Criminal Process  
SOC 2013 Marriage and Family Relationships  
SOC 2023 Social Problems  
SOC 2063 Crime and Delinquency  
SOC 2143 Minorities, Ethnicity and Cultural Diversity  
SOC 2213 Cultural Anthropology  
SPAN 1115 Elementary Spanish I  
SPAN 1225 Elementary Spanish II  
SPAN 2113 Intermediate Spanish I  
SPAN 2223 Intermediate Spanish II

**Exhibit N - Business Major Requirement**

**Exhibit O - Minimum Grade Requirement**

As outlined in the Oklahoma City Community College student handbook and the Oklahoma City Community College catalog, minimum grade requirements are:

Catalog statement on page (77):

### **General Requirements**

- The completion of 60 semester credit hours, excluding physical education activity courses, with a GPA of no less than 2.0 in all courses presented for the degree.

Catalog statement on page (59):

### **Academic Standards**

Oklahoma City Community College wants every student to achieve success. To help retain motivated students and identify those who may need additional assistance, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

### **Academic Notice**

Students will be placed on academic notice if their cumulative grade point average (GPA) falls below a 2.0 while remaining above retention standards for academic probation or academic suspension.

### **Academic Probation**

Students will be placed on academic probation if they fail to meet the following minimum requirements:

<b>Credit Hours Attempted</b>	<b>Cumulative GPA Requirement</b>
-------------------------------	-----------------------------------

Zero through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

Students not maintaining satisfactory progress toward objectives as indicated above will be placed on probation for at least one semester. At the end of that semester, the student must have achieved a semester GPA of 2.0 in regularly graded coursework, not to include activity or performance courses, or meet the minimum institutional retention standards in order to continue as a student.

## Academic Suspension

Students on academic probation, not meeting the requirements of that probation, will be suspended for the next regular (16-week) semester. After one semester of suspension, a student may petition to the Dean of Admissions/Registrar for readmission. If upon readmission, academic standards are once again not met, the student will not be allowed to continue until the retention GPA has been raised to institutional standards through coursework completed at another institution. Students wishing to appeal their suspension due to "extraordinary circumstances" should submit a written petition along with support documentation to the Dean of Admissions/Registrar.

## Transfer Probation Students

Any student transferring to Oklahoma City Community College who is on academic probation or academic suspension at another state institution or who does not meet the Oklahoma City Community College retention standards must petition to the Director of Admissions/Assistant Registrar for admission. If admitted, the student will be placed on probationary status and be expected to meet the terms of that status or to meet the regular institutional retention standards in order to continue as a student.

Student Handbook statement on page (11):

## Academic Standards

Oklahoma City Community College wants every student to achieve success. To help retain motivated students and identify those who may need additional assistance, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

## Academic Notice

Students will be placed on academic notice if their cumulative grade point average (GPA) falls below a 2.0 while remaining above retention standards for academic probation or academic suspension.

## Academic Probation

Students will be placed on academic probation if they fail to meet the following minimum requirements:

Credit Hours Attempted	Cumulative GPA Requirement
------------------------	----------------------------

Zero through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

Students not maintaining satisfactory progress toward objectives as indicated above will be placed on probation for at least one semester. At the end of that semester, the student must

have achieved a semester GPA of 2.0 in regularly graded coursework, not to include activity or performance courses, or meet the minimum institutional retention standards in order to continue as a student.

## **Academic Suspension**

Students on academic probation, not meeting the requirements of that probation, will be suspended for the next regular (16-week) semester. After one semester of suspension, a student may petition to the Dean of Admissions/Registrar for readmission. If upon readmission, academic standards are once again not met, the student will not be allowed to continue until the retention GPA has been raised to institutional standards through coursework completed at another institution. Students wishing to appeal their suspension due to "extraordinary circumstances" should submit a written petition along with support documentation to the Dean of Admissions/Registrar.

**Exhibit P - Program Access,  
Flexibility, and  
Assessment**



## **ENTRY-LEVEL ASSESSMENT**

The academic background and skill level of any student enrolling in credit courses at Oklahoma City Community College will be assessed, and the student's placement will be based on the results. Placement will be required in developmental course work (this course work does not apply to a degree program) where a need is indicated. Assessment will include an evaluation of entry-level basic skills and educational readiness as defined below.

### **Reading and Reasoning (R) \***

The ability to read and comprehend at the college entry level and to understand and interpret information to solve problems. (Required for all college-level courses.)

### **Writing (W) \***

The ability to write clear, cohesive paragraphs which conform to norms of standard American English in grammar, syntax and semantics. (Required in courses where entry-level writing skills are needed.)

### **Mathematics (M) \***

The ability to exhibit competency in performing computations in addition, subtraction, multiplication and division with whole numbers, fractions, and decimals and to use those skills to solve percentage and practical problems. (Required in courses where entry-level math skills are needed.)

These are minimum entry-level skill requirements. If there is a higher level prerequisite skill or course, it would be used for placement. Guidelines and specific requirements are available through the Center for Student Development.

\*See course descriptions for Reading (R), Writing (W), and Math (M) skills required to enroll. The developmental courses may be found under Learning Skills (LS) and Mathematics (MATH). Tutorial services are also available in the Communications Lab, Math Lab, Science Center, Computer Science Lab, Accounting Tutorial Center, and on an individual basis. For more information about tutoring

assistance, contact the Center for Student Development at (405) 682-7535 or go to [okccc.edu/advisement](http://okccc.edu/advisement).

#### **ASSESSMENT SERVICES:**

Entrance Testing - For entering students who have not taken the SAT or ACT. These series of tests will determine your skill levels in math, reading and writing. Based on these tests, advisors will help you to enroll in classes that best meet your needs.

TOEFL Testing - The Test of English as a Foreign Language (TOEFL) measures the ability of nonnative speakers of English to use and understand North American English as it is used in college and university settings. This test is used to determine/recommend placement in college-level and/or ESL Courses.

ACT Testing - Oklahoma City Community College is a residual ACT Assessment Test Center and administers the test on a regularly scheduled basis with results normally available the next day.

The ACT assessment is a nationally accepted college admission examination consisting of tests in English, Reading, Mathematics, and Science Reasoning. Consisting of 215 multiple-choice questions, the ACT requires approximately 2 hours and 30 minutes to complete including breaks. There is no penalty for incorrect answers. Scale scores are computed for each of the four tests and for the composite score. The scale scores range from 1 (low) to 36 (high). The seven sub scores are computed in the same way, ranging from 1 (low) to 18 (high).

COMPASS/ESL Testing - A comprehensive computerized-adaptive testing system that helps place post-secondary students into appropriate college-level or ESL courses and maximizes their chances for success. Delivered in Standard American English, COMPASS/ESL guides students of a wide range of proficiency levels into mainstream courses, or ESL programs.

#### **REGULAR ADMISSION**

Applicants who (a) are graduates of an accredited high school or have achieved a high school equivalency certificate based on the GED test (GED recipient's high

school class must have graduated), (b) have participated in the American College Testing Program (ACT), the Scholastic Aptitude Testing Program (SAT) or a similar acceptable battery of tests, and <sup>(c)</sup> meet high school curricular requirements, are eligible for admission to Oklahoma City Community College.

High school curricular requirements:

- 4 units English (grammar, composition, literature)
- 2 units Lab Science (from biology, chemistry or physics)
- 3 units Mathematics (from algebra, geometry, trigonometry, math analysis or calculus)
- 2 units History (including one unit of American History)
- 1 unit Citizenship (from economics, geography, government or non-western culture)
- 3 additional units from subjects previously listed or from computer science or foreign language

#### **15 Total Required Units**

In addition to the above requirements, the following subjects are recommended for college preparation:

- 2 additional units: Fine Arts music, art, drama; Speech
- 1 additional unit: Lab Science (as described above)
- 1 additional unit: Mathematics (as described above)

#### **4 Recommended Units**

Individuals admitted as regular Associate in Arts or Associate in Science degree-seeking students who do not meet the high school curricular requirements must make up deficiencies within their first 24 credit hours of college level work, or have all subsequent enrollments restricted to deficiency removal courses until the deficiencies are removed. ALL students must remove curricular deficiencies in a discipline area before taking college level work in that discipline. All curricular deficiencies must be met prior to graduation. Students may remediate deficiencies through prescribed coursework or testing. Courses used to remediate a deficiency may not be used toward meeting degree requirements. Further information is available in the Center for Student Development.

#### **SUBMISSION OF ACADEMIC CREDENTIALS**

Applicants must submit official and complete high school and college transcripts, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

All credentials submitted become the property of Oklahoma City Community College and a part of the student's academic record. They will not be returned or released. Students wishing to obtain such documents must contact the original issuing institution. Returning students who have had no enrollment activity at Oklahoma City Community College for a period of five years or more will be required to resubmit academic records from previous institutions attended.

### **Evaluation of Academic Preparation**

All credentials submitted during the application process will be evaluated during the admission process. Students may be required to take a college assessment test to determine a proficiency level in English, reading, mathematics, and science. This test is used as a placement instrument to foster the academic success of students enrolling at Oklahoma City Community College.

### **SPECIAL ADMISSION CATEGORIES**

The following groups of students may be admitted to the College upon completion of skill level assessment and receipt of appropriate documentation.

#### **1. Non-Degree Seeking Students (9 Hour Maximum)**

Students who wish to enroll in courses without intending to pursue a degree may be admitted provisionally and enroll in up to nine credit hours without submitting all official academic credentials. However, credentials and/or assessment testing may be required prior to actual enrollment in order to establish curricular proficiency or the presence of a course prerequisite. Upon completion of nine hours, the student will be required to submit official credentials and meet formal admission or transfer criteria prior to any further enrollment.

#### **2. Adult Students**

- a. Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of academic skills assessment by the institution.
- b. Applicants who have not graduated from high school but whose high school class has graduated, and who have participated in the ACT, the SAT or a similar battery of tests, are eligible for admission. Students admitted under this category must meet high school curricular requirements as specified under the Regular Admission Policy.

### **3. Home Study or Unaccredited High Schools**

Applicants who are graduates of an unaccredited or home study high school program and who have participated in the ACT or the SAT are eligible for admission if their high school class has graduated. Students admitted under this category must meet high school curricular requirements as specified under the Regular Admission Policy.

### **4. Opportunity Admission**

Applicants who have not yet graduated from high school and whose ACT score is at the 99th percentile (Oklahoma norms) may be eligible for admission.

### **5. International Students**

Students who are citizens of countries other than the United States and who have completed their secondary education or its equivalent may be eligible for admission to the college. Certain educational, financial, and immigration documents are required, as well as proof of minimum proficiency in English. Students may apply for admission to the fall, spring, and summer semesters. Because of time required for evaluating educational records and processing immigration forms, these documents, along with the application form, must be submitted before the international student admission deadline. Applications that are not complete by the deadline will not be considered. Application deadlines for each semester are listed in the academic calendar at the front of this catalog. For detailed eligibility and admission information, contact the Office of Admissions and Records.

## **6. Students for Whom English is a Second Language**

Students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission. Proficiency in English is determined by the student's score on the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the paper-based international TOEFL (or the Institutional TOEFL taken at Oklahoma City Community College) or a score of 173 on the computer-based International TOEFL is required for admission.

Students whose TOEFL scores are below the minimum but within a range of 460 to 499 on the paper-based International TOEFL (or the Institutional TOEFL taken at Oklahoma City Community College) or a score of 140 to 172 on the computer-based International TOEFL may be eligible for provisional admission. The College offers the ESL Academic Bridge Program for students in this category. Students who successfully complete the ESL Academic Bridge Program become eligible for full admission to the College without having to retake the TOEFL. More information about the ESL Academic Bridge Program and about the College's English as a Second Language program in general can be found under the "Special Academic Programs" section of this catalog.

## **7. Concurrently Enrolled High School Students**

High school juniors and seniors meeting the requirements listed below may be admitted provisionally. Students must meet the required ACT test score in science, math or English to enroll in coursework in the corresponding college subject area. Students must meet the required ACT test score in reading to enroll in any other collegiate course. Please contact the Office of Admissions and Records for the current, required ACT scores.

- a. Graduating seniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) or an equivalent SAT score may be admitted provisionally. Students scoring below a 19 composite on the ACT may use a high school grade point average of 3.0 or above for admission purposes.
- b. Juniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or

- above the 58th percentile using Oklahoma norms (21 or above), or who have achieved a combined verbal and mathematical score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally. Students scoring below a 21 composite on the ACT may use a high school grade point average of 3.5 or above for admissions purposes.
- c. Home study students or students from unaccredited high schools who are 17 years of age or older and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) or an equivalent SAT may be admitted provisionally.
  - d. Home study students or students from unaccredited high schools who are 16 years of age and who have achieved a composite ACT score at or above the 58th percentile using Oklahoma norms (21 or above), or who have achieved a combined verbal and mathematical score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally.

A concurrently enrolled student may enroll in a combined number of high school and college hours not to exceed a full-time college workload of 19 semester-credit-hours per semester. Students wishing to exceed this limit may petition to the Dean of Admissions/Registrar.

## **8. Transfer Students**

Students transferring from other accredited colleges who are in good standing and have met all curricular requirements are eligible for admission to Oklahoma City Community College. Transfer students who do not meet curricular requirements must make up deficiencies within their first 12 credit hours of college level work. Information on remediating deficiencies is available in the Center for Student Development. Students who have been placed on academic probation or suspension by their previous college or who do not meet Oklahoma City Community College retention standards may be admitted on probation. Official transcripts from all colleges attended must be submitted during the application process.

All coursework previously completed at a regionally accredited institution of higher education will be accepted as transfer credit, although not all credit will necessarily apply toward degree requirements. Courses

with grades of "D" may not meet degree or course prerequisite requirements. Credit for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits. Grade points earned at institutions using any method other than the traditional 4.0 system will be converted to the 4.0 system.

An analysis of transfer credit will be performed for students who are currently enrolled. Students must have official copies of transcripts from all colleges attended on file in the Office of Admissions and Records. Once these documents have been submitted, they become a permanent part of the student's official record at Oklahoma City Community College. **They will not be returned, reissued, or copied for distribution.** Transcripts from other institutions, if needed, must be obtained directly from the institution where they were originally issued.

Credit earned from an unaccredited institution generally will qualify the student to take Advanced Standing examinations in specific subject areas.

It is the student's responsibility to furnish additional information to the College, if needed, to evaluate transfer credit, i.e., course descriptions, catalogs or syllabi.

#### **ADMISSIONS APPEALS COMMITTEE**

The Admissions Appeals Committee is established to review all appeals from students who wish to be admitted or re-admitted but do not meet stated criteria. The Committee also reviews petitions for Academic Forgiveness. Students may file appeals or petitions in the Office of Admissions and Records.

#### **RESIDENT REQUIREMENTS**

An initial determination will be made as to whether a student qualifies for Oklahoma resident status. This determination will be based on the policies of the Oklahoma State Regents for Higher Education and will be made when the student is admitted.



Students who wish to petition for a change in their residence classification must submit the Application for Residence Reclassification along with all appropriate support documentation to the Office of Admissions and Records. For additional residency information, contact the Office of Admissions and Records.

## **College-Level Examination Program®**

CLEP is a series of examinations that allow individuals to earn college credit for what they know, regardless of where they learned it. CLEP is the most widely accepted credit-by-examination program in the United States.

CLEP exams are all 90 minutes long and are now administered only on computer. Students receive an instant unofficial score report following completion of the exam. The exams are composed of multiple-choice questions. The Freshman Composition with Essay exam consists of a 90-minute multiple-choice section and a 90-minute essay section.

### **I WANT TO TAKE A CLEP EXAM-WHAT DO I DO NOW?**

Visit the office of Testing and Assessment Services or call 405-682-7531 for information on how to register for an examination. For more information on the content and format of any of the CLEP exams, please visit [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

### **COST AND SPECIAL POLICIES**

Cost per exam is \$50. The administration fee is \$15. 15 credit hours must be completed and earned at OKCCC prior to CLEP exams being entered on transcript and used toward your degree

**Pass any of these 90-minute CLEP Examinations and show how much you really know!**

<b>Examination</b>	<b>Credits</b>	<b>Course Equivalent</b>
<b>Business</b>		
Accounting, Principles of	6 hours	ACCT 2113 & 2223
Business Law, Intro. to	3 hours	BUS 2013
Information Systems & Computer Applications	3 hours	CS 1103
Management, Principles of	3 hours	MGMT 2053
Marketing, Principles of	3 hours	MKT 2043
<b>Composition &amp; Literature</b>		
American Literature	6 hours	LIT 2773 & 2883
Analyzing & Interpreting	3 hours	LIT 2103 Literature
English Literature	6 hours	LIT 2543 & 2653
Freshman Composition	3 hours	ENGL 1113 w/essay
<b>Foreign Languages</b>		
French, Level 1	10 hours	FREN 1115 & 1225
French, Level 2	6 hours	FREN 2113 & 2223
German, Level 1	10 hours	GER 1115 & 1225
German, Level 2	6 hours	GER 2113 & 2223
Spanish, Level 1	10 hours	SPAN 1115 & 1225
Spanish, Level 2	6 hours	SPAN 2113 & 2223
<b>History &amp; Social Sciences</b>		
American Government	3 hours	PS 1113
Human Growth & Dev.	3 hours	CD 1013 or PSY 1003
Macroeconomics	3 hours	ECON 2113
Microeconomics	3 hours	ECON 2123
Psychology, Intro.	3 hours	PSY 1113
Sociology, Intro.	3 hours	SOC 1113

United States History I:	3 hours	HIST 1483 Early Colonization to 1877
United States History II:	3 hours	HIST 1493 1865 to the Present
Western Civ. I: Ancient	3 hours	HIST 1103 Near East to 1648
Western Civilization II:	3 hours	HIST 1113 1648 to Present

### **Science & Mathematics**

College Algebra	3 hours	MATH 1513
College Algebra- Trigonometry	6 hours	MATH 1513 & 1613
Biology	4 hours	BIO 1114
Calculus w/Elem. Functions	5 hours	MATH 2215
Chemistry	10 hours	CHEM 1115 & 1215
Trigonometry	3 hours	MATH 1613

## **Exhibit Q - Program Evaluation**

Program faculty review all programs on a regular timeline, generally every five years, using a schedule the Oklahoma State Regents for Higher Education and the College have developed. Once every five years the Oklahoma State Regents review all Technical Occupational programs. They identify external evaluators who review program self-studies and spend time on the campus with faculty, staff, students, and advisory committee members.

The programs that external agencies accredit are exempt from this review providing the United States Department of Education recognizes the accrediting agency. The timetable for completing a program review conforms to the Curriculum Committee's schedule so that faculty may submit recommended curriculum changes prior to the end of the academic period in which the program review takes place. The Curriculum Committee reviews and recommends changes to the Vice President for Academic Affairs regarding the design and implementation of all curricula.

**Assessment Of Appropriate Student Academic Achievement In All Its Programs Documenting:**

- **Proficiency In Skills And Competencies Essential For All College-Educated Adults;**
- **Completion Of An Identifiable And Coherent Undergraduate Level General Education Component;**
- **Mastery Of The Level Of Knowledge Appropriate To The Degree Granted**

Proficiency in skills and competencies essential for all college-educated adults requires entry-level assessment to determine what the student must do to reach the levels required for completing college-level work and either entering employment or moving on to a four-year-college or university.

Oklahoma City Community College offers a strong, flexible assessment program that meets the needs of entering students. The entry-level assessment system helps students succeed by placing them in the classes appropriate to their skill level. The variety of assessment methods and instruments is appropriate to the required flexibility of an open admissions institution.

## **Effective Teaching That Characterizes Its Courses And Academic Programs**

### **FACULTY SUPERVISION, EVALUATION, AND EFFECTIVENESS**

Full-time faculty are directly accountable to division deans who are accountable to the Vice President for Academic Affairs. Adjunct faculty are also accountable to their division dean, but they communicate with and through their department chairperson or program director.

Performance appraisal of full-time faculty occurs annually, normally in February and early March. The process examines activities since the instructor's prior performance appraisal. The appraisal process in FY 2000 is significantly changed from prior years as a result of a request from the Oklahoma City Community College Board of Regents. The intent of this change is to provide greater distinctions among levels of performance in recognition of merit.

In Fall 1996, the Vice President for Academic Affairs selected volunteers to form a Faculty Evaluation/Development Taskforce. The taskforce was responsible for recommending changes specifically for faculty evaluation. The members recommended that division deans evaluate full-time faculty on the basis of the faculty job description. The Taskforce then revised the job description to reflect the role of faculty more accurately.

The approved faculty job description lists one primary faculty responsibility - quality instruction - and seventeen secondary responsibilities. Faculty must meet the "quality instruction" standard. Individuals, in consultation with their deans, may indicate "not applicable" on a secondary responsibility. For example, "maintained license or professional certification specific to program requirements" does not fit for many faculty. The overall purpose of the evaluation is the improvement of teaching in courses and programs.

## **Exhibit R - Outcome Assessment**

## **DEFINITION OF ASSESSMENT AT OKLAHOMA CITY COMMUNITY COLLEGE**

Student assessment at Oklahoma City Community College begins when a student seeks to enroll for the first time. Entry level assessment is critical to the student being placed in the class that will allow optimal learning and success for the student. Once a student is attending classes, learning is assessed within and at the end of classes. Classroom assessment includes those activities that a teacher uses to evaluate individual students and the learning that they achieve within that one course. Examples of classroom assessment include tests or quizzes, homework, written work such as essays, performances such as speeches, lab experiments, etc. End of course assessment includes any sort of final evaluation of the student's learning, such as a final examination, a capstone project, or final essay. Student learning is assessed again as they complete their program. In this case the assessment process uses both direct and indirect measures in the assessment of student learning outcomes and program outputs. (See the Glossary for the definition of these terms) This process of program assessment is what is referred to in the definition of assessment that has been adopted by the College. The College definition follows:

Assessment at Oklahoma City Community College is the continuous improvement of and commitment to student learning through clear statements of student learning outcomes, explicit measures of these outcomes, established criteria for success, and defined methods of how the program will use the results.

## **PRINCIPLES OF ASSESSMENT AT OKLAHOMA CITY COMMUNITY COLLEGE**

A review of the academic outcomes assessment system was made in December of 2001 and determined that some changes to our system of assessment were needed to address both institutional concerns and those concerns expressed by the Higher Learning Commission. The system that was developed for implementation with the FY 2004 cycle is explained in the rest of this handbook. The following principles of assessment explain the basis upon which the process has been developed:

- Assessment is faculty driven. Faculty members identify the outcomes, specify the means of assessment, and decide what to do with the results.
- Assessment is an ongoing process. Instructors in departments and programs, as well as college service



personnel are to do assessment as a regular and annual event.

- Assessment shows outsiders that we do what we say we do in words they can understand.
- Assessment focuses institutional attention on quality.
- Assessment is used to improve learning; therefore, it continues after and apart from visits by accrediting agencies.
- Faculty members at Oklahoma City Community College have the primary responsibility of instruction. Secondary responsibilities include, but are not limited to, supporting the integrity of curricula, encouraging student success, and participating in the assessment of student learning outcomes for the program and/or department.

**Exhibit S - Student Information**

## STUDENT ACADEMIC ACHIEVEMENT

Oklahoma City Community College is accomplishing its primary mission and educational objective to facilitate student success through strong educational programs and services. Assessing student academic achievement and evaluating these outcomes in a planned, systematic fashion is crucial to enhancing teaching and learning.

Oklahoma City Community College's assessment of learning outcomes includes a variety of direct and indirect indicators of learning. Program faculty chooses these indicators, analyze them and integrate the results. The Institutional Effectiveness Committee appraises and modifies this formalized process while the Dean of Planning and Institutional Effectiveness is ultimately accountable for completing the assessment process.

A systematic campus-wide plan began in May 1992 with a memorandum to faculty outlining the outcomes assessment process for FY 1993. The plan included some training of academic leaders and faculty. They learned to apply formalized collection procedures, to analyze the measures, and to make judgments with resulting changes/alterations.

Each degree program has individualized its selection of particular indicators, its use of data collection methods, and the implementation of assessment results

Examples include:

*Outcome 1: Graduates of the Business program will be well prepared for an entry-level position.*

Measure 1: 75% of the business graduates responding to the graduate survey will rate the training they received at Oklahoma City Community College as either "good" or "very good."

Measure 2: Employers of business graduates will indicate on a survey of student preparation an average rating of "satisfactory" or "above satisfactory."

Measure 3: The business program advisory committee(s) will annually evaluate the needs of employers in the Oklahoma City area.

*Outcome 2: Graduates of the business program will demonstrate understanding of the fundamentals of business concepts.*

Measure 1: A sample of accounting students enrolled in ACCT 2113 will complete a serial problem over the accounting cycle with 75% accuracy.

Measure 2: 50% of a sample of ECON 2113 students will score higher on the Great Nebraskan National Economics Test at the conclusion of the semester than they scored at the beginning of the semester.

Measure 3: 50% of a sample of ECON 2123 students will score higher on the National Economics Test at the conclusion of the semester than they scored at the beginning of the semester.

*Outcome 3: Graduates of the business program will demonstrate the ability to effectively communicate both orally and in writing in a professional business environment.*

Measure 1: Students assessed in a specific Business Communications section will demonstrate effective written communications skills by creating a portfolio of various business documents.

Measure 2: 75% of students assessed in Business Communication will demonstrate effective oral communication skills with an oral presentation critiqued for content, nonverbal skills, voice, and visual aids.

Faculty use these individualized assessment methods to determine student mastery of the level of knowledge appropriate to the degree granted. Oklahoma City Community College also relies on the success of students who transfer to baccalaureate degree granting institutions as a measure of its effectiveness.

The Office of Planning and Institutional Effectiveness has access to information on transfer students from colleges and universities throughout the state. Much of this information is in the form of institutional data rather than broken down by individual disciplines. Given the data the College receives, faculty within individual programs cannot easily assess the success of students after they graduate from the programs.

Using the transfer GPA as a measure, the data suggests that Oklahoma City Community College transfer students maintain a better than C average. This speaks favorably for the institution as a whole, but, again, does little to assess the strengths and weaknesses of individual programs. Currently, the Planning and Institutional Effectiveness office is working with Oklahoma State Regents for Higher Education staff to allow transfer information by student to be available to the College. When this information is

available, faculty in specific programs will receive reports on students who have graduated or transferred from their programs. The Oklahoma State Regents for Higher Education have generated an initial run of this information, and the agency is receiving feedback from colleges on content and format.

Beginning in FY 1998, the Office of Planning and Institutional Effectiveness under the direction of the Institutional Effectiveness Committee collected data from individual programs. In FY 1999, office staff and committee members further revised these forms and the process to ensure each program had measurable outcomes. A record of program outcome reports is kept in the academic division office as well as in the Office of Planning and Institutional Effectiveness. These reports form the basis for program review and improvement and budget development.

#### **OTHER ASSESSMENT OF STUDENT OUTCOMES**

Programs use other strategies to assess student outcomes and program strengths. Some of these assessment methods include the use of internships and portfolios as well as advisory committees that provide outside evaluations of program strengths and challenges.

While university-parallel programs have not been as successful in measuring educational outcomes and program effectiveness, ongoing work by the Office of Planning and Institutional Effectiveness and the Institutional Effectiveness Committee is producing improvements in this area. For instance, a survey of 321 students in humanities courses in FY 1999 revealed that 70 percent of the respondents indicated humanities courses had helped them see relationships and connections among different subjects.

Oklahoma City Community College has developed, is modifying and is using a variety of assessment methods to determine that the student mastery of course content indicates a level of knowledge appropriate to the degree granted.

#### **Transcripts That Follow Commonly Accepted Practices And Accurately Reflect Student Learning**

#### **RECORDS AND TRANSCRIPTS**

Oklahoma City Community College maintains student records in two electronic formats: a mainframe database and an

electronic imaging system. Both have backup systems in place. In compliance with both the Oklahoma Association of Collegiate Registrars and Administrative Officers and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines, the College also maintains hard copy support documents. The Office of Admissions and Records ensures the security of student records through physical means, system security codes, and audit trail processes.

The Office of Admissions and Records prints transcripts on security paper and provides them to students at no cost. Any release of records complies with the Family Education Rights and Privacy Act of 1974 as amended.

The College transcript reflects AACRAO and Oklahoma State Regent for Higher Education standards in documenting student academic achievement. State guidelines ensure the accurate calculation of required grade point averages to include retention, transfer and graduation cumulative grade point averages.

#### **STUDENT INPUT ON INSTRUCTION**

The Student Input on Instruction (SII) is one of the processes used to evaluate the quality of instruction. Since the measure of the quality of instruction is an integral part of the faculty evaluation process, the Faculty Evaluation/Development Taskforce reviewed both the instrument and its administration. Based on the Taskforce's findings and recommendations the College implemented changes in FY1999.

The revised SII instrument encourages more student comments. While students select "agree," "disagree," or "not applicable" to statements on the instrument, they also have space available to support each choice with comments. Students provide input on instruction for all full-time faculty in every section they teach in the fall semester each year. Students evaluate adjunct faculty and new full-time faculty in every section they teach both fall and spring semesters. (see appendix \_\_).

#### **THE STUDENTS**

Student success is the most fundamental of the purposes Oklahoma City Community College advocates. Therefore, it is

appropriate to determine from students their perceptions of the College's success in efforts to meet their needs inside and outside of the classroom.

One way this is done is through the Student Input on Instruction (SII) surveys. This instrument assesses instructional effectiveness. Students complete an SII in each class they are attending during the fall semester. During the spring semester, only students attending classes taught by new full-time faculty and part-time faculty complete SIIs. In FY 2000 the College processed 18,049 SII forms. Faculty use this information in course and program revisions. This information is also a factor in faculty performance evaluations. The data in the following table show that over 90 percent or above of the students are satisfied in all five areas they evaluated.

**STUDENT INPUT ON INSTRUCTION REPONSES  
FY 2000**

**SIIs for College**

<b>Question</b>	<b>Agree</b>	<b>Do Not Agree</b>	<b>N/A</b>	<b>Percent Agree</b>
Instructor made objectives clear.	17,242	683	91	95.5
Instructor made grading clear.	17467	438	92	96.8
Instructor is prepared.	17,281	574	116	95.7
Instructor treats students with respect.	17,302	453	209	95.9
Instructor presents materials understandably.	16,311	1,400	231	90.4
Classroom activities Are relevant.	17,123	358	493	94.9

### Academic Division of Business SIIs -FY Spring 2003

Question	Agree	Do Not Agree	N/A	Percent Agree
Instructor made objectives clear.	546	32	4	94.0
Instructor made grading clear.	573	11	1	98.0
Instructor is prepared.	547	30	6	94.0
Instructor treats students with respect.	559	20	4	96.0
Instructor presents materials understandably.	520	52	7	90.0
Classroom activities Are relevant.	559	15	10	97.0
Instructor follows office hours.	478	8	96	98.0

Oklahoma City Community College graduates also provide evaluation information. All graduates receive an internally created Graduate Survey approximately one year after graduation. Sixty to seventy percent of those responding believe the services they received were good or very good. Many, 75 to 85 percent of those who transferred, indicate that they have done this successfully and are satisfied with the education they received at the College. Over 65 percent of those who completed a program and are employed feel that they were well prepared for their jobs. Using self-reported data this survey provides another means for the College to evaluate how well it is accomplishing its educational objectives and purposes.

On alternate years the Office of Research administers the ACT "Student Opinion Survey" to a random sample of currently enrolled students. This survey collects information on the students' perceptions of the experiences they have had at Oklahoma City Community College.

The results of the most recent survey revealed students have a high level of satisfaction with the College. The



rating of general satisfaction is 86.9 percent, which is 4.5 percentage points higher than the national norm for two-year colleges.

Students also assist in evaluating the College's purposes through The Leadership Council. Students' concerns and issues pass through this organization to Executive Council for response. Members of The Leadership Council meet with Executive Council for a luncheon each semester. They participated in a Fall 1998 retreat with Executive Council to discuss the College Mission, Vision, and purposes.

At the beginning of each year, various committees throughout the College request student participation. The Director of Student Relations coordinates these requests and asks students to serve on committees. Student participation in these groups is limited due to their work and school schedules.

Oklahoma State Regents for Higher Education  
Productivity Information  
Current Degree Programs

Program Name	Degrees Conferred				
	1998- 1999	1999- 2000	2000- 2001	2001- 2002	2002- 2003
Business A.S.	77	76	87	105	106
Business A.A.S.	3	4	6	2	16
Total	80	80	93	107	122

Program Name	Headcount Enrollment				
	Fall 1998	Fall 1999	Fall 2000	Fall 2001	Fall 2002
Business A.S.	1537	1818	2102	2589	2449
Business A.A.S.	35	34	33	55	160
Total	1572	1852	2135	2644	2609

Information from the State Regents for Higher Education  
Unitized Data System from information provided by  
institutional reports.

## Graduate Survey results:

Graduates are surveyed upon completion of the program of study. This information is used to determine how the program is benefiting students. The following results were obtained from returned graduate surveys:

### Current Status

67% employed full time  
33% employed part time

### Quality of instruction

67% rated as very good  
17% rated as good

### Rating in relation to job performance

100% rated as helping performance in present job.  
100% rated as helping to obtain job.

See Oklahoma City Community College catalog Student Programs and Services section for listing of financial aid information, , estimated cost of attendance, and scholarship information(page 23).

## **Exhibit T - Finance**

## **PLANNING AND BUDGET PROCESS**

The beginnings of the budget development process lie in the annual institutional planning process. As has been described earlier, Oklahoma City Community College Board of Regents begin the planning process by providing direction through their review of the College Mission and Vision and the establishment of institutional Priorities. At the College management retreat, managers and faculty provide input on community and employment trends and issues. The input includes both information available to these participants in their professional positions and from their participation in widely divergent civic and cultural activities outside the College. The use of this input from the Oklahoma City Community College Board of Regents and College management provides the base for unit plans that are submitted in the fall.

Common issues in the 14 unit plans become institutional focus areas, and these are used as the starting point in the budget building process. Objectives or activities in support of a focus area are provided funds if they are available. If funds are not available the individual activity may be removed from the plan. Therefore, the Institutional Plan as well as the unit plans are not finalized until the end of the budget building process.

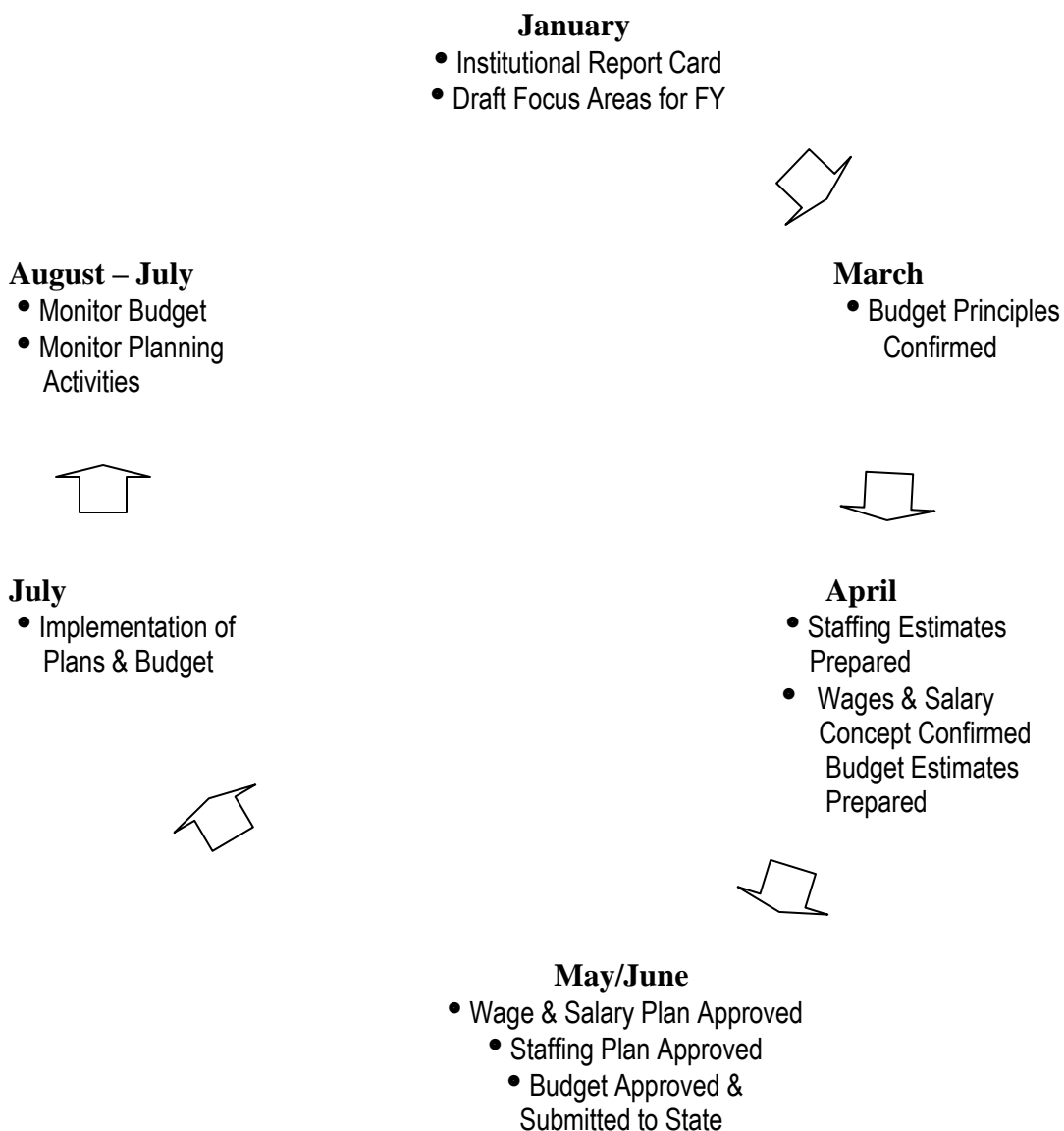
The budget development process begins once the focus areas are approved by the Oklahoma City Community College Board of Regents. All departments identify the funds required for accomplishing core activities and day-to-day operations. At the same time, departments identify funding needs that will allow them to address College Priorities and focus areas within the Institutional Plan. These department budgets then progress to the division level and then to Executive Council for use in the development of the institutional budget.

The Executive Council, in consultation with the College Board of Regents, compiles the list of mandatory cost increases, unit budget requests, and funding requirements for planning activities that support one or more of the focus areas. They use the results to develop a proposed College budget. When final allocation figures are available, usually in late May, the College administration adjusts the proposed budget and forwards it to the Oklahoma City Community College Board of Regents for approval.

The final approved budget is then submitted to the Oklahoma State Regents for Higher Education.

The following flowchart depicts the FY 2001 budget process as it occurs from January through its implementation in July.

## **PLANNING AND BUDGET CYCLE FY**



## Plans & Budget

### RESOURCE ALLOCATION

In Oklahoma, funding for higher education is part of a legislative process. Both houses usually finalize an appropriation bill in May near the end of the legislative session. The state constitution provides that the Oklahoma State Regents for Higher Education receive the total funding package for all of the colleges within the system. The Oklahoma State Regents for Higher Education then allocate funding to individual colleges based on a formula system. Within this formula is a provision for addressing base funding as well as enrollment growth.

### ACADEMIC DIVISION OF BUSINESS BUDGETS FY 2001- 2005

#### A. Yearly Budget for supplies/material

Period	Total Budget
FY 2005	\$26,500
FY 2004	\$25,000
FY 2003	\$21,600
FY 2002	\$21,900
FY 2001	\$14,500

#### B. Yearly External Grants to Division of Business

Period	Total Budget
FY 2005	N/A
FY 2004	\$15,000
FY 2003	\$15,000
FY 2002	\$ 9,000
FY 2001	N/A

#### C. Yearly Budget for travel

Period	Total Budget
FY 2005	\$6,500
FY 2004	\$5,500
FY 2003	\$5,500



FY 2002	\$5,500
FY 2001	\$5,000

## **PHYSICAL RESOURCES**

Oklahoma City Community College's physical resources are adequate for its current programs. Ongoing projects include:

- Renovation on an annual basis of six to ten classrooms as multimedia spaces to accommodate the increased use of educational technology;
- Enclosure and upgrading of faculty and staff offices; and
- Continued development of a safe environment for students and employees, such as installation of emergency call boxes and increased lighting in parking lots.

Continuous and long-range planning for improvement and expansion of facilities aims at ensuring physical resources are available to support current and new programs and services. Two recent projects included the completion of the third and fourth floors of the College Library and a major renovation of the first floor of the Main Building. These two projects had a total cost of \$8,249,977.

The College has established a Vision of the Future for physical facilities which is outlined in appendix \_\_\_\_.

## **Exhibit U   -   Facilities**

The Academic Division of Business has 15 various classrooms assigned for its use. The rooms are listed on the following page. In addition, the Academic Division of Business has an Accounting Lab available to students staffed by a full-time Accounting Lab Tutor and part-time tutors.

The Accounting Lab, located in Area 2R1 of the Main Building, provides students enrolled in Accounting courses at the college with free services intended to assist them in their study of Accounting. (Students must show a current OCCC student I.D. to use the Accounting Lab.)

#### Accounting Tutors

During posted hours an accounting tutor is available to answer questions about assignments or to assist students in the solution of the homework problems.

#### Computer Aided Instruction

Software in the lab will provide practice for students on accounting theory for:

- Accounting I / Financial
- Accounting II / Managerial.

No computer experience is necessary. Tutors will assist students.

#### Video Lectures

If students miss class or need visual and audio explanations of the material, the lab provides videos covering each chapter in:

- Accounting I / Financial
- Accounting II / Managerial.

#### Practice Sheets

The lab has practice exercises for almost every topic covered on:

- Accounting I / Financial
- Accounting II / Managerial.

Upon completion these exercises can be checked by tutors.

#### Homework Solutions

Tutors can answer questions and give check figures to test accuracy of solutions.

#### Study Group Location

The Accounting Lab also provides a convenient setting for students to work on projects, or work in groups.

All facilities used by the Academic Division of Business are adequate. All classrooms and the Accounting Lab have adequate space for students and meet fire codes. Ten of the fifteen classrooms are equipped with multimedia equipment, an overhead projector and screen, and whiteboards. The five classrooms without multimedia equipment are equipped with the facilities for portable multimedia equipment available for usage from the Audio Video Services. Faculty and reserve the portable equipment on the OKCCC employee homepage. See attached information on all classrooms assigned to the Academic Division of Business.

Rooms

	Assignment	Building	Room	Capacity	AA Reported	Type	Description	Multimedia	Equipment
1	BUS	MB	2N0	20		G/C	Computer Classroom	Yes	Audio Amplifier/Receiver, LCD Projector, VCP/VCR
2	BUS	MB	2N2	44		G	General Purpose	Yes	Document Camera, Laser Disk Player, LCD Projector, VCP/VCR
3	BUS	MB	2N5	65		G	General Purpose	Yes	Audio Amplifier/Receiver, Document Camera, LCD Projector, VCP/VCR
4	BUS	MB	2N6	22		G	General Purpose	Yes	LCD Projector
5	BUS	MB	2N7	38		G	General Purpose	No	
6	BUS	MB	2P0	27		G/C	Computer Classroom	Yes	LCD Projector
7	BUS	MB	2P7	34		G	General Purpose	No	
8	BUS	MB	2R0	40		G	General Purpose	Yes	LCD Projector
9	BUS	MB	2R1	30		L	Accounting Lab	No	
10	BUS	MB	2R5	46		G	General Purpose	Yes	Document Camera, LCD Projector, VCP/VCR
11	BUS	MB	2R7	50		G	General Purpose	Yes	Audio Amplifier/Receiver, LCD Projector, VCP/VCR
12	BUS	MB	3K7	45		G	General Purpose	No	
13	BUS	MB	3N5	50		G	General Purpose	Yes	Audio Amplifier/Receiver, Document Camera, LCD Projector, VCP/VCR
14	BUS	MB	3P0	55	54	G	General Purpose	No	
15	BUS	MB	3P5	45		G	General Purpose	Yes	Laser Disl Player, VCP/VCR



## **Exhibit V - Learning Resource Center**

## Learning Resource Center

To support the educational efforts of the Academic Division of Business curriculum the Library continually builds its collection of materials, both online and in other formats. The first point of access to the majority of these materials is the Library's web pages. The web pages are an integrated and dynamic source of information. Students can search not only the Library's book, DVD and video holdings, but also check on items owned by other libraries in the Oklahoma City area, holdings of other libraries across the state and world, as well as use 10,000 e-books for research.

Business areas of the Library collection are as follows:

HA 1-4737	Statistics
HB 1-3840	Economics, especially business cycles
HC 10-1085	Economic history
HD 28-9999	Economic history & conditions, especially production, industrial management, industry, labor
HF 1-6182	Commerce, especially business administration, personnel management
HG 1-9999	Finance, especially business finance

The business portions of the circulating book collection are extensive and fairly up-to-date. Many new titles have been and continue to be ordered in the areas of management, accounting, global finance, economic history, and marketing. Old textbooks have been weeded in the areas of management and economics.

In the business Reference section the library keeps current editions of *Standard & Poor's Corporation Records*, *Stock Guide*, *Outlook*, and *Mutual Fund Profiles*, *Moody's Industry Review*, plus *Value Line Ratings and Reports*. Others include *Hoover's Handbook of Private Companies*, *American Business and World Business*, *Oklahoma and Texas Business Directory* (American Business Directories' versions), and *Oklahoma Directory of Manufacturers and Processors*. A variety of demographic/statistical information can be found in *Business Statistics of the United States*, and *Handbook of U.S. Labor Statistics*. The *International Business Information* reference reflects the college's developing



focus on global issues. Reference items that have been added since the last program review include *Encyclopedia of Small Business*, *Morningstar Mutual Fund 500*, *The Illustrated Book of World Rankings*, *State Profiles - the Population & Economy of Each U.S. State*, *Gale Encyclopedia of U.S. Economic History*, *Encyclopedia of Money*, *Business Rankings Annual* and *The Corporate Yellow Book*.

The AV collection is meeting course needs but a list of newer items is being compiled to update this area.

The Library subscribes to the following current general and technical periodicals which support the Business program:

<i>American Enterprise</i>	<i>National Economic Trends</i>
<i>Aviation Week &amp; Space</i>	<i>(Fed. Reserve Bank of St. Louis)</i>
<i>Technology Barron's</i>	<i>New Leader</i>
<i>Black Enterprise</i>	<i>Occupational Outlook</i>
<i>Bulletin of the Assn. for</i>	<i>Quarterly</i>
<i>Business Communication</i>	<i>Oil &amp; Gas Journal</i>
<i>Business Ethics</i>	<i>Oklahoma Banker</i>
<i>Business Horizons</i>	<i>Public Relations Quarterly</i>
<i>Business Week</i>	<i>Realtor Magazine</i>
<i>Careers &amp; the Disabled</i>	<i>Strategic Finance</i>
<i>Economic Review</i>	<i>T+D: Better Performance</i>
<i>Economist</i>	<i>Through Workplace Learning</i>
<i>Entrepreneur</i>	<i>U.S. Financial Data (Fed. Reserve Bank of St. Louis)</i>
<i>Equal Opportunity</i>	<i>Wall Street Journal</i>
<i>Financial Management</i>	<i>(newspaper)</i>
<i>Forbes</i>	<i>World Watch</i>
<i>Fortune</i>	<i>Worth</i>
<i>Futures Chart Service</i>	
<i>Harvard Business Review</i>	
<i>HR Focus</i>	
<i>HR Magazine</i>	
<i>Inc.</i>	
<i>Industry Week</i>	
<i>Investors' Business Daily</i>	
<i>Journal of Business</i>	
<i>Communication</i>	
<i>Journal of Marketing</i>	
<i>Kiplinger's Personal</i>	
<i>Finance</i>	
<i>Money</i>	

These periodicals support the Business programs very well. Many are also used by students in non-business courses. The Library also subscribes to *EbscoHost*, a comprehensive online article database, which allows students to search for and print off full text articles on specific topics.

Within *EbscoHost* is the *Business Source Elite* section which provides full text articles from over 1,090 journals covering business, management, economics, banking, finance, accounting and much more. In addition to the full text, this database offers indexing and abstracts for over 1,600 journals. This database contains popular business publications such as *Business Week*, *Forbes*, and *Harvard Business Review*, and hundreds of scholarly, peer-reviewed journals. Also included is *Wall Street Words*, a dictionary of financial terms, linked directly to words within the citations and full text. Full text backfiles go as far back as January of 1990, while indexing and abstract backfiles go as far back as January of 1984. Added this past year are detailed profiles of the world's 5000 largest companies. This database is updated daily.

This past summer the librarians created Research Paper Help, set of web pages integrated with the main Library web pages this past summer. It provides a whole realm of tips on doing library research. Also, with the addition this summer of 20 more computers in a classroom layout near the Reference area, librarians can teach research skills hands on with students. When not being used as a classroom, these computers are part of the 61 public computers available to students.

Combined with the online resources, the availability of interlibrary loan service, and the OK-Share card which allows our students to use other academic libraries in the area, sociology students are well supported. The Library will continue to update the collection and respond to any changes in curriculum.

## Exhibit W - Equipment

*Student Technology Fee.....\$ 4.00 per credit hour*

Maintenance and system upgrade of the College computers along with current software programs are provided with this fee. All of the various labs and classrooms are being equipped with the necessary technology to assist students in the learning process.

**DISPLAY CAPABILITIES IN ASSIGNED CLASSROOMS**

Classroom	Computer	Projection Capabilities
2N0	Yes	LCD
2N2	Yes	LCD & Overhead
2N5	Yes	LCD & Overhead
2N6	Yes	LCD
2N7	No	Overhead
2P7		
2R0	No	LCD & Overhead
2R5	Yes	LCD & Overhead
2R7	Yes	LCD & Overhead
3K7	Yes	LCD & Overhead
3N0	Yes	LCD & Overhead
3N5	Yes	Overhead
3P0	No	Overhead
3P4	Yes	LCD & Overhead
3P5	Yes	LCD & Overhead

## **Exhibit X - Support Services**

The Academic Division of Business has the following full-time administrative and staff support personnel:

Dr. Jim Schwark - Dean of Business

Lea Ann Hall - Division Assistant

Kristi Fields - Division Secretary

Laura Paul - Accounting Lab Tutorial  
Assistant

**Staff requirements:**

See attached job descriptions.

**ACCOUNTING TUTORIAL CENTER  
ASSISTANT**

JOB FUNCTION

The Accounting Tutorial Assistant is responsible for tutoring students in a variety of accounting courses as well as performing other duties to assist students in their study of accounting and use of the computers in the lab.

SUPERVISION

The work is performed under the supervision of the Accounting Lab Supervisor for Academic Division of Business.

RESPONSIBILITIES

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assist students with assigned accounting homework exercises, problems, and practice sheets.
2. Assist accounting students with the operation of the computers for the computer assisted instruction and assigned computer homework.
3. Maintain an adequate supply of accounting practice sheets.
4. Load paper in the printers as needed.

SPECIAL REQUIREMENTS

1. Completion of 12 hours of accounting or completion of 9 hours of accounting and enrolled in at least 3 hours.
2. Ability and willingness to become proficient with accounting computer software
3. Ability to effectively communicate concepts and ideas to students.
4. Ability to work in a confidential and professional manner.

MUST BE ABLE TO WORK FLEXIBLE HOURS. THIS INCLUDES NIGHTS AND WEEKENDS.



## DIVISION OF BUSINESS SECRETARY

### JOB FUNCTION

The Business Division Secretary is responsible for performing a variety of administrative, secretarial, and clerical duties including special assignments for the Division of Business Dean.

### SUPERVISION

Work is performed under the supervision of the Division Dean.

### JOB DESCRIPTION

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for the position.)

Plans, initiates, and carries to completion assigned administrative, secretarial and clerical activities.

Word processes or types with speed and accuracy correspondence, memoranda, reports, and other office documents.

Effectively interacts with and provided information and assistance to Automotive Program faculty, staff, students and public regarding Automotive Programs, services and operations.

Interacts with and provides information and assistance to division faculty, staff, students and the public regarding division programs, services and operations when needed.

Assists faculty, staff in preparation and mailing of brochures and letters discussing division programs.

Acting upon instructions from the Dean, composes correspondence, memoranda and other office documents.

Assist Division Assistant with various clerical duties to ensure effective functioning of division office.

Prepares operational forms necessary to ensure the effective functioning of the division.

Enters and manages scheduling data for the division when needed.

Serves as recording secretary at division meetings, recording official minutes, and distributes meeting minutes in final form.

Track advisees for faculty and prepare letters from advisor to correspond with students.

Assists in the coordination of part-time or work study help work activities in division office.

Performs assigned secretarial and receptionist duties.

Advises the Division Dean of significant matters and supports the leadership and members of management in the achievement of their goals and operational purposes. Maintains positive relationships with all departments to ensure effective and efficient operation.

#### MINIMUM REQUIREMENTS

Ability to type with speed and accuracy.

Demonstrated ability to correct grammar, punctuation and spelling of manuscript and correspondence drafts and prepare finished copy in quality format.

Knowledge of computers and various software programs.

Positive human relation and communication skills.

Ability to work in a confidential and professional manner.

#### PREFERENCE

Experience with mainframe computer records management.



**OKLAHOMA CITY COMMUNITY COLLEGE  
BUSINESS DIVISION ASSISTANT  
JOB DESCRIPTION**

**GENERAL DESCRIPTION**

- Assist the dean with special programs in the Business division such as American Institute of Banking partnership, Oklahoma Association of Insurance Agents partnership, Automotive Service Education Program, finance, real estate, aviation management, votech cooperative agreements, alternative Business A.S., and others as required.
- Assist in telephone inquiries and follow-up for general information, enrollment, and other matters pertinent to the special programs.
- Enhance program relationships with partners.
- Work as backup in division office as needed during busy times or during absence of Division Secretary and/or Receptionist/Word Processor.
- Assist with student advisement for students in BUS programs.

**SUPERVISION**

Work will be performed under the supervision of the Division Dean.

**JOB DUTIES**

*(The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

**ESSENTIAL FUNCTIONS**

**AMERICAN INSTITUTE OF BANKING (AIB)**

- Prepare and complete Letter of Agreement between OKCCC and the National AIB office, including preparation and submission of document.
- Prepare and complete all AIB enrollment forms at regular enrollment periods.
- Follow-up on any required documentation.
- Prepare a billing spreadsheet for AIB at each enrollment period, balance to Finance computer billing

to include bookstore charges, and send appropriate notifications to designated person in programs.

- Complete the grade reports for each institution and distribute to the appropriate parties at the end of each enrollment period.
- Prepare and distribute the AIB fall, spring and summer schedules to be sent to banks; includes actual course offerings, program information, course description, listing of chapter officers, and additional information. Visit banks to distribute schedules/flyers and enhance program relationship with partners.

### **INSURANCE**

- Attend scheduling/marketing planning meetings for OAIA, carry to completion OAIA enrollment at regular enrollment periods, follow-up on any required documentation, and complete all forms required for submission to the State Insurance Department for continuing education credit for the OAIA credit insurance classes.

### **AUTOMOTIVE**

- Complete processing of contracts.
- Process all paperwork necessary to adjust adjunct contracts.
- Verify all contracts have been processed properly.
- Complete processing of requisitions.
- Process all paperwork necessary to adjust requisitions.
- Verify all requisitions have been processed properly.
- Confirm receipt of requisitioned items.
- Assist Automotive faculty with special events such as ASEP Graduation Banquet and VICA contest.
- Assist automotive faculty with preparation of program materials such as administrative and student guides.

### **MARKETING**

- Prepare division brochures, news releases and flyers as needed.
- Attend promotional/marketing opportunities.

- Prepare and provide materials for and conduct Business booth for Major Day.

#### **ADVISEMENT**

- Prepare and update program degree sheets.
- Prepare advisee letters including degree sheet and submit to faculty for signatures.  
Advise students.
- Attend Counseling and Assessment meetings.

#### **DIVISION OFFICE SUPPORT**

- Work as backup in division office as needed during busy times or during absence of Division Secretary and/or Receptionist/Word Processor.
- Ability and willingness to work a variable schedule which may include evening and/or weekends.

**OKLAHOMA CITY COMMUNITY COLLEGE**  
**ACADEMIC DEAN - JOB DESCRIPTION**

**GENERAL DESCRIPTION**

The Dean administers an academic division which provides educational opportunities within available resources through the planning, coordination and implementation of an approved system for the provision of credit and non-credit courses which adhere to OSRHE policies and guidelines.

**SUPERVISION**

Work is performed under the direction and supervision of the Associate Vice President for Academic Affairs.

**JOB DUTIES**

*(The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

**ESSENTIAL FUNCTIONS**

Provide leadership and direction to faculty members in the preparation and implementation of instructional plans consistent with approved competencies. Supervise the instructional delivery system and provide guidance for improvement in instructional quality. Supervise the development and assure the quality of learning materials.

Develop the division budget with input from faculty and staff. Establish and maintain appropriate accounting procedures. Authorize expenditures within the approved division budget.

Evaluate program outcomes and develop recommendations based on these evaluations.

Coordinate with department chairs and faculty the assessment of student learning outcomes for the programs within the division.

Monitor physical conditions of classrooms and office facilities and ensure efficient utilization of available

space. Schedule classes and assign classroom space to ensure quality instruction.

Provide for an effective organization through the employment, training, evaluation and motivation of support personnel. In accordance with approved policy and procedures recommend faculty for employment. Evaluate the performance of full-time and part-time faculty.

Supervise the implementation of an approved system for assuring faculty and staff development.

Recommend improvements in instructional delivery of education materials and curriculum.

Maintain relationships with all internal departments and appropriate external agencies to ensure effective and efficient operation.

Provide employees with leadership, information, and training regarding established safety and health procedures and practices in compliance with federal, state, and College requirements.

Advise the Associate Vice President for Academic Affairs and the Provost/Vice President for Academic Affairs on significant matters and support the achievement of institutional goals.

#### **MINIMUM QUALIFICATIONS**

*(Unless otherwise stated equivalent combination of education and related experience will be considered.)*

Master's degree.

Five years successful work experience teaching post secondary education or management experience.

Faculty qualifications in a program within the division, or a directly related academic discipline.

Evidence of successful leadership.

#### **PREFERENCES**

Experience and/or training in competency based instruction.

Evidence of successful leadership.

Earned doctorate.

Evidence of successful academic leadership.

Community college experience.





**Recruiting/selection techniques:**

The College Administrative Procedure NO. 2000 is attached.

Services available to faculty and students:



**TITLE: ADMINISTRATIVE PROCEDURE NO. 2000**  
**EMPLOYMENT PROCEDURE PURPOSE**

The purposes of this employment process are to:

- Identify qualified employees.
- Ensure that the College abides with regulations and laws that govern employment.
- Ensure that each candidate is treated equitably.
- Apply affirmative action efforts in areas where the College is underutilized in employment.
- Determine compensation equitable with responsibilities and qualifications of employees.

The Office of Human Resources is responsible for the employment function and is accountable for coordinating the process and for providing guidance to meet the purposes designated above.

The employment process described below will be used for all regular full-time and part-time positions, temporary professional and temporary classified positions. The coordinators and division directors will continue to identify all adjunct faculty. The Human Resources Office will maintain a central file system and when necessary will assist in recruiting qualified applicants for adjunct positions.

## **EMPLOYMENT PROCESS**

1. The supervisor completes a "Request for Employee/Budget Authorization" form to fill a vacancy, add staff or meet a temporary need in a department.
2. The supervisor attaches a job description to the "Request for Employee/Budget Authorization" form. The supervisor indicates changes needed in the job description on the form. Assistance is available in the Human Resources Office to develop a job description if the position is new.
3. The supervisor, the director or dean and the President's Cabinet member for the accountability unit sign the request form.
4. The President's Cabinet member forwards the "Request for Employee/Budget Authorization" form to the Office of Human Resources. The Director of Human Resources reviews the request and availability of funds. The position is approved, modified or rejected. If rejected, the form is returned to the President's Cabinet member with a stated reason. If approved, a salary range is established. This range is for information only and is not authority for setting salary. The Director of Human Resources forwards the approved request to the President.
5. The President reviews the request. He/she may modify it, approve it or reject it. The President will return the request to the Office of Human Resources. A rejected request is returned to the unit President's Cabinet member with a stated reason. An approved form is forwarded to the Director of Human Resources. The Director or his/her designate will meet with the supervisor who made the request to establish timelines. They will establish an application deadline for each position and a decision will be made regarding the extent to which the department wants Human Resources staff involvement in the screening and interviewing process. (Options are listed in Step 12.)

6. Recruitment may include advertising in local, regional and national newspapers; professional journals and newsletters; and other publications. Recruitment may also include sending notices to appropriate academic divisions or placement offices of state, regional and other designated colleges and universities. Position vacancies are made known locally, regionally and nationally through the College's web page and telephone job line.
7. The Office of Human Resources will determine skills required for office positions and will indicate these on recruitment notices. The office will also schedule and administer assessments to determine the skills level of the applicants.
8. The Office of Human Resources, with the assistance of the director of the department, will develop special job related questionnaires to identify specific skills that are not readily determined on the application as applicable. Such questionnaires will be made a part of the application process.
9. Individuals who respond to recruitment efforts for a professional position will be asked to complete a college employment application form; submit a resume, letter of introduction, transcripts; and complete any special job related questionnaires. Individuals who apply for a classified position will be asked to complete a college application form; submit transcripts when required of the position; complete any required skills assessment; and complete any special questionnaires related to the position.
10. The Office of Human Resources will maintain records for each search including all application materials sent and received. All materials received will be date stamped.
11. All employment applications and supporting information will be evaluated once the application deadline is reached. The Human Resources staff member coordinating the search will review the applicant pool and determine those candidates who meet the minimum qualifications as determined and approved in the job description.
12. Applicants who meet minimum qualifications will be evaluated further and interviews scheduled according to the agreed process. Options include:
  - preliminary interviews to be conducted in the Office of Human Resources and referrals made to the department

- applications of those candidates who meet minimum qualifications will be sent to the department and reviewed by a committee with a member of Human Resources present. The committee will select those candidates to interview.
  - applications for those candidates who meet minimum qualifications will be sent to the department director. The director will be responsible for interviews and may request assistance from Human Resources as needed.
13. Upon request, interviews will be scheduled by the Office of Human Resources. Candidates may report to that office prior to each interview. In such instances a member of the Office of Human Resources will escort the candidate to the interview.
14. All original application materials will be maintained in the Office of Human Resources following the search. Materials will be collected and presented to those involved in the selection process. Copies of materials will be prepared for those interviewing applicants as needed. Those copies are to be shredded after interviews are completed or returned to Human Resources.
15. All members of the interview committee should be present for planning and review sessions and for every interview.
16. In the event the applicant pool contains no qualified applicants, the Office of Human Resources will reopen the position and evaluate, repeat or change the recruitment process.
17. Upon request, the Office of Human Resources will check references for candidates recommended and forward the results to the department.
18. The director of the department will forward a "Recommendation and Authorization for Employment" form with supporting documentation to the appropriate President's Cabinet member.

For classified positions the President's Cabinet member may:

- request an interview with the candidate
- accept the recommendation, sign the form, provide a supporting statement and forward it to Human Resources
- reject the recommendation and return it to the department director with

a statement.

For professional positions, the President's Cabinet member will interview the candidate and:

- accept the recommendation, sign the form, provide a supporting statement, and forward it to Human Resources.
- reject the recommendation and return it to the department director with a statement.

If the President's Cabinet member has rejected the candidate, the director of the department may make another recommendation and repeat the process described above. The Director of Human Resources reviews the recommendation and determines appropriate salary placement. The recommendation is then forwarded to the President who interviews the candidate. He/she may accept or reject the recommendation. If rejected, the form is returned to the Director of Human Resources for eventual return to the department director. If accepting the recommendation, the President signs it, provides a supportive statement and returns it to the Office of Human Resources.

19. Once the Office of Human Resources receives the recommendation/authorization from the President, the department is notified of the outcome. The director of the department contacts the individual, reaffirms dates of employment, working hours, salary and other details relative to the position. The department prepares a Personnel Action Form for all employees and Human Resources prepares a contract for professional employees.
20. When hiring is done in advance, such as for faculty, Human Resources will reaffirm the appointment and salary in a letter to the new employee. Information will also be given about benefits and enrollment.
21. Human Resources will schedule a time for benefits orientation and enrollment with the employee. Group sessions will be arranged when several employees are being hired.
22. The recommendation, Personnel Action Form and contract become a part of the individual's file. A Human Resources representative is responsible for processing the Personnel Action Form, obtaining and filing contracts, and maintaining other supportive documentation.

23. References and recruiting records are gathered and filed in Human Resources.  
Search records are maintained for two (2) years.

Revised Date: 08-04-03



**Exhibit Y   -   Business and Industry  
Relations**

The Academic Division of Business established a Business Lecture series in the Fall of 2002. The purpose of the Business Lecture Series is to provide students with "real life" opportunities to better understand the needs of the work world. We have hosted a speaker each semester since the Fall 2002 semester. The speakers are outline below:

Fall 2002

Craig Knutson, CEO of Central Oklahoma Workforce Investment Board

Spring 2003

Jim Priest

Fall 2003

Randy Thurman

Spring 2004

Ms. Linda Haneborg, Senior Vice President of Marketing and Communications for Express Personnel Services.

with Ms. Linda C. Haneborg, Senior Vice President of Marketing and Communications for Express Personnel Services was very successful. Over 175 students attended the presentation.

As you know this is the fourth Business Lecture Series held by the faculty of the Academic Division of Business. Each presentation has been well received. I would like to thank Professor Decker and all the faculty for making the Business Lecture Series such a success for the Academic Division of Business.

Advisory Committee Members:

Finance:

Ms. Janet Altenhofen, Farmers Insurance  
Ms. Sharon Barton, McClain Bank  
Ms. Angie Christopher, Oklahoma Farm Bureau Mutual  
Insurance  
Mr. Mitch Cotton, Mid-Continent Group Insurance  
Mr. Joseph Czapla, Farmers Insurance  
Ms. Leslie McKeever, MidFirst Bank

Accounting:

Ms. Debbie Gardner, Accel Financial Staffing  
Mr. Richard Bowden, CPA, Department of Mental Health and  
Substance Abuse Services  
Mr. David Greenwell, CPA, Greenwell and Company PC  
Mr. Tim Hassen, Internal Auditor, Oklahoma Medical Research  
Mr. Alan Jones, CPA, City of Oklahoma City  
Ms. Linda Lawson, Business Manager, Canadian Valley Medical  
Solutions  
Ms. Charlo Reynolds, CPA, Tinker Air Force Base

Aviation Management:

Luther Trent, Director, Department of Airports,  
Oklahoma City, Ok.  
Dick Rodine, Deputy Director, FAA  
Bill Hoffman, Aviation Director, Devon Energy  
Pat Downs, President, Downtown Air Park  
Joe Sasser, Chief Pilot, Kerr-McGee

Business:

Mr. Bud Belz, Owner, Auto Club of America  
Mr. Ed Carter, Planning and Development, OG&E  
Mr. Al McCollum, Vice President Human Resources,  
American Fidelity  
Mr. Raymond Daniel, Database Administrator, FAA  
Mr. Don Butcher, Architect

## **Exhibit Z - Educational Innovation**

**Exhibit AA   -   Articulation and Transfer  
Relationships**

**Exhibit CC - On-Site Materials**

A. Class schedule for self-study year

b. Vita of business unit administrators, faculty and staff



James R. Schwark, Ed.D.  
Dean, Academic Division of Business  
Oklahoma City Community College  
Oklahoma City, OK 73159  
(405)682.75509

## Educational Background:

- |      |   |
|------|---|
| 2002 | Doctor of Education from Oklahoma State University, Stillwater, OK. Emphasis in Human Resource Development. Dissertation Title: <i>Effect of multi-national team membership on communication and participation effectiveness.</i> |
| 1976 | Master of Arts in Business Administration from Ball State University, Muncie, Indiana.  |
| 1967 | Bachelor of Science in Business Administration from Indiana University, Bloomington, Indiana.   |

**Specialization and Research interests:**

Human resource development, multi-cultural influences on team processes, self-directed teams, globalization.

## Professional Experience:

- |                   |   |
|-------------------|---|
| 2001 - to present | Dean, Academic Division of Business, Oklahoma City<br>Community College, Oklahoma City, OK.   |
| 1988-2001         | Adjunct Professor, School of Adult Studies, Southern Nazarene<br>University, Bethany, OK.   |
| 1992-1994         | Adjunct Professor, School of Adult Studies, Southern Nazarene<br>University, Tulsa, OK.   |
| 1991-1994         | Adjunct Faculty, Center for Organizational Improvement,<br>Oklahoma State University- Oklahoma City Campus  |
| 1986-1990         | Adjunct Training Staff, The Support Center for Non-Profit,<br>Oklahoma City, OK.  |
| 1967-2001         | Various positions for Western Electric/AT&T/ Lucent<br>Technologies including Training, Labor Relations, manufacturing<br>supervision. Last 15 years as Senior Level Lead Training<br>Consultant for Management, Personal Development and Quality<br>Process Improvement.<br>Oklahoma City, OK – Indianapolis, IN |

## **Undergraduate Level Teaching:**

- Human Resource Management
- Principles of Management and Leadership
- Organizational Behavior I
- Organizational Behavior II
- Systems Management
- Principles of Quality Improvement
- Supervisory Relations

## **Papers Published in Proceedings:**

*Quality Leadership Versus Quality Management*, Proceedings of the Oklahoma Quality Conference, Tulsa OK, 1991.

## **Refereed Presentations of Scholarly Work:**

Schwark, J. & Nolan, R. (2003). A case study of cross-cultural work teams: the issue of bilingualism. *American Association of Adult and Continuing Education National Conference, Detroit MI.*

## **Other Presentations:**

*Effective Communications*, OACCIA Academic Policy Workshop, Tulsa Ok. (2001)

*Change, from the Inside Out*, AT&T National Employee Resource Center Staff Conference, St. Petersburg, FL. (1994)

*Creating a Learning Organization*, Oklahoma State University Leadership Program, Stillwater, OK. (1994)

*Remarks on Learning Organizations*, Conference on Learning Organizations, Oklahoma State University, Oklahoma City, OK. (1994)

*What is a Learning Organization*, Oklahoma State University Leadership Program, Stillwater, OK. (1993)

*Teamwork – Bringing Everyone Together*, AT&T National Employee Resource Center Staff Conference, Orlando, FL. (1993)

*Improving Supplier Quality*, Oklahoma State University, Center for Organizational Improvement, Oklahoma City, OK. (1992)

*Problem Solving for Process Action Teams*, Oklahoma State University, Center for Organizational Improvement, Oklahoma City, OK. (1992)

*Process Improvement Techniques*, Oklahoma State University, Center for Organizational Improvement, Oklahoma City, OK. (1992)

*Problem Solving for Process Action Teams*, Oklahoma State University, Center for Organizational Improvement, Oklahoma City, OK. (1991)

*Improving Supplier Quality*, Oklahoma State University, Center for Organizational Improvement, Oklahoma City, OK. (1991)

*Quality Leadership versus Quality Management*, Oklahoma Annual Quality Conference, Tulsa, OK (1991)

*Quality Improvement Tools for Teams*, Oklahoma Annual Quality Conference, Oklahoma City, OK (1990)

## **Examples of Institutional Service:**

- Resource Member, Academic Outcome Assessment Committee, 2003
- Member, College Benefit Committee, 2002
- Member, College Intellectual Property Policy Development Committee, 2002
- Member, Curriculum Committee, 2001-2004
- Member, President's Advisory Committee, 2001-2004
- Member of various executive search committees, 2001-2003

## **Professional Positions/Activities**

- Member, Oklahoma City University, Meinders School of Business Executive Board, 1999-2001.
- Chair, Technical-Occupational Council, Oklahoma State Regents for Higher Education, 1999-present
- Chair, Curriculum Development Sub-Committee of the Oklahoma Partners for Business/Industry and Education Steering Committee, Oklahoma State Regents for Higher Education, 1999-2001.
- Member, Oklahoma Partners for Business/Industry and Educations Steering Committee, Oklahoma State Regents for Higher Education, 1998-2001.
- Member, Oklahoma Partners for Business/Industry and Educations Committee, Oklahoma State Regents for Higher Education, 1998-2001.
- Senior Examiner for the Oklahoma Quality Award, Oklahoma Quality Foundation, Oklahoma Department of Commerce, 1994.

c. Evaluation instruments, reports, and surveys

d. course enrollments for all business offerings for the  
self-study year

e. Business Unit organizational chart for self-study year and the current year that show all budgeted positions and the incumbent's name in a filled position for the self-study year and the current year.

k. Regional accreditation self-study and copy of findings from visiting team.

L. Minutes of business faculty and advisory committee meetings during self-study year.



M. Faculty handbook

N. Student handbook

O. Other information

