**TECHNICAL-OCCUPATIONAL
DEGREE AND CERTIFICATE PROGRAMS
SELF-STUDY GRAPHIC COMMUNICATIONS (006)**

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1. **Degree Requirements.** To award associate degree and certificate programs in technical-occupational areas, an institution must adhere to the minimum requirements for the associate in applied science technical-occupational degree and certificate programs as defined in section **I.B.** of the *Policy Statement on Undergraduate Degree Requirements and Articulation*. *(Suggested documentation: college catalog, degree plan, transcripts.)*

GRAPHIC COMMUNICATIONS (006)

The Graphic Communications curriculum meets or exceeds general education and program requirements for Associate in Applied Science degrees.

GCOM—Print Media Emphasis
CURRICULUM LISTING

MAJOR COURSES		CREDIT HOURS
GCOM 1043	(C) Electronic Publishing: QuarkXPress I	3
GCOM 1053	(C)Electronic Publishing: InDesign I	3
GCOM 1173	(C)Computer Drawing: FreeHand or	
GCOM 1183	(C)Computer Drawing: Illustrator	3
GCOM 1223	(C)Advertising Layout	3
GCOM 2053	(C)Electronic Publishing: InDesign II	3
GCOM 2323	(C)Publication Design	3
GCOM 2353	(B)Applied Graphic Art	3
GCOM 2773	(C)Image Editing: Photoshop I	3
GCOM 2783	(C)Image Editing: Photoshop II	3
GCOM 2803	(B)Portfolio Preparation & Presentation	3
Nine hours of approved major electives		9
	TOTAL	39

GENERAL EDUCATION COURSES

ENGL 1113	English Composition I	3
ENGL 1213	English Composition II	3
HIST 1483	American History to the Civil War—OR	
HIST 1493	American History since the Civil War	3
POLSC 1113	American Federal Government	3
Any Humanities Course		3
General Education Elective		3

Any 1000 level MATH course	3
TOTAL	21

LIFE SKILLS

SCL 1001	Success in College and Life	1
	PROGRAM TOTAL CREDIT HOURS	61

GCOM—Photography/Digital Imaging Emphasis
CURRICULUM LISTING

MAJOR COURSES		Credit hours
GCOM 1043	(C) Electronic Publishing: QuarkXPress I—OR	
GCOM 1053	(C)Electronic Publishing: InDesign I	3
GCOM 1133	(C)Intro to Macintosh	3
GCOM 1143	(C)Black and White Photography I	3
GCOM 1153	(C)Digital Photography	3
GCOM 2143	(C)Photo Lighting	3
GCOM 2243	(C)Black and White Photography II	3
GCOM 2353	(B)Applied Graphic Art	3
GCOM 2773	(C)Image Editing: Photoshop I	3
GCOM 2783	(C)Image Editing: Photoshop II	3
GCOM 2803	(B)Portfolio Preparation and Presentation	3
Nine hours of approved major electives		9
	TOTAL	39

GENERAL EDUCATION COURSES

ENGL 1113	English Composition I	3
ENGL 1213	English Composition II	3
HIST 1483	American History to the Civil War—OR	
HIST 1493	American History since the Civil War	3
POLSC 1113	American Federal Government	3
Any Humanities Course		3
General Education Elective		3
Any 1000 level MATH course		3
	TOTAL	21

LIFE SKILLS

SCL 1001	Success in College and Life	1
	PROGRAM TOTAL CREDIT HOURS	61

GCOM—Multimedia Emphasis

CURRICULUM LISTING

MAJOR COURSES   Credit hours

GCOM 1053	(C)Electronic Publishing: InDesign I	3
GCOM 1173	(C)Computer Drawing: Freehand—OR	
GCOM 1183	(C)Computer Drawing: Illustrator	3
GCOM 1223	(C)Advertising Layout	3
GCOM 2353	(B)Applied Graphic Art	3
JB 2683	(C)Video Production	3
GCOM 2773	(C)Image Editing: Photoshop I	3
GCOM 2783	(C)Image Editing: Photoshop II	3
GCOM 2793	(C)Web Page Design I	3
GCOM 2813	(C) Web Page Animation I	3
GCOM 2283	(C)Web Page Design II	3
GCOM 2843	(C) Web Page Animation II	3
GCOM 2803	(B)Portfolio Preparation and Presentation	3
Three hours of approved major electives		3
	TOTAL	39

GENERAL EDUCATION COURSES

ENGL 1113	English Composition I	3
ENGL 1213	English Composition II	3
HIST 1483	American History to the Civil War—OR	
HIST 1493	American History since the Civil War	3
POLSC 1113	American Federal Government	3
Any Humanities Course		3
General Education Elective		3
Any 1000 level MATH course		3
	TOTAL	21

LIFE SKILLS

SCL 1001	Success in College and Life	1
	PROGRAM TOTAL CREDIT HOURS	61

2. <u>Graduates.</u> **The crucial criterion for judging technical-occupational degree and certificate program(s) is whether it produces competent graduates who enter the occupation and perform effectively. A program committed to preparation for employment shall engage in systematic efforts to evaluate the occupational competence and success of its students and former students; to improve the efficiency of instruction; and to keep instruction relevant to occupational requirements and student interests and abilities.** *(Suggested documentation: graduate surveys and data that includes the number of*

graduates; evidence of student interactions with employers, such as seminars, workshops, and internship experiences; industry job descriptions related to the program.)

Enrollment in Graphic Communications courses continues to increase. Many of the classes fill early and retention is good in most of the courses.

Graduates: During the past two years, the program has been fairly steady with a slight increase in 2006.

> 2006 = 17 graduates
> 2005 = 15 graduates

An important aspect of keeping the curriculum relevant and ensuring students are adequately prepared for employment is the Graphic Communications Advisory Committee. The Graphic Communications Advisory Committee meets at least once per year to evaluate the Graphic Communications Program and to provide input on changes. The committee consists of individuals who work in the profession in private industry. Our past Advisory members have also become employers of our students, which provides direct feedback of our program effectiveness.

The Graduate Survey FY 2006 shows that seventeen students graduated that year. Of the seventeen, only nine responded to the survey. Of the nine that responded, 62.5% are employed full-time, 25% are employed part-time, and 12.5% are unemployed but seeking. 14% respond that their job is related to education. On a scale of one to four, the responders rated the preparation of the graduate for performing job an average of 3.33. On a scale of one to five, 100% of the responders rated their overall satisfaction with OCCC an average of 4.56.

The Graduate Survey FY 2005 shows that fifteen students graduated that year. Of the fifteen, only nine responded to the survey. Of the nine that responded, 87.5% are employed full-time and 12.5% are employed part-time. 88.9% responded that their job is related to education. On a scale of one to four, the responders rated the preparation of the graduate for performing job an average of 3.57. On a scale of one to five, 100% of the responders rated their overall satisfaction with OCCC an average of 4.44.

Workshops and Job Fairs –
Regular workshops are held to aid students in acquiring the skills necessary to successfully seek and maintain employment. Students may access a current listing of such workshops at http://www.occc.edu/es/events.html. See Appendix A and B for examples of the flyers also used to advertise these workshops to students. During fiscal year 2007, the following workshops were held:

Career Power in 25 Minutes! (Fall 2006)

Careers	09/13/06
DISCOVER	09/20/06
Job openings	09/27/06
Cover letter	10/11/06
Resume	10/18/06
Interviewing	10/25/06
Thank you letter	11/01/06
Work ethics	11/08/06
Balancing life	11/15/06
Work after college	11/29/06

Career & Employment Power in 25 Minutes! (Spring 2007)

Self-Directed Search	01/29/07
Career Search	02/12/07
DISCOVER	02/19/07
Job applications	02/26/07
Success at a Job Fair	02/27/07
Job search	03/12/07
Cover letter	03/26/07
Resume	04/09/07
Ethics in the 21st century	
Workplace	04/23/07
Work, school balance	04/30/07

In addition, two general and one health profession related job fairs are held annually. A total of 185 employers attended these opportunities.

Brochures
Services to students regarding career and employment are advertised in hard copy brochures throughout campus. Access to these materials is also available at http://www.occc.edu/es/Brochures.html.

Online Information
Students may access a variety of information regarding career and employment services at http://www.occc.edu/es/links.html.

College Central Network Service
Students are given access, at no cost, to current job listings specifically targeting Oklahoma City Community College students and alumni. During fiscal year 2007, over 1,500 jobs were posted. The College Central Network can be accessed at http://www.collegecentral.com/occc/ .

3. **Program Objectives.** **The objectives of the technical-occupational degree and certificate program(s) must be well defined, clearly stated, and achieved. Specifically, the program objectives must**

include attracting people in need of occupational skills, graduating students who are occupationally competent, and maintaining satisfactory job placement rates. *(Suggested documentation: program goals and objectives; explanation of how goals and objectives are achieved; summary account of advisory committee input into the goals and objectives; progress reports on meeting goals and objectives.)*

The Graphic Communications Program has the following goals and objectives:

1. Offer a high quality of training in terms of course offerings and level of instruction. This training will prepare the student for entry-level employment in the graphic arts and photographic industry. Students are prepared in the following areas: Design, Electronic Publishing, Digital Image Editing, Prepress Production, and Computer Illustration. They may also elect to be trained in the areas of Multimedia Design or Photography/Digital Imaging.

2. Provide the facilities, equipment, and software necessary for quality instruction and student lab experience.

3. Provide retraining for community/industry persons on a part or full-time basis.

4. Offer a two-year Associate in Applied Science Degree.

5. Maintain a committed advisory committee for evaluating and advising faculty on training and curriculum. The Graphic Communications Advisory Committee meets at least once per year to evaluate the Graphic Communications Program and to provide input on changes. The committee consists of individuals who work in the profession in private industry.

6. Maintain a committed faculty consisting of people who have real-world experience, are dedicated to high standards of excellence, are willing to continually evaluate all aspects of the program and make necessary changes. They will also advise and assist students in employment opportunities.

The Graphic Communications Program has the following student competencies:

Upon completion of the Graphic Communications program, students will be able to:

1. Demonstrate the understanding of the technical skills in graphic communications including:

    a. Software knowledge (Page-layout, Drawing, Photo-editing. Web-design and Animation software).
    b. Equipment knowledge (Computers, Scanners, Printers, and Photographic equipment).

2. Demonstrate the understanding of the design skills in graphic communications including:

    a. Design appropriate to project and purpose.
    b. Effective use of design elements and typography to create an original design.

3. Demonstrate the understanding of the production skills in graphic communications including:

    a. Proper production for commercial output.
    b. Production without typographical errors. Typographical errors are defined as errors in punctuation, spelling, and grammar.

Measurement and Criteria for Success

Graduating students will produce a collection of projects in a professional portfolio that will demonstrate their technical skills; these portfolios will be examined by program faculty according to an established rubric within the context of a Portfolio Preparation and Presentation course.

Program Output

Students enrolled in the Portfolio Preparation and Presentation class will be administered a Graphic Communications survey. 75% of the students will rate the training received at Oklahoma City Community College as good or better.

On an annual basis, the Graphic Communications advisory committee will evaluate by means of an anonymous questionnaire whether the GCOM program is meeting the needs of employers in the Oklahoma City metropolitan area and recommend any program changes.

Student Outcomes Assessment Report FY07

Part II Evaluation and Results

Student Learning Outcome (1a)

Upon completion of the Graphic Communications program, students will be able to:
Demonstrate technical expertise in a variety of equipment (Computers, Scanners, Printers, Photographic, and mounting equipment) used in the graphic arts industry.

Measurement and Criteria for Success

All Graphic Communications students taking the program's final Portfolio Preparation and Presentation course in the fall or spring semester of FY07 will create a portfolio and present this portfolio to the instructor. Program faculty will examine portfolios according to an established rubric. 80% of students will demonstrate technical expertise in a variety of equipment used in the graphic arts industry by scoring "2" on the program rubric.

Evaluation and Results: Review of the Fall and Spring FY07 of Graphic Communication students' portfolios shows 96% of the students demonstrated technical expertise by scoring "2" or above on the rubric.

Student Learning Outcome (3b)

Upon completion of the Graphic Communications program, students will be able to:
Demonstrate production expertise in error-free work.

Measurement and Criteria for Success

All Graphic Communications students taking the program's final Portfolio Preparation and Presentation course in the fall or spring semester of FY07 will create a portfolio and present this portfolio to the instructor. Program faculty will examine portfolios according to an established rubric. 80% of students will demonstrate production expertise in error-free work by scoring "2" on the program rubric.

Evaluation and Results: Review of the Fall and Spring FY07 Graphic Communication students' portfolios show that 78% of the students demonstrated production expertise in error- free work by scoring "2" or above on the rubric. We were very close to meeting our goal; however, this percent is under the desired criteria of 80%. Error-free work needs to be redefined to effectively evaluate it on the rubric.

Program Output

Students enrolled in the Portfolio Preparation and Presentation class will be administered a Graphic Communications survey. 75% of the students will

rate the training received at Oklahoma City Community College as good or very good.

On an annual basis, the Graphic Communications advisory committee will evaluate by means of an anonymous questionnaire whether the GCOM program is meeting the needs of employers in the Oklahoma City metropolitan area and recommend any program changes.

Evaluation and Results: We have exceeded our goal in this area. Analysis of the Graphic Communications survey has indicated that 97% of the portfolio students rate the training received in the Graphic Communications program as good or very good. The survey also shows that 89% of portfolio students rated the quality of instruction in degree program courses as good or very good, 89% of portfolio students rated the quality of advising in the degree program as good or very good, and 93% of portfolio students rated the quality of course content as good or very good.

The results of the Graphic Communications Advisory Committee Questionnaire indicates that 100% agree that the GCOM program is meeting the needs of employers in the Oklahoma City metropolitan area, and 100% rated the overall effectiveness of the GCOM program as satisfactory or better.

Part II–Recommendations:

1. Student learning outcomes criterion 3b states that the students will be able to demonstrate production expertise in error-free work. Error-free work needs to be clarified to be able to effectively evaluate it on the rubric. This will be addressed in the five-year plan.

2. Contact adjunct faculty to discuss the quality of portfolio pieces that are created in their classes. Advise adjuncts to mark up errors found in final projects. This will encourage portfolio students to correct the final projects used in their portfolio.

Input from the Graphic Communications Advisory Committee

Input from the Graphic Communications Advisory Committee and the program reviews are used as a basis for curriculum changes in the program. A couple of courses have been added to this program in the past five years: Digital Photography and Introduction to Graphic Design (Spring 08 semester). The QuarkXPress course will be deleted based on input from the Advisory Board.

4. **Institutional Ethics.** **The institution will demonstrate through**

institutional and program practices that it adheres to clear standards of ethics as it relates to recruiting, advertising, transcripts, fair and equitable student tuition refunds, and student placement services. Ethical practices are demonstrated in ways that include, but are not limited to:

a. **Publishing and widely disseminating materials that are factual, clear, accurate, and reflect the needs of its clientele. Published materials must include the following items:**

    (1) **Admission policies and requirements for technical-occupational education programs;**
    (2) **Licensing regulations and other factors that may affect employability;**
    (3) **Expenses associated with the programs; and**
    (4) **Disclosure of the institution's complete accreditation status in a manner that draws the attention of the reader.**

(Suggested documentation: all published materials including college catalog, brochures, policies and procedures, and student handbooks.)

Accreditation

Oklahoma City Community College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, which is located at 30 North La Salle Street, Suite 2400, Chicago, Illinois 60602-2504, Telephone (800) 621-7440, http://www.ncahlc.org. 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. Oklahoma City Community College is authorized by the Oklahoma State Regents for Higher Education located at 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104-3603, Telephone (405) 225-9100, to offer certificate, associate in arts, associate in science, and associate in applied science programs.

Oklahoma City Community College provides educational opportunities for a diverse student population. To this end, the College has an open door admissions policy that makes its programs available to as many students as possible.

Recruitment and Admissions

Prospective students may access information about the college and its programs through the Office of Recruitment and Admissions. Services provided by this office include campus tours, community and high school outreach, information sessions, scholarship programs and corporate

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recruiting. For more information, please visit our web site at www.occc.edu/Admissions. To receive more information by mail, or to arrange a campus tour, please call (405) 682-OCCC (6222) or e-mail psst@occc.edu.

Recent High School Graduates or GED Recipients Graduates from an Accredited School
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 (c) 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), Effective Fall 2010, three lab science courses will be required, 3 units Mathematics (from algebra, geometry, trigonometry, math analysis, calculus, or advanced placement statistics) 3 units History and Citizenship Skills (including one unit of American History and two additional from economics, geography, government or non-western culture) and 3 additional units from subjects previously listed or from computer science, foreign language, or any advanced placement course except applied courses in fine arts.

Effective Fall 2010, the number of additional units will be reduced to two. 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 Total Recommended Units

Recent high school graduates (or GED recipients) who are admitted into an AA or AS degree program without having met high school curricular requirements must remediate any basic academic skill deficiencies within their first 24 credit hours of college level work. If deficiencies have not been remediated, by that time all subsequent enrollments will be restricted to deficiency removal courses until the deficiencies are met. ALL students must remove curricular deficiencies in a discipline area before taking college level work in that discipline. 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 Office of Academic Advising.

Associate in Applied Science Graduate Educational Guarantee Technical Education Guarantee

If an Associate in Applied Science (A.A.S.) graduate is judged by the initial employer to be lacking in either academic or technical job skills identified as exit competencies by Oklahoma City Community College for the specific degree program, the graduate will be provided up to nine credit hours of additional education at and by Oklahoma City Community College.

Special conditions that apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. degree from Oklahoma City Community College after Fall 1995 in a technical program identified in the current College catalog.

2. The graduate must have completed the A.A.S. degree from Oklahoma City Community College with a majority of the credits for the degree being earned at Oklahoma City Community College. The graduate must have completed the degree within a four-year time span from the date the first coursework applicable to the degree earned was completed through the date degree requirements were completed.

3. The graduate must be employed full-time in an area directly related to the program of concentration as certified by Oklahoma City Community College.

4. Employment must commence within twelve months of graduation.

5. The employer must identify deficiencies and certify in writing, within 90 days of the graduate's initial employment that the employee is lacking specific entry-level skills guaranteed by Oklahoma City Community College as part of the degree program.

6. The employer, graduate, dean, and the appropriate faculty will develop a written educational development plan for the needed education.

7. Education provided will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the educational plan.

8. All education must be completed within three semesters from the time the educational plan is agreed upon.

9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, room and board, tools, and other course related expenses other than the enrollment fee.

10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

11. Oklahoma City Community College's sole responsibility for skill deficiencies shall be limited to nine credit hours of education under the conditions described above.

12. The guarantee process can be initiated by written notification from the employer to Oklahoma City Community College, Vice President for Academic Affairs, 7777 South May Avenue, Oklahoma City, OK 73159.

b. **Administering fair and equitable refund policies for all students. Confirmation that institutions administer fair and equitable refunds includes providing information to consumers regarding refund policies and procedures and complying with state and federal policies as described below:**

(1) **Consumer information. The institution will publish refund policies and procedures for all current and prospective students. The policies and procedures must include details and examples of how refunds will be calculated and distributed. Communication of the policies may be in the form of the college catalog, semester class schedule, or included in a schedule of fees. Additionally, institutions must advise current and prospective students of changes in the refund policies or procedures.**

(2) **State Policy. Changes in schedules and complete withdrawals from the institution during the defined add/drop period will result in full charges for courses added and full credit for courses dropped. The add/drop period will be printed in the college catalog, semester class schedule, or in a schedule of fees. No refunds will be made after the add/drop period for that session.**

(3) **Federal Policy. Students receiving federal financial aid assistance who withdraw from all classes will be subject to the Return of Title IV fund calculations as specified in federal regulations.**

(Suggested documentation: policies and procedures manual; description of how/when the refund is disclosed; copy of the disclosure; list of publications where refund policy appears.)

Course Withdrawal/Schedule Adjustment

Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a sixteen-week class or the first week of a four-, five-, six-, or eight-week class will be charged 100% fees for any classes added and will receive a 100% refund for any courses dropped. To withdraw from a class, a student must complete and submit an add/drop form in the Office of Records and Graduation Services or withdraw on the college web site at mineonline.occc.edu. NO REFUNDS WILL BE MADE AFTER THIS PERIOD EXCEPT AS STIPULATED FOR ENROLLMENT OF TITLE IV RECIPIENTS. See academic calendar for exact withdraw dates.

Students may still withdraw from classes after the add/drop period but will

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receive no refund and will be billed for any outstanding payment due. Students may withdraw without refund any time prior to the fourth quarter of a semester (through the twelfth week of a sixteen-week semester or the sixth week of an eight-week semester). Officially withdrawing from a course will not negatively affect academic standing with respect to the College's Academic Retention Policy. However, withdrawals processed after the add/drop period may adversely affect financial aid status. NO REFUNDS WILL BE AWARDED FOR WITHDRAWALS AFTER THE ADD/DROP PERIOD.

EMERGENCY DROP/LATE WITHDRAWAL
Students may petition to withdraw after the add/drop or withdrawal deadline if an emergency situation exists.. An emergency is defined as an extraordinary and unforeseen event (such as an illness requiring hospitalization, work transfer to another state) that occurred after the add/drop or withdrawal deadline and /or prevented the student from withdrawing by the deadline. To be considered for an Emergency Drop/Late Withdrawal the student must submit a written appeal (forms available in the Office of Records and Graduation Services) along with support documentation to the Office of Records and Graduation Services. The appeal will be reviewed by a committee and the committee's decision will be final. The appeal must be filed within 90 days of the end of the semester in question.

Schedule Changes / Withdrawals
Students adjusting their schedules or completely withdrawing from all classes during the first two weeks of a 16-week class or the first week of a four-, five-, six- or eight-week class will be charged 100% fees for any courses added and will receive a 100% refund of tuition and fees for any courses dropped. Finance and Late Charges accrued will not be reduced. See academic calendar for dates.
No refunds will be made after this period except as stipulated for enrollment of Title IV recipients. See academic calendar for exact withdrawal dates.

Complete Withdrawal of Students Who Are Title IV Recipients
Recipients of Federal Title IV student financial assistance funds (Pell Grants, Academic Competiveness Grants, SEOG, Stafford and Plus Loans) who completely withdraw from the College during a semester may be required to repay a portion of the funds that are determined to be unearned. The calculation of earned vs. unearned funds is based directly on the portion of the semester the student attended before totally withdrawing. This calculation is not related to the College's tuition refund policy. It is in addition to the College's Refund policy and is required by Federal Title IV regulations.

c. **Following federal Student-Right-To-Know and the American Disabilities Act regulations (suggested documentation: all published materials including the college catalog, brochures, and student handbooks; student services strategy plan, plan of study, individual career plan, or accommodation);**

ADA

Students who have disabilities, including those with mobility limitations, speech, hearing or sight impairment, learning, or other disabilities covered by the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, may receive reasonable educational accommodations. To request accommodations, students with disabilities must go directly to the Office of Student Support Services where all disabilities must be verified with supporting documentation.

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d. **Complying with the Federal Right to Privacy Act of 1974 and any other state or local policies concerning the confidentiality of records (suggested documentation: all published materials including college catalog, brochures, policies and procedures, and student handbooks);**

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include: • The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriated official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask the College to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly indentify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information

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regarding the hearing procedures will be provided to the student when notified of the right to a hearing. • The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College may also disclose education records without consent to officials of another school in which a student seek or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

e. **Maintaining a cumulative educational record for each student that contains such information as student identification, grades, prerequisites for admission, course of study, and graduation and withdrawal date (suggested documentation: transcripts; degree plan; student service strategy plan, plan of study, individual career plan, or accommodation plan);**

Students decide upon a program or major when they are first admitted to the college. After an initial meeting with an advisement professional to clarify their degree selection, the student will be assigned a faculty advisor. The faculty advisor will work in conjunction with the Office of Academic Advising to guide the student through program curriculum and toward degree completion. Students wishing to change their program/major should contact a counselor in

Office of Academic Advising.

All degree or certificate-seeking students are encouraged to request a degree check when they have completed 20 credit hours of work in a declared major (including any intended transfer credit hours). Upon completing 45 credit hours in a declared major, students should apply for graduation by completing a graduation application, which is available in the Office of Records and Graduation Services and on the College's web site at mineonline.occc.edu. Applications must be received by the end of the third week of a student's graduating semester.

Academic information for each student is on file in the Office of Records and Graduation Services. It will be released to third parties only upon the written request of the student or in compliance with the Family Educational Rights and Privacy Act. Official transcripts may be obtained on request at no charge. Students may also request and receive letters of good standing, verification of enrollment and other academic documentation. For further information, contact the Office of Records and Graduation Services.

f. Protecting student records against use by unauthorized persons and against loss from improper handling, fire, and vandalism (suggested documentation: policies and procedures manual; student handbook);

The following is a list of types of records that the college maintains, their locations, and their custodians:

ADA Accommodation Records	Student Support Services Office	Director of Student Support Services
Admission Records	Records and Graduation Services	Dean of Enrollment Management/Registrar
Cumulative Academic Transcripts & Academic Histories	Records and Graduation Services	Dean of Enrollment Management/Registrar
Disciplinary Records	Vice President for Enrollment and Student Services	Vice President for Enrollment and Student Services Office
Financial Aid Records	Student Financial Support Services	Dean of Student Financial

Finance Records	Finance Office	Director of Finance
Placement Records Services	Advising and Career Services	Coordinator of Advising and Career Services
Vocational and Skills Testing Records	Advising and Career Services	Director of Testing and Assessment Services

g. Issuing transcripts for a reasonable fee upon student request (suggested documentation: college catalog, policies and procedures manual; student handbook);

Academic information for each student is on file in the Office of Records and Graduation Services. It will be released to third parties only upon the written request of the student or in compliance with the Family Educational Rights and Privacy Act. Official transcripts may be obtained on request at no charge. Students may also request and receive letters of good standing, verification of enrollment and other academic documentation. For further information, contact the Office of Records and Graduation Services.

h. Ensuring that each technical-occupational education student has a career objective and the school identifies the potential for employment in various occupational fields (suggested documentation: placement report; counseling and guidance procedures; program advisory committee; employer job descriptions);

Career & Major Assistance
Career and Employment Services strives to help students obtain information about various majors so they may know what careers are associated with those majors. Students may access a website http://www.occc.edu/es/jobs.html that connects the majors with careers.

Job Opportunities
Career and Employment Services also connects students with jobs that meet the degree they have acquired. See Appendix C for an Employment Services job description example.

i. Providing counselors/advisors who are active in placement efforts (suggested documentation: policies and procedures manual; student handbook); and

Student Handbook
Oklahoma City Community College offers students a Student Handbook

to provide them with vital information on policies and services offered. This handbook is offered in hardcopy form and online at http://www.occc.edu/handbook.html

j. Ensuring that the student knows the full cost of the program, licensing regulations, and other factors that may affect employability (suggested documentation: fee booklet; state/occupational job licensing information; employer surveys);

EDUCATIONAL PROGRAM FEES

Oklahoma Residents:

Resident Tuition $60.55 per credit hour
This is the cost of tuition set forth by the Oklahoma State Regents for Higher Education.

Student Activity Fee $5.15 per credit hour
This fee covers the costs associated with Commencement, diplomas, student I.D. cards, parking permits, parking lots, intramural sports, recreation equipment, and the student newspaper. In addition, various student activities are available through the Office of Student Life. The student activity fee funds these activities and all students are encouraged to participate. Activities include musical entertainment, a film series, family events and lecture series. Monthly activity calendars are available in the Office of Student Life, located in the Main Building.

Facility Use Fee $10.30 per credit hour
The funds generated by this fee go toward paying the debt on the Wellness Center, College Union, Aquatic Center and the SEM Center. It also supports the maintenance and upkeep of those facilities, in addition to supplementing the budgets for security staff and parking lots.

Student Technology Fee $5.00 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.

Assessment Fee $1.00 per credit hour
The Oklahoma State Regents for Higher Education requires entry level, midlevel, satisfaction and outcomes assessments for students. In addition, this fee supports the cost of the placement tests for entering students.

Library Fee $2.00 per credit hour

This fee covers the cost of maintaining current editions of needed books, along with an up-to-date video and audio section to assist students in their learning process.

Total   84.00 per credit hour

Non-Residents of Oklahoma:
Resident Tuition   60.55 per credit hour
Non-Resident Tuition $140.00 per credit hour
Student Activity Fee $5.15 per credit hour
Facility Use Fee $10.30 per credit hour
Student Technology Fee $5.00 per credit hour
Assessment Fee $1.00 per credit hour
Library Fee $2.00 per credit hour
Total $224.00 per credit hour

Additional Fees and Special Fees
Many services are included in the enrollment fee, the student activity fee and thefacility use fee. Exceptions are:

On-campus Exam/Advanced Standing Fee $5.00 per credit hour

Applied Music Lessons Fee $50.00 per credit hour
Private music lessons for credit are designed for degree-seeking students; these degree-seeking students must pay tuition, educational program fees, and this applied music lessons fee.

Non-Credit Music Lessons Fee $180.00 per course
Non-credit private music lessons are designed for students who are seeking self-enrichment.

American College Testing (Local/Residual) $35.00

CLEP Examinations $70.00

New Student Application/Records Processing Fee $25.00

International Student Status Maintenance Fee
Fall/Spring $15.00 per semester
Summer $10.00 per semester
This fee will be charged to international students to cover costs of processing immigration documents and monitoring student enrollments in compliance with Citizenship and Immigration Services (CIS) regulations.

Electronic Media Fee $12.00 per credit hour

This fee is charged to online, web-enhanced and telecourse students to offset the cost of offering this type of instruction.

Cooperative Alliance Administrative Fee $8.00 per credit hour
This fee covers recording and transcription costs for Cooperative Alliance Credit. Students eligible to receive Cooperative Alliance Credit are those who are attending Francis Tuttle Technology Center, Moore Norman Technology Center, Mid America Technology Center and Metro Technology Center in a Cooperative Alliance Program. Eligibility is determined by the Guidelines for Approval of Cooperative Agreements Vocational-Technical Schools and Colleges established by the Oklahoma State Regents for Higher Education.

Science Lab Fee $15.00 per course

Child Development Lab Fee $5.00 per credit hour

Supplemental Fees
Authorization has been given by the Oklahoma State Regents for Higher Education to charge supplemental fees in addition to the educational program fees for courses in two programs:

Remedial (Zero-Level) Courses $13.00 per credit hour
The Oklahoma State Regents for Higher Education have endorsed an additional fee per credit hour for the developmental educational courses at all Oklahoma colleges and universities.

Off-campus Courses $18.50 per credit hour

Fees for Auditing a Course
Students taking credit courses for no grade will pay the same enrollment fees and tuition as regular credit students. Students age 65 and older who audit a course may request to have the enrollment fee waived.

Fees Are Subject to Change
In the event that the Oklahoma State Regents For Higher Education authorize a fee change, students will be assessed accordingly.

Fee Payment
Students at Oklahoma City Community College will be charged tuition and fees for all classes in which they are enrolled as of the fee due date for the semester. Fee due dates are listed in the College Class Schedule and the College Catalog. Students who pay on their date of enrollment or by the fee due date for the semester will pay tuition and fees only. Students who choose to make monthly payments will be assessed a

finance charge. Students enrolling after the initial due date must pay in full at the time of enrollment or go to the Bursar's Office to find out the minimum payment due.

STUDENTS WILL NOT BE CANCELLED FROM CLASSES DUE TO NON-PAYMENT OF FEES BY THE FEE DUE DATE. Instead, students will be automatically billed on a monthly basis for all tuition and fees due (see below). Students should withdraw from any classes in which they do not wish to be enrolled prior to the due date in order to avoid finance charges. Students will receive a refund only for classes from which they withdraw prior to or during the official refund period. See the academic calendar for exact withdrawal dates.

Fee Payment options
Students may choose to pay their tuition and fees prior to the beginning of the semester or by making monthly payments.

OPTION 1: Pay Fees by Due Date
Students may pay their tuition and fees prior to the beginning of the semester (see published fee due date) by the published fee due date, or on their date of enrollment, and incur no finance charges. Students enrolling after the beginning of the semester may pay their tuition and fees on their date of enrollment or prior to the next monthly payment date and incur no finance charges.

OPTION 2: Make Monthly Payments*
Students may choose to pay their fees on a monthly basis. Monthly payments will include a 2% finance charge on the outstanding balance. A Late Payment Charge of $20 will be applied to any payment not received by the 5th of each month.
Payment in full will be required by the last monthly billing date for the semester.
*Students choosing to pay tuition and fees on a monthly basis are required to comply with the payment schedule in order to enroll, or remain enrolled, in any future semesters.

Books and Supplies
Most courses have required books and supplies. As an estimate, budget $150 per course for books and supplies.

5. **Advisory Committee. An advisory committee composed of faculty, staff, employers, and practitioners assists in developing curriculum content, in keeping the curriculum current, and in maintaining contact with the occupational community** *(suggested documentation: list of committee members; minutes of meetings; examples of keeping*

*the curriculum current; membership solicitation materials; copies of reports and recommendations)***;**

An important aspect of keeping the curriculum relevant and ensuring students are adequately prepared for employment is the Graphic Communications Advisory Committee. The Graphic Communications Advisory Committee meets at least once per year to evaluate the Graphic Communications Program and to provide input on changes. The committee consists of individuals who work in the graphic communications profession in private industry.

Advisory committee members are chosen to represent a variety of design and production (for print, photography and multimedia) areas within the industry. Members are rotated on a regular basis to ensure different viewpoints and areas of expertise. Members are chosen as a result of recommendations from committee members and faculty.

Advisory committee members are also requested to fill out written questionnaires pertaining to standards in software, hardware, training needs, agenda items, and general comments so that all members have an opportunity to express opinions on all issues.

Information obtained from meetings and questionnaires is summarized and analyzed by program faculty, and recommendations are forwarded through appropriate academic channels. These recommendations and the action taken are subsequently reviewed at the next advisory committee meeting.

To facilitate job placement, committee members are involved in arranging field trips, internship placements, and guest speakers, as well as in evaluating student portfolios.

Minutes of meetings are maintained and distributed to committee members, to the Dean of Arts & Humanities, and to the Vice President of Academic Affairs, and are kept on file in the Division Office for inspection by interested parties. The advisory members list and the minutes of meetings are attached.

The recommendations made by the committee in the past year include offering a basic design class to teach the basic design principles, continue to require video production in the multimedia emphasis, Intro to Mac and QuarkXPress classes should be removed from the program, and the Multimedia emphasis should be changed to a Web Design emphasis.

Fall 2006 program changes made based on Advisory Committee recommendations for the Multimedia emphasis are:

- Deleted GCOM 1133 Intro to Mac as a required course.

- Deleted GCOM 1353 Intro to Multimedia from curriculum.

- Deleted of GCOM 2583 Digital Video and Sound Editing I from curriculum

- Deleted GCOM 2593 Digital Video and Sound Editing II from the curriculum.

- Added GCOM 1223 Advertising Layout as a required course.

- Added GCOM 2353 Applied Graphic Art.

- Added JB 2643 Video Production as a required course.

In the Print Media emphasis GCOM 2043 QuarkXPress II was deleted from the curriculum.

6. **Staffing. The program must be staffed, administered, supplied, and conducted to meet the objectives of the program, develop the occupational competence of students, and contribute to the development of the student's citizenship and social conscience** *(suggested documentation: organizational chart; credentials/certificate documents; job descriptions and resumes of administrative staff; student handbook)***;**

Graphic Communications is in the Arts & Humanities division. The Dean for Arts & Humanities is Susan VanSchuyver and the program's Acting Department Director is Dianne Broyles. There is a division assistant, and one secretary in the division office.

In the graphic communications program there is one full-time faculty member. This faculty member serves as professor, coordinator and administrator of the program. The program has a full-time (nine-month contract) Mac Lab assistant and part-time Photography Lab assistant. The full-time Mac Lab assistant maintains the computers, scanners, printers and ensures they are operating correctly. The Mac Lab assistant also maintains supplies and is available to assist students during open lab hours. The part-time Photography Lab assistant maintains the equipment and supplies in the photography lab and is available to assist students during open lab hours. There are also two work-study lab assistant positions. One for each of the labs.

7. **Media and Materials. Instructional media and materials must be current, appropriate, useful, and sufficiently comprehensive to serve the needs of students in the program** *(suggested documentation:*

library resource inventory that includes program related material; evidence of computer labs and access media materials);

Two classrooms/labs equipped with software and computers are available at various times during the day, evening or weekend for students to work on projects. These computers have internet access to enable students to have another source of information.

The Graphic Communications program includes print, multimedia and photography. Professor Randy Anderson is currently evaluating the direction of the program. The Library has resources for building the collection, so whatever changes are made to the curriculum, the Library should be able to provide any needed supporting materials.

Most of the book, video and DVD resources supporting the Graphic Communications program are in these areas:

NC 997-1003	Commercial art	(49 items)
QA 76.76-76.8	Desktop publishing, incl. QuarkXpress, Photoshop, Freehand, etc.	(673 items)
TR 1-1050	Photography	(542 items)
Z 243-286	Graphic design, incl. typefaces, production for graphic designers, history	(110 items)

The circulating collection needs updating. Photography gets particularly heavy use, and the software books are always in demand. In particular the Library needs more black and white photography, digital photography, and graphic design materials. These will be used by students in several academic programs. The Z area needs weeding of some ancient handbooks, etc. Historically, faculty have not asked for much since software upgrades occur frequently and the program is expensive. However, these materials are used by majors and non-majors both and the collection needs to support general use. There are no Reference materials that specifically support the program.

Faculty are welcome to recommend new videos. Some clip art CDs were added after the previous program review.

The Library has several relevant periodical subscriptions:

> *Advertising Age*
> *Afterimage: The Journal of Media*
> *Arts & Cultural Criticism*

> *Art in America*
> *Communication Arts*
> *Computer Graphics World*
> *Graphic Arts Monthly: The Magazine of the Printing Industry*
> *MacWorld*
> *PCphoto*
> *Peterson's Photographic*
> *Popular Photography & Imaging*
> *Public Relations Quarterly*
> *Step Inside Design*
>
> The many general business periodicals—such as Business Ethics—the Library subscribes to would also be helpful to a student trying to start a small business. Another possible title to add is *Print: America's Graphic Design Magazine* (bi-mo $37).
>
> The Library welcomes the opportunity to work with faculty in providing support for the Graphic Communications program as well as supplying general interest graphics items. Many new materials supporting the program are being ordered, and librarians will continue to build this collection of resources.

8. **Supplies and Equipment.** **There must be adequate and appropriate supplies and equipment to enable the program to achieve its stated objectives** *(suggested documentation: list a description of program supplies and equipment; software or integrated learning system used)***;**

> The GCOM program offers two fully equipped Macintosh classroom/labs. They both contain 20 state-of-the-art student computers, scanners, software and networked printers. Students are provided with high quality color printing for portfolio assignments and high quality black and white copies of other assignments. The computers have CD/DVD burners for students to copy and keep their projects. The classrooms have projectors so all students can work hands-on while instructors demonstrate software operations.
>
> Computers are replaced on a three-year rotation and software is replaced as it is upgraded in the industry. Recently, we have added two additional computer stations in each lab.
>
> In addition to the Mac labs, the GCOM program has a black and white photography lab/darkroom. All necessary equipment and supplies are available for students to process black and white photos. The lab also has photographic lighting equipment, and backdrops for student use.

Secured storage outside the classroom is needed. This would aid in maintaining assigned equipment and eliminate classroom disruptions. Currently, supplies, software, and hardware are located in three separate classroom closets and cabinets. Classes are disrupted when supplies have to be acquired. This also makes management of equipment more difficult.

The equipment list for the Mac lab and Photography lab is attached.

9. **Instructional Space and Facilities.** **There must be adequate instructional space and facilities to allow the program to achieve its stated objectives** *(suggested documentation: program equipment inventory that includes a description and year purchased; description of facilities assigned to the program)***;**

The GCOM program has been assigned computer classroom/lab and lab/darkroom instructional space. The GCOM program offers two fully equipped Macintosh classroom/labs. They contain state-of-the-art computers, software and printers. Recently, two additional computer stations were added to each of the labs. There are a total of 40 student computer stations, and two instructor stations. Students have individual computer stations on which to work. The students are also provided with high quality color printing for portfolio assignments and high quality black and white copies of regular assignments. The computers have DVD burners for students to copy and keep their projects. The classrooms have projectors so all students can work hands-on while instructors demonstrate software operations.

In addition to the Mac labs, the GCOM program has a black and white photography lab/darkroom. All necessary equipment and supplies are available for students to process black and white photos. There are enough enlargers for each student to work on their darkroom projects, photographic lighting equipment, and backdrops for their use. There is also a classroom adjacent to the darkroom for multiple student instruction. The Photography lab/darkroom will be moved to the Arts Center when construction is completed.

The desks and carpet in classroom 1C1 are becoming worn and are in need of replacement. The desks are over seven years old. They were designed for smaller computers. The newer computers protrude from the front of the desk creating potential for equipment damage or personal injury. The carpet has been damaged due to water leaks in the ceiling. The water leaks have been repaired.

Instructional design of classroom 1C2 makes it difficult for students to follow demonstrations. The screen is placed to the side of the room,

requiring students to look away from their monitors for demonstrations.

10. **Faculty.** **There must be adequate and qualified faculty for the program, given the institution's mission and the character of the program. The number of faculty will meet external standards where appropriate. The qualifications of faculty must support the objectives and curriculum of the program. Faculty qualifications such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions which relate to the proposed program will be summarized. The institution must demonstrate that core program faculty possess the appropriate credentials to support the program** *(suggested documentation: credentials, certificates, or special training documentation; resumes; professional development plan; examples of research papers or reports in the program area)***;**

Faculty members have excellent credentials in terms of experience and education. The one full-time instructor, Randy Anderson, has a Master's degree in Junior/Community College Education and a Bachelor's degree in Photographic Arts. He has over twenty- seven years of graphic arts and photographic industry experience. Adjunct instructors have the following educational qualifications: Two have Master's degrees, seven have Bachelor's degrees; two are working on their Bachelor's degrees and have Associate's degrees, and one has an Associate's degree. All degrees are in or related to the graphics field. All adjuncts currently work as graphic artists or photographers in the industry.

Faculty members at Oklahoma City Community College are encouraged to continue their education through college credit classes or workshops. The College provides funds to assist with the cost of tuition or registration.

Randy Anderson, full-time professor, has attended classes in graphic design, and completed online tutorials on Photoshop and InDesign over the last two years.

The Graphic Communications program does have a high number of part time instructors; to be able to offer more daytime classes in some of the complex software programs and to better cover advisees, another full time faculty member is needed.

11. **Internal Program Evaluation.** **The institution must set forth program evaluation procedures for the program. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student**

assessment requirements as established by State Regents' policies must be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and be consistent with the institutional mission *(suggested documentation: a copy of the student assessment plan that includes measures, indicators, tools, outcomes, and standards; a copy of the program objectives and outcomes plan; copies of program evaluation results; student, faculty, administrators, and departmental personnel survey instruments and reports)***;**

Each year a five year Outcomes Assessment Plan is created and an Outcomes Assessment Report of the past year is conducted.

All Graphic Communications graduates receive a Graduate Survey from the Office of Institutional Effectiveness upon the completion of the program. Data from the surveys are analyzed and used to help improve the program. The surveys provide graduate input on the quality of instruction received at Oklahoma City Community College and its usefulness in job performance. Currently enrolled students provide input by completing the Student Input on Instruction evaluation each semester. Input from these surveys and evaluations are used to determine needed improvements in the individual classes and the program.

The information from the Office of Institutional Effectiveness and from Student Input on Instruction evaluations is published as a part of the Oklahoma State Regents Annual Assessment Report. Internally, the information is published and is in the division offices for review. Individual instructor information is used in performance reviews but is not made public due to the privacy policy.

The Department Director evaluates faculty members each year. The Department Director uses input from the Student Input on Instruction evaluations, records of attendance at college functions, professional development activities, and the instructor's own self-evaluation. As part of the evaluation process the Dean, Department Director, and faculty member determine goals for the faculty person to work on during the next year.

Students enrolled in their individual sections evaluate Adjunct faculty teaching in the Graphic Communications program each semester. The Student Input on Instruction evaluations are used by the instructors to determine needed changes or improvements in the program, course content, or teaching of the individual instructor.

The Student Input on Instruction evaluations allow students to rate their instructor on a scale of 1 to 5 as to whether the instructor made the course objectives clear, explained the grading, was organized and prepared, treated

students fairly, taught the course well, and was available during posted office hours. The student also may respond to open-ended questions concerning what they liked or disliked about the course as well as provide any suggestions for instructor improvement. This data is confidential and not provided to the instructor until final grades have been submitted.

The Graphic Communications Advisory Committee meets at least annually and provides input on all curriculum changes. Advisory committee members provide information on current trends and requirements in the workforce. Two needs are currently under discussion: Students receive limited instruction in the basic design principles. It is necessary to incorporate an Introduction to Graphic Design course in the Print Media emphasis. Secondly, as the photography industry has moved to a digital environment, it is necessary to incorporate more digital photography training in the Photography emphasis. The digital photography classes have tripled in size in the last three semesters.

Students are hired in this field based on portfolio content; they are required to produce and assemble a professional portfolio. Students must receive at least a "B" on the capstone course, Portfolio Preparation and Presentation. GCOM Faculty and industry representatives review student portfolios. All graduates have successfully completed this course. The portfolios are also graded on a rubric. This rubric is used to assess the Graphic Communications program.

12. **Recruitment and Admission.** **Policies and practices must contribute to fulfilling the institution's technical-occupational education purpose and objectives and to making technical-occupational degree and certificate program education available to qualified applicants. Qualified students are admitted regardless of sex, race, ethnic background, handicap, or any disadvantage (suggested documentation: recruitment policies and procedures; college catalog; program marketing materials; brochures and any other publications/materials used for recruiting);**

Recruitment and Admissions
Prospective students may access information about the college and its programs through the Office of Recruitment and Admissions. Services provided by this office include campus tours, community and high school outreach, information sessions, scholarship programs and corporate recruiting. For more information, please visit our web site at www.occc.edu/Admissions. To receive more information by mail, or to arrange a campus tour, please call (405) 682-OCCC (6222) or e-mail psst@occc.edu.

Recent High School Graduates or GED Recipients Graduates from an Accredited School
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 (c) 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), Effective Fall 2010, three lab science courses will be required, 3 units Mathematics (from algebra, geometry, trigonometry, math analysis, calculus, or advanced placement statistics) 3 units History and Citizenship Skills (including one unit of American History and two additional from economics, geography, government or non-western culture) and 3 additional units from subjects previously listed or from computer science, foreign language, or any advanced placement course except applied courses in fine arts. Effective Fall 2010, the number of additional units will be reduced to two. 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 Total Recommended Units

Recent high school graduates (or GED recipients) who are admitted into an AA or AS degree program without having met high school curricular requirements must remediate any basic academic skill deficiencies within their first 24 credit hours of college level work. If deficiencies have not been remediated, by that time all subsequent enrollments will be restricted to deficiency removal courses until the deficiencies are met. ALL students must remove curricular deficiencies in a discipline area before taking college level work in that discipline. 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 Office of Academic Advising.

13. **Research and Evaluation. These activities must be conducted on a continuing systematic basis as integral parts of technical-occupational degree and certificate programs. All aspects of technical-occupational education must be evaluated and the results used to improve services to the clientele** *(suggested documentation: employer, student, faculty, and administrator survey instruments and results; evaluation or program evaluation plan; reports on internal retention, remediation, and assessment; examples of ways clientele services were improved)***;**

The office of Institutional Effectiveness collects graduate and employer data through the use of Graduate and Employer surveys. The Graduate Survey allows the graduates to provide feedback about their experience at OCCC, current employment, and employment preparedness. The Employer Survey rates the graduates' ability to perform the job. On the survey the employer rates the graduate on general education skills, interpersonal skills, and technology skills. The current results of both surveys are attached.

Services have been improved by modifying and adding courses to the curriculum as well as purchasing current software and hardware and providing open lab hours for students.

Fall 2006 program changes for the Multimedia emphasis are:

- Deleted GCOM 1133 Intro to Mac as a required course.
- Deleted GCOM 1353 Intro to Multimedia from curriculum.
- Deleted of GCOM 2583 Digital Video and Sound Editing I from curriculum
- Deleted GCOM 2593 Digital Video and Sound Editing II from the curriculum.
- Added GCOM 1223 Advertising Layout as a required course.
- Added GCOM 2353 Applied Graphic Art.
- Added JB 2643 Video Production as a required course.

In the Print Media emphasis GCOM 2043 QuarkXPress II was deleted from the curriculum.

A new Special Topics class, GCOM 1003 Introduction to Graphic Design, will be offered in the Spring 08 semester.

14. **Guidance and Counseling.** **An organized, coordinated program of guidance and counseling must exist. It should foster maximal development of individual potential by providing institution-wide assistance in the choices, decisions, and adjustments that individuals must make to move through a technical-occupational degree or certificate program and into gainful employment (suggested documentation: academic advisor job description; policies and procedures regarding student achievement, aptitude, and interest assessment tools; student service strategy plan, plan of study, or individual career plans; enrollment documentation);**

Individual Education Plan (IEP)
Each degree seeking student is offered an Individual Education Plan (IEP)

associated with their chosen degree. The IEP
informs the student of the required classes and even suggests the order
they should be taken. We offer these in
hardcopy form and online at
http://www.occc.edu/ACS/DegreePrograms/Computer%20Aided%20T
echnology_Multimedia%20Emphasis.AAS.doc

Anticipated Outline of Classes
Along with the IEP, an Anticipated Outline of Classes sheet is given to
the student to fill out and discuss the schedule
of classes with an advisor. These are offered in hardcopy form and online
at http://www.occc.edu/ACS/Anticipated_Outline.pdf

General Education Requirements
Students are aware they must complete General Education Requirements
and a list was created for easy access. It explains
the General Education Requirements and lists the classes that can be
chosen for the three degree types offered by Oklahoma City Community
College. This listing is offered in hardcopy form and online at
 http://www.occc.edu/ACS/General_Degree_Requirements.pdf

Brochures
Services to students regarding career and employment are advertised in
hard copy brochures throughout campus.
Access   to   these   materials   is   also   available   at
http://www.occc.edu/es/Brochures.html.

MineOnline
MineOnline is the online student website that gives students access to the
student records and the ability to view and change their class schedule.
Advising and Career Services developed a handout for students to help
them better understand MineOnline's capabilities. See Appendix D for a
MineOnline Handout example.

Registration Form
All students enrolling on campus must complete a Registration Form,
have it signed by an advisor, and take the form to Records and Graduation
Services. See Appendix E for a Registration Form example.

Academic Advisor
The Academic Advisors in Advising and Career Services are trained to
aid students to making decisions concerning their degree plan and provide
resources that will assist the student in gaining employment with their
chosen degree. See Appendix F for an example of a job description for an
Academic Advisor.

15. **Placement.** **A formalized procedure must be in operation which provides effective placement and follow-up services (suggested documentation: student profiles; job placement plan and follow-up procedures; evidence of student contact beyond graduation; promotional materials for job fairs);**

> **Flyers**
> Career and Employment Services strives to provide students with up-to-date information concerning the job market, job searching, and gaining employment opportunities. One method they choose is Job Fairs to give students the opportunity to meet with a wide range of employers in one setting. They advertise these job fairs by posting flyers in various locations. In addition, two general and one health profession related job fairs are held annually. A total of 185 employers attended these opportunities. An example of the flyer for the upcoming job fair can be found online at http://www.occc.edu/es/JobFair.pdf

16. **Student Progress.** **Accurate and complete cumulative records of educational accomplishment must be securely and permanently maintained for every student, and transcripts are issued upon student request. Records are confidential and are used to help students achieve their occupational objectives (suggested documentation: policies and procedures for student achievement, aptitude, and interest assessment; transcripts; student service strategy plan, plan of study, or individual career plan; student handbook);**

> **FERPA**
> Students may ask the College to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly indentify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the College will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. • The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
>
> One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A

school is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College may also disclose education records without consent to officials of another school in which a student seek or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

17. **Complaint Procedure.** **A formalized and effective process to address student complaints must be in place** *(suggested documentation: policies and procedures manual; a summary of how the information is publicized)***;**

STUDENT GRIEVANCE PROCEDURES

If a student believes that an action has been taken against him or her by a member of the College staff that misrepresents a policy or a procedure and/or violates the student's rights to education, the student may request that the action be reviewed by following the Student Grievance Procedures. The procedures are as follows:

1. The student must first informally discuss the action with the College staff member involved. If the student is uncomfortable with discussing the situation with the College staff member, he or she may seek guidance from appropriate professionals in Student Development. If possible, the student and the staff member should resolve the grievance at this initial stage. If there is a resolution, the grievance shall be deemed concluded.

2. If the student is not satisfied with the results of the informal discussion with the staff member, he or she should discuss the matter informally with the staff member's supervisor.

3. Following the information discussion with the staff member's

supervisor, if the student is still not satisfied, he or she may formally bring the matter before the Director of Student Relations, by filing an official Student Grievance Form. If a formal grievance is filed, the written and signed documents shall:

> a. Include details of the action or activity grieved such as date, time, individuals present, etc.
>
> b. Provide supporting information regarding the specific policy, procedure or student right alleged to have been violated.
>
> c. Recommend a resolution.
>
> d. Be received by the Director of Student Relations no later than ten calendar days from the date of the action alleged to be a violation of the student's rights or to be a violation of the College's policies or procedures.

4. The Director of Student Relations shall notify the appropriate President's Cabinet member that a formal grievance has been filed and shall provide the President's Cabinet member with all relevant information provided by the student. It is the responsibility of the appropriate President's Cabinet member to review the grievance and determine whether or not to forward the grievance to the division dean, department manager or the staff member's supervisor that a formal grievance has been filed. The President's Cabinet member will notify the student of his or her action regarding the grievance, whether it be directing the form to the appropriate staff person for review or sending it back to the student.

5. The division dean, the department manager, or the supervisor shall monitor the process for resolution and shall provide the student with the opportunity to meet with the staff member in the presence of the staff member's supervisor through timely scheduled meetings. The division dean, the department manager, or the supervisor shall develop a resolution of the grievance.

6. Upon final resolution by the division dean, the department manager, or the supervisor, the student shall receive written notification regarding the resolution. A copy of the final resolution will be forwarded to the Director of Student Relations and the appropriate President's Cabinet member by the division dean, the department manager, or the supervisor involved.

7. If the student is still aggrieved, he or she should contact the Vice President for Student Services through the Director of Student Relations.

8. The Vice President for Student Services shall review the documentation available and meet with the aggrieved student to

determine whether to pursue the matter further with the appropriate President's Cabinet member. The decision of the Vice President for Student Services Students shall be final.

9. Grievances or concerns on matters related to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, should be brought to the attention of the Office of Services to Students with Disabilities.

Self-Analysis of Program Strengths, Weaknesses, and Recommendations for Improvement.

<u>Strengths:</u>

1. Faculty members are well qualified and all are working, or have, worked for many years in the graphic arts industry. They are committed to high standards of excellence and provide appropriate, current, and real-world training for students. They are concerned with students' ability to compete in the market place and assist them in job counseling and placement. The overall quality of instruction is high due to the close interaction between faculty and students.

2. The program is healthy and enrollment has steadily increased. Electronic publishing, image editing, and digital photography are attracting students not majoring in the program and persons from industry who want to update skills.

3. The Graphic Communications Advisory Committee is comprised of dedicated, interested professionals who understand the mission of the College and the Graphic Communications Program and are vital in keeping the Graphic Communication program abreast of technological advancements, training needs, and success of students in the field.

4. Computers, monitors and software are replaced or added on a continuing basis and reflect current industry standards. Administrative support is very strong and the program is well funded.

5. Program faculty are actively involved in and dedicated to strengthening communication and commitment with cooperative Career Technology Centers. We currently have co-operative agreements with Francis-Tuttle Technology Center, Metro Technology Center, Moore-Norman Technology Center, and Mid-America Technology Center. There is good communication between faculty of the Technology Centers and the GCOM program at OCCC.

6. Curriculum is updated on a regular basis to ensure that the program remains current with industry needs. Upon completion of the program, students have the skills and knowledge necessary to perform competently in an entry-level position in graphic communications.

7. The availability of open lab times gives the students the opportunity to

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complete course work without the expense of purchasing equipment and software.

8. All student and instructor computers have internet access, which provides additional online learning opportunities.

9. The program has a positive reputation in the community for graphic communication training. We receive frequent requests from community employers for student interns and graduates to fill their employment needs.

Concerns:

1. There is a high ratio of adjunct faculty to full-time faculty within the program. Currently the fulltime faculty member teaches 15.5 FTE while the adjunct faculty teach 84.5 FTE. The adjunct faculty members are well-prepared professionals who work in the field, but an additional fulltime faculty member would facilitate maintaining greater consistency in the program and would share student advisement and administrative responsibilities.

2. There is a lack of available daytime instructors. Our adjunct instructors work in the field and most have daytime positions. As a result they are utilized to teach evening classes. This problem causes us to schedule a greater number of classes in the evening, creating a low availability for open labs. We are not fully utilizing our classroom availability in the daytime. We could offer more day classes if we had an instructor available. This would probably result in program growth because we could offer more classes.

3. There is limited instruction in basic design principles. An Introduction to Graphic Design course needs to be added to the Print Media Emphasis.

4. The photography industry has moved to a digital environment, and it is necessary to incorporate more digital photography training in the Photography emphasis for graduates to be competent in the industry.

5. The lack of a specific minimum camera requirement for the digital photography class limits instruction on camera operation and function. Students are not receiving adequate instruction on the skills needed to gain employment in the industry. Point and shoot cameras do not have all of the controls needed for professional training.

6. QuarkXPress is being replaced by InDesign in the industry. The

Advisory committee has advised that it should be removed from the program. There are also technical problems associated with the server license.

7. Employment needs in the multimedia industry are changing. The Advisory committee has recommended changing the multimedia emphasis to a Web Design emphasis. The committee indicates that most of the employment opportunities in that field are in web design.

8. The desks and carpet in classroom 1C1 are becoming worn and are in need of replacement. The desks are over seven years old. They were designed for smaller computers. The newer computers protrude from the front of the desk, creating potential for equipment damage or personal injury. The carpet has been damaged due to water leaks in the ceiling. The water leaks have been repaired.

9. The instructional design of classroom 1C2 makes it difficult for students to follow demonstrations. The screen is placed to the side of the room, requiring students to look away from their monitors for demonstrations.

Recommendations

1. Request funding for an additional full-time faculty member.

2. Meet with Curriculum Committee to add Introduction to Graphic Design to the Print emphasis curriculum and delete GCOM 1043 QuarkXPress.

3. Evaluate the course needs of the Photography emphasis and develop courses necessary for industry training.

4. Evaluate impact on digital photography enrollment if a specific minimum camera requirement was established.

5. Recruit additional Advisory Committee members in the multimedia industry to evaluate the employment trends and opportunities in the community to determine if the program needs to be shifted to a Web Design emphasis.

6. Request budgeting for new desks and carpet in 1C1, and improve instructional layout of 1C2.

Appendix A

WEDNESDAYS

- Let's Talk CAREERS   SEPT-13
- "What do I want to be when I grow-up?"
- DISCOVER your "Individual" Career Interests   SEPT-20
- through Self-Assessment Surveys
- How do I research JOB OPENINGS?   SEPT-27
- Somebody help me write a JOB COVER LETTER!   OCT-11
- Somebody help me write a JOB RESUME!   OCT-18
- Yikes! I have a JOB INTERVIEW   OCT-25
- How do I write a Post-Interview THANK YOU LETTER?   NOV-01
- Work ETHICS in the 21st Century   NOV-08
- BALANCING School, Work, Family & Career   NOV-15
- Stress Management. STRESS Management!   NOV-22
- Work after college, AKA-"The Real World"   NOV-29

ADVISING & CAREER SERVICES
Presents:

"CAREER POWER in 25-Minutes!"

A lunchtime series of workshops to
"Energize"
your career possibilities

LOCATION: Advising & Career Services Room 1F6
TIME: Noon-12:25 pm

Appendix C

Oklahoma City Community College

On-line Career Office Management System

Job Detail Information

This job has been viewed 2 times by students/alumni.

Job Information

Job ID **1196315**

Job Title Field Service Engineer

Job Description As a Field Service Engineer, you will be responsible for installing, maintaining and troubleshooting medical diagnostic equipment. You will work from your home office and travel to different hospital sites.

To compensate for your talent, our employer has provided a competitive base salary and an excellent benefits package

Type of Job Full Time

Job Location Oklahoma City, Oklahoma

Posting Date 07/18/2007

Expiration Date 08/17/2007

Job Requirements

Degrees Wanted Associates

Majors Wanted Engineering

Job Targets Wanted Engineering - Electrical/Electronics

Special Skills Wanted

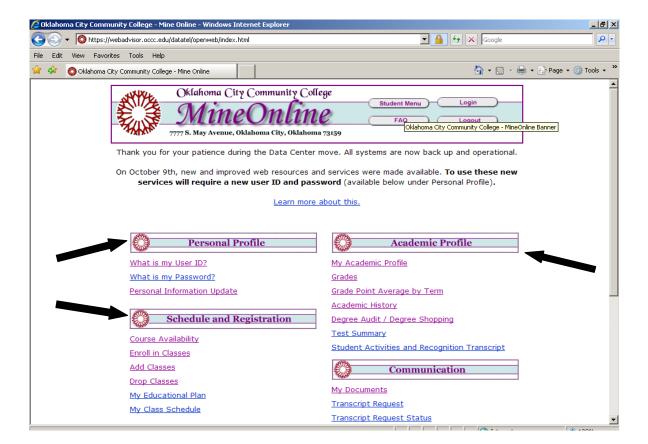**Other Job Requirements** An Associate's Degree in electronics or equivalent military education. Electrical/mechanical troubleshooting and a proficiency with Microsoft Office needed.

A good driving record and ability to pass a drug test are necessary

Company Information

Company Name **NS Charney & Associates**

Employer Web Site http://www.nscharney.com

Company Description NS Charney & Associates is a nationwide recruiting firm specializing in the placement of personnel in the medical industry.

Contact Information

Contact
Name: Nancy S.Charney
Address: 19111 Detroit Rd.
Cleveland, OH 44116
Phone: 800-827-9753
Fax: 440-331-0772
E-mail: nsc@nscharney.com
Apply Online

Application Instructions If you qualify and are interested in more information, please call or send resume to:

Nancy S. Charney
NS Charney & Associates
800-827-9753
Resume@nscharney.com
check out our website www.nscharney.com

Oklahoma State Regents for Higher Education

Appendix D

1. Go to **www.occc.edu**
2. **Select MineOnline /Student Records**
3. **Click on "I have read the information – take me to MineOnline."**
4. **Select Login at the top right-hand corner**
5. **Enter your user ID. Your user ID is your first name, middle initial and last name all lower case. Ex: susan.m.williams.**
6. **Enter password. Your password is the last six digits of your social security number.**

Once you have entered your user ID and password you will then be directed to the Student Menu.

Personal Profile
- **What is my User ID?** allows you to retrieve your logon ID.
- **What is my Password?** contains information about the password.
- **Personal Information Update -** allows you to update your personal information such as address changes, phone numbers, etc.

Academic Profile
- **My Academic Profile** - displays your name, address, email address, and displays your faculty advisor and academic program.
- **Grades** - displays your final grades for courses you have taken.
- **Grade Point Average by Term** - displays your GPA by term.
- **Academic History** - displays transcripts.
- **Degree Audit / Degree Shopping** - displays the classes that you have taken towards your degree and the classes you still need to take towards your degree.
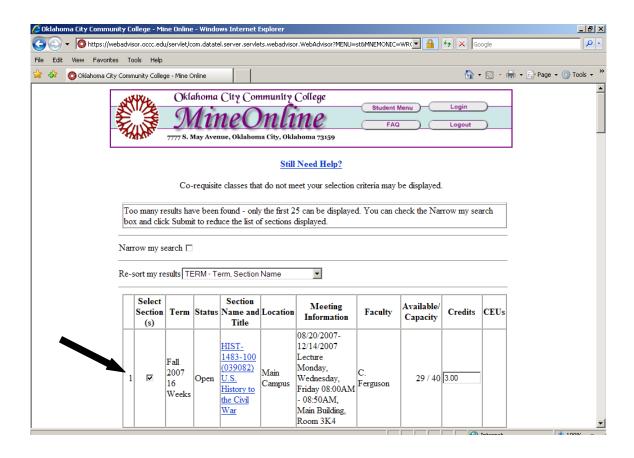
Schedule and Registration
- **Course Availability** - allows you to see if a course is available. You will need the category and course number of the class you are wanting, which

can be found in the college catalog or class schedule. Input the information in the appropriate section and click submit.
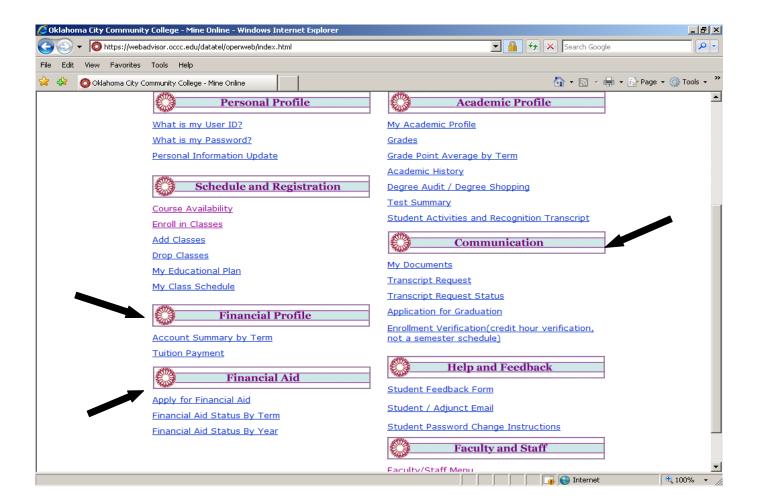
- **_Enroll in Classes_** - allows you to enroll in classes. Make sure to have a college catalog and schedule when you enroll on Mine Online.
  1. Click on **Enroll in Classes**
  2. Go to **Search and register for classes**
  3. Select the term
  4. Go to **Subject** and select the category Ex. (Hist, Math)
  5. Input course number
  6. Input section number (if applicable)
  7. Click submit
  8. Use the scroll down bar to scroll until you find the section you want and check the
     box on the left.
  9. Click submit
  10. Under Action, click RG-register
  11. Click submit
  12. Once you have clicked submit, you should be enrolled in those classes.

- **Add Classes** - see **Enroll in Classes**
- **Drop Classes** - displays the classes you are enrolled in. You can then select the classes you wish to drop and click submit.

Communication
- **My Documents** - displays documents received.
- **Transcript Request** - requests transcript.
- **Transcript Request Status** - checks status of transcript.
- **Application for Graduation** - apply for graduation (after you have completed 45 hours).
- **Enrollment Verification**

Financial Profile
- **Account Summary by Term** - displays total charges and payments made.
- **Tuition Payment** - allows online payments.

Financial Aid
- **Apply for Financial Aid** - takes you to the FAFSA website where you can fill out the application online.
- **Financial Aid Status by Term** - select year to display amount awarded and whether or not you were accepted.

- **_Financial Aid Status by Year_** - shows the yearly amounts instead of the term/semester.

> **For password and login questions please call 405.682.7509**
> **For questions about enrolling online please call 405.682.1611 ext. 7109**

Appendix E

REGISTRATION FORM
(Please Print In Ink)

OKLAHOMA CITY COMMUNITY COLLEGE

SEMESTER: (Select Below) YEAR:_____

☐ Fall   ☐ Spring   ☐ Summer

STUDENT INFORMATION

STUDENT ID:_____

NAME:_____
          (Last)   (First)   (MI)

ADDRESS:_____ E-MAIL:_____

CITY:_____ STATE:_____ ZIP:_____ PHONE:(   )_____

☐ CHECK HERE IF YOU HAVE HAD A RECENT ADDRESS CHANGE

EDUCATIONAL GOALS (Select one from the list below)

☐ 01 I plan to earn a degree at OKCCC
☐ 02 I plan to earn a degree at a four-year college
☐ 03 I plan to earn a certificate at OKCCC
☐ 04 I am a student at another college and taking
      courses to transfer back to that college

☐ 05 I am taking one or more courses for personal enrichment
☐ 06 I am taking one or more courses to build my job skills
☐ 07 I am taking only a few courses to further explore my interests in college

STUDENT SCHEDULE

ADD

Category	Course Number	Section Number or Synonym	Course Title	Credit or Audit	Time	M	T	W	R	F	S	Instructor Permission (If Required)
SCL	1001		Success in Coll.&Life									

DROP

Category	Course Number	Section Number or Synonym	Course Title	Credit or Audit	Time	M	T	W	R	F	S	

STUDENT SIGNATURE

Signature:_____ Date:_____
SIGNATURE INDICATES THAT YOU AGREE TO THE TERMS OF PAYMENT AS INDICATED ON THE BACK OF THIS PAGE

OFFICE USE ONLY

Admit Type: RREG RTRAN RTRDG RSUS	Probation Enrollment Approved By:_____ Approved	Number of Hours:_____ Date:_____
Enrollment Authorization:_____	Counselor Admissions Officer Faculty Advisor	Reg :_____ Date:_____

Appendix F

Advisement and Career Services
Academic Advisor
FY 2007

Job Function

Provide individual academic advising services to students via walk-in meetings, individual appointments, e-mail, and telephone. Assist undecided students in the development of appropriate educational goals and successfully choosing a major. Evaluate student's academic skills and aid in the development of an academic plan including providing study skill techniques, time management and related academic information to students. Assist students with the development and selection of course schedules consistent with the student's educational goals. Provide appropriate referrals to College services and resources as needed. Work is performed under the general supervision of the Director of Academic Advising.

Responsibilities

1. Assists students in defining and developing realistic educational and career goals.

2. Aids students with course selection and scheduling, taking into consideration academic background, assessment testing results, and non-academic factors such as family and work commitments.

3. Explains Oklahoma City Community College's academic policies and procedures.

4. Supports students' progress toward individualized educational and career goals.

5. Evaluates incoming student transfer credit and all relevant assessment data to assist the student with appropriate course-level assignment.

6. Applies and interprets articulation agreements for students transferring to other institutions of higher education. Aids in the transfer process.

7. Helps resolve academic difficulties to remove barriers to program completion.

8. Provides official degree checks for students making continuing progress and those approaching graduation.

9. Makes proper referrals to College support services when needed.

Minimum Qualifications

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

Bachelor's degree in a relevant field from an accredited institution of higher learning

One year of applicable and/or related experience

Minimum Knowledge, Skills and Abilities

(*The individual must possess these skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities*.)

Ability to work flexible and evening hours

Demonstrated positive human relations and communication skills

Basic computer literacy

Preferences

Some academic advising experience in a higher education setting

Some student services experience at a community college