The **Cooperative Alliance Agreement** between

Oklahoma City Community College and

Francis Tuttle Technology Center

March 1, 2005

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1. INTRODUCTION

1.1. Background

1.1.1. The Cooperative Alliance ("Alliance") between Oklahoma City Community College ("OKCCC") and Francis Tuttle Technology Center ("Francis Tuttle") represents a voluntary joint vision of a collaborative partnership designed to benefit students and enhance the technical workforce in central Oklahoma. Although OKCCC and Francis Tuttle have a long and successful history of collaboration, this Alliance is designed to strengthen the relationship, comply with the Oklahoma State Regents for Higher Education ("OSRHE") and the Oklahoma Department of Career and Technology Education ("ODCTE") document, "Concept and Process for Cooperative Alliances" (dated April 28, 2004) and ultimately provide the highest quality technical education to the public in the most efficient and effective manner.

1.2. <u>The Alliance Mission, Vision, and Goals</u>

   1.2.1. <u>Mission.</u> The mission of the Alliance between OKCCC and Francis Tuttle is to deliver approved OKCCC technical degree and certificate opportunities to qualified Francis Tuttle students which benefit the student, employers, and the public.

   1.2.2. <u>Vision.</u> By fulfilling the mission, the Alliance aspires to have a significant impact on improving the economy and quality of life in central Oklahoma.

   1.2.3. <u>Goals</u>

      1.2.3.1. <u>Student Achievement.</u> The Alliance will enhance the educational and workplace performance of students.

      1.2.3.2. <u>Business Development</u>. The Alliance will create a clear business advantage and will support the economic development of central Oklahoma.

      1.2.3.3. <u>Educational Opportunity.</u> The Alliance will promote the educational opportunity and advantages of this cooperative partnership to students, parents, high school counselors, the faculty and staff at OKCCC and Francis Tuttle, and other community members.

      1.2.3.4. <u>Partnership Relationship.</u> The Alliance will increase the synergistic relationship between OKCCC and Francis Tuttle, allowing for a maximum benefit to students and employers,

and to maximize the investment made by the public to provide college-level technical education.

2. CONCEPTUAL BASIS FOR THE COOPERATIVE ALLIANCE

2.1. <u>Student Centered</u>

The Alliance will be student-centered, focusing on an integrated learning experience for each student which has as its goal completion of the OKCCC degree or certificate program.

2.2. <u>Integration of Technical and General Education</u>

The Alliance will focus not only on the technical knowledge and skills, but also on general education knowledge and skills that are transferable within the workplace and professions, and prepare the graduate for a higher quality of life outside of the workplace.

2.3. <u>Transferable College Credit</u>

2.3.1. <u>College Transcript.</u> OKCCC (or other institutions with approved cooperative programs at Francis Tuttle) will maintain an official college transcript for each student enrolled as part of the Alliance. The Alliance will provide for increased transferability of college-credit by requiring that qualified high school students and adults be admitted to OKCCC (or another Alliance approved college or university), enroll in the OKCCC (or another Alliance approved college or university) credit courses, obtain the college credit upon course completion, and have an official college transcript.

2.3.2. <u>Transfer Matrix.</u> OKCCC will participate in a state-wide transfer equivalency matrix for technical courses and programs, including those courses and programs offered as part of the Alliance.

2.4. <u>Degree and/or Certificate Completion</u>

The Alliance will focus on student success, including the completion of the OKCCC degree and/or certificate program. This focus will be accomplished through the integration of the general education and support courses required for the degree, through the promotion of the advantages of degree completion, and through proactive advising and counseling. It is understood that while the Alliance will jointly deliver technical degree and/or certificate programs, the degree and/or certificate is offered by and awarded by OKCCC (or another Alliance approved college or university).

2.5. <u>Student Support Services</u>

The Alliance is committed to treating all Alliance students at Francis Tuttle admitted to OKCCC (or another Alliance approved college or university) as part of the collegiate community, including advising, admission and enrollment, financial aid, career advisement, and job placement assistance.

2.6. <u>Assessment</u>

The Alliance provides for student entry-level, general education, and outcomes assessment. The Alliance also provides for tracking of students in a seamless manner from first-time enrollment through

graduation and initial employment, or transfer to another state system college or university.

2.7. Other Post-Secondary Technical Education

Through mutual agreement, the Alliance also seeks to collaborate on non-credit business and industry training.

3. SCOPE OF THE ALLIANCE

3.1. Original Cooperative Agreement

This Alliance agreement supersedes the original agreement, "Cooperative Agreement between Oklahoma City Community College and Francis Tuttle Area Vocational-Technical School District Number 21," dated November 22, 1988.

3.2. Degrees and Programs

Through the Alliance, OKCCC and Francis Tuttle will cooperatively deliver OKCCC degree and certificate programs (Associate in Applied Science, Associate in Science, and Certificates of Mastery) in technical program areas where effectiveness and efficiency can be enhanced and where a student-centered, competency based approach can be maintained.

3.3. Planning

The partners shall jointly develop a dynamic Alliance long-range strategic plan and shall develop an annual plan. The planning documents shall include strategic initiatives and measurable outcomes related to the conceptual basis and goals as outlined in this Alliance agreement.

3.4. Principal Partner Relationship

OKCCC will serve as the exclusive principal higher education partner with Francis Tuttle. The following strategies are designed to foster a positive Alliance relationship:

3.4.1. Participation. The Alliance will regularly schedule joint meetings of the chief executive officers, administrators, program faculty, advisors and counselors, and other staff assigned to support the Alliance and its programs. The purpose is to increase internal awareness, review outcome reports, provide input for planning, and seek mutually beneficial solutions to challenges.

3.4.2. Faculty & Staff Development. The Alliance will jointly plan and implement appropriate faculty and staff development activities.

3.4.3. Sharing Resources. The Alliance will jointly plan and implement a sharing of physical and human resources to support the Alliance, its programs, and related activities.

4. CURRICULUM

4.1. Objective

The Alliance will deliver high quality, college-credit, technical programs that comply with applicable policies of the OSRHE, the Board of Regents for OKCCC, and meet the needs of students and employers. The degree and/or certificate will be offered by and awarded by OKCCC (or another Alliance approved college or university.)

4.2. <u>Status of Existing OKCCC/Francis Tuttle Cooperative Programs</u>

All programs that are currently a part of the original and amended "Cooperative Agreement Between Oklahoma City Community College and Francis Tuttle Area Vocational-Technical School District Number 21" shall continue and be assumed as part of this Alliance agreement. These continued programs are listed in the Appendix, Exhibit A.

4.3. <u>Additional OKCCC/Francis Tuttle Programs Included in the Alliance</u>

This Alliance agreement includes OKCCC degree and certificate programs in addition to the existing cooperative programs. These additional programs are listed in the Appendix, Exhibit B.

4.4. <u>Program Approval and Review Process</u>

All continuing, additional, and future programs included as part of the Alliance, shall be subject to the normal OKCCC program approval and review process as outlined in the OKCCC "Curriculum Guide" and applicable OSRHE policies. This process ensures appropriate faculty and administrative oversight of the curriculum. The process also requires external review of the programs, either through national accreditation or the technical-occupational program review process coordinated by the OSRHE.

4.5. <u>Status of Existing Cooperative Agreements From Other Institutions</u>

Other institutions of higher education may also offer cooperative programs at Francis Tuttle with the joint approval of OKCCC, the primary higher education partner, and Francis Tuttle. All current programs

offered by other institutions shall be continued, shall be included as part of the Alliance, and shall conform to the standards and procedures outlined in this agreement. The current programs are listed in the Appendix, Exhibit C.

4.6. <u>Approval Process for Additional Degree and/or Certificate Programs</u>

    4.6.1. Additional programs delivered cooperatively through this Alliance or through other institutions shall be identified early in the development and planning process, and shall be included in the Alliance Strategic Plan and Alliance Annual Plan documents.

    4.6.2. Additional degree and certificate programs delivered cooperatively by OKCCC at Francis Tuttle may be added to the Alliance through an amendment to this agreement.

    4.6.3. Additional college degree and certificate programs delivered cooperatively at Francis Tuttle by higher education institutions other than OKCCC shall be required to submit a written proposal for approval by OKCCC and Francis Tuttle. These additional programs may be added to the Alliance through an amendment to this agreement.

4.7. <u>Practitioner Advisory Committees</u>

Consistent with the requirement for practitioner advisory committees for all technical-occupation programs at OKCCC, the degree and certificate programs offered as part of the Alliance shall have an active Advisory

Committee, and shall comply with the requirements of OKCCC Administrative Procedure No. 4020, "Advisory Committees."

5. **CRITERIA FOR ADMISSIONS, ACADEMIC STANDARDS, AND GRADUATION**

   5.1. <u>Regular Admission</u>

   Admission requirements for regular admissions are listed in the OKCCC "Catalog" and shall apply to recent high school graduates and adults.

   5.2. <u>Special Admission—Cooperative Alliance Concurrently Enrolled High School Students</u>

   High school juniors and seniors enrolled at Francis Tuttle may also be provisionally admitted to OKCCC under the OSRHE special admission category. This special admission to OKCCC allows qualified high school students to enroll in selected technology courses, including OKCCC technology courses delivered as part of an Alliance program at Francis Tuttle.

   5.3. <u>Course Pre-requisites</u>

   All students desiring to enroll in OKCCC general education and support courses in science, mathematics, or English meet the regular ACT or an ACT Residual Exam test score requirement to enroll in the corresponding subject area.

   5.4. <u>Academic Standards</u>

   The current OKCCC "Catalog" outlines the academic standards required of all students, including those enrolled as part of the Alliance with

Francis Tuttle. Generally, students must maintain a 2.0 grade point average to remain in good standing.

5.5. Graduation and Degree Requirements

The current OKCCC "Catalog" outlines all of the graduation and degree or certificate requirements for each program, including those programs that are offered through the Alliance.

6. STUDENT SUPPORT SERVICES

6.1. Objective

It is the goal of OKCCC and Francis Tuttle to provide integrated and comprehensive support services to students enrolled as part of the Alliance.

6.2. Pre-Assessment

Counselors and faculty will use the ACT Plan score and ACT Plan sub-scores (and other available test scores, such as the ACT, SAT, TABE, ACT Compass, Accuplacer), the student's previous academic record, and personal knowledge of the student to best advise the student.

6.3. Advising and Counseling

OKCCC and Francis Tuttle will jointly provide advising and counseling services to students. These services include assisting with college admissions, program selection, enrollment, career exploration, personal counseling, and employment services.

6.4. <u>Financial Aid</u>

There are no OKCCC tuition and fee costs to students who are admitted to OKCCC and enrolled in OKCCC technical courses as part of this Alliance. OKCCC provides a limited number of Tuition Fee Waiver scholarships and other scholarships to students who are enrolled in other OKCCC courses delivered at Francis Tuttle, for example, general education courses. For these other OKCCC courses, financial assistance is available to students who qualify.

7. **QUALITY CONTROL**

7.1. <u>Faculty Credentials</u>

7.1.1. <u>Requirements.</u> All faculty, including those who will teach college-credit courses as part of this Alliance, will meet the requirements for faculty as described in OKCCC Administrative Procedure 4002, "Faculty Qualifications."

7.1.2. <u>Faculty Credential Review and Approval.</u> Faculty teaching college credit classes as part of this Alliance agreement shall submit a resume, official college/university transcripts, and verification of applicable licenses or industry certifications to OKCCC (or to the higher education institution offering the college-credit course or program). The respective Division Dean, or designee, will review the credentials and recommend appointment as an adjunct faculty member.

7.2. <u>Assessment of Student Performance</u>

    7.2.1. <u>Competency Based Assessment.</u> As with all assessment of student performance at OKCCC, student assessment as part of this Alliance will be characterized by predetermined competencies shared with students in the form of measurable objectives. Assessment measurements are matched to the specific predetermined objectives.

    7.2.2. <u>End-of-Course Student Assessment.</u> Each student will be presented with a syllabus at the beginning of each course that contains the objectives and the procedure for determining achievement of the objectives, including assignment of the final course grade. As with all final grades at OKCCC (and the other state institutions of higher education), grades assigned in Alliance courses shall conform to the grading system as set forth by the OSRHE (see OKCCC "Catalog").

    7.2.3. <u>End-of-Degree Program Assessment.</u> All programs at OKCCC, including programs included in this Alliance, are also required to conduct assessment of the collective student performance relative to the overall program objectives. Each program assessment requires students to participate in both general education and discipline specific end-of-program assessment measures. The end-of-degree program assessment results will be reviewed by

Alliance program faculty and administrators to improve the program's effectiveness.

7.3. Review of Degree/Certificate Programs

    7.3.1. Review Requirement. All technical/occupational programs at OKCCC, including those offered as part of this Alliance, shall be subject to a periodic external review either as part of the required OSRHE Technical/Occupational Program Review Process or by a nationally recognized accrediting agency. Other degree programs are subject to the regular 5-year OSRHE review. Continuance of a particular program is contingent upon a favorable external evaluation report, national accreditation, or 5-year OSRHE review.

    7.3.2. Cost Effectiveness. It is the goal of the Alliance to deliver post-secondary technical education in a manner that is cost-effective. Programs approved for inclusion in the Alliance shall comply with the "unnecessary duplication" philosophy as stated in OSRHE policy. The required review of the degree programs included in the Alliance shall include an analysis of the impact on the cost of the program.

8. **FINANCIAL ISSUES**

8.1. Business Plan

The required Cooperative Alliance Strategic Plan and the Cooperative Alliance Annual Plan shall include information regarding the financial

arrangements and direct costs of the Alliance expended by OKCCC and Francis Tuttle.

8.2. <u>Financial Arrangements</u>

    8.2.1. <u>Cost of Instruction.</u> The primary cost of instruction for technical courses included as part of the Alliance agreement (courses taught at Francis Tuttle by Francis Tuttle faculty), will be borne by Francis Tuttle. The primary cost of instruction for other courses offered directly by OKCCC, included as part of the Alliance agreement (courses taught at Francis Tuttle by OKCCC faculty), shall be borne by OKCCC.

    8.2.2. <u>Cost to Students</u>

        8.2.2.1. <u>High School Students.</u> High school students who are admitted to OKCCC and enrolled in an approved Alliance OKCCC technical course offered at Francis Tuttle shall not pay college tuition and/or fees to either OKCCC or Francis Tuttle.

        8.2.2.2. <u>Adult Students.</u> Adult students who are admitted to OKCCC and enrolled in an approved Alliance OKCCC technical course offered at Francis Tuttle shall pay only the program tuition established by Francis Tuttle to Francis Tuttle. Adult students shall not pay college tuition and/or fees to either OKCCC or Francis Tuttle.

8.2.2.3. <u>Other Courses Offered at Francis Tuttle by OKCCC.</u> Other OKCCC courses may be offered at Francis Tuttle (for example, general education courses). When the direct costs of instruction are borne by OKCCC, the student will be charged the applicable college tuition and fees, payable to OKCCC. The tuition and fees may be paid either by the student or by Francis Tuttle through a separate agreement (contract for credit instruction).

8.3. <u>Cost of the Alliance</u>

Costs to support the Alliance will be shared by OKCCC and Francis Tuttle; however, a separate Alliance budget will not be established. The expenses paid by OKCCC will be included in OKCCC budgets. The expenses paid by Francis Tuttle will be included in Francis Tuttle budgets.

8.3.1. <u>Cost to OKCCC.</u> Personnel and non-personnel costs assigned to support the Alliance by OKCCC will be paid directly by OKCCC.

8.3.2. <u>Cost to Francis Tuttle.</u> Personnel and non-personnel costs assigned to support the Alliance by Francis Tuttle will be borne by Francis Tuttle.

8.3.3. <u>Cost Reports.</u> The annual report will include a summary of the expenditures for the year.

8.4. <u>Cooperative Alliance Fee</u>

8.4.1. <u>A cooperative alliance per credit hour fee shall be paid by Francis Tuttle to OKCCC for adult students enrolled in OKCCC technical courses offered</u> at Francis Tuttle as part of this alliance agreement. This fee shall be reviewed annually and is determined through a mutual agreement between OKCCC and Francis Tuttle. This cooperative alliance fee for adult students is initially set at $6.00 per credit hour. A cooperative alliance per credit hour fee for high school students who are concurrently enrolled in OKCCC technical courses offered at Francis Tuttle as part of this alliance agreement may be assessed a cooperative alliance fee by OKCCC. The high school student would be responsible for paying this fee directly to OKCCC. This cooperative alliance fee shall be reviewed annually and shall be determined by OKCCC. Cooperative alliance fees collected by OKCCC will be used to underwrite the costs of services provided to all alliance students by OKCCC, including admissions, advisement, enrollment, student records, and transcripts.

9. MARKETING

9.1. <u>Marketing Approach</u>

The marketing approach of the Alliance is to create an awareness and promote the advantages offered by the Alliance to potential students (high school and adult students) and to inform and promote the

advantages of the Alliance to the community, including high school and college faculty, staff, and administrators, governmental agencies, and employers.

9.2. <u>Marketing Strategies</u>

    9.2.1. <u>Promote and Clarify the Advantages of College-Credit and Degrees.</u> The Alliance will develop a campaign to clarify the advantages of college-credit and completing an associate's degree, including preparation for employment, earning potential, portability of college credit to other colleges and degree programs, and available opportunities to apply this degree to a baccalaureate degree.

    9.2.2. <u>Promote the Value-Added Benefits of the Alliance.</u> The Alliance will develop a joint public relations campaign that will inform and promote the value-added benefits of the Alliance, including the Alliance as a high quality and rigorous educational alternative for either high school students or adults, with cost savings to the community, and that meets the needs of the current and emerging technical workforce.

9.3. <u>Marketing Budget</u>

The annual plan shall include a marketing budget to support the accomplishment of the marketing goal.

10. REPORTING

10.1. Cooperative Alliance Annual Report

A summary annual report on the performance of the Alliance during the previous fiscal year is required. This report shall be jointly prepared and submitted to the respective local governing boards. This report shall provide information and analysis that is directly related to the planned annual performance objectives outlined in the Cooperative Alliance Annual Plan, including information on enrollment, retention and graduation, assessment reports, financial arrangements, marketing budget, cost summaries, and other notable accomplishments and challenges.

10.2. Student and Program Assessment Reports

Pre-assessment (admissions) summary data, end-of-course summary assessment data, and end-of-program assessment data shall be required and will be provided to Alliance faculty and administrators as part of the process to improve instruction and therefore improve student success in the programs. These reports shall be filed in the appropriate office at both OKCCC and Francis Tuttle.

10.3. Degree Program Review Reports

All degree/certificate programs included in the Alliance shall be required to be part of the five-year program review process or part of a national accreditation review process. Both processes result in a

review report for each program that is included in the Alliance. These review reports will be submitted to the OSRHE.

11. DURATION AND AMENDMENTS TO THIS ALLIANCE AGREEMENT

11.1. Duration

This Cooperative Alliance Agreement and any amendments shall remain in force until such time OKCCC or Francis Tuttle decides to dissolve the Alliance. Dissolution of the Alliance requires approval by either the local governing board of OKCCC or Francis Tuttle.

11.2. Amendments

This Cooperative Alliance Agreement may be revised only through an amendment to the agreement. Amendments are included through written mutual approval by both the President of OKCCC and the Superintendent of Francis Tuttle. Amendments shall comply with all applicable OSRHE and ODCTE policies.

Signature Authority

President Oklahoma City Community College	Date	Superintendent Francis Tuttle Technology Center	Date
Chair, Board of Regents Oklahoma City Community College	Date	President, Board of Education Francis Tuttle Technology Center	Date

APPENDIX

Exhibit A

Cooperative Agreement Programs
Oklahoma City Community College/Francis Tuttle

Automotive Technology
        -Internship Program
        -GMBSEP
        -Non Structural
        -Painting/Refinishing
Business
        -Administrative Office Technology; Administrative Office Specialist Option
Child Development
Computer Aided Design
        -Manufacturing/Architectural Emphasis
Computer Science
        -Microcomputer Specialist
Database Management
Electronics
        -General
        -Instrumentation and Control
Graphic Communications
        - Print Media
Manufacturing Technology
        -Computer Numerical Control
        -Robotics
Medical Assistant
Network Technology
Orthotics/Prosthetics
Respiratory Care Therapist
Technology

Exhibit B

Additional Certificate Programs Included in this Alliance Agreement
Oklahoma City Community College/Francis Tuttle

Business
- Accounting Office Assistant
- General Office Support
- Legal Office Procedures
- Medical Transcriptionist
Computer-Aided Design
- Manufacturing/Architectural Emphasis
Computer Science
- Microcomputer Technician
- Network Technician
Cyber/Information Security
Multimedia
- Computer-Aided Design-Multimedia Emphasis

Additional Degree and Certificate Programs
Included in this Alliance Agreement
Oklahoma City Community College/Francis Tuttle

Enterprise Communication Systems*
- General
- Information Security

*Inclusion pending program approval

Exhibit C

Cooperative Agreement Programs
Oklahoma State University-OKC/Francis Tuttle

Administrative Office Technology

Computer and Accounting Services

Computer Support Technology

Electronic Desktop Publishing

Medical Office Technology