

MINUTES

of the

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL
COLLEGES

for the

APRIL 21, 2017

Regular Board Meeting

MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

April 21, 2017

| | |
|---|-------------|
| I. Items Pertaining to the Board of Regents for the Oklahoma A&M Colleges - Of Interest to All the Colleges | <u>Page</u> |
| Order of Business | 1 |
| Approval of Minutes | 2 |
| Approval of Future Board Meetings | 2 |
| Academic Affairs, Policy and Personnel Committee Report | 108 |
| Fiscal Affairs and Plant Facilities Committee Report | 108 |
| Planning and Budgets Committee Report | 108 |
| Personnel Actions | 108 |
| Report by General Counsel | 109 |
| Adjournment | 109 |

II. Business With the Colleges

OKLAHOMA STATE UNIVERSITY

| | |
|--|---|
| Opening Comments by President Hargis | 3 |
| Adoption of Memorial Resolutions | 3 |
| Approval of Proposed Revisions to Board Rule 30:10-3-1 | 3 |

Academic Affairs

| | |
|---|---|
| Approval of Proposed Revisions to OSU Policy 2-0903 Academic Affairs Non-Tenure Track Positions | 4 |
| Personnel Actions | 4 |
| Approval of Curricular Requests | 5 |
| Approval of Updates to Required Coursework for Applicants for Admission to OSU College of Osteopathic Medicine | 5 |

Administration and Finance

| | |
|--|---|
| Approval of an Escrow Securities Bidding Agent and a Verification Agent to be Included as Part of the Financing Team for Potential General Revenue Bonds Refunding | 5 |
| Approval of Series 2017A General Revenue Bond Actions | 6 |
| Approval to Name College of Engineering, Architecture and Technology Undergraduate Laboratory | 6 |

| II. Business With the Colleges | <u>Page</u> |
|---|-------------|
| Approval to Enter Into an Ingress/Egress Agreement with the Board of Commissioners for Payne County | 7 |
| Approval to Execute a Contract for Support Services with the Oklahoma State University Research Foundation | 7 |
| Approval to Begin Selection Process for an Architectural Firm to Assist the University with the Design and Construction of a New Alaskan Sled Dog Kennel Facility for the Center for Veterinary Health Sciences | 8 |
| Approval to Begin Selection Process for an Architectural Firm to Assist the University with the Design and Construction of a New Classroom Facility for the Center for Veterinary Health Sciences | 8 |
| Approval to Begin Selection Process for a Construction Management Firm to Assist the University with the Design and Construction of a New Classroom Facility for the Center for Veterinary Health Sciences | 8 |
| Approval to Begin Selection Process for an Architectural Firm to Assist the University with the Design and Construction of an Animal Nutrition Physiology Building for the Division of Agricultural Sciences and Natural Resources | 9 |
| Approval to Begin Selection Process for a Construction Management Firm to Assist the University with the Design and Construction of an Animal Nutrition Physiology Building for the Division of Agricultural Sciences and Natural Resources | 9 |
| Approval of Purchase Request Items | 9 |
| Approval of Proposed Housing Rates for 2017-2018 | 10 |
| Approval of Proposed Rate Changes for University Dining Service Meal Plans | 10 |
| Approval of Proposed Room and Board Rate Increases for OSU Institute of Technology for 2017-2018 (OSUIT) | 10 |
| <u>NORTHEASTERN OKLAHOMA A&M COLLEGE</u> | |
| Opening Comments by President Hale | 15 |
| Higher Learning Commission Visit | 15 |
| Budget Update | 16 |
| President’s Remarks | 16 |
| Agenda | 18-23 |
| <u>CONNORS STATE COLLEGE</u> | |
| Opening Comments by President Ramming | 24 |
| Approval of New Course and Request for Modification to the General Education Curriculum | 24 |
| Acceptance of Real Property | 25 |
| Agenda | 26-61 |

II. Business With the Colleges

Page

LANGSTON UNIVERSITY

| | |
|---|-------|
| Opening Comments by President Smith | 62 |
| Approval of Personnel Actions | 62 |
| Revised Agreement with Dove Charter Schools | 63 |
| Approval to Adopt a Revised Student Code of Conduct | 63 |
| Balance of Agenda | 63 |
| Agenda | 65-90 |

OKLAHOMA PANHANDLE STATE UNIVERSITY

| | |
|---|--------|
| Opening Comments by President Faltyn | 91 |
| Approval of Fees, Tuition, and Special Charges to Students Policy | 92 |
| Approval to Waive Summer and Concurrent Mandatory Fees | 92 |
| Personnel Actions | 92 |
| Balance of Agenda | 93 |
| Agenda | 94-106 |

III. Public Comments

107

MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES, APRIL 21, 2017

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON SEPTEMBER 13, 2016.

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the Ballroom, Student Union, on the campus of Oklahoma Panhandle State University, Goodwell, Oklahoma, on April 21, 2017.

Those present: Ms. Lou Watkins, Chair; Mr. Douglas E. Burns, Vice Chair; Mr. Calvin J. Anthony; Mr. Jarold Callahan; Mr. Rick Davis; Mr. Tucker Link; Dr. Trudy J. Milner; and Mr. Jim Reese.

Absent: Mr. Joe Hall.

Others present: Mr. Jason Ramsey, Chief Executive Officer; Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Ms. Jessica Russell, Director, State Government Relations; Carter Kimble, Director of Health Policy; Ms. Cherilyn Williams, Executive Administrative Associate; and Ms. Kyla Eldridge, Administrative Associate.

After the Chief Executive Officer announced a quorum was present and affirmed that all documents had been filed, the meeting was called to order at approximately 10:04 a.m.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
OF INTEREST TO ALL THE COLLEGES
MEETING OF APRIL 21, 2017

Order of Business

Regent Anthony moved and Regent Milner seconded to approve the Order of Business as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Approval of Minutes

Regent Milner moved and Regent Reese seconded to approve the minutes of the March 3, 2017, Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Approval of Future Board Meetings

Chair Watkins announced that the next regular meeting of the Board of Regents is scheduled to convene on June 16, 2017, in the A.R. and Marylouise Tandy Medical Academic Building, 1111 W. 17th Street, on the campus of OSU Center for Health Sciences, Tulsa, Oklahoma. For consideration of approval is the meeting scheduled for September 8, 2017, in the Calcagno Family Ballroom, Student Union, on the campus of Northeastern Oklahoma A&M College, Miami, Oklahoma.

Regent Reese moved and Regent Milner seconded to approve the meeting scheduled for September 8, 2017, in the Calcagno Family Ballroom, Student Union, on the campus of Northeastern Oklahoma A&M College, Miami, Oklahoma.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Recognition of Regent Trudy Milner

Chair Watkins said it is her pleasure to recognize Regent Trudy Milner's reappointment to the Board of Regents. Dr. Milner has brought not only a quality of grace to this Board, but also expertise with her medical background. Chair Watkins said the Board is really proud of Dr. Milner, and she presented Regent Milner with a plaque which reads, "In grateful appreciation for your leadership and dedication to the advancement of higher education in Oklahoma as a member of the Board of Regents for Oklahoma State University and the A&M Colleges, 2013-2017." Chair Watkins said they are delighted that Dr. Milner will be serving another term. Regent Milner expressed thanks to the Board for the recognition. She said she has loved being with this group of people and looks forward to serving a few more years.

OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

President Burns Hargis and members of the OSU administration appeared before the Board of Regents to present the business of Oklahoma State University and review the Agenda for members of the Board. President Hargis expressed his appreciation to President Faltyn and Guymon Mayor Kim Peterson for dinner at Hunny's the evening before.

President Hargis said he would like to commend Regent Milner on her Senate confirmation for another term. He said he loves working with her, and her expertise as a physician is critical to the supervision of OSU's medical operations.

President Hargis said there is a little over three weeks left until graduation and he looks forward to having one or more of the Regents at the commencement ceremonies. A record number of graduates is expected this year.

Adoption of Memorial Resolutions

President Hargis presented information to recognize the service of Ralph D. Brumfield, Associate Professor, Emeritus, Mechanical Design and Technology, College of Engineering, Architecture and Technology; Don F. Kincannon, Regents Professor, Emeritus, Civil and Environmental Engineering, College of Engineering, Architecture and Technology; and Julian Q. Lynd, Professor, Emeritus, Plant and Soil Sciences, College of Agricultural Sciences and Natural Resources. President Hargis presented Memorial Resolutions for Mr. Brumfield, Dr. Kincannon, and Dr. Lynd and recommended their adoption. (The Memorial Resolutions are attached to OSU's portion of the minutes as ATTACHMENTS A-C and considered a part of these minutes.)

Regent Burns moved and Regent Anthony seconded to adopt the Memorial Resolutions for Ralph D. Brumfield, Don F. Kincannon, and Julian Q. Lynd as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Approval of Proposed Revisions to Board Rule 30:10-3-1

President Hargis presented the request for approval of proposed revisions to Board Rule 30:10-3-1. He said the OSU Center for Health Sciences is requesting to add a conference and special events center in the newly constructed A.R. and Marylouise Tandy Medical Academic Building as an approved location for the service of alcoholic beverages. He said the administration of OSU-CHS is excited to have this new facility to host events for the community, donors and alumni, fundraising, and the Board.

Regent Milner moved and Regent Reese seconded to approve the revisions to Board Rule 30:10-3-1 as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall.
The motion carried.

President Hargis requested Provost and Senior Vice President Gary Sandefur to present information pertaining to Academic Affairs:

Approval of Revisions to OSU Policy 2-0903 Academic Affairs Non-Tenure Track Positions

On behalf of the OSU Faculty Council and Council of Deans, Dr. Sandefur requested approval of proposed revisions to OSU Policy 2-0903 Academic Affairs Non-Tenure Track Positions (Clinical Faculty Track). If approved, this policy will extend the list of non-tenure track faculty titles available to the academic colleges. The proposed new titles have been discussed at length by the Deans and members of the Faculty Council and have received strong support from both groups. Representatives from the Office of Legal Counsel have also reviewed the policy revisions, and their suggestions were incorporated in the final document. Dr. Sandefur said this policy modification was discussed with members of the Academic Affairs, Policy and Personnel Committee at its meeting this morning.

Regent Burns reported that the Committee met with the administration of Oklahoma State University regarding approval of the revisions to OSU Policy 2-0903 Academic Affairs Non-Tenure Track Positions. He said the Committee acted to recommend Board approval of these requests.

Regent Burns moved and Regent Callahan seconded to approve the revisions to OSU Policy 2-0903 Academic Affairs Non-Tenure Track Positions as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall.
The motion carried.

Personnel Actions

Dr. Sandefur presented the personnel actions and recommended their approval with the exception of those items pertaining to separations and retirements, which are included as information items. These include four new appointments and three changes in title. Dr. Sandefur requested Board approval of the personnel actions included in the OSU Agenda. For information, eight separations and eight retirements are included. (These recommendations are listed under Section D-1 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-4-21-17.)

Regent Reese moved and Regent Anthony seconded to approve the personnel actions as listed in the OSU Agenda.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Approval of Proposed Curricular Requests

Dr. Sandefur presented proposed curricular requests for the OSU-Stillwater and OSU-Oklahoma City campuses. (These curricular items are summarized in Section E-1 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-4-21-17).

Regent Davis moved and Regent Anthony seconded to approve the proposed curricular requests as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Approval of Proposed Updates to Required Coursework for Applicants for Admission to OSU College of Osteopathic Medicine

On behalf of OSU-CHS President Kayse Shrum and members of the Administration and Faculty for the College of Osteopathic Medicine, Dr. Sandefur requested approval of proposed modifications to the current prerequisite for admissions to the OSU College of Osteopathic Medicine. (This curricular item is summarized in Section E-2 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-4-21-17).

Regent Anthony moved and Regent Milner seconded to approve the proposed updates to required coursework for applicants for admission to the OSU College of Osteopathic Medicine as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Senior Vice President Joe Weaver presented information pertaining to Administration and Finance:

G-1 Approval of an Escrow Securities Bidding Agent and a Verification Agent to be Included as Part of the Financing Team for Potential General Revenue Bonds Refunding

Vice President Weaver said the payment amount for the Escrow Securities Bidding Agent is \$3,500 and the payment amount for the Escrow Verification Agent is \$2,750. He said the State Bond Advisor has requested official Board approval to authorize these payments. Vice President

Weaver requested Board approval to award contracts for an Escrow Securities Bidding Agent and an Escrow Verification Agent as presented.

Regent Anthony moved and Regent Callahan seconded to authorize Oklahoma State University to award contracts for an Escrow Securities Bidding Agent and an Escrow Verification Agent as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

G-2 Approval of Series 2017A General Revenue Bond Actions

Mr. Weaver requested Board approval to execute a Resolution authorizing the form of a Supplemental Bond Resolution and the sale of the Board's Oklahoma State University General Revenue Bonds, Series 2017A. He said this is a housing bond, and it is anticipated that first year savings will be approximately \$2.6 million and second year savings will be approximately \$760,000. The estimated cost of the issuance is \$319,000.

Regent Davis moved and Regent Milner seconded to authorize Oklahoma State University to execute a Resolution authorizing the form of a Supplemental Bond Resolution and the sale of the Board's Oklahoma State University General Revenue Bonds, Series 2017A, and to authorize the Board Chair, or designee, to execute any required documents and agreements, distribute any offering documents or other documents, and to do all things necessary to cause the execution and delivery of the Bonds, subject to review and approval by Board Legal Counsel.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

G-3 Approval to Name College of Engineering, Architecture and Technology Undergraduate Laboratory

Mr. Weaver requested Board approval to formally name the College of Engineering, Architecture and Technology (CEAT) Undergraduate Laboratory building the "CEAT Endeavor Lab," with the name displayed on the building to be simply "Endeavor." This naming has been discussed within the College's student body, faculty, and staff, and with the administration. The idea behind the naming is that if a major donor does not come forward to warrant naming it after them, OSU would move forward with the naming of "Endeavor." The meaning behind the name of "Endeavor" is discovery. Captain Cook sailed a ship named *Endeavor* around the Horn of Africa and discovered new lands, and NASA had a ship named *Endeavor* that was used for space discovery. It is desired for this building to be a place where students can discover engineering.

Regent Anthony moved and Regent Link seconded to name the College of Engineering, Architecture and Technology Undergraduate Laboratory “CEAT Endeavor Lab.”

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

H-1 Approval to Enter Into an Ingress/Egress Agreement with the Board of Commissioners for Payne County

Mr. Weaver requested Board approval to enter into an Ingress/Egress Agreement with the Board of Commissioners for Payne County to grant access to lands to clear right of way in the designated area that will allow the Department of Animal Sciences to construct new fencing.

Regent Link moved and Regent Anthony seconded to enter into an Ingress/Egress Agreement with the Board of Commissioners for Payne County and to allow the University President, or designee, to execute the agreement, subject to review and approval by Board Legal Counsel.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

H-2 Approval to Execute a Contract for Support Services with the Oklahoma State University Research Foundation

Mr. Weaver requested Board approval for the President to execute annual contracts with the Oklahoma State University Research Foundation for services to support and increase research opportunities for OSU researchers. This will increase the previously approved amount by \$850,000 for this fiscal year.

Regent Link moved and Regent Anthony seconded to authorize the President to execute annual contracts for support services with the Oklahoma State University Research Foundation as outlined.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

I-1 Approval to Begin the Selection Process for an Architectural Firm to Assist the University with the Design and Construction of a New Alaskan Sled Dog Kennel Facility for the Center for Veterinary Health Sciences

Mr. Weaver said this item was discussed with members of the Fiscal Affairs and Plant Facilities Committee at its meeting this morning.

Regent Anthony said the Committee met with the OSU administration regarding approval to begin the selection process for an architectural firm to assist the University with the design and construction of a new Alaskan Sled Dog Kennel Facility for the Center for Veterinary Health Sciences. He said the Committee acted to recommend Board approval of this request.

Regent Anthony moved and Regent Link seconded to authorize Oklahoma State University to begin the selection process for an architectural firm to assist the University with the design and construction of a new Alaskan Sled Dog Kennel Facility for the Center for Veterinary Health Sciences.

Regent Davis asked Vice President Weaver to explain the funding for this project. Vice President Weaver said the funding source will not be from tuition and fees or state appropriations. This project will be funded from Federal funds which are garnered from the research that is being conducted in Alaska. Since Mike Davis has developed this program, over \$7 million in Federal funding has been received to date from the Department of Defense. The return from those grants will fund this construction.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall.
The motion carried.

I-2 Approval to Begin the Selection Process for an Architectural Firm to Assist the University with the Design and Construction of a New Classroom Facility for the Center for Veterinary Health Sciences

I-3 Approval to Begin the Selection Process for a Construction Management Firm to Assist the University with the Design and Construction of a New Classroom Facility for the Center for Veterinary Health Sciences

Mr. Weaver said these items were discussed with members of the Fiscal Affairs and Plant Facilities Committee at its meeting this morning.

Regent Anthony said the Committee met with the OSU administration regarding approval to begin the selection process for an architectural firm and a construction management firm to assist the University with the design and construction of a new classroom facility for the Center for Veterinary Health Sciences. He said the Committee acted to recommend Board approval of these requests.

Regent Anthony moved and Regent Callahan seconded to authorize Oklahoma State University to begin the selection process for an architectural firm and a construction management firm to assist the University with the design and construction of a new classroom facility for the Center for Veterinary Health Sciences.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

I-4 Approval to Begin the Selection Process for an Architectural Firm to Assist the University with the Design and Construction of an Animal Nutrition Physiology Building for the Division of Agricultural Sciences and Natural Resources

I-5 Approval to Begin the Selection Process for a Construction Management Firm to Assist the University with the Design and Construction of an Animal Nutrition Physiology Building for the Division of Agricultural Sciences and Natural Resources

Mr. Weaver said these items were discussed with members of the Fiscal Affairs and Plant Facilities Committee at its meeting this morning.

Regent Anthony said the Committee met with the OSU administration regarding approval to begin the selection process for an architectural firm and a construction management firm to assist the University with the design and construction of an Animal Nutrition Physiology Building for the Division of Agricultural Sciences and Natural Resources. He said the Committee acted to recommend Board approval of these requests.

Regent Anthony moved and Regent Link seconded to authorize Oklahoma State University to begin the selection process for an architectural firm and a construction management firm to assist the University with the design and construction of an Animal Nutrition Physiology Building for the Division of Agricultural Sciences and Natural Resources.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

J Approval of Purchase Request Items

Mr. Weaver presented the purchase requests and recommended their approval. (The purchase requests are listed in Exhibit I of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-4-21-17.) He requested approval to purchase the items as listed, subject to the availability of funds and/or the limitations of the budget.

Regent Milner moved and Regent Davis seconded to approve the Sole Source and Special Request items as listed in the OSU Agenda (purchase request Nos. 1-4, Exhibit I, OSU Agenda).

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Regent Reese moved and Regent Milner seconded to approve the Plant Funds items as listed in the OSU Agenda (purchase request Nos. 5-7, Exhibit I, OSU Agenda).

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

K-1 Approval of Proposed Housing Rates for 2017-2018

K-2 Approval of Proposed Rate Changes for University Dining Service Meal Plans

Mr. Weaver said these items were discussed with members of the Planning and Budgets Committee at its meeting this morning.

Regent Link said the Committee met with the OSU administration regarding approval of proposed housing rates for 2017-2018 and proposed rate changes for University Dining Service meal plans. He said the Committee acted to recommend Board approval of these requests.

Regent Link moved and Regent Burns seconded to approve the proposed housing rates for 2017-2018 and proposed rate changes for University Dining Service meal plans as presented.

Regent Link asked Vice President Weaver to clarify the rates. Vice President Weaver said the residential life rates are overall increasing by 0.2 percent. It was more about readjusting the rates among the different housing complexes to better reflect the housing market.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

K-3 Approval of Proposed Room and Board Rate Increases for OSU Institute of Technology for 2017-2018 (OSUIT)

Regent Link said the Committee met with the OSU administration regarding approval of proposed room and board rate increases for OSU Institute of Technology for 2017-2018. He said the Committee acted to recommend Board approval of this request.

Regent Link moved and Regent Anthony seconded to approve the proposed room and board rate increases for OSU Institute of Technology for 2017-2018 as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

President Hargis said this completes the business of Oklahoma State University.

The business of Oklahoma State University being concluded, President Hargis and members of the OSU administration were then excused from the meeting.

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Ralph D. Brumfield, Associate Professor, Emeritus, Mechanical Design and Technology, College of Engineering, Architecture and Technology, was claimed by death on February 7, 2017; and

WHEREAS, Professor Brumfield, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from June 1, 1955, to the date of his retirement, July 1, 1981, and as a citizen worthy of commemoration and respect; and

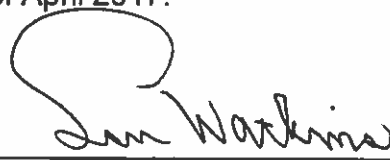
WHEREAS, his friends and Oklahoma State University have suffered irreparable loss in his passing:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY AND THE AGRICULTURAL AND MECHANICAL COLLEGES:

THAT it takes this method to express its appreciation for the years of useful service rendered by Professor Brumfield to the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deep sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Oklahoma State University's faculty members.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of the Board and a copy sent to the family of Professor Brumfield.

Adopted by the Board the 21st day of April 2017.



Lou Watkins, Chair

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Don F. Kincannon, Regents Professor, Emeritus, Civil and Environmental Engineering, College of Engineering, Architecture and Technology, was claimed by death on February 7, 2017 ; and

WHEREAS, Dr. Kincannon, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from June 1, 1966, to the date of his retirement, June 30, 1987, and as a citizen worthy of commemoration and respect; and

WHEREAS, his friends and Oklahoma State University have suffered irreparable loss in his passing:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY AND THE AGRICULTURAL AND MECHANICAL COLLEGES:

THAT it takes this method to express its appreciation for the years of useful service rendered by Dr. Kincannon to the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deep sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Oklahoma State University's faculty members.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of the Board and a copy sent to the family of Dr. Kincannon.

Adopted by the Board the 21st day of April 2017



Lou Watkins, Chair

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Julian Q. Lynd, Professor, Emeritus, Plant and Soil Sciences, College of Agricultural Sciences and Natural Resources, was claimed by death on March 20, 2017; and

WHEREAS, Dr. Lynd, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from June 1, 1951, to the date of his retirement, June 30, 1992, and as a citizen worthy of commemoration and respect; and

WHEREAS, his friends and Oklahoma State University have suffered irreparable loss in his passing;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR OKLAHOMA STATE UNIVERSITY AND THE AGRICULTURAL AND MECHANICAL COLLEGES:

THAT it takes this method to express its appreciation for the years of useful service rendered by Dr. Lynd to the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deep sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Oklahoma State University's faculty members.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of the Board and a copy sent to the family of Dr. Lynd.

Adopted by the Board the 21st day of April 2017.



Lou Watkins, Chair

NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

Dr. Jeff Hale, President, appeared before the Board of Regents to present the business of Northeastern Oklahoma A&M College and review the Agenda for members of the Board.

Dr. Hale said there was a great show of hospitality at Hunny's last evening at dinner. He said he feels OPSU is quite a success story at 110 years old. There is a reason there are not a lot of public colleges and universities dotting the landscape in the Panhandle area of the state, and it is not easy to sustain this kind of effort and success over that period of time. That is something of which to be proud. Dr. Hale said during his tenure he had the opportunity to watch Dr. Bryant as President of OPSU, and he was a very well-respected community leader and educator. He said he predicts that Dr. Faltyn and his wife Kelly will do things during their tenure at OPSU that the University and the Oklahoma Panhandle have never seen before. He said Dr. Faltyn is already off to a great and fast start, and he believes the "Faltyn years" will be very successful at OPSU.

Higher Learning Commission Visit

Dr. Hale said the recent Higher Learning Commission (HLC) visit to NEO was approximately four to five weeks ago, and it was his first time to go through a campus HLC site visit as a college president. He said he learned a lot in the process and he had two major takeaways from the experience. He said one of the comments that struck him came from a visitation team leader who was very aware of the financial problems that have been taking place in Oklahoma over the last many years. That person actually thought when they came to the NEO campus they were going to see faculty, staff, and students who were either angry, depressed, or a combination of the two; however, the team saw the exact opposite and found a highly engaged faculty and staff who seemed to be really pleased to be on campus and who were excited and proud of their College. His number one takeaway was the sense of community and attitude that these outsiders noticed about the community. His second takeaway is that the HLC review team was very pleased with the financial security of the campus. The HLC reviewers dig into the financial records pretty deeply and were very complimentary of NEO's financial records. He said several Regents participated in a conference call with the HLC Committee chair, and something the chair said that stuck with Dr. Hale was that the A&M Regents were the most informed and educated board of regents he had ever dealt with during a site visit. Dr. Hale said the Regents' knowledge of the College and higher education in general struck a chord with the chair. He said he fully expects the accreditation report for NEO will be one that is very positive and one that not only the campus will be proud of, but that the Regents will be proud of as well.

Regent Watkins said the exit interviewer also told the Board members who participated in the call that the panel was expecting a lot of depressed attitudes and sadness but were shocked at the uplifting visit that was had. Dr. Hale said that type of feedback makes everyone feel good. NEO has some really dedicated people working through difficult situations and circumstances who are still performing their jobs at a very high level and with the right attitude.

Budget Update

Dr. Hale said in his eight years as president, this is the most uncertain time he has seen. Last year it was known that the State budget cuts would be substantial. The institutions were bracing for an 8-10 percent cut, which turned out to be double that. He said he does not think there is any good indication whatsoever of what cuts might be this session. His best guess and hope is that the cut to higher education will be in the 5-7 percent range. Coincidentally, the NEO administration will probably be looking at a tuition and fees increase in a similar percentage range as what the cut might be. He said he is not expecting to lay off any additional people or furlough staff. NEO is down 30 percent of its staff from four years ago, health insurance benefits have been reduced, and other benefits have been eliminated. He believes NEO is at a point that even if it sustains a cut, he would not recommend to further reduce the workforce on campus and he would also not recommend furloughs or additional benefits reductions to employees. He believes that any more that is done to damage the labor or personnel costs would be a long-term mistake. Dr. Hale said NEO's budget is good with a 25 percent cash reserve based on its operating budget. With two months to go in the budget year, NEO will slightly exceed revenue and will come in under its projected expenses. He believes that when the audit is done in October or November that NEO will at least break even, but it is likely more cash will be put into reserves. He feels confident if there is a mid-year cut, NEO can sustain that with cash reserves. He believes there is a decent chance a shortfall will be declared, and the administration is prepared to deal with that.

President's Remarks

Additional items of information presented by Dr. Hale included the ongoing student housing and fiber-optic projects, when once completed will add \$7 million worth of new infrastructure and improved facilities to the campus; the Associate Degree Nursing Program receiving its five-year nursing accreditation from the Accreditation Commission for Nursing Education; the International Phi Theta Kappa Honor Society recognizing Dr. Bethene Fahnestock and himself at its international event in Nashville, Tennessee; Vice President Mark Rasor receiving his doctorate degree in May; and NEO hosting Dr. Temple Grandin as a part of the NEO Distinguished Lecture Series where she addressed 22 FFA chapters representing approximately 400 high school students from around the four-state area prior to a reception and open lecture later that evening.

Dr. Hale said Regent Watkins and her husband, Wes, as well as Regent Link, Regent Reese, and Jason Ramsey plan to attend NEO's 96th commencement on May 11th. He said Chair Watkins will be delivering the commencement address, and they look forward to having her on campus.

Dr. Hale said he would like to note that NEO has reached out to General Counsel Steve Stephens more than it would like to this spring. Mr. Stephens made a few trips to Miami and has really helped the administration in an immense way with its work with the U.S. Attorney's office. Dr. Hale said he expects a successful conclusion on that matter as well as a couple of others. He wanted to recognize Mr. Stephens for his continual availability to NEO, and his efforts to pay attention to NEO's needs are greatly appreciated.

Mr. Ramsey said he would like to mention that Dr. Hale received the *Shirley B. Gordon Award of Distinction* from PTK at its international convention. He said Dr. Hale was selected for this award

on the basis of outstanding efforts toward promoting the goals of Phi Theta Kappa, and that is a nice honor for Dr. Hale. The Board expressed congratulations to Dr. Hale, and he said the award was a great honor to receive.

Regent Link asked Dr. Hale for an update on First Lady Donna Hale. Dr. Hale reported that she is improving by the day. She still has a long way to go and is very disabled, but a big breakthrough for her this week was getting on her bicycle and with only one fall cycling for 6-7 miles around the NEO campus. Her first major medical checkup is upcoming at St. John Hospital in Tulsa. Chair Watkins asked Dr. Hale to express regards from the Board to First Lady Hale.

There being no items requiring Board action and the business of Northeastern Oklahoma A&M College being concluded, Dr. Hale was then excused from the meeting.

NORTHEASTERN OKLAHOMA A&M COLLEGE

Miami, Oklahoma
April 21, 2017

Board of Regents for OSU and the A&M Colleges
Stillwater, Oklahoma

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Board Purchasing Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

PART A - GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD

1. President's Remarks

April 2017 "NEO Update"

2. HLC Visit

3. Budget Update

4. Student Housing and Fiber Optic Projects

5. Nursing Program Accreditation

The Accreditation Commission for Nursing Education (ACEN) has granted the Associate Degree Nursing Program continued accreditation. The successful accreditation efforts revolved around the development and implementation of new curriculum by NEO faculty and an extensive revision of the program evaluation methods. Additionally, all full-time faculty obtained a master's degree with a major in nursing, as required by ACEN. The next comprehensive accreditation visit will be in 2022.

6. Commencement Exercises 2017

Northeastern Oklahoma A&M College's 96th Commencement is scheduled for Thursday, May 11 at 7:00 p.m. at Robertson Field. This year's speaker is Lou Watkins, Chair of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. You are cordially invited to attend all Commencement events.

**PART A - GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD
(Continued)**

7. International Phi Theta Kappa Administrator Awards

President Jeff Hale and Dr. Bethene Fahnstock, Vice President for Academic Affairs, were recognized at the annual International Phi Theta Kappa Honor Society Convention in Nashville, Tennessee. Dr. Hale was one of 24 college presidents and campus CEOs who received the Shirley B. Gordon Award of Distinction. This award is based on outstanding efforts given toward promoting the goals of Phi Theta Kappa. Dr. Bethene Fahnstock was one of 24 college administrators who received the Distinguished College Administrator Award. This award is given to community college vice presidents, deans or leaders other than college presidents/CEOs serving a community college in an administrative capacity. There are over 1250 PTK Chapters around the world. NEO's MU Chapter was the first one founded outside the original founding state of Missouri and recently celebrated its 89th Annual Induction Ceremony.

8. R. Mark Rasor – Doctorate of Education, EdD
The Southern Baptist Theological Seminary, Louisville, KY
Defended April 7, 2017

PART B - RESOLUTIONS

None

PART C - POLICY AND OPERATIONAL PROCEDURES

None

PART D - PERSONNEL ACTIONS

1. Information Requiring No Action by the Board – Retirements

- a. Ruth Sutton, nursing instructor, retiring May 31, 2017. (24 years employment)
- b. Matt Mayfield, physics and mathematics instructor, retiring May 31, 2017. (26 years employment)
- c. Mike Neal, Forestry/Wildlife instructor, retiring May 31, 2017. (31 years employment)
- d. Mel Huff, Geology/Environmental Science instructor, resigned effective May 31, 2017.
- e. Todd McDonald, Nursing instructor, resigned effective May 11, 2017.
- f. Sherry McCurley, Director Adult Learning Center, retiring May 31, 2017. (26 years)

PART E - INSTRUCTIONAL PROGRAMS

None

PART F - BUDGETARY ACTIONS

None

PART G - OTHER BUSINESS AND FINANCIAL MATTERS

None

PART H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

None

PART I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

None

PART J - PURCHASE REQUESTS

None

PART K - STUDENT SERVICES/ACTIVITIES

None

PART L - NEW BUSINESS UNFORSEEN AT TIME AGENDA WAS POSTED

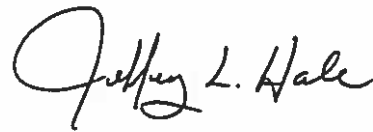
None

PART M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Out-of-State Travel Summary

The Summary for Out-of-State Travel for February and March 2017 are attached.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jeffery L. Hale". The signature is written in a cursive style with a large initial "J".

Dr. Jeffery L. Hale
President

Northeastern Oklahoma A&M College
Summary of Out-of-State Travel as of

Feb-17

Column (1): Travel This Month
Amount Expended Current FY

Column (2): Corresponding Month Last FY

Column (3):

Column (4): Amount Expended Prior FY

| Fund Source | No. Trips (1) | Amount Expended (1) | No. Trips (2) | Amount Expended (2) | No. Trips (3) | Amt. Exp Current FY (3) | No. Trips (4) | Amt. Exp Prior FY (4) |
|---------------|---------------|---------------------|---------------|---------------------|---------------|-------------------------|---------------|-----------------------|
| Revolving | | | | | | | | |
| State Approp. | 0 | 0.00 | 0 | 0 | 3 | 966.70 | 9 | 3412.03 |
| Federal | 0 | 0.00 | 0 | 0 | 1 | 2633.20 | 1 | 925.11 |
| Private | | | | | | | | |
| Auxiliary | 1 | 300.44 | 1 | 765.82 | 1 | 300.44 | 9 | 5897.46 |
| Other | | | | | | | | |
| Total | 1 | 300.44 | 1 | 765.82 | 5 | 3900.34 | 19 | 10234.6 |

Northeastern Oklahoma A&M College
Summary of Out-of-State Travel as of

Mar-17

Column (1): Travel This Month

Column (2): Corresponding Month Last FY

Column (3): Amount Expended Current FY

Column (4): Amount Expended Prior FY

| Fund Source | No. Trips (1) | Amount Expended (1) | No. Trips (2) | Amount Expended (2) | No. Trips (3) | Amt. Exp Current FY (3) | No. Trips (4) | Amt. Exp Prior FY (4) |
|---------------|---------------|---------------------|---------------|---------------------|---------------|-------------------------|---------------|-----------------------|
| Revolving | | | | | | | | |
| State Approp. | 5 | 748.32 | 1 | 127.5 | 8 | 1715.02 | 10 | 3539.53 |
| Federal | 2 | 188.37 | 0 | 0 | 3 | 2821.57 | 1 | 925.11 |
| Private | | | | | | | | |
| Auxiliary | 0 | 0.00 | 1 | 715.95 | 1 | 300.44 | 10 | 6613.41 |
| Other | | | | | | | | |
| Total | 7 | 936.69 | 2 | 843.45 | 12 | 4837.03 | 21 | 11078.05 |

The Oklahoma State System of Higher Education
FTE Employee Report

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate,
and The Speaker of the Oklahoma House of Representatives


President

From: Northeastern Oklahoma A&M University

Subject: FTE Employee Report for Fiscal Quarter Ending 03/31/2017

The following information is provided pursuant to 74 O.S. 1981, Section 3602

FTE Employee Categories

| | Educational and General Budget | | Educational and General Budget | | Agency Accounts | | SubTotal | | Total | | | |
|-------------|--------------------------------|---------|--------------------------------|---------|-----------------|---------|----------|---------|-------|---------|-----|------|
| | Part I | | Part II | | Other | | Other | | | | | |
| | Faculty | Student | Faculty | Student | Faculty | Regular | Student | Regular | | Student | | |
| Current QTR | 74 | 2 | 1 | 6 | 12 | 10 | 23 | 7 | 85 | 105 | 21 | 211 |
| Prior QTR | 79 | 4 | 1 | 6 | 14 | 10 | 25 | 10 | 90 | 106 | 28 | 224 |
| INC (DEC) | (5) | 1 | (2) | 0 | (2) | 0 | (2) | (3) | (5) | (1) | (7) | (13) |
| Prior FY | 88 | 90 | 1 | 6 | 12 | 2 | 46 | 1 | 91 | 142 | 14 | 247 |

CONNORS STATE COLLEGE, WARNER, OKLAHOMA

Dr. Ron Ramming, President, appeared before the Board of Regents to present the business of Connors State College and review the Agenda for members of the Board.

Chair Watkins said this is a momentous day for Dr. Ramming, as it is his first official Board meeting as President of Connors State College. Dr. Ramming expressed appreciation for the Board's confidence in him and said he is excited for what the future holds.

Dr. Ramming said he would like to express thanks to President Faltyn and his staff for the hospitality. He said he thought the dinner was outstanding and it was very nice to see First Lady Faltyn, Max, and Rex. He said it has been a little lonely on the corner of Jahrman Court and President's Way the past 9 months without Mrs. Faltyn and Max. President Ramming said he enjoyed hearing from the OPSU students and their experiences during dinner.

Dr. Ramming referenced the *Connection* and highlighted articles regarding Connors hosting its 70th Annual Aggie Day Interscholastic Competition, which had a record attendance of 1,981 students; the success of the men's basketball team which won the regional championship and won its first game at the national tournament in Hutchinson, Kansas; the Connors State spirit squad reading with the children at the Hutchison Community College Childcare Center between national tournament games; and the success of the Connors State College Shooting Team that competed in San Antonio, Texas, in the ACUI Collegiate Clay Target Championships and placed first in Sporting Clays, second in 5-Stand, and third in Skeet in Division IV. Dr. Ramming said he is proud of the Connors students and their accomplishments.

He noted that commencement exercises are scheduled for May 5th at the Muskogee Civic Center, and Oklahoma State Regents for Higher Education Chancellor Glen Johnson will be the commencement speaker.

Request for New Course Approval and
Request for Modification to the General Education Curriculum

Dr. Ramming requested Board approval to add new courses to the Course Inventory. These courses will facilitate CSC's move away from remedial courses and into a co-curricular model that has gained popularity. There is national and statewide data that indicates this is a very successful model, and the pilot projects have proven to be very successful as well.

Dr. Ramming said Board approval is also requested to modify changes to the General Education Curriculum. The general education courses have been identified with designations that are modeled after OSU. Not only will this help students keep track of where they are with their degree programs, but it is also believed this will serve them well as they transfer to other institutions.

Regent Reese asked if the agricultural courses transfer 1:1 with OSU. Dr. Ramming said the vast majority do, but some do not. He said there are some agriculture equine courses that will not transfer 1:1. Regent Callahan said some of the ranch management courses would not transfer 1:1 either, and Dr. Ramming affirmed this.

Regent Reese moved and Regent Milner seconded to approve the new courses and the modification to the General Education Curriculum as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Request for Acceptance of Real Property

Dr. Ramming requested Board approval to accept a gift-in-kind from the Connors Development Foundation for custom display cases and digital touch screen displays for the Ogdon Family Connors State College Museum. He would like to note that Dr. Ryan Blanton has taken the lead on this project for the museum and deserves a great deal of credit for making this happen.

Regent Callahan moved and Regent Reese seconded to authorize Connors State College to accept a gift-in-kind from the Connors Development Foundation as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

The business of Connors State College being concluded, Dr. Ramming was then excused from the meeting.

CONNORS STATE COLLEGE

Warner, Oklahoma

April 21, 2017

Board of Regents for the Oklahoma A&M Colleges

Dear Board Members:

Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Board Purchasing Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

A. GENERAL INFORMATION REPORTS REQUIRING NO ACTION BY THE BOARD:

1. Personal Remarks – Dr. Ron Ramming

- Connors Connection

2. Commencement Exercises

Connors State College's Commencement is scheduled for Friday, May 5, at the Muskogee Civic Center. Oklahoma State Regents for Higher Education's Chancellor Glen D. Johnson will be this year's Commencement speaker. You are cordially invited to attend a Faculty and Staff Reception at the Civic Center, Room C at 5:00 p.m., with Commencement beginning at 7:00 p.m. in the auditorium.

B. RESOLUTIONS:

None

C. POLICY AND OPERATIONAL PROCEDURES:

None

D. PERSONNEL ACTIONS:

1. Information Requiring No Action by the Board

Courtney Cullison, Government Instructor, resigned effective March 17, 2016.

E. INSTRUCTIONAL PROGRAMS:

1. Request for New Course Approval

Board approval is requested to add the attached new courses to the Course Inventory. These courses have been recommended by the appropriate academic division faculty as well as the Connors State College Curriculum and Academic Council committees.

2. Request for Modification to the General Education Curriculum

Board approval is requested to modify the attached changes to the General Education curriculum. Specifically, changes are being made to the course designations to align with other institutions of higher education.

F. BUDGETARY ACTIONS:

Board approval is requested to accept a gift in kind from the Connors Development Foundation for custom display cases, valued at \$12,763, and for digital touch screen displays, valued at \$16,430, both for the Ogdon Family Connors State College Museum.

G. OTHER BUSINESS AND FINANCIAL MATTERS:

None

H. CONTRACTUAL AGREEMENTS (other than construction and renovation)

None

I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES:

None

J. STUDENT SERVICES/ACTIVITIES:

None

L. NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED:

None

M. INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD:

1. February 2017 Out-of-State Travel Report (see attached)
2. March 2017 Out-of-State Travel Report (see attached)
3. Third Quarter Veterinary Report (see attached)
4. Third Quarter Livestock Report (see attached)
5. Third Quarter F.T.E. Report (see attached)

Respectfully submitted,



Dr. Ron Ramming
Interim President



E. INSTRUCTIONAL PROGRAMS:

1. Request for New Course Approval

Board approval is requested to add the attached new courses to the Course Inventory. These courses have been recommended by the appropriate academic division faculty as well as the Connors State College Curriculum and Academic Council committees.

New Course Descriptions

MATH 0133 – *Math Readiness*

Placement: ACT math sub-score less than 19 and appropriate placement score.

This course does not assume prior knowledge of algebra. Topics vary as this course is designed to prepare students for placement in MATH1513 with lab.

MATH 0511: *College Algebra Lab*

Placement: ACT math sub-score less than 19 and appropriate placement score.

This course is designed to allow students to be successful in college algebra when their ACT score is lower than 19.

MATH 0471: *Applied Math Lab*

Placement: ACT math sub-score less than 19 and appropriate placement score.

This course is designed to allow students to be successful in applied mathematics when their ACT score is lower than 19.



E. INSTRUCTIONAL PROGRAMS:

2. Request for Modification to the General Education Curriculum

Board approval is requested to modify the attached changes to the General Education curriculum. Specifically, changes are being made to the course designations to align with other institutions of higher education.

All course descriptions are arranged in alphabetical order by course or program prefix, then by numerical order within the prefix.

Included in the description is the course prefix and number, name of course, number of credit hours, brief overview of course content, any required course prerequisites, the semester the course is offered and general education codes, if warranted.

Course Numbering—Each course carries a four-digit number. The first digit indicates the class year in which the course is usually taken; the second and third digits identify the course within the subject field, and the last digit indicates the number of credit hours the course carries. A course number beginning with "0" indicates that the course does not carry credit hours applicable to a degree.

General Education Codes—Code letters identify courses used to fulfill general education requirements. These letters appear preceding the course description.

(A) = Analytical & Quantitative Thought (H) = Humanities (L) = Scientific Investigation (N) = Natural Science
(S) = Social Science

The Code: - The following codes listed after each course description indicates when the course will normally be offered.

FA-Indicates the course is offered during the fall semester only.

SP-Indicates the course is offered during the spring semester only.

SU-Indicates the course is offered during the summer semester.

AGRICULTURAL COMMUNICATIONS (AGCM)

AGCM 2113 - Communications in Agriculture..... 3 Credits
Class 3. *Prerequisite:* ENGL 1113 - This course focuses on the fundamentals of agricultural news writing and other communication methods. Students will learn about careers in and the role of the media in agriculture and related fields.

AGRICULTURAL ECONOMICS (AGEC)

AGEC 1113 - Introduction to Agriculture Economics..... 4 Credits
(S) (*Prerequisite:* Completion of Elementary Math) Economic theory of production, marketing, and consumption of agricultural products and natural resources. The role and structure of agricultural sciences and natural resources within the American economy. Policies to achieve efficiency and welfare goals in agriculture.

AGRICULTURAL EDUCATION (AGED)

AGED 2011 - Topics and Issues in Agricultural Education..... 1 Credit
Class 1. An exploration into the world of teaching secondary agricultural education with a focus on the role and purpose of the comprehensive agricultural education program. Observation of teachers in an experiential manner by actively interviewing agricultural education teachers, school principals, and appropriate state staff, assisting with FFA activities; and observing students' SAE opportunities. Offered Spring Semester only. (SP)

AGRICULTURE ENGINEERING (AGEN)

AGEN 1413 - Engineering in Agriculture..... 3 Credits
Class 3. A study of the use of machines, power, and engineered systems for the production and processing of agricultural products. Applications are made in land and water resources development and utilization. (FA)

AGRICULTURE EQUINE TECHNOLOGY (AGEQ)

AGEQ 1113 - Skeletal Equine Anatomy and Technology..... 3 Credits
Class 3. *Prerequisite:* Consent of instructor. The course is a survey of the structure of the horse. The student is required to learn all bones, muscles, and tendons in the anatomy and physiology of the horse. This course also includes basic health indications and first aid treatments. Offered spring semester. (SP)

AGEQ 1123 - Internal Equine Anatomy and Technology..... 3 Credits
Class 3. *Prerequisite:* AGEQ 1113 - *Skeletal Equine Anatomy and Technology* or consent of instructor. Course includes the study of the respiratory, circulatory, digestive, urinary, and nervous systems. Additional topics include basic genetics and a practical study of feeds, nutrition, and ration balancing. Offered spring semester. (SP)

AGEQ 1132 - Equine Evaluation..... 2 Credits
Class 1, Lab 3. *Prerequisite:* AGEQ 1113 - *Skeletal Equine Anatomy and Technology* and/or consent of instructor. The study of equine selection procedures as a form to function process. Incorporates the application of oral reasons.

AGEQ 1225 - Basic Care and Training..... 5 Credits
Class 0, Lab 15. *Prerequisite:* Consent of the instructor. This course has two sections. Section 1, Western Equitation, develops student's basic riding skills and prepares them for colt training in AGEQ 1235 - *Advanced Care and Training* course. Section 2, students care for, gentle, and train an unbroken horse. Offered fall semester. (FA)

- AGEQ 1235 - Advanced Care and Training 5 Credits**
 Class 0, Lab 15. *Prerequisite: AGEQ 1225 - Basic Care and Training and AGEQ 1113 - Skeletal Equine Anatomy and Technology, and/or consent of the instructor.* This class is divided into two sections. In each section students will be assigned a green-break colt to advance beyond the objectives of AGEQ 1225 – Basic Care and Training course. (SP)
- AGEQ 2123 - Equine Advertising and Marketing 3 Credits**
 Class 3. *Prerequisite: AGEQ 2113 – Equine Nutrition and Health, and/or consent of the instructor.* This course is designed to study and understand the skills and knowledge needed to advertise and sell horses. It includes the study of different methods of sale and advertising media layout. (FA)
- AGEQ 2133 - Equine Breeding and Management 3 Credits**
 Class 3. A course designed to review the reproductive systems of the horse. Includes field trips to various breeders to study breeding methods. (FA)
- AGEQ 2142 - Equine Halter & Performance Evaluation 2 Credits**
 Class 1, Lab 3. *Prerequisite: AGEQ 1132 – Equine Evaluation, and/or consent of the instructor.* Students will be given the opportunity to apply the basic techniques of Equine Evaluation as it pertains to actual judging experience. It includes evaluation of conformation and performance, and expression of oral reasons.
- AGEQ 2225 - Specialized Equine Training 5 Credits**
 Class 0, Lab 15. *Prerequisite: AGEQ 1235 – Advanced Care and Training, and/or consent of the instructor.* This course is divided into two sections. Section 1, English Equitation, introduces students to beginning English equitation. Proper body, hand, and leg placement and control are stressed. In Section 2, the student is required to advance a horse beyond the objectives of AGEQ 1235 – Advanced Care and Training. Upon selection of the approach that best meets the students' interests, students will advance a horse from a "pleasure" or a "working performance" approach, both disciplines advancing toward a "more finished" horse. (FA)
- AGEQ 2235 - Advanced Performance Training..... 5 Credits**
 Class 0, Lab 6. *Prerequisite: AGEQ 1225 – Basic Care and Training, AGEQ 1235 – Advanced Care and Training, and AGEQ 2225 – Specialized Equine Training, or consent of the instructor.* Students will be assigned a green-break horse to advance beyond the objectives met in AGEQ 1225 – Basic Care and Training, and AGEQ 1235 – Advanced Care and Training. (SP)
- AGEQ 2246 - Equine Externship..... 5 Credits**
 Class 0, Lab 20. *Prerequisite: Completion of all required courses in the Equine Technology Program or completion of the freshman year. Externship may be assigned during summer between freshman and sophomore years. Must have consent of the instructor.* Students will be placed under the guidance of a prominent horseman in the industry who specializes in the students' main area of interest. At the end of the externship, the student will return to the campus for a seminar and analysis.
- AGEQ 2250 - Individual Practicum 1-5 Credits**
 Lab Varies. *Prerequisites: Completion of all required courses in the Equine Technology Program and consent of the instructor.* Designed to meet the needs of individual students who are not participating in the Externship Program. The student will green-break a horse and continue with it through advanced training under minimal supervision.
- AGEQ 2300 - Special Topics (Equine) 1-5 Credits**
Prerequisite: Consent of the instructor. The study and/or analysis of a selected topic in Equine Technology. Individual and/or group study. May be repeated with a different topic.
- AGEQ 2411 Agriculture Construction Braiding1 credit**
 Class 1. Proper tying techniques for halter and leads. Platt Braids 3, 4,5,6,7 and 8. Industry application of Braids. (SP)
- AGEQ 2401 Hoof Care Basics.....1 credit**
 Class 1. Identify correct anatomy; Proper steps and skills to trim front and hind feet for the performance horse. (FA)
- AGEQ 2421 Introduction to Leatherworking.....1 credit**
 Class 1. Beginning repair of strap goods; Basic skills in preparation, cutting out, casing, setting up and completion of simple leather project. (FA)
- AGEQ 2412 Rodeo sports and Equine Performance..... 2 credits**
 Class 0, Lab 6 Overall event horsemanship; Proper conditioning and health for specific competitive rodeo events; Safety and Daily Nutrition needs; Travel Techniques for equine. (FA)
- AGEQ 2422 Advanced Rodeo Sports and Equine Performance.....2 credits**
 Class 0 Lab 6 Advanced Horsemanship skills; Training Techniques; Horse Health Management; Multiple event training; Daily nutrition management skills and training; Stall Maintenance and safety. Event Horsemanship Skills. (SP)

AGRICULTURE LEADERSHIP DEVELOPMENT (AGLE)

- AGLE 1511 – Introduction to Leadership in Agricultural Sciences and Natural Resources1 Credit**
 Class 1. Introduction to the concept of leadership as a field of study. Emphasis placed on the application of acquired knowledge to practical problems.

AGLE 2303 – Personal Leadership Development in Agriculture Sciences and Natural Resources..... 3 Credits
Class 3. Prerequisites: None. This course focuses on the development of leadership skills as they pertain to the Agriculture Industry and Career fields. This course will also focus on how leaders identify key attributes of leadership and link them to their own unique vision, values and personal strengths. (FA)

AGLE 2403 – Agricultural Leadership in a Multicultural Society..... 3 Credits
Class 3. Prerequisites: None. The study of leadership as it relates to a multicultural society. Cultural changes in the agricultural workplace and future impact on the industry. Personal barriers to fulfilling leadership roles in the agricultural sciences and natural resources. Skills related to managing teams in a diverse workplace specifically related to differences in gender, race, and ethnicity.

AGRICULTURE (AGRI)

AGRI 1111 - Agriculture Orientation..... 1 Credit
Class 1. Required of all agriculture students. Methods of study, advertisement, organization of curriculum, and discussion of requirements and job opportunities in the various fields of agriculture. (FA)

AGRI 2003 - Agriculture in the Environment..... 3 Credits
Class 3. A study of contemporary issues related to agriculture and the environment including conservation of natural resources, water quality, use of fertilizer and chemicals, intensive animal production, animal well-being, land utilization, and use of genetically engineered plants and animals.

AGRI 2013 – Elementary Statistics for Agriculture3 Credits
An introductory course in the theory and methods of statistics. Descriptive measures, elementary probability, samplings, estimation, hypothesis testing, correlation and regression. (SP)

AGRI 2041 – Career Development in Agriculture..... 1 Credit
Class 1. Prerequisite(s): Sophomore standing. Develop personal goals in agriculture through identification of personal values, skills building, exploring professional opportunities, and networking. (FA)

AGRI 2113 Microcomputer Techniques in Agriculture..... 3 Credits
Class 3. An introduction to the operation and capabilities of microcomputers in agricultural applications. Course content will include the development of basic Internet skills in addition to word processing spreadsheet design and application, data management, and graphics/presentation development.

AGRI 2010 Agriculture Internship.....1-6 Credits
Class 1-6. Prerequisite: Consent of the instructor. An educational experience for the student to receive a working knowledge of on ranch activities and management practices. The student will be placed at a progressive cattle ranch under the guidance of the ranch manager. At the conclusion of the internship, the student will give a summative presentation of the experience. Additional requirements are addressed in the "Connors State College Agriculture Internship Program Requirements and Policies for AGRI 2010."

AGRI 2300 - Special Topics..... 1-5 Credits
Class 1, Lab 5. Prerequisite: Consent of the instructor. The study and/or analysis of a selected topic in Agriculture. Individual and/or group study. May be repeated with a different topic.

AGRI 2303 – Ag Ecology and Natural Resources..... 3 Credits
Pre-requisites: None. Introduction into general agriculture practices and their short term and long term effect on the local to global environment. Emphasis on relationships between agriculture systems including livestock and plant production, and includes effects on water and soil quality. Topics include organic systems, native and introduced species and invaders, cause and effect of agriculture practices, carbon imprint, species diversity and long term management and maintenance practices and uses.

AGRI 2423 - An Analysis of American Agriculture.....3 Credits
Overview of American Agriculture and its development from the Revolutionary period to the present and an analysis of Agriculture in the development of the nation; including ethical issues and cultural value to historic and contemporary agriculture, cultural and environmental responses and application of technology in the industry. Includes topics on Ecology, Conservation, farm programs and farm movements. Evolution of agriculture from 1800 through the 20th century including mechanization, motorization, refrigeration, and specialization.

AGRICULTURE RANCH MANAGEMENT (AGRM)

AGRM 1002 – Ranch Operations and Maintenance..... 2 Credits
Class 3. Lab 2. An introduction to the operating techniques and current methods of constructing fences, corral design, show and sale facility design, planning for grazing systems, and farm equipment maintenance. (SP)

AGRM 1112 – Show & Sale Cattle Preparation 2 Credits
Lab 6. A hands-on introduction to the topics of daily care, feeding, grooming, and exhibition of cattle. The students will gain practical knowledge and experience current trends and new techniques in preparation and presentation of show cattle. (FA)

AGRM 2012– Ranch Records and Registrations 2 Credits
Class 2. A study of the basic records needed for beef cattle management and registrations for purebred cattle. This course will look in depth at methods of record keeping and herd reporting for many breeds of registered cattle. (SP)

AGRM 2103– Animal Health and Applied Reproduction 3 Credits
Class 2. Lab 2. This course is designed to gain an understanding and hands on experience of the current methods of vaccinations, castration, dehorning, animal identification, artificial insemination, pregnancy detection, and embryo transfer in cattle. Students will obtain certification for Bovine Artificial Insemination and Palpation. (FA)

AGRM 2112– Advanced Show & Sale Cattle Preparation..... 2 Credits
Lab 6. Prerequisite: AGRM 1112 Show & Sale Cattle Preparation. A lab-based course covering the topics of daily care, health management, hoof trimming, clipping, and exhibition. The students will gain the advanced skills needed to be successful in the presentation of show and sale cattle. (SP)

AGRM 2402 – Purebred Sales Management.....2 Credits
Class 2. Students study the organization and management of livestock sales. Students also learn advertising, photography, ad copy layout, animal selection, catalog and animal preparation. This course also includes clerking, sales budget, receipt of payments, and transferring of registration papers. Class will conduct performance tested bull sale.

AGRONOMY (AGRO)

AGRO 1113 – Land, Life and the Environment 3 Credits
Class 3. Provide information about soils at local, regional, national, and global scales as well as basic soil properties and how they are influenced by human activity. Discussion topics include soil's importance to world food security and human health, agricultural production, environmental quality, and sustainable ecosystems. Students will gain practical knowledge of sustainable soil management in support of the production and ecological regulator functions of the soils.

AGRO 1213- Introduction to Plant and Soil Systems..... 3 Credits
Class 3. Introduction to the concepts of plant and soil systems including cropland, rangeland and pastureland. A systems approach to the importance of plant and soil resources to the producer, consumer and citizen; modern management and production practices; maintenance of natural resources. (FA)

AGRO 2013 - Applied Plant Science 3 Credits
Lab 2 Prerequisite(s): 1213 or BOT 1404 or HORT 1013. Application of agronomic principles to the management, improvement and use of plants. Structure and growth of crop plants relating to management strategies and adaptation to varying abiotic and biotic factors. Hands-on identification of crops, weeds, and seed quality factors, application of tools and techniques.

AGRO 2124 –Fundamentals of Soil Science..... 4 Credits
Class 3, Lab 2. The origin, formation, composition, and classification of soils and the principal chemical, physical, and biological properties of soils in relation to plant growth, soil productivity, and land use.

PLNT 1223 Plants, Genes and the Consumer.....3 Credits
Class 3. Issues of plant-based food production from both a scientific and a social perspective. The fundamental principles of plant growth and development; how plants function in an agro-ecosystem and how to utilize these principles to grow food in an environmentally and socially sound manner. The role of genetics and biotechnology. (No credit for Plant and Soil Sciences or Horticulture majors at OSU)

ANIMAL SCIENCE (ANSI)

ANSI 1124 - Introduction to the Animal Sciences..... 4 Credits
Class 3, Lab 2. Students are introduced to the production, marketing, and distribution of meat, milk, eggs, and other animal products. Also includes the study of commodity specialization, world need, and distribution of farm animals.

ANSI 1223 – Exploring the Science of Animal Agriculture3 Credits
Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep.

ANSI 2112 - Live Animal Evaluation 2 Credits
Lab 3. Using tools for selection, including performance records, pedigree information, and visual appraisal in the evaluation of cattle, swine, sheep, horses, and poultry. (FA)

ANSI 2122 - Advanced Live Animal Evaluation 2 Credits
Lab 3. Prerequisite: ANSI 1102 - Live Animal Evaluation. Using basic techniques acquired in ANSI 1102 – Live Animal Evaluation, students will advance skills in the visual and objective appraisal of cattle, sheep, swine, and horse. (FA)

ANSI 2213 - Livestock Feeding..... 3 Credits
Class 3. Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation. (SP)

ANSI 2253 - Meat Animal and Carcass Evaluation 3 Credits
Class 2, Lab 2. *Prerequisite: ANSI 1124 – Introduction to Animal Sciences.* Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep. (SP)

ANSI 2402 - Purebred Sales and Promotions 2 Credits
Class 2. Students study the organization and management of livestock sales. Students also learn advertising, photography, ad copy layout, animal selection, catalog and animal preparation. This course also includes clerking, sales budget, receipt of payments, and transferring of registration papers. Class will conduct performance tested bull sale. (FA)

FDSC 1133 – Fundamentals of Food Science 3 Credits
Class 3. Food industry from producer to consumer and the current U.S. and world food situations.

FDSC 2253 – Meat Animal and Carcass Evaluation 3 Credits
Class 2, Lab 2. *Prerequisite(s): ANSI 1124.* Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep. (SP)

ART (ART)

ART 1113 - Fundamentals of Art I..... 3 Credits
(H) Class 3. A foundation course in drawing and composition expressed through drawing. It is designed to develop the student's power of observation and graphic expression; composition expressed through drawing, emphasizing the basic art principles underlying the fine and applied arts in present day civilization.

ART 1213 - Basic Drawing I..... 3 Credits
(H) Class 3. *Prerequisite: ART 1113 – Fundamentals of Art I or concurrently with ART 1113.* Object drawing emphasizing line, shape, form, value, and texture.

ART 1313 - Basic Color and Design 3 Credits
(H) Class 3. *Prerequisite: ART 1113 - Fundamentals of Art I or concurrently with ART 1113.* For art major. Exploration and execution of design problems as they relate to color theory, harmonics and contrast.

ART 2113 - Figure Drawing 3 Credits
(H) Class 3. *Prerequisite: ART 1113 – Fundamentals of Art I.* Students are taught techniques of handling watercolor. Emphasis is placed on artistic composition and the student's method of expression.

ART 2300 - Special Topics in Art 1-3 Credits
(H) *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in Art. Individual and/or group study. May be repeated with a different topic.

ART 2313 - Painting I 3 Credits
(H) Class 3. *Prerequisite: ART 1113 – Fundamentals of Art I and ART 1213 – Basic Drawing I.* The medium techniques used in various approaches to problem solving; with emphasis on fundamentals of painting.

ART 2323 - Introduction to Printmaking..... 3 Credits
(H) Class 3. *Prerequisite: ART 1113 – Fundamentals of Art I or ART 1213- Basic Drawing I, or concurrent enrollment in either course.* This studio course introduces students to the basic techniques of monoprints and the intaglio process. It includes the foundations of design, color, and composition.

BIOLOGY (BIOL)

BIOL 0124 - Concepts of Science..... 0 Credit
Class 3, Lab 2. *Prerequisite: ACT Science, Math, Reading, and English subscores less than 19; or appropriate Placement Reading, English, and Math proficiency scores; or ENGL 0013 Developmental Reading II and MATH 0013 Basic Math. THIS COURSE IS DESIGNED FOR STUDENTS MAJORING IN PRE-NURSING AND HEALTH CARE FIELDS ONLY AND IS RECOMMENDED FOR STUDENTS WITHOUT AN ADEQUATE LAB SCIENCE EXPERIENCE IN HIGH SCHOOL.* This is a developmental science course designed to provide the student with the necessary background for success in collegiate level science. Students will learn the essentials of the structures (anatomy) and functions (physiology) of the human body. *This class does not satisfy a science requirement for graduation.*

BIOL 1113 - Introduction to Environmental Science 3 Credits
(N) Class 3. *Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Math proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A study of the biotic and abiotic factors in the environment as well as the relationships between individuals and populations of various species within communities and biomes on the Earth. Emphasis will be given to sources of pollution in the air, water, and soil.

- BIOL 1114 - General Biology**..... 4 Credits
(N) (L) Class 3, Lab 2. *Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A study of the structure and function of living organisms. Emphasis will be given to cells, energy transformation and metabolism, cellular reproduction, genetics, tissues, organs, organ systems, evolution, taxonomy, and biological diversity. For Biology majors and for non-majors.
- BIOL 1123 – Evolution and Diversity**.....3 Credits
(N) Class 3, *Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* An introduction to the origins of living organisms and the mechanisms of evolution that gave rise to the current diversity of species. Includes coverage of the origins and characteristics of major groups in the three domains of living organisms.
- BIOL 1131 – Investigative Laboratory**.....1 Credit
(L) Class 1, *Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A practical introduction to scientific inquiry, including hypothesis development, experimental design, data collection, data analysis, and interpretation.
- BIOL 1314 - Anatomy and Physiology I**..... 4 Credits
(L) (N) Class 3, Lab 2. *Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body, chemistry, cells, and tissues and emphasizes the integration of the integumentary, skeletal, nervous, and endocrine body systems. *This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.*
- BIOL 1324 - Anatomy and Physiology II**..... 4 Credits
(L) (N) Class 3, Lab 2. *Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra, successful completion of BIOL1314 Anatomy and Physiology I or equivalent course with a C or better.* Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body and emphasizes the integration of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive body systems. *This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.*
- BIOL 1404 - General Botany**..... 4 Credits
(L) (N) Class 3, Lab 2. *Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A study of the structure and function of plants. Students are introduced to classification, evolution, cell biology, genetics, tissues, organs, and plant physiology. **(FA)**
- BIOL 1604 - General Zoology**..... 4 Credits
(L) (N) Class 3, Lab 2. *Prerequisite: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A study of the structure, function, and classification of animals. Study includes a summary of the major taxonomic levels from Protozoa through Chordate in both lecture and lab. Theories of organic evolution as well as animal anatomy, physiology, and behavior will be covered. **(SP)**
- BIOL 2104 – Human Anatomy**..... 4 Credits
(L) (N) Class 3, Lab 2. *Prerequisites: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent biological lab course).* A study of the structure of the cells, tissues, organs, and organ systems of the human body. The laboratory activities will include those that consider both human and animal anatomy.
- BIOL 2114 – Human Physiology**..... 4 Credits
(L) (N) Class 3, Lab 2. *Prerequisites: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent biological lab course).* A study of the function of the cells, tissues, organs and organ systems of the human body. The laboratory activities will include those that consider both human and animal physiology.
- BIOL 2124 – General Microbiology**..... 4 Credits
(L) (N) Class 3, Lab 3. *Prerequisites: MATH 0123 Intermediate Algebra and CHEM 1315 (or permission of the Division Chair upon recommendation of the academic advisor), and BIOL 1114 (or equivalent biological lab course).* A survey of viruses, bacteria, algae, fungi, and protozoa with the emphasis on morphology, methods, metabolism, genetics, life histories, and control.
- BIOL 2300 – Special Studies in Biology**..... 1-5 Credits
Class by Arrangement. *Prerequisite: Permission of the instructor.* The study and/or analysis of a selected topic in biology. Individual and/or group study. May be repeated with a different topic.

BIOL 2313 – Human Ecology 3 Credits
(N) Class 3. *Prerequisite: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent).* The examination of the social aspects of humans in a human-centered ecological system. Discussion of population, human culture versus nature, institutions for environmental control and other appropriate topics will be covered.

BIOL 2403 – General Entomology..... 3 Credits
(L)(N) Class 2, Lab 2. *Prerequisite: MATH 0123 Intermediate Algebra and BIOL 1114 (or equivalent).* A general study of the biology and taxonomy of insects and closely related animals. Topics include the anatomy, physiology, reproduction, metamorphosis, classification, and control of insects as well as the medical, agricultural, and economic impact of insects on the quality of human life. Lab will include identification and labeling of insects in an insect collection.

BUSINESS (BUSN)

BUSN 1113 – Business Principles 3 Credits
Class 3. Designed to acquaint the student with the modern business world. It compasses business organization, records, financial organization risks, personnel, marketing, business association, business and its public.

BUSN 1123 – Business Mathematics 3 Credits
Class 3. Elementary algebraic operations with application to commercial problems.

BUSN 1523 – Word Processing 3 Credits
Class 3. A basic study of theory, terminology and hands-on experience in word processing, including transcription, copying, revising, recopying on electronic word processing equipment.

BUSN 2103 – Business Communications 3 Credits
Class 3. *Prerequisite: English 1113 – English Comp I and COMS 1133 – Fund of Computers.* This course covers communications by and for management, effective human relations, and the role of the written word. An introduction of principles, problems, and procedures of writing business messages.

BUSN 2113 – Macroeconomics..... 3 Credits
Class 3. Covers the nature of our present economic system, fundamental elements and concepts in economic life, organization of production, value, price, and monetary system. Referred to as Macro-economics at various institutions.

BUSN 2123 – Introduction to Finance 3 Credits
Class 3. *Prerequisite: Permission of instructor.* Surveys methods of financing business enterprises and their relationships to personal and company investment policies.

BUSN 2133 – Business Law..... 3 Credits
Class 3. Course covers principles of business law and their application as they affect the average businessperson. Includes law and its administration, contract, principal and agents, negotiable instruments, principal and surety, insurer and insured. This course does not fulfill pre-law requirements.

BUSN 2143 – Principles of Management..... 3 Credits
A study of the major approaches and techniques of management. Studies organizing, planning, staffing, directing and controlling an organization. Also includes authority, responsibility, delegation and assignment of activities to personnel.

BUSN 2153 - Human Relations 3 Credits
A study of physiological, psychological, and social factors which affect human behavior. Personality traits, employer-employee relations, leadership qualities, and business ethics are emphasized.

BUSN 2203 - Principles of Advertising..... 3 Credits
Class 3. A study of the various advertising media affecting society today and its evaluation.

BUSN 2213 - Microeconomics 3 Credits
Class 3. *Prerequisite: BUSN 2113 - Macroeconomics.* This course is a continuation of Economics I ECON 2113. The nature of our present economic system. Referred to as Micro-economics at various institutions.

BUSN 2300 - Special Topics..... 1-5 Credits
Class 1, Lab 4. *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in business. Individual and/or group study. May be repeated with a different topic. Credit 1 to 5 hours.

BUSN 2423 – Desktop Publishing..... 3 Credits
Class 3. *Prerequisites: COMS 1133 - Fundamentals of Computer Usage.* This course includes the production of documents commonly used in business and industry. Students will learn the production of business cards, letterhead, newsletters, calendars, pamphlets and basic web page design.

BUSN 2543 – Financial Accounting..... 3 Credits
Class 3. Analyzes financial accounting; theory of debits and credits, financial statements, use of journals, sole proprietorships, and corporation.

BUSN 2643 – Managerial Accounting..... 3 Credits
Class 3. *Prerequisite:* BUSN 2543 – Financial Accounting. Includes managerial accounting; a study of managerial concepts and statements through differential analysis, budgeting, manufacturing accounting, profit reporting for management analysis.

BUSN 2713 – Principles of Marketing..... 3 Credits
Class 3. Includes a survey of the field of distribution. Assesses the various corporate operations, chain stores and jobbers for effectiveness and profitability.

BUSN 2733 – Business Statistics 3 Credits
Class 3. *Prerequisites:* Math 1513 with a grade of "C" or better. Averages, dispersion, skewness and kurtosis; probability, probability distributions, and sampling distributions; statistical induction; parameter estimation, hypothesis testing and statistical quality control.

BUSN 2743 – Introduction to Taxation 3 Credits
Class 3. *Prerequisite:* Three semester hours of accounting or equivalent or permission of instructor. Covers provisions and interpretations of present tax laws, practice with actual tax problems and preparation of tax returns for sole proprietors, partnerships, and corporations.

BUSN 2943 – Cost Accounting I 3 Credits
Class 3. *Prerequisite:* BUSN 2643 – Managerial Accounting. Covers elementary principles of cost accounting; internal records of manufacturing firms, prices, and job cost accounting.

CHEMISTRY (CHEM)

CHEM 1315 – General Chemistry I..... 5 Credits
(L) (N) Class 4, Lab 2. *Prerequisites:* ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Math proficiency scores; or ENGL 0013 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0123 Intermediate Algebra. This is a beginning college course in the fundamental principles of chemistry.

CHEM 1515 – General Chemistry II..... 5 Credits
(L) (N) Class 4, Lab 2. *Prerequisite:* CHEM 1315 General Chemistry I and MATH 1513 - College Algebra. This is a continuation of CHEM 1315 – General Chemistry I, with emphasis on chemical principles and introductory topics from organic chemistry and biochemistry.

CHEM 2013 – Survey of Organic Chemistry..... 3 Credits
(N) Class 3, Lab 0. *Prerequisite:* CHEM 1515 General Chemistry II or concurrent enrollment. This course includes an overview of aliphatic and aromatic chemistry. Emphasis is placed on functional group nomenclature, properties, preparation and reactivity. This course is not intended to substitute for a 3000 level Organic Chemistry course, but is designed to enhance the success of the student in future chemistry courses.

CHEM 2300 - Special Topics in Chemistry..... 1-3 Credits
(N) (Class 1, Lab 4. *Prerequisite:* Consent of the instructor. The study and/or analysis of a selected topic in chemistry. Individual and/or group study. The course number may be repeated with a different topic.

CHILD DEVELOPMENT (CHDV)

CHDV 1113 – Professional Preparation I..... 3 Credits
Class 3. *Prerequisite* CHDV 2523 Child Growth and Development. An overview of all aspects of teaching young children, including child development, behavior and guidance, working with families, planning and implementing learning activities, professionalism and program management. This course also provides an overview of the early childhood profession and its multiple historical, philosophical, and social foundations as they relate to current thought and practice.

CHDV 1323 – Health & Safety of Young Children 3 Credits
A course specifically designed to develop an understanding of the principles and practices for the health and safety of young children in group setting. Also includes the application of these principles and practices with young children in group care and the teaching of the practices to children.

CHDV 2223 – Creative Experiences for Young Children 3 Credits
This course is designed to provide an understanding of the principles and practices for the development of skills and techniques for working with children in creative arts which include art, music, and drama.

CHDV 2233 – Math, Science and Social Studies..... 3 Credits
A study of the use and value of appropriate materials in the teaching of mathematics, science and social studies to young children.

CHDV 2243 – Language and Literacy Development..... 3 Credits
This course focuses on language development in young children and appropriate experiences in the language arts that promote literacy.

CHDV 2300 – Special Topics 1-5 Credits
Prerequisite: Consent of the instructor. The study and/or analysis of a selected topic in child development. Individual and/or group study. May be repeated with a different topic.

CHDV 2433 – Professional Development 3 Credits
This field-based experience course will allow students to apply and demonstrate their knowledge of early care practice. This course will enhance student learning and ensure they are capable of functioning as competent members of an educational or childcare team. A professional Portfolio will be developed using NAEYC standards. Course is to be taken during the semester of graduation. Course also includes supervised observations.

CHDV 2440 – Childhood Development Externship..... 1-3 Credits
Prerequisite: Consent of the instructor. A lab practicum designed for those wishing to enter the field of early childhood education. Credit is variable.

CHDV 2523 - Child Growth and Development..... 3 Credits
This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children from conception through middle childhood. The course will recognize the major theories of human development as they apply to children.

CHDV 2533 - Guidance of Young Children..... 3 Credits
This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. A general understanding of behavior patterns of children, methods of guidance and directing children's behavior, and activities for positive growth and development are included.

CHDV 2553 – Program Planning 3 Credits
This course is designed to apply the principles and techniques associated with curriculum content including room arrangements and scheduling activities for young children in a group setting. It includes guidelines for selection of materials, equipment, and methods of improvising activities with children.

CHDV 2563 - Child and Family in Society..... 3 Credits
A laboratory course to enable students to develop and demonstrate an understanding of the family in various cultural settings including the place of the child in the family as well as environmental factors. The development of referral methods for parents with special needs and participation in parent education activities.

CHDV 2573 – Children with Special Needs 3 Credits
Course focuses on children with special abilities and implementing practical strategies for inclusion. Recognition of a child's potential through the development of methods for working with individuals and families is emphasized.

CHDV 2593 – Infant and Toddler Programs 3 Credits
This course covers the dynamics of infant and toddler development as related to group situations, curriculum decisions and program planning. Use of the ITERS rating scale and observation will be included.

CHDV 2623 – Marriage and Family Development3 Credits
Building relationships, dating, engagement, and marriage in present day society.

CHDV 2633 – Infancy and Early Development3 Credits
Study of prenatal development with emphasis on prenatal care, developmental stages, and behavior to age five.

CHDV 2653 – Parenting.....3 Credits
This course explores parenting philosophies, styles and techniques as well as decisions, responsibilities and issues related to parent-child relationships.

COMPUTER INFORMATION SYSTEMS (COMS)

COMS 1003 Computers 101 3 Credits
Class 3. This is an introductory computer course, designed specifically for those students with little or no computer experience. COMS 1003 will provide students with an orientation to terminology, keyboarding techniques, hardware, software, and Internet skills. Students will also receive a basic introduction to the following applications: Word Processing, Spreadsheets, Presentation and file management. This course will not substitute for COMS 1133 or other computer literacy requirements but is designed to prepare students for successful completion of the program required courses.

COMS 1133 - Fundamentals of Computer Usage 3 Credits
Class 2, Lab 2. An introductory course providing an orientation to terminology, techniques, hardware, software, ethics and Internet skills. Students will learn to utilize the following applications: word-processing, spreadsheet, database, presentation and file management systems. *Meets the General Education requirement for the two-year degree and for most four-year degree plans.*

COMS 1413 – Microcomputer Operating Systems 3 Credits
Class 3. This is a support-oriented course providing students with information and hands-on classroom experience in dealing with operating system issues inherent to PC hardware and software installation, upgrade configuration, maintenance, and trouble shooting in a user-based computing environment.

- COMS 1503 – Programming in BASIC** 3 Credits
Prerequisite: MATH 0123 *Intermediate Algebra*. An introductory course in procedural programming taught in the BASIC language. Students will learn to develop logic for problem solving (basic control structures), as well as write, execute and test programs. This course will include input/output, conditional statements, loops, subroutines, sequential file processing, single and multi-dimensional arrays and searching and sorting as well as other fundamental programming techniques.
- COMS 1513 – Visual Basic**..... 3 Credits
 Class 3. Fundamentals of data processing, including the history, basic hardware and software of computers. Class includes writing and executing programs in Visual Basic, with hands-on problem solving techniques, including variable types, branching, looping, formatting, subroutines, and arrays. Also includes modem access to, and file downloading from the Internet.
- COMS 1533 - Spreadsheet Analysis** 3 Credits
 Class 3. *Prerequisite:* COMS 1133 *Fund of Computer Usage*. A course designed to teach the fundamentals of computer spreadsheets. An electronic spreadsheet is a table of rows and columns used to record transactions and manipulate numeric and text data. Hands-on experience is emphasized, using current spreadsheet software.
- COMS 1543 - Database Management** 3 Credits
 Class 3. A course designed to teach data base management techniques; a method designed to consolidate independent files into one integrated whole, so that the same data is accessible to many different users within the same organization. Hands on experience are emphasized, using current database management software.
- COMS 1823 - COBOL 1**..... 3 Credits
 Class 3. Fundamentals of the COBOL programming language, using hands-on, problem solving techniques, including the development of programming principles using structured methods. Also includes the structured methods approach to the development of programming principles.
- COMS 2013 – Web Development** 3 Credits
 Class 3 Lab 2. An introductory project-driven course in Web development that provides an orientation to terminology, techniques, Web design, html, software, and ethics. This course covers the production of Web pages, including design, construction and presentation. Students will learn to utilize Microsoft FrontPage as the html editor and will receive an introduction to Adobe Photoshop and Adobe Acrobat.
- COMS 2033 – Microcomputer Technology**..... 3 Credits
 Class 3. *Prerequisite:* COMS 1133 *Fundamentals of Computer Usage* or equivalent course. Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis, troubleshooting, system optimization, and repair. Additional topics will include preventive maintenance as well as safety. This course is designed to prepare students for the A+ certification examination.
- COMS 2143 – C++** 3 Credits
 Class 3 *Prerequisite:* COMS 1503 *Programming in BASIC*. C++ programming language will be studied using hands-on, problem-solving techniques. Topics include: variable types, operators, expressions, control flow, functions, structures, pointers and arrays.
- COMS 2213 – Network Fundamentals** 3 Credits
Prerequisite: COMS 1133 *Fundamentals of Computer Usage (or equivalent course)*, COMS 1413 *Microcomputer Operating Systems* and COMS 2033 *Microcomputer Technology*. The students will learn the fundamental technologies of a Local Area Network and will be able to identify the components of a LAN and determine the type of network design most appropriate for a given site. The student will identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network. The student will also differentiate between the different networking standards, protocols and access methods, determining which would be most appropriate for a specified Local Area Network (LAN). This course is designed to prepare students for the Network + certification examination.
- COMS 2233 – Network Operating Systems I**..... 3 Credits
Prerequisites: COMS 1413 *Microcomputer Operating Systems* and COMS 2213 *Network Fundamentals*. The students will utilize a Microsoft Windows based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. This course is designed to prepare students for the Microsoft Certified Professional examination.
- COMS 2243 – Network Operating Systems II**..... 3 Credits
Prerequisites: COMS 1413 *Microcomputer Operating Systems* and COMS 2213 *Network Fundamentals*. The students will utilize a Novell based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. The course is designed to prepare students for the Certified Novell Administrator examination.
- COMS 2263 – Internet Foundations** 3 Credits
Prerequisites: COMS 1133 *Fundamentals of Computer Usage (or equivalent course)* and COMS 2213 *Network Fundamentals*. Course objectives will include: Internet basics, Internet clients, website development, networking, security, and business concepts. The course will provide baseline technical knowledge that would allow students to pursue a variety of Internet-related careers. This course is designed to prepare students for the Inet+ certification examination.

COMS 2300 - Special Topics (1-3 hours)..... 1-3 Credits
Class 3. *Prerequisite: Consent of the Instructor.* The study and/or analysis of a selected topic in computer information science. Individual and/or group study. May be repeated with a different topic.

COMS 2500 – Computer Internship (1-3 hours)..... 1-3 Credits
Prerequisite: Completion of at least 15 hour of computer courses in the Computer Information Systems Technician program and evaluation by the instructor. Each student will be placed in a practicum environment for utilizing computer skills, learning new skills, and becoming familiar with the workplace. The course is intended to provide the student with work experience.

CRIMINAL JUSTICE (CJPS)

CJPS 1303 - Introduction to Criminal Justice..... 3 Credits
(S) Class 3. The study of the history, development and philosophy of law enforcement in a democratic society. Includes an introduction to agencies involved in the administration of criminal justice and career orientation.

CJPS 2013 - Criminal Law I 3 Credits
Class 3. *Prerequisite: CJPS 1303 Introduction to Criminal Justice.* The basic concepts of the theory of substantive criminal law including sources, classification of crimes, anticipatory offenses, parties to crime, uncompleted crimes, criminal liability and defenses.

CJPS 2023 - Criminal Law II 3 Credits
Class 3. *Prerequisite: CJPS 1303 Introduction to Criminal Justice.* An examination of the nature of the criminal acts of substantive criminal law and defining the necessary elements and punishments of each act.

CJPS 2033 - Police Report Writing 3 Credits
Class 3. *Prerequisite: CJPS 1303 Introduction to Criminal Justice.* The study of police report writing methods and the various types of reports required by law enforcement.

CJPS 2043 - Criminal Procedures..... 3 Credits
Class 3. *Prerequisite: CJPS 1303 Introduction to Criminal Justice.* Rules, principles and concepts governing the enforcement of arrest, search and seizure, primarily focusing on the 4th, 5th and 6th amendments to the Constitution.

CJPS 2063 - Criminal Investigations 3 Credits
Class 3. *Prerequisite: CJPS 2013 - Criminal Law I, CJPS 2043 - Criminal Procedures, and CJPS 2033 – Police Report Writing.* An introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence.

CJPS 2073 - Street Survival 3 Credits
Class 3. *Prerequisite: Sophomore standing, Criminal Justice-Police Science major or certified law enforcement officer, completion of Police Self Defense or permission of the instructor.* The study of tactics for armed encounter. This course includes study of line of duty deaths of police officers, survival shooting techniques and methods of apprehending armed offenders.

CJPS 2090 - Criminal Justice Externship 1-5 Credits
Prerequisite: Sophomore standing and permission of instructor. One to five hours' credit for supervised work in cooperating criminal justice agencies. For each three hours of supervised experience per week during a semester, one hour of credit may be earned (up to a maximum of five credit hours) as a practitioner within the criminal justice system. A student may also receive credit for work experience that is not an assignment that they would normally perform in the course of their present duties.

CJPS 2300 - Special Topics 1-5 Credits
Class 1, Lab 5. *Prerequisite: Permission of the Instructor.* The study and/or analysis of a selected topic in Criminal Justice/Police Science. Individual and/or group study. May be repeated with a different topic.

EDUCATION (EDUC)

EDUC 1111 – Orientation..... 1 Credit
Class 1. A consideration of academic, social, vocational, and other basic problems common to first-year college students.

EDUC 1113 - Strategies for Success 3 Credits
Class 3. This course is designed to assist students in obtaining personal and academic skills knowledge necessary to reach their educational objectives. Topics to be covered include memory development, time management, test-taking, communication skills, career planning, study skills and techniques, wellness, an understanding of diversity and career issues that face many college students. This course is recommended for all new students, returning students and others who may benefit.

EDUC 2300 - Special Topics in Education 1-3 Credits
Prerequisite: Consent of instructor. The study and/or analysis of a selected topic in Education. Individual and/or group study. May be repeated with a different topic.

ENGLISH (ENGL)

ENGL 0003 - Developmental Reading I 0 Credit
Class 3. *Placement into ENGL 0003 is required for students scoring below 19 on the ACT subtest in Reading and appropriate Placement Reading Test Score.* This course is designed to provide individualized instruction in beginning phonics, sight word recognition, sentence comprehension, and basic vocabulary. *ENGL 0003 credits do not count toward Associate Degrees.*

ENGL 0013 - Developmental Reading II..... 0 Credit
Class 3. *Prerequisite: Placement into ENGL 0013 is required for students scoring below 19 on the ACT subtest in Reading and appropriate Placement Reading Test Score or successful completion of ENGL 0003 - Developmental Reading I.* The course is designed to improve reading comprehension skills. Main ideas, relationship of ideas, judgments, inferences, and conclusions are emphasized. Students must successfully complete this course in order to enroll in ENGL 1113-English Composition I. Student may concurrently enroll in ENGL 0013 and ENGL 0123. *ENGL 0013 credits do not count toward Associate Degrees*

ENGL 0121 - Fundamentals of English Lab 0 Credit
Class 3. *Prerequisite: ACT Reading sub-score of 19 or greater or satisfactory Placement Reading score or successful completion of Developmental Reading II.* The lab is required of students who score below 19 on the ACT subtest in English or appropriate Placement Writing Skills Test score and are enrolled in the companion ENGL 1113 course. The lab includes an overview of basic grammar, mechanics and paragraph construction. This lab fulfills the requirements of ENGL 0123 when taken as a lab with the designated ENGL 1113 course. *ENGL 0121/3 credits do not count toward Associate Degrees.*

ENGL 0123 - Fundamentals of English..... 0 Credit
Class 3. *Prerequisite: A Placement Reading Test or successful completion of ENGL 0003 - Developmental Reading I.* The course is required of students who score below 19 on the ACT subtest in English or below 60 on the Placement Writing Skills Test. The course includes an overview of basic grammar, mechanics and paragraph construction. *Students may concurrently enroll in ENGL 0013 and ENGL 0123. ENGL 0123 credits do not count toward Associate Degrees.*

ENGL 0114 – Academic Literacy 0 Credit
Class 3. *Prerequisite: successful completion of ENGL 0003- Developmental Reading I. Prerequisite: ACT English and Reading sub-score below 19 and Reading and Writing Placement Test score.* The course is an option for students who score below 19 on the ACT subtest in English and Reading or the Placement Writing and Reading Skills Test requiring Developmental Reading II. Academic Literacy provides intensive instruction in critical thinking, reading, and writing in preparation for English 1113 and other 1000-level courses. Using theme-based readings from a variety of genres, coursework will emphasize independent reading of complex academic texts, critical response to ideas and information in academic texts, and writing essays that integrate ideas and information from academic texts. This course fulfills the requirements of ENGL 0013 and ENGL 0123. *ENGL 0114 credits do not count toward Associate Degrees.*

ENGL 1022 - College Reading..... 2 Credits
Class 2. *Prerequisite: College-level reading proficiency.* This course is designed to enhance and improve reading proficiency. Reading rate, skimming, scanning, imagery, tone, and critical reading are emphasized. *ENGL 1022 credits count as elective credits toward an Associate Degree.*

ENGL 1013 - Technical Report Writing..... 3 Credits
Class 3. . *Prerequisite: ACT English sub-score of 19 or greater or satisfactory Placement English proficiency score; and ACT Reading sub-score of 19 or greater or satisfactory Placement Reading score or successful completion of Developmental Reading I and II.* An introduction to the practical aspects of preparing reports and communicating within groups. Emphasis is placed upon techniques for collecting and disseminating scientific data by means of informal and formal reports and special types of technical papers.

ENGL 1113 - English Composition I 3 Credits
Class 3. *Prerequisite: ACT English sub-score of 19 or greater or satisfactory Placement English proficiency score; and ACT Reading sub-score of 19 or greater or satisfactory Placement Reading score or successful completion of Developmental Reading I and II.* Required for graduation. Study and practice of paragraph and essay development with emphasis on documented writing.

ENGL 1213 - English Composition II.....3 Credits
Class 3. *Prerequisite: ACT English sub-score of 19 or greater or satisfactory Placement English proficiency score; and ACT Reading sub-score of 19 or greater or satisfactory Placement Reading score or successful completion of Developmental Reading I and II. Successful completion of ENGL 1113 – English Comp I.* Required for graduation. This course is an expansion of English 1113 Freshman Composition I. It is an introduction to written argumentation, persuasion, analysis and research through selected rhetorical situations. This process-driven course continues to prepare students to write scholarly and professional papers by focusing on the development of research skills.

ENGL 2113 - Creative Writing 3 Credits
Class 3. *Prerequisite: Successful completion of ENGL 1113.* Designed to assist the student in the development of the writing skills used in fiction, poetry and drama. **(FA)**

ENGL 2300 – Special Studies in English..... 1-3 Credits
Prerequisite, consent of the instructor. The study and/or analysis of a selected topic in English. Individual and/or group study. May be repeated with a different topic.

ENGL 2413/HUMN 2413-World Literature..... 3 Credits
(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* A chronological study of literature as it reflects the development of Western culture.

ENGL 2543 – English Literature to 1800..... 3 Credits
(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* Study of English Literature from its beginning to the Romantic Period. Beginning with the Anglo-Saxon epic Beowulf, this course will provide a historical survey of the English literary canon through the eighteenth century. In addition to study in the primary texts, the course will cover the social, political, scientific, and religious contexts, which shaped the literature. Particular emphasis will be given to the shift from a medieval world view to a post-Reformation and new science world view.

ENGL 2653 – English Literature since 1800..... 3 Credits
(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* Study of English Literature from the Romantic Period to the present. Starting with the nineteenth-century romanticism, this course will provide a historical survey of major English writing to the present day. Particular emphasis will be given to the major features of the romantic literary outlook and literary adaptations to cultural influences such as, industrialization, urbanization, Darwinian science and the two world wars.

ENGL 2773 – American Literature to 1865..... 3 Credits
(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* A study of American literature from its beginning to Whitman.

ENGL 2883 – American Literature since 1865..... 3 Credits
(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* Study of American literature after Whitman to the present.

ENGL 2733 – Introductory Traditional American Indian Literature.....3 Credits
(H) Class 3. *Prerequisite: ENGL 1113 – English Comp I.* An introduction to a study of literary efforts of the American Indian (poetry, novels, short stories, biographies, essays, and other prose works) emphasizing the variety of cultural offerings of the Indian writers to 1940.

ENGL 2743 – Introductory Contemporary American Indian Literature.....3 Credits
(H) Class 3. *Prerequisite: ENGL 1113 – English Comp I.* An introduction to a study of literary efforts of the American Indian (Poetry, novels, short stories, biographies, essays, and other prose works) emphasizing the variety of cultural offerings of the Indian writers from 1940.

FAMILY AND CONSUMER SCIENCE EDUCATION (FCSE)

FCSE 1213 - Introduction to Nutrition 3 Credits
Class 3. The consideration of basic nutrition related to food and health problems in the present socio-economic and cultural environment are included in this course.

GENERAL PHYSICAL SCIENCE (GPS)

GPS 1103 – General Physical Science 3 Credits
(N) Class 3. *Prerequisites: ACT Science, Reading, and English subscores of 19 or greater; or satisfactory COMPASS Reading, English, and Math proficiency scores; or ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra. Scientific calculator recommended. A survey of the development and significance of laws physical science with consideration of topics from astronomy, geology, physics, chemistry and meteorology. See Advisor and catalog of transfer institution for possible 1 hour lab requirement.*

GPS 1101 – General Physical Science Laboratory 1 Credit
(L) Lab 2. *Prerequisites: GPS 1103 or concurrent enrollment.* The study of the physical laws of nature in the laboratory setting. Activities will enhance the concepts learned in General Physical Science lecture.

GEOGRAPHY (GEOG)

GEOG 2243 – Introduction to Geography 3 Credits
Class 3. This class is an introduction to basic geographic concepts with an emphasis on the interrelationships of people with their physical and cultural environment.

GEOLOGY (GEOL)

GEOL 1114 – General Geology 4 Credits
Class 4, Lab 2. *Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory COMPASS Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0012 Developmental Reading II and ENGL 0123 Fundamentals of English and MATH 0113 Elementary Algebra.* A study of the solid matter and history of the earth. Includes the study of topographic maps, rocks and minerals, and geological processes. Examples of topics covered are weathering, graduation by wind, running water, ground water, glaciers, wave and gravity, diastrophism, and volcanism.

HEALTH (HLTH)

HLTH 1113 – Personal Health 3 Credits
Class 3. A comprehensive study of personal health with emphasis on the body's mental, physical and social needs. The course also promotes the positive well-being of life style decisions.

HLTH 1123 – First Aid/Responding to Emergencies 3 Credits
Class 3. This course includes the discussion and practice of the emergency treatment of injuries and illness. Includes knowledge of self-help techniques and home care if medical assistance is not available.

HLTH 2300 – Special Topics 1-3 Credits
Prerequisites: Consent of the instructor. The study and/or analysis of a selected topic in health. Individual and/or group study.

HLTH 2313 – Health of the School Child 3 Credits
Class 3. A study of the primary areas of school health with particular emphasis on health services, health instruction and healthful environment.

HLTH 2353 – Community Health 3 Credits
Class 3. A study of institutions, agencies, and individuals and their interrelationships and practices in responding to the health problems of communities. Course is designed to create an awareness of current trends, basic issues, controversial issues, and fundamental principles in Health Promotion and Health Education.

HLTH 2383 – Care and Prevention of Athletic Injury 3 Credits
Class 3. Introduction to the principles and techniques of preventing, treating and rehabilitating sports injuries. Includes therapeutic methods, mechanisms of injuries, and heat illness. Practical experience in the application of preventive taping and bandaging is also included.

HISTORY (HIST)

HIST 1113 – Oklahoma History 3 Credits
(S) Class 3. Required for all history majors. This course is organized as a survey of the history of Oklahoma from earliest times to the present day, including geography, explorations, Indian removals, development of the "Nations", coming of the white man, territorial days, statehood, and social, economic, political development and cultural diversity.

HIST 1223 – Early Civilization 3 Credits
(H) (S) Class 3. A survey of various cultures that have developed in both the East and West from the beginning of history to the mid-seventeenth century. Special emphasis is placed on development of institutions in Europe and on contributions of various cultures to Western civilization.

HIST 1323 – Modern Civilization 3 Credits
(H) (S) Class 3. This course is a study of the development of contemporary institutions and ideas from the time of the Commercial Revolution to the present. The worldwide scope affords opportunity for the student to acquire knowledge of the progress of civilization in Asia, and Africa, as well as in the West, and to approach more intelligently the problems of civilized man in today's world.

HIST 1483 – History of the United States to 1865 3 Credits
Class 3. A survey of American History from the period of the Age of discovery to the end of the Civil War era. This course satisfies the general education requirement for U.S. History.

HIST 1493 – History of the United States Since 1865 3 Credits
Class 3. A survey of American History from the reconstruction era to the present. This course satisfies the general education requirement for U.S. History.

HIST 2123 – Contemporary American Affairs 3 Credits
(S) Class 3. A discussion and reading course devoted to the study of contemporary social, economic, and political problems.

HIST 2223 – Black American History 3 Credits
(S) Class 3. An examination of the contributions made by Black Americans to the development of the United States.

HIST 2300 – Special Topics 1-3 Credits
Prerequisite: Consent of the instructor. The study and/or analysis of a selected topic in History. Individual and/or group study. May be repeated with a different topic.

HIST 2423 – United States Indian History 3 Credits
(S) Class 3. A survey of Indian Tribes from Pre-Columbian to the contemporary period. Emphasis on tribal cultures, impact with white civilization and U. S. Government relations.

HORTICULTURE (HORT)

HORT 1013 –Principles of Horticulture 3 Credits
(L) (N) Class 2, Lab 2. Basic physical and physiological processes responsible for plant dormancy, growth, flowering, fruiting, and senescence with respect to the science and art of production, cultivation, utilization, and/or storage of horticultural plants. Current research associated with various horticultural commodity groups.

HORT 2101 Landscaping with Native Materials 1 Credit
Class 1. Identification, culture, installation and maintenance of native plant materials for the home landscape.

HORT 2123 Environmental Issues in Horticulture Science.....3 Credits
(N) Class 2. Impact of urban and suburban development on the environment and a study of horticultural solutions to limit or reverse environmental damage. Emphasis on horticultural design, construction, and maintenance techniques as they relate to the conservation of water, soil, native species, and ecosystems.

HORT 2201 Maintaining the Home Landscape 1 Credit
Class 1. Maintenance techniques in mowing, pruning, fertilizing, spraying, pesticides and mulching of plants in the home landscape.

HORT 2202 Commercial Plant Production 2 Credits
Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.

HORT 2112 - Indoor Plants and Interior Plant Scaping 2 Credits
Class 1, Lab 2. Identification, cultural requirements and use of ornamental foliage and flowering plants for indoor gardens.

HORT 2212 - Herbaceous Ornamental Plants 2 Credits
Class 1, Lab 2. Identification, cultural requirements and landscape value of ornamental flowering herbaceous plants. Discussions of design and installation of herbaceous beds and borders.

HORT 2300 - Special Topics..... 0-3 Credits
Prerequisite: Consent of the instructor. The study and/or analysis of a selected topic in Horticulture. Individual and/or group study. May be repeated with a different topic.

HORT 2402 Residential Landscape Design..... 2 Credits
Class 1, Lab 2. Identification and placement of plant materials and hard scape materials in a residential setting, including plant types, hard materials, structures, basic design, bed types, etc.

HORT 2403 Introduction to Turf Grass Management.....3 Credits
Class 3. This course focuses on the fundamentals of growing and managing turf grasses in a variety of settings. Students will learn about careers, plant varieties, tools, plant types, installation, basic care, pests and diseases of regional turf grasses. Offered spring semester.

HORT 2412 Horticulture Growing Systems..... 2 Credits
Class 1, Lab 2. Identification, use and management of systems used for production, growth and maintenance of plant materials, including greenhouse structure types, cold frames, hot beds, propagation chambers, hot boxes, raised beds, etc.

HORT 2422 Commercial Plant Production 2 Credits
Class 1, Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.

HORT 2513 Herbaceous Plant Materials 3 Credits
Class 2, Lab 2. Identification, cultural requirements and use of ornamental garden and indoor herbaceous plants. Offered spring semester.

HORT 2613 Woody Plant Materials..... 3 Credits
Class 2, Lab 2. Identification, cultural requirements and use of ornamental woody plants including deciduous and evergreen trees, shrubs and vines.

HORT 2652 - Beginning Floral Design..... 2 Credits
(H) Class 1, Lab 2. Floral design history and scope. Design types and historical influence. Current Trends. Fundamentals of floral arrangement and design with hands-on experience to learn the basic skills necessary for designing and arranging fresh flowers and dried materials for use in a home or retail shop. Plant and Flower Identification. Skills useful to flower shop employment are emphasized. Mechanics of design.

HUMANITIES (HUMN)

HUMN 1113 - Art Appreciation 3 Credits
(H) Class 3. A study of the developments, philosophies, and practices of art in the major cultures from pre-history through the modern era.

HUMN 1123 - Music Appreciation 3 Credits
(H) Class 3. An examination of historical periods as reflected through music with emphasis given to technique as it evolved in Western culture.

HUMN 2113 - General Humanities: Ancient World through Middle Ages..... 3 Credits
(H) Class 3. A chronological study of significant ideas of Western man from ancient Greece through the Middle Ages as manifested in art, music, literature, and philosophy.

HUMN 2223 - General Humanities: Renaissance to Present..... 3 Credits
(H) Class 3. A chronological study of significant ideas of Western man from the Renaissance to the present as manifested in art, music, literature, and philosophy.

HUMN 2300 - Special Topics..... 1-3 Credits
(H) *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in Humanities. Individual and/or group study. May be repeated with a different topic.

HUMN 2413/ENGL 2413-World Literature..... 3 Credits
(H) Class 3. *Prerequisite ENGL 1113 – English Comp I.* A chronological study of literature as it reflects the development of Western culture.

JOURNALISM (JORN)

JORN 1011, 1111, 1211, or 1311 - Journalism Staff Problems 1 Credit
Class 1. Specialized staff problems. Work in specialized fields of newspaper writing to meet the needs of the school newspaper.

JORN 1113 - Elementary Journalistic Writing..... 3 Credits
Class 3. This course includes the theory and practice of journalistic writing. Students enrolled become reporters on the staff of *The Connors Collegian*, the campus newspaper.

JORN 1213 - Journalistic Writing 3 Credits
Class 3. *Prerequisite: JORN 1113 – Elementary Journalistic Writing.* Reporting, interviews, collecting and handling of news materials, introduction to advertising copy and layout are included in this course. Students assist with the publication of *The Connors Collegian*.

JORN 1313 - Introduction to Photography..... 3 Credits
Class 2. The basic fundamentals of photography presented in a functional manner. Analysis of pictorial content, effective use of the camera, and basic laboratory skill are also included.

JORN 1513 - Copy Preparation, Design, and Layout..... 3 Credits
Class 2, Lab 2. This course covers copy preparation for offset lithography and silkscreen processes. Paste-up procedures, proofreading, layout, and advertising composition are covered. Fundamentals of design and layout, application of the principles of design, copy fitting and planning production jobs are also included.

JORN 2113 - News Editing 3 Credits
Class 2, Lab 2. *Prerequisite: JORN 1113 – Elementary Journalistic Writing and JORN 1213 – Journalistic Writing.* Teaches theory of news selection, preparation and display. Emphasis is placed on the responsibility of the newsperson. Also included are lectures, discussions and work on the college newspaper.

JORN 2300 - Special Topics..... 1-3 Credits
Prerequisites: Consent of the instructor. The study and/or analysis of a selected topic in Journalism. Individual and/or group study. May be repeated with a different topic.

MATHEMATICS (MATH)

MATH 0013 - Basic Mathematics 0 Credit
Class 3. *Placement: ACT Math subscore less than 19 and appropriate Placement Algebra placement score.* A study of the fundamental operations with whole numbers, fractions, decimals, and signed numbers, including a study of percentage, measure, ratio, and proportion, geometry, and scientific notation. This proficiency course is designed to prepare students for Elementary Algebra. MATH 0013 credits do not count toward an Associate degree.

MATH 0113 - Elementary Algebra 0 Credit
Class 3. *Placement: ACT Math subscore less than 19 and appropriate Placement Algebra placement score or MATH 0013 - Basic Math.* This course does not assume prior knowledge of algebra. Topics include signed numbers, integer exponents, algebraic expressions, factoring, algebraic fractions, linear equations, linear graphing. This proficiency course is designed to prepare students for Intermediate Algebra. MATH 0113 credits do not count toward an Associate degree.

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| MATH 0123 - Intermediate Algebra | 0 Credit |
| Class 3. <i>Placement: ACT Math subscore less than 19 and appropriate Placement Algebra placement score or MATH 0113 - Elementary Algebra.</i> This course is an extension of MATH 0113 for students who need to review the algebra background or satisfy a mathematics deficiency. Topics include review of real numbers, first degree equations, polynomials, rational expressions, linear equations in two variables, quadratic equations. This proficiency course is designed to prepare students for college level mathematics. MATH 0123 credits do not count toward an Associate degree. | |
| Math 1473 – Applied Mathematics | 3 Credits |
| (A) Class 3. <i>Prerequisite: MATH 0123 - Intermediate Algebra, ACT sub-score of 19 or greater, or satisfactory Placement Algebra proficiency score.</i> This course is designed to meet the general education math requirement for the non-math, non-science major. It is a 3-semester hour course and it presents an introduction to problem solving, analysis of functions and their graphs, applications to the natural sciences, agriculture, business and the social sciences. Applied Mathematics may not be taken for credit in the major field if the student is a math major. | |
| MATH 1493 - Mathematical Structures | 3 Credits |
| (A) Class 3. <i>Prerequisite: MATH 0123 – Intermediate Algebra, ACT subscore of 19 or greater, or satisfactory Placement Algebra proficiency score.</i> A study of the fundamental structures of mathematics. This course is suitable for prospective elementary school teachers. Topics include systematic problem solving, logic, techniques of reasoning and proof, finite algebras and their properties, structure of number systems, algebraic systems, and introduction to number theory. | |
| MATH 1513 - College Algebra | 3 Credits |
| (A) Class 3. <i>Prerequisite: MATH 0123 - Intermediate Algebra, ACT sub-score of 19 or greater, or satisfactory Placement Algebra proficiency score.</i> Scientific calculator required; graphing calculator recommended. Topics include linear and quadratic equations and inequalities, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations and matrices and determinants. | |
| MATH 1613 - Trigonometry | 3 Credits |
| (A) Class 3. <i>Prerequisite: MATH 1513 College Algebra with a grade of "C" or higher (or equivalent).</i> Topics include trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers. | |
| MATH 1715 - College Algebra and Trigonometry | 5 Credits |
| (A) Class 5. <i>Prerequisite: MATH 0123 – Intermediate Algebra, ACT sub-score of 19 or greater, or satisfactory Placement Algebra proficiency score.</i> Graphing calculator required. Topics include linear and quadratic equations and inequalities, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations, matrices and determinants, trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers. | |
| MATH 1813 - Analytical Geometry | 3 Credits |
| (A) Class 3. <i>Prerequisite: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry with a grade of "C" or higher. Instructor approval required for concurrent enrollment in MATH 1613.</i> Graphic calculator required. Topics include conic sections, translation and rotations of axes, polar coordinates, coordinate proofs, vector techniques and parametric equations. | |
| MATH 2103 - Elementary Calculus | 3 Credits |
| (A) Class 3. <i>Prerequisite: MATH 1513 – College Algebra with a grade of "C" or higher.</i> This course is an introduction to differential and integral calculus for students of business and social science. | |
| MATH 2113 - Modeling: Geometry and Measurement | 3 Credits |
| (A) Class 3. <i>Prerequisite: MATH 1493 Math Structures with a grade of "C" or higher.</i> A study of mathematical concepts for prospective elementary teachers using tactile models and appropriate technology. This course is designed for prospective elementary school teachers. Topics include geometry, measurement and trigonometry. (SP) | |
| MATH 2214 - Calculus I | 5 Credits |
| (A) Class 4. <i>Prerequisite: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry with a grade of "C" or higher.</i> Graphing calculator required. Topics include functions, limits, derivatives, applications of the derivative, the definite integral, the fundamental theorem of calculus and applications of integration. (FA) | |
| MATH 2234 - Calculus II | 5 Credits |
| (A) Class 4. <i>Prerequisite: MATH 2214 Calculus I with a grade of "C" or higher.</i> Graphing calculator required. Topics include inverse functions, logarithm and exponential functions, hyperbolic functions, techniques of integration, improper integrals, L'Hospital's rule and infinite series. (SP) | |
| MATH 2300 - Special Studies in Math | 1-5 Credits |
| <i>Prerequisite: Consent of instructor.</i> The study and/or analysis of a selected topic in mathematics. May involve individual and/or group study. This course may be repeated with a different topic. | |

MUSIC (MUSC)

MUSC 1111-1211-1311-1411 - Chorus Music..... 1 Credit
(H) Class 2, Lab 1. Course may be repeated for credit.

MUSC 1112-1212 - Applied Voice..... 2 Credits
(H) Two lessons per week. This course covered the study of basic vocal techniques, proper breathing, diction, and singing style. Fee charged.

MUSC 1121-1221-2321-2421 - College Band & Orchestra 1 Credit
(H) Credit 1. *Enrollment by permission of instructor only.* Two lessons per week. A study of the basic techniques and skills on musical instrument. Emphasis placed on proper tone, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged. May be repeated for credit.

MUSC 1122-1222 - Applied Instrument..... 2 Credit
(H) *Enrollment by permission of instructor only.* Two lessons per week. A study of basic techniques and skills on instrument. Emphasis placed on proper tone, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged.

MUSC 1153 - Music Theory I 3 Credits
(H) Class 2, Lab 2. A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.

MUSC 1253 - Music Theory II 3 Credits
(H) Class 2, Lab 2. *Prerequisite: MUSC 1153 - Music Theory.* Continuation of *MUSC 1153.* A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.

MUSC 1312 – 1412 – Applied Voice..... 2 Credits
(H) *Prerequisite: MUSC 1212 – Applied Voice.* Two lessons per week. This course is a continuation of *MUSC 1212* and places advanced emphasis on vocal technique, especially on advanced English, Italian, and German Literature. Introduction of opera arias to capability of the student.

MUSC 1512 – Ear Training and Sight Singing I..... 2 Credits
(H) Class 2. Includes ear training in sight singing, time and diction.

MUSC 1522 – Ear Training and Sight Singing II..... 2 Credits
(H) Class 2. *Prerequisite: MUSC 1512 – Ear Training and Sight Singing.* Includes advanced ear training in sight singing, time and diction.

MUSC 2300 – Special Topics 1-3 Credits
(H) *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in Music. Individual and/or group study. May be repeated with a different topic.

MUSC 2322–2422 – Applied Instrument..... 2 Credits
(H) (*Prerequisite: MUSC 1222 – Applied Instrument. Permission of instructor only.*) Two lessons per week. The student will perform three solos each semester, two of which must be memorized. At least one solo must be contemporary, pre-romantic, and one of the student and/or instructor's choices. Fee Charged.

MUSC 2361-2461 - Vocal Workshop 1 Credit
(H) *Enrollment by permission of instructor only.* Music experience as an individual or as a member of vocal group including public performance. May be repeated for credit.

NATURAL RESOURCE ECOLOGY AND MANAGEMENT (NREM)

NREM 1012 - Introduction to Natural Resource and Management.....2 Credits
CLASS 3. Introduction to the wide variety of natural resources found globally with a focus on Oklahoma eco regions. Including an overview of the ecology and management of natural resources in the Pine Hardwood Forest, the Cross Timbers, and the tall grass, mixed grass and short grass prairies. (FA)

NREM 1014 – Introduction to Natural History4 Credits
(L) (N) Class 3. Lab 2. The study of living organisms, especially their origins, life histories, behaviors, conservation, and unique adaptations for reproducing and relating to their environment. Laboratory emphasis is on observation and investigation of the diversity and adaptations of living organisms. (FA)

NREM 1113 – Elements of Forestry 3 Credits
Class 2 Lab 3. Survey of forestry as an art, science and profession including forestry and natural resource management theory, forest distribution and ownership, history of forest resource policy development, forest protection, wildlife interactions, forest ecosystem process, current issues, and career opportunities. One required two-day field trip.

NREM 2013 – Ecology of Natural Resources3 Credits
CLASS 3. Prerequisite(s): BIOL 1114 or AGRO 1213 –Introductory focus on understanding and applying general ecological principles to agricultural and natural ecosystems. Emphasis on relationships between climate, soils, agricultural and natural ecosystems. Topics include nutrient cycles, energy flow, species interaction, biological diversity, productivity, sustainability and landscape and ecosystem management. (SP)

NREM 2412 Shotgun Safety and Shooting Sports..... 2 Credits
Safety Skills; Proper operation of firearms; Cleaning and anatomy of firearms; Proper disassembly; Skeet and Trap Shooting; Maintenance of target throwers; Shell reload; Shooting skills and techniques; Competitive shooting. (FA)

NREM 2422 Advanced Gun Safety and Shooting.....2 Credits
Advanced Skills in Safety Education; Proper operation of firearms; Management of Competitive events; Advanced Competitive shooting skills. Maintenance of shooting range.

NURSING (NURS)

NURS 1002 – Success in Nursing Education–Hybrid 2 Credits
Class 2. Prerequisite: Consent of the instructor. This course has been designed to promote success in the nursing program. Students will be assisted in evaluating their own learning styles and discovering their most effective study methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam. Exercises in critical thinking will be integrated throughout the course. Experience with the use of nursing informatics and time management skills will further enhance the student's probability of success in the nursing program. This is a blended course. Computer and internet access are required.

NURS 1003 – Medical Terminology–ONL..... 3 Credits
Class 3. Introduction to word parts, root words, prefixes, and suffixes; structures, pathology, and procedures of body systems; diagnostic procedures; and pharmacology.

NURS 1112 – Lab and Diagnostics ONL..... 2 Credits
Prerequisite: Concurrent enrollment in NURS 1228 Adaptations of the Family or NURS 2223 Transition to Professional Nursing. Introduction to names of diagnostic and laboratory tests and their normal findings, critical values, indications for testing, test explanations, contraindications, potential complications, interfering factors, test results, and clinical significance. Emphasis on the role of nurses and other health care providers in diagnostic and laboratory testing is done by addressing psychosocial and physiologic interventions.

NURS 1113 – Study of Disease and Disorders ONL 3 Credits
Prerequisite: Concurrent enrollment in NURS 1117 Adaptations of the Family or NURS 2223 Transition to Professional Nursing. This course provides an introduction to acute, chronic, and contemporary diseases. Included are the etiology, pathophysiology, prevention, treatment, and control of selected diseases. Students will survey various disease states that occur across the lifespan.

NURS 1117 – Foundations of Nursing–Hybrid 7 Credits
Class 4. Skills Lab/Clinical/Communication Lab 9. This course introduces the student to the roles of the nurse as a provider of care manager and provider, and as a member within the discipline of nursing. As a provider of care, the student learns to assist the geriatric patient to meet his/her needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for patients throughout the life span. Emphasis will be placed on establishing nurse/client relationships and therapeutic communication. Skills associated with the role of the nurse are the primary focus.

NURS 1132 – Mathematics for Nurses..... 2 Credits
Class 2. Prerequisite: Concurrent enrollment in NURS 1117 Foundations of Nursing. Introduces the nursing major to the mathematical skills essential for calculating medication dosage. Content includes conversion between metric, and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and critical care calculations.

NURS 1223 - Clinical Practicum..... 3 Credits
Clinical 9. Prerequisite: NURS 1223 Clinical Practicum must be taken concurrently with NURS 1228 Adaptations of the Family. Utilizes theory content from NURS 1228, Adaptations of the Family. Theory and campus laboratory skills enable the student to plan and provide care for patients/families in select medical-surgical, obstetric, and pediatric settings.

NURS 1228 – Adaptations of the Family Hybrid 8 Credits
Class 8. Prerequisite: NURS 1117 - Foundations of Nursing and NURS 1132 – Math for Nurses. NURS 1228 must be taken concurrently with NURS 1223 Clinical Practicum. Students will acquire knowledge of the nursing process in the practice of safe nursing care of families experiencing childbearing, childrearing, and selected medical/surgical problems. Focus will be placed on meeting basic needs, and applying developmental theory. The role of the student as a member within the profession will be expanded through recognition of accountability for nursing practice and identification of the need for personal/professional development.

NURS 1232 – Pharmacology ONL..... 2 Credits
Class 2. *Prerequisites: Completion of NURS 1228 – Adaptations of the Family, or NURS 2223 – Transitions to Professional Nursing.* Basic concepts, principles, and terminology used in the study of pharmacology as related to the role of the nurse. Included will be introduction to drug classifications and the use of drugs in the health status of individuals throughout the life span. Emphasis will be placed on utilizing the nursing process when administering medications of all types and includes legal and ethical responsibilities.

NURS 2133 – Nurse Practicum I 3 Credits
Clinical 9. *NURS 2133 must be taken concurrently with NURS 2137 Maladaptive States I.* Utilizes theory content from NURS 2137 Maladaptive States I. The course utilizes theory content from NURS 2137, Maladaptive States I. Theory and campus laboratory skills enable the student to plan and provide care for patients with acute and chronic illnesses in clinical setting.

NURS 2137 – Maladaptive States I Hybrid..... 7 credits
Class 7. *Prerequisites: NURS 2223 – Transitions to Professional Nursing or NURS 1228 - Adaptations of the Family AND NURS 1223 - Clinical Practicum.* *NURS 2137 must be taken concurrently with NURS 2133 Nurse Practicum I.* By amplifying on the application of the nursing process, the student will utilize theoretical knowledge and clinical skills to meet the bio-psycho-social needs of individual adults experiencing medical-surgical and psychiatric disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing patient care within an interdisciplinary framework. Professional growth and personal accountability are stressed throughout the course.

NURS 2223 – Transition to Professional Nursing Hybrid..... 3 Credits
Class 3. *Prerequisite: Acceptance into the Career Ladder program.* This course is especially designed to provide career mobility for the eligible licensed practical nurse and/or paramedic. The course provides an introduction to the nursing process with a focus on man's adaptation to meet his basic needs. Professional nursing skills will be developed through special emphasis on communication, the role of the professional nurse, legal accountability, nursing ethics, and role change. The course content also introduces the nursing major to the mathematical skills essential for calculating safe medication dosages. (SP)

NURS 2243 – Nurse Practicum II..... 3 Credits
Clinical 9. *NURS 2243 must be taken concurrently with NURS 2247 Maladaptive States II.* Selected clinical laboratory experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes.

NURS 2247 – Maladaptive States II Hybrid..... 7 Credits
Class 7. *Prerequisites: NURS 2133 - Nurse Practicum I and NURS 2137 - Maladaptive States I.* *NURS 2247 must be taken concurrently with NURS 2243 Nurse Practicum II.* This course focuses on the provision of advanced care for adult patients in complex settings. The student will demonstrate an internalization of the nursing process in the coordination of care for individuals and groups of patients. In the roles of provider and manager of care, the student will be provided the opportunity to practice accountability for nursing judgments and actions.

NURS 2252 – Trends and Issues Hybrid 2 Credits
Class 2. *Prerequisites: NURS 2137 - Maladaptive States I and concurrent enrollment in NURS 2247 – Maladaptive States II.* The student will use the nursing process to analyze current trends and issues influencing nursing. The course will examine the impact of social and scientific changes in relation to the nursing profession and discuss ethical and legal issues; analyze concepts common to effective leadership and management; and explore the status of nursing research in seminar format.

PHILOSOPHY (PHIL)

PHIL 1113 - Introduction to Philosophy 3 Credits
(H). An introduction to the ideas of major Western philosophers by examining questions concerning reality, knowledge, justice and morality. *May be counted as a General Education Humanities course.*

PHYSICAL EDUCATION (PHED)

PHED 1131 – Aerobics 1 Credit
Class 0. Lab 2. Provides opportunities for students to promote physical fitness through increasing lung capacity and oxygen transport system. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

PHED 1241 – Tennis I 1 Credit
Class 0. Lab 2. (Individual Games). The aims of this course are to introduce students to the three basic strokes of tennis so that they may play tennis well enough to enjoy it, and to learn the rules and etiquettes of the game. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

PHED 1251 – Tennis II 1 Credit
Class 0. Lab 2. (Individual Games). *Prerequisite: Tennis I or equivalent.* The aims of this course are to increase the proficiency of students in the three basic strokes of tennis, to learn to volley, and to learn the techniques of successful singles and doubles play. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

PHED 1261 – Elementary Swimming 1 Credit
Class 0. Lab 2. This course covers acclimatization to the water, introduction to basic skills, strokes, and instruction in elementary form of personal safety. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

- PHED 1271 – Advanced Swimming** 1 Credit
Class 0. Lab 2. *Prerequisite: PHED 1261 – Elementary Swimming or equivalent.* Review of basic skills; introduction and refinement of strokes including the crawl, sidestroke, breaststroke, and a study of personal skills. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 1321 – Water Exercises** 1 Credit
Class 0, Lab 2. Conducted in shallow water. The exercises are designed to provide a total body workout. Swimming skills are not required. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 1411 Varsity Athletics and Fitness** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all fall semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.
- PHED 1421 Varsity Athletics and Fitness** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all spring semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.
- PHED 1711 – Dance Team** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all fall semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 1713 Introduction to Athletic Training** 3 Credits
Class 3. An introduction to the profession of athletic training. Basic history, policies and procedures, management, and prevention techniques related to athletic training. Development of essential skills and competencies needed to perform selected athletic training procedures. Included lab portion for development of skills. (FA)
- PHED 1721 – Dance Team** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all spring semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 1811 Freshman Cheerleading** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all fall semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.
- PHED 1813 Sports Nutrition** 3 Credits
Class 3. Overview of the science of sports nutrition, with emphasis on nutrition as it applies to fitness, sport-specific training, and athletic performance. Topics include nutrient requirements and dietary recommendations, energy metabolism, weight management, and special nutrient needs during training and competition. (FA)
- PHED 1821 Freshman Cheerleading** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all spring semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.
- PHED 2062 – Lifeguarding** 2 Credits
Class 1. Lab 2. *Prerequisite – PHED 1271- Advanced Swimming or permission of instructor.* This course includes instruction and certification in American Red Cross Lifeguarding. The course encompasses the philosophy of lifeguarding, skills and responsibilities of a lifeguard, preventive lifeguarding, victim recognition, lifeguard skills, spinal injuries, pool maintenance and search and recovery.
- PHED 2101 – Total Fitness I** 1 Credit
Class 0. Lab 3. An individualized self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 2131 – Total Fitness II** 1 Credit
Class 0. Lab 3. *Prerequisite: PHED 2101 - Total Fitness I.* A continuation of the individualized, self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.

- PHED 2133 – Foundations of Physical Education** 3 Credits
Class 3. Designed for professional orientation in health and physical education. Includes a brief history, philosophy and modern trends in physical education, teacher qualification and vocational opportunities. Required for students majoring in HPER.
- PHED 2142 – Theory of Coaching Baseball** 2 Credits
Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of baseball are included in this course.
- PHED 2152 – Theory of Coaching Basketball** 2 Credits
Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of basketball are included in this course.
- PHED 2222 Introduction to Kinesiology** 2 Credits
Class 2. An introduction course to the discipline of Kinesiology. The course will include origin, scope, development, and purpose of the Kinesiology discipline. The course will provide knowledge concerning future directions and career possibilities. (SP)
- PHED 2223 – Legal Aspects of Sports** 3 Credits
Class 3. Includes an examination of the interrelationships of the legal process in the field of physical education and athletics, discussion of fundamental legal concepts, analysis of litigated cases of tort-law, negligence. Also includes the liability of coaches and physical education instructors.
- PHED 2300 – Special Topics in Physical Education**..... 1-3 Credits
Class 1, Lab 0-3. *Prerequisite: Consent of instructor.* The study and/or analysis of a selected topic in Physical Education. Individual and/or group study. May be repeated with a different topic.
- PHED 2411 - Varsity Athletics and Fitness** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all fall semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.
- PHED 2421 - Varsity Athletics and Fitness** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of instructor.* Open to all spring semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.
- PHED 2512 - Motor Learning**..... 2 Credits
Class 2. This course covers the concepts and applications of motor skill development dealing with attention, memory, knowledge of results, transfer, practice and motivation.
- PHED 2562 - Sports Officiating** 2 Credits
Lab 2. A study of the rules, mechanics, and principles of officiating for basketball, baseball, and softball. Designed for students who desire to officiate interschool athletics.
- PHED 2664 Assessment and Management of Musculoskeletal Injuries** 4 Credits
Class 3. Lab 1. Recognition and management of medical conditions affecting athletic participants. Medical history, use of evaluative tools, knowledge of various conditions and diseases, and clinical evaluation techniques for musculoskeletal disorders. This course will correspond directly with clinical observation placement and skills will be evaluated under the supervision of ATC. *Prerequisite: PHED 1713 and HLTH 2383.* (SP)
- PHED 2711 – Dance Team**..... 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all fall semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 2721 – Dance Team**..... 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all spring semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.
- PHED 2811 - Cheerleading** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all fall semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.
- PHED 2821 - Cheerleading** 1 Credit
Class 0. Lab 10. *Prerequisite: Team tryouts & consent of the instructor.* Open to all spring semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of

this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.

PHYSICAL THERAPIST ASSISTANT (PTAT)

PTAT 1011 Introduction to Physical Therapy 1 credit

This course will introduce students to the profession and practice of Physical Therapy, including history, professional organizations, educational process, roles and relationship of the physical therapist and physical therapist assistant, contemporary practice settings in physical therapy, ethical behavior, fraud/abuse, professional behaviors, data collection and medical record keeping, communication with medical professionals and patients, evidence-based practice, medical literature review, cultural awareness in practice, and responsibility for professional development.

PTAT 1012 Kinesiology for PTAs..... 2 credits

The student will discuss the components of the musculoskeletal system, view function and mobility through the framework of the Human Movement System, and identify joint kinematics, normal and abnormal joint postures at rest and with activity, and normal and abnormal muscle tone. The student will become competent with joint range of motion assessment, manual muscle testing, and sensation testing. Clinical skills will be practiced in lab.

PTAT 1122 Pathophysiology for PTAs..... 2 credits

In this course the student will gain knowledge of various organ systems of the human body, and explore the etiology, pathophysiology, signs/symptoms, course of treatment, effects of aging, and effect of disease condition on patient health, roles, family/caregivers, and therapeutic care. Basic pharmacology commonly seen in practice settings will be covered.

PTAT 1203 Basic Patient Care Skills..... 3 credits

This course covers basic patient care skills, including: assessment of vital signs, identifying emergency situations, understanding the hospital environment and medical equipment, asepsis techniques, anthropometric measurements, patient interviewing, positioning and draping techniques, wheelchair management, use of assistive devices for gait, and patient mobility and transfer techniques. Students will build upon medical record review, understanding of the plan of care, and medical documentation. Clinical skills will be practiced in lab.

PTAT 1033 Therapeutic Exercise I..... 3 credits

This course will cover the basic principles of exercise, types of exercise, therapeutic goals for exercise, and rationale of the implementation and progression of therapeutic exercises within the plan of care. The student will learn to monitor physiological responses to exercise and make adaptations as appropriate, analyze gait cycle and identify gait deviations, perform postural assessments, and functional training through therapeutic exercise. Clinical skills will be practiced in lab.

PTAT 1023 Physical Agents..... 3 credits

During this course, the student will become competent in the application of the following biophysical agents: biofeedback, electrotherapeutic agents, compression therapies, cryotherapy, hydrotherapy, superficial and deep thermal agents, traction, and light therapies. Indications and contraindications for use, efficacy, and physiological response to these biophysical agents will be covered. The student will build on previously taught communication skills, working within the plan of care, and medical documentation. Clinical skills will be practiced in lab.

PTAT 2033 Therapeutic Exercise II..... 3 credits

This course will build on students' knowledge of therapeutic exercise, covering cardiac rehabilitation spinal stabilization, advanced balance training, work specific reconditioning programs, and the application of exercise with specialized patient populations, including geriatric and women's health. Amputations and prosthetic use and care will be covered. Clinical skills will be practiced in lab.

PTAT 1232 Clinical Procedures..... 2 credits

This course covers massage techniques, pulmonary rehabilitation, peripheral joint mobilization, use of orthotics, wound management, edema management techniques, and environmental and ergonomic assessment. Clinical Skills will be practiced in lab.

PTAT 1212 Clinical Practice I..... 2 credits

This is the first of three clinical educational courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting under the direct supervision of a licensed physical therapist. The student will apply basic clinical skills, engage in clinical reasoning, perform medical chart review, and document patient care experiences in a medical record. The student will develop professional behaviors in the clinical setting. This is a full-time 3 week clinical experience (120 hours).

PTAT 2011 Orthopedic Management for PTAs..... 1 credit

This course will cover various orthopedic conditions, including: etiology, signs/symptoms, surgical management, and therapeutic management both pre and post-operatively. Students will explore conditions affecting the shoulder, elbow, wrist/hand, hip, knee, ankle/foot, and spine. Students will further develop their ability to work within the plan of care and progress a treatment plan.

PTAT 2043 Neurology & Rehabilitation for PTAs..... 3 credits

This course covered rehabilitation techniques for individuals with neurological disorders. Typical and atypical development will be discussed, including gross and fine motor milestones, righting and equilibrium reactions, and developmental reflexes. Students will explore a variety of neurological conditions affecting both pediatric and adult populations, including current theory, treatment approaches, and use of age-appropriate interventions. Clinical skills will be covered in lab.

PTAT 2124 Clinical Practice II..... 4 credits
 This is the second of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experience, working with patients with more complex issues, and increasing patient care load. The student will further develop communication skills, and apply ethical decision making and values-based behaviors into patient care. This is a full-time 5 week clinical experience (200 hours).

PTAT 2121 Professional Issues..... 1 credit
 During this course, the student will utilize experiences gained in clinical education courses to reflect upon and assess their performance as a student physical therapist assistant. The following topics will be discussed: treatment and progression of complex patients within an interprofessional team, contemporary healthcare settings and systems, adjustment of delivery of care to maintain a patient-centered approach, quality assurance, ethical and safe practice, leadership and advocacy, and medical fraud and abuse. Students will also learn resume writing skills and discuss professional behaviors as they prepare to transition from student to practitioner.

PTAT 2134 Clinical Practice III..... 4 credits
 This is the last of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge from all didactic coursework in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experiences, working with more complex patients and heavier caseload as appropriate. This course allows students to transition forward to becoming a practitioner, integrating knowledge with experience to become safe and effective entry-level physical therapist assistants. This is a full-time 6 week clinical experience (240 hours).

PHYSICS (PHYS)

PHYS 1114 – General Physics I 4 Credits
(L)(N) Class 3, Lab 2. *Prerequisites: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry.* This course is an introductory non-calculus based physics course and includes topics from mechanics, heat, and sound. (FA)

PHYS 1214 – General Physics II 4 Credits
(L)(N) Class 3, Lab 2. *Prerequisite: PHYS 1114 General Physics I.* Scientific calculator required. This course is a continuation of the general physics sequence and will include topics from electricity, magnetism, light, and atomic physics. (SP)

PHYS 2014 – Engineering Physics I 4 Credits
(L)(N) Class 3, Lab 2. *Prerequisite: MATH 2215 Calculus I.* Scientific calculator required. This course is a calculus based physics course for physics, engineering or science majors. Topics include vectors, particle kinematics and dynamics, work and energy, impulse and momentum, rotational kinematics and dynamics, equilibrium, oscillations, gravitation, fluid mechanics, and sound waves.

PHYS 2114 – Engineering Physics II 4 Credits
(L)(N) Class 3, Lab 2. *Prerequisite: PHYS 2014 Engineering Physics I.* Scientific calculator required. This course is a continuation of the engineering physics sequence and will include topics such as temperature, heat, electricity, magnetism, and light and optics.

PHYS 2300 – Special Topics in Physics..... 1-4 Credits
 Class 1-4. *Prerequisite: Consent of the instructor.* The study and/or analysis of a selected topic in physics. May involve individual and/or group study. The course number may be repeated with a different topic.

POLITICAL SCIENCE (POLS)

POLS 1113 – American Federal Government..... 3 Credits
 Class 3. This course provides an overview of the origin and framework of the federal government and political party machinery. Course satisfies the general education requirement for U.S. Government.

POLS 2113 – Introduction to American State and Local Government 3 Credits
(S) Class 3. This course covers the political processes, government and administration of American States, cities, and counties with special emphasis on Oklahoma.

POLS 2300 – Special Topics 1-3 Credits
Prerequisite: Consent of instructor. The study and/or analysis of a selected topic in Political Science. Individual and/or group study. May be repeated with a different topic.

PSYCHOLOGY (PSYC)

PSYC 1113 – Introduction to Psychology 3 Credits
(S) Class 3. A survey of the major areas of study in psychology such as: motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought and treatment.

PSYC 2113 – Psychology of Adjustment 3 Credits
(S) Class 3. *Prerequisite: PSYC 1113 - Introduction to Psychology.* Course is devoted to the emotional health of human beings. Primary topics include emotions and their development, control and relationship to bodily and mental health, physiological factors affecting mental stability and a discussion of important personal problem. (SP) (SU)

PSYC 2213 – Introduction to Personality Theories 3 Credits
(S) Class 3. *Prerequisite:* PSYC 1113 – *Introduction to Psychology*. An introductory course examining processes and various theoretical approaches to the study of personality such as: psychodynamic, behavioral, phenomenological, trait, and social learning theories. (SP)

PSYC 2300 – Special Topics 1-3 Credits
Prerequisite: *Consent of instructor*. The study and/or analysis of a selected topic in Psychology. Individual and/or group study. May be repeated with a different topic.

PSYC 2301 – Special Topics – President’s Leadership Class 1 Credit
Prerequisite: *PLC Application Portfolio and selection by PLC Advisory Council*. Students eligible to submit the *Application Portfolio* are those who are current high school seniors. Refer to the President’s Leadership Class Constitution for Purpose and the Policies of the President’s Leadership Class. Eligible students may enroll in this course for up to four semesters. For more information, see Scholarships section of the catalog.

PSYC 2313 – Developmental Psychology 3 Credits
(S) Class 3. *Prerequisite:* PSYC 1113 – *Introduction to Psychology*. A theoretical and research-based course that covers the social, emotional, physical and cognitive aspects of human development throughout the life span.

PSYC 2443 – Leadership Development 3 Credits
Class 3. This course will examine all aspects of leadership development in the individual. Emphasis will be placed on the study of the philosophy, morals, ethics, individual ability, and style of leadership.

PSYC 2543 – Introduction to Social Psychology 3 Credits
(S) Class 3. *Prerequisite:* PSYC 1113 - *A Psychology course, with a prerequisite of Introduction to Psychology 1113, which will cover topics such as: conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison.* (FA)

RADIOLOGY (RADT)

RADT 1003 – Medical Terminology I 3 Credits
Class 3. An introduction to the foundations of medical terminology including root words, suffixes, prefixes, word elements, and word terminals. Emphasis is placed on correct pronunciation, spelling, and definitions.

RELIGIOUS EDUCATION (RELI)

RELI 1023 – New Testament Survey 3 Credits
(H) Class 3. Course examines history, literature and culture of the New Testament world and its contribution to Western Civilization.

RELI 1123 – Old Testament Survey 3 Credits
(H) Class 3. Course examines history, literature, and culture of the Old Testament world and its contribution to Western Civilization.

RELI 2113 – Christian Ethics and Social Thought 3 Credits
(H) Class 3. Course provides an introduction to the problems and methods of translating the Biblical faith into action in the contemporary world.

SOCIOLOGY (SOCI)

SOCI 1113 – Principles of Sociology 3 Credits
(S) Class 3. This course provides a general survey of the field of sociology. Emphasis is placed on the foundation of human society, institutional organizations and social change.

SOCI 2113 – Introduction to Social Services 3 Credits
(S) Class 3. *Prerequisite:* SOCI 1113 – *Principles of Sociology* This course is designed to acquaint the student with the various areas of social service. Includes an introduction to the philosophy, purposes and functions of various agencies.

SOCI 2300 – Special Topics 1-3 Credits
(S) *Prerequisite:* *Consent of Instructor*. The study and/or analysis of a selected topic in Sociology. Individual and/or group study. May be repeated with a different topic.

SOCI 2313 – Introduction to Counseling 3 Credits
(S) Class 3. *Prerequisite:* SOCI 1113 – *Principles of Sociology* Includes a study of the principles, viewpoints, and approaches in the counseling situation. Also addresses the directive, non-directive, and eclectic techniques in counseling.

SOCI 2323 – Social Problems 3 Credits
(S) Class 3. *Prerequisite:* SOCI 1113 – *Principles of Sociology* An overview of current social problems in the United States. Analyzes sociological and ideological definitions of social problems and considers a variety of possible solutions.

SOCI 2413 – Introduction to Cultural Anthropology..... 3 Credits
(H) (S) Class 3. . *Prerequisite: SOCI 1113 –Principles of Sociology* A survey course in the field of cultural anthropology. Emphasis is placed on a cross-cultural comparison of human institution.

SOCI 2423 – Sociology of the Family 3 Credits
(S) Class 3. . *Prerequisite: SOCI 1113 –Principles of Sociology* includes an overview of the origin and development of marriage customs and systems of family organization. A cross-cultural survey of the family as a basic institution in human societies is also included.

SOCI 2523 – Social Psychology..... 3 Credits
(S) Class 3. *Prerequisite: SOCI 1113 - Introduction to Psychology or SOCI 1113 - Principles of Sociology.* This course integrates sociology and psychology in the study of personality development, social adjustment and social control.

SPANISH (SPAN)

SPAN 1113 Elementary Spanish I..... 3 Credits
Class 3. Grammar, pronunciation, reading, composition, oral-aural practice.

SPAN 1223 Elementary Spanish II..... 3 Credits
Class 5. *Prerequisite: SPAN 1113 – Elementary Spanish or one year of high school Spanish.* Includes the fundamentals of grammar, the subjunctive mood, composition and easy reading in the Spanish language. Students for whom Spanish is their native language may not receive credit for this course.

SPEECH (SPCH)

SPCH 1013 – Principles of Listening..... 3 Credits
Class 3. Course focuses on the role of listening in promoting successful oral communication in the business and educational communities. Includes components of listening comprehension, improving listening behavior, barriers to effective listening and elements of improving listening comprehension at five levels intrapersonal, interpersonal, small group, public address, and mass communication. (SP)

SPCH 1101–1201-1301–1401 – Intercollegiate Forensics..... 1 Credit
Lab. *Prerequisite: Permission of Instructor.* These courses include preparation for and participation in intercollegiate debate events.

SPCH 1111–1121-2111–2121 – Competitive Speech 1 Credit
Lab. *Prerequisite: Permission of Instructor.* These courses include preparation for and participation in intercollegiate competitive speaking events.

SPCH 1113 – Introduction to Oral Communication 3 Credits
Class 3. An introductory course designed to prepare students to effectively communicate in different situations, including group communication, conversation and public presentation. Elements of communication are emphasized including confidence, listening, non-verbal, outlining and presentation skills. The course consists of theory and performance.

SPCH 1123 – Elementary Dramatics..... 3 Credits
Class 3. Examines the theater from the actor's point of view, including stage scenery and accessories. Introduces a brief history of the theater. Participation in a stage performance is required.

SPCH 2101-2201-2301-2401 – Dramatics Laboratory 1 Credit
Prerequisite: Permission of instructor. Includes the application of dramatic theory. Participation in at least one production, either back-stage or acting is required. May be repeated for credit.

SPCH 2113 – Communications in Business & the Professions..... 3 Credits
Class 3. A course designed to help entry-level employees obtain a position, keeping the job, or advance in their field by improving their understanding of, and skill in, the forms of communication most crucial to their growth and success on the job. These communication skills include listening, providing feedback, decision-making/problem-solving, working in groups, giving and receiving orders, meeting management, interpersonal competency, speaking before small groups and participating with subordinates in and conducting interviews.

SPCH 2213 – Advanced Dramatics..... 3 Credits
Class 3. *Prerequisite: SPCH 1123 Elementary Dramatics or Permission of Instructor.* This course is a continuation of SPCH 1113 – Elementary Dramatics.

SPCH 2300 – Special Topics..... 1-3 Credits
Class 1-3. *Prerequisite: Permission of Instructor.* The study and/or analysis of a selected topic in Speech. Individual and/or group study. May be repeated with a different topic.

SPCH 2413 – Group Discussion 3 Credits
Class 3. Principles and methods for successful participation in group discussions, stressing understanding of leadership, interpersonal relations, problem solving and participation. This course will consist of basic theory and participation in group discussions.

SPCH 2423 – Interpersonal Communications..... 3 Credits
Class 3. A course designed to develop communication skills to help effectively manage one-to-one relationships primarily in the context of work, family and other interpersonal experiences. These skills will help to initiate, develop and maintain fulfilling interpersonal relationships.

SPCH 2703 – Oral Interpretation of Literature 3 Credits
Class 3. This course includes oral performance of literature including selection, analysis, rehearsal and performance of poetry, prose and/or drama.

SPCH 2713 – Argumentation and Debate..... 3 Credits
Class 3. The study and application of logical argumentation in persuasion. Emphasis will be placed on application through debate and discussion focusing on value and policy propositions.

STATISTICS (STAT)

STAT 2013 – Elementary Statistics..... 3 Credits
(A) Class 3. *Prerequisite: MATH 1513 or equivalent.* This course includes both descriptive and inferential statistics. Students will become familiar with data collection techniques and be able to make predictions about populations based on results of statistical testing. Topics will include frequency distributions and graphs, counting techniques and probability, discrete and continuous probability distributions, and hypothesis testing. Statistical tests covered in this course include the Z-test, T-test, F-test, Chi-Square-test and ANOVA. Correlation and regression will also be covered.



SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF FEBRUARY 2017

| FUND SOURCE | TRAVEL THIS MONTH | | CORRESPONDING MONTH LAST FISCAL YEAR | | AMOUNT EXPENDED CURRENT | | AMOUNT EXPENDED PRIOR | |
|--------------|-------------------|--------------------|--------------------------------------|--------------------|-------------------------|--------------------|-----------------------|---------------------|
| | NO. OF TRIPS | AMOUNT EXPENDED | NO. OF TRIPS | AMOUNT EXPENDED | NO. OF TRIPS | FISCAL YEAR | NO. OF TRIPS | FISCAL YEAR |
| ST. APPROP. | 0 | 0.00 | 1 | \$ 1,216.10 | 0 | 0.00 | 5 | \$ 12,069.40 |
| FEDERAL | 1 | \$ 1,696.06 | 0 | 0.00 | 2 | \$ 3,165.31 | 5 | \$ 17,778.10 |
| PRIVATE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| AUXILIARY | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| OTHER | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| TOTAL | 1 | \$ 1,696.06 | 1 | \$ 1,216.10 | 2 | \$ 3,165.31 | 10 | \$ 29,847.50 |



SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF MARCH 2017

| FUND SOURCE | TRAVEL THIS MONTH | | CORRESPONDING MONTH LAST FISCAL YEAR | | AMOUNT EXPENDED CURRENT | | AMOUNT EXPENDED PRIOR | |
|--------------|-------------------|-----------------|--------------------------------------|-----------------|-------------------------|--------------------|-----------------------|---------------------|
| | NO. OF TRIPS | AMOUNT EXPENDED | NO. OF TRIPS | AMOUNT EXPENDED | NO. OF TRIPS | FISCAL YEAR | NO. OF TRIPS | FISCAL YEAR |
| ST. APPROP. | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 5 | \$ 12,069.40 |
| FEDERAL | 0 | 0.00 | 0 | 0.00 | 2 | \$ 3,165.31 | 5 | \$ 17,778.10 |
| PRIVATE | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| AUXILIARY | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| OTHER | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| TOTAL | 0 | 0.00 | 0 | 0.00 | 2 | \$ 3,165.31 | 10 | \$ 29,847.50 |



LIVESTOCK SALES REPORT FOR THE THIRD QUARTER FY17

| <u>DATE</u> | <u>WHERE</u> | <u>TYPE</u> | <u>WHAT</u> | <u>AMOUNT</u> |
|-------------|------------------------|-------------|-------------|--------------------|
| 03/14/2017 | H. & LOUISE HOUSH FARM | INDIVIDUAL | DD60 - BULL | \$ 3,000.00 |
| | | | TOTAL | <u>\$ 3,000.00</u> |



Veterinary Payments for Third Quarter FY17

| <u>DATE</u> | <u>VENDOR</u> | <u>FUND</u> | <u>AMOUNT</u> |
|-------------|----------------------|--------------|--------------------|
| 01/30/2017 | GREEN'S ELEVATOR INC | 290 | \$ 48.79 |
| 02/02/2017 | MWI ANIMAL HEALTH | 290 | \$ 30.31 |
| 02/02/2017 | MWI ANIMAL HEALTH | 290 | \$ 980.28 |
| 02/06/2017 | GREEN'S ELEVATOR INC | 290 | \$ 15.45 |
| 02/09/2017 | RSM FARM SUPPLY | 290 | \$ 65.00 |
| 02/21/2017 | GREEN'S ELEVATOR INC | 290 | \$ 89.30 |
| 02/27/2017 | HUBLER VETERINARY | 701 | \$ 169.00 |
| 02/27/2017 | RSM FARM SUPPLY | 290 | \$ 6.50 |
| | | TOTAL | \$ 1,404.63 |



THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION
FTE Employee Report ¹

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate, and the Speaker of the Oklahoma House of Representatives

From: Connors State College Institution Dr. Ron Ramming Interim-President

Subject: FTE Employee Report for the Fiscal Quarter Ending: 03-31-2017 Mo. Day Yr.

The following information is provided pursuant to 74 O.S. 1981, Section 3602.²

| | Educ. & Gen Budget Part I (290) | | | Educ. & Gen Budget Part II (430) | | | Agency Accounts Other (701) | | | Sub-Total | | | Total FTE |
|-----|---------------------------------|---------|---------|----------------------------------|---------|---------|-----------------------------|---------|---------|-----------|---------|---------|-----------|
| | Faculty | Other | | Faculty | Other | | Faculty | Other | | Faculty | Other | | |
| | | Regular | Student | | Regular | Student | | Regular | Student | | Regular | Student | |
| 59 | 52 | 6 | | 0 | 15 | 1 | 0 | 14 | 14 | 59 | 81 | 21 | 161 |
| 85 | 53 | 7 | | 0 | 15 | 1 | 0 | 14 | 17 | 85 | 82 | 25 | 192 |
| -26 | -1 | -1 | | 0 | 0 | 0 | 0 | 0 | -3 | -26 | -1 | -4 | -31 |
| 65 | 74 | 8 | | 0 | 4 | 1 | 0 | 11 | 29 | 65 | 89 | 38 | 192 |

- A. FTE Employees for Reported Fiscal Quarter ¹
- B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter. ¹
- C. Increase or Decrease in FTE Employees (Item A minus Item B)
- D. Comparable Quarter Last Year

¹ File with State Regents' office by the tenth of the month following the end of the calendar quarter being reported.
² The term employees shall mean "a full time employee or any number of part time employees whose combined weekly hours of employment equal those of a full time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 487.5 hours (182.5 hours per month multiplied by three months) the total payroll hours (excluding seasonal employees) for the quarter.
³ This figure reflects the total number of FTE Employees for the main campus, branch campus(es) and all constituent agencies.

LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

Dr. Kent Smith, President, and members of the Langston administration appeared before the Board of Regents to present the business of Langston University and review the Agenda for members of the Board.

Dr. Smith expressed appreciation to Dr. Faltyn for the hospitality last evening.

Dr. Smith said Langston has been preparing for a little over two years for the upcoming Higher Learning Commission (HLC) Accreditation visit. He noted that Chair Watkins and other Board members as well as CEO Ramsey will be present for Monday's HLC visit, and their presence is appreciated and truly does matter to the HLC Committee. He said he feels very good about the preparation of the Langston faculty, staff, administration, and students. He looks forward to a successful accreditation visit for Langston University.

Dr. Smith said he and several members of the administration will be travelling to California following today's Board meeting for a large fundraising event on behalf of the Los Angeles Langston Alumni Chapter.

Dr. Smith noted that Langston applications are down 6 percent compared to this time last year; in particular, in-state applications are down. While this may seem alarming, Dr. Smith said he wants the Board to know that Langston is working harder than ever for the in-state feeder high schools to get the number of applications up. Langston hosted a successful high school day two weeks ago with over 500 students on the Langston campus. It is believed the administration's enrollment goal of 650 students will be met. Dr. Smith said in light of the budget reductions faced he has asked enrollment management to push to get closer to 700 enrolled.

Dr. Smith noted that Langston's commencement exercises will be held on May 13th at 10:00 a.m.

Approval of Personnel Actions

Dr. Smith said it cannot be said that the budget reductions do not affect the academics of the institutions, and the personnel actions listed in the Langston agenda are an example of the effect the cuts are having. It is University policy to notify faculty no later than March 31 of non-renewal for the following year. In preparation for the possible budget reductions that are coming, six faculty members--two of whom were tenure track--were notified of non-renewal status. If the cuts are not as high as anticipated, some of the faculty listed as non-renewal will be renewed. The same thing was done last year, and those listed are only the faculty members affected; there will also be notices of staff layoffs at future Board meetings. He said the students, faculty, and staff are feeling the budget reductions.

Regarding the salary adjustments for the Men's Basketball coaches, Dr. Smith said the team participated in the National NAIA Tournament. After not winning a basketball game for two years the team went to the national tournament and won two games. In the final ranking Langston was eighth in the country, which is really significant.

Regent Reese moved and Regent Anthony seconded to approve the personnel actions as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Dove Charter Schools of Tulsa, Oklahoma

Dr. Smith requested approval to adopt a revised agreement with Dove Charter Schools of Tulsa, Oklahoma (Dove). He said this is not an extension of the contract; it is simply to prevent an overlap. Two of the Dove schools offered the same grade levels, so rather than having a duplication at both schools the grade levels are being revamped, including a name change. This agreement has been reviewed by the Office of Legal Counsel, and there will be a final review before the document is signed. (A copy of the Revised Agreement with the Dove Charter Schools of Tulsa, Oklahoma, is on file in the Board of Regents' Office as Document No. 2-4-21-17.)

Adoption of a Revised Student Code of Conduct

Dr. Smith requested approval to adopt a revised Student Code of Conduct, noting that this item was discussed with members of the Academic Affairs, Policy and Personnel Committee at its meeting this morning. He said approval of this item is requested because it is required for the Higher Learning Commission (HLC) visit. (A copy of the Langston University Student Code of Conduct 2017 is on file in the Board of Regents' Office as Document No. 3-4-21-17.)

Regent Burns said the Committee met with the Langston administration regarding approval of the revised Student Code of Conduct. He said the Committee acted to recommend Board approval.

Regent Burns moved and Regent Reese seconded to approve adoption of the Langston University Student Code of Conduct as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Balance of Agenda

Regent Davis moved and Regent Milner seconded to approve the balance of the Agenda, subject to the availability of funds and/or the limitations of the budget. (The Agenda is attached.)

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Regent Anthony asked how the experience has been with Langston and the Charter schools such as Dove, and if those relationships are successful. Dr. Smith affirmed that they have been successful. He said there was one charter school that Langston did not have a good relationship with, and that agreement was ended last year. Of the charter schools that Langston currently sponsors, three rank in the top five academically in the State of Oklahoma; the Dove schools are two of the three. It is too early to evaluate the charter high school, Langston Hughes Academy in Tulsa, which is the newest charter school. Langston Hughes Academy brings particular excitement because the ultimate goal is for that school to become a feeder high school into the University. Dr. Smith said he is very proud of the schools Langston sponsors, and academically they are second to none in the state.

Regent Link said the Board's last trip to Langston included a tour of the nearly completed physical therapy building. He asked if that facility is fully completed and operational and if it is going well. Dr. Smith said the students and Deans feel great about the new facility, and this is the first semester that it is fully-functioning. He said a pipe burst over the recent holiday break in December, which resulted in two feet of water throughout the entire building. He said there are a few things left to put back into place after that cleanup, but the facility was fully opened this semester and everything seems to be okay.

The business of Langston University being concluded, Dr. Smith and members of the Langston administration were then excused from the meeting.

BOARD OF REGENTS FOR THE OKLAHOMA A&M COLLEGES

Dear Board Members:

Please approve the following business items for Langston University.

Expenditures from Treasury Funds, contingent upon their availability, will be submitted for purchasing through Mr. Scott Schlotthauer, Chief Procurement Officer.

A. GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD:

1. For your information, Attachment A reflects Langston University's FTE Report for the fiscal quarter ending December 31, 2016.
2. For your information, Attachment B reflects Langston University's FTE Report for the fiscal quarter ending March 31, 2017.

B. RESOLUTIONS: NONE

C. POLICY AND OPERATIONAL PROCEDURES:

1. Langston University respectfully requests approval to bestow an Honorary Doctor of Laws (LL.D.) degree upon Dr. Melvin Todd. Dr. Todd has dedicated a lifetime of service to the State of Oklahoma and Langston University. Dr. Todd served as principal and assistant superintendent in the Oklahoma City Public Schools before joining the staff of the Oklahoma State Regents for Higher Education in 1975 and was the first African American to serve on the Regents' staff. In 1992, Dr. Todd began his service to Langston University as special assistant to the president. Even now in retirement, Dr. Todd continues to give of his time, talent, and treasure to Langston University and we wish to bestow this honorary degree in recognition of his exemplary service.

D. PERSONNEL ACTION:

1. **FOR INFORMATIONAL PURPOSES**

Langston University accepted the following notice of retirement:

Dr. Marvin Burns, Dean, School of Agriculture and Applied Sciences, effective May 31, 2017.

2. **FOR INFORMATIONAL PURPOSES**

Langston University issued the following notices of non-renewal:

Ms. Donisha Childs, Instructor, School of Arts and Sciences

Dr. Zhaoqiong Qin, Associate Professor (tenure track), School of Business

Dr. Sharron Hunter-Rainey, Associate Professor (tenure track), School of Business

Dr. Manuel Regueiro, Assistant Professor (non-tenure track), School of Arts and Sciences

Dr. Mary Mbosowo, Assistant Professor (non-tenure track), School of Arts and Sciences

Dr. Zueqi Zhou, Assistant Professor (non-tenure track), School of Business

3. Approval is respectfully requested to employ Bianca Bryant as Director of Career and Professional Development, at an annual salary of \$57,500.00, effective February 20, 2017.
4. Approval is respectfully requested to employ and commission Rondale Caraway as Campus Police Officer, Langston University Police Department, at an annual salary of \$27,500.00, effective February 27, 2017.
5. Approval is respectfully requested to employ Leslie Gadderson as Instructor, School of Nursing and Health Professions, at an annual salary of \$50,000.00, effective March 1, 2017.
6. Approval is respectfully requested to adjust the salary of Robert Hendon, Assistant Men's Basketball Coach, from \$32,000.00, on a 12-month basis, to \$40,000.00, on a 12-month basis, effective April 1, 2017.
7. Approval is respectfully requested for Langston University to accept the employment contract for Stanley Holt, Head Men's Basketball Coach, to reflect a salary adjustment from \$50,000.00, on a 12-month basis, to \$60,000.00 on a 12-month basis effective April 1, 2017; with an additional salary adjustment from \$60,000.00, on a 12-month basis, to \$70,000.00, on a 12-month basis in year two effective April 1, 2018. The full contract, which has been reviewed by the Office of Legal Counsel, is included for your review in Attachment C.

E. INSTRUCTIONAL PROGRAMS:

1. The Langston University School of Nursing and Health Professions respectfully requests permission to make program modifications removing ten (10) courses from the current RN-to-BSN plan of study and adding eight (8) new courses to the RN-to-BSN plan of study. These program changes come with the recommendation of the Nursing faculty and a professional nurse consultant who reviewed the program curriculum in preparation for an accreditation review. The number of hours required for graduation will not change, nor will additional faculty be needed. The changes to the program emphasize theoretical concepts, professional issues, community/public health, research, and leadership management. Supplemental documentation related to the program modification request is included for your review in Attachment D.

F. BUDGETARY ACTION: NONE**G. OTHER BUSINESS AND FINANCIAL MATTERS: NONE****H. CONTRACTUAL AGREEMENTS (other than construction and renovation):**

1. Approval is respectfully requested for Langston University to adopt a revised agreement with the Dove Charter Schools of Tulsa, operated by The Sky Foundation, Inc., pending final review by the Office of Legal Counsel. The revised agreement reflects a change in the name of two schools in an effort to bring uniformity to the schools within their purview. The length of the agreement has not been adjusted. The attached agreement reflects an expiration of June 30, 2021, consistent with the most recent renewal approved by the Oklahoma A&M Board of Regents in December 2015. The Dove Schools are undergoing a restructuring effort and have proposed an adjustment to the grade levels offered at the Dove Schools of Tulsa to eliminate the overlapping of grade levels among their schools. The request from the Dove Schools along with the revised agreement is included for your review in **Attachment E**.

I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES: NONE**J. PURCHASE REQUESTS:**

1. Approval is respectfully requested for Langston University to work with Oklahoma State University Central Purchasing to purchase residence hall replacement furniture for housing facilities. For furniture procurement between \$50,000.00 and \$250,000.00, the current process requires that OSU Central Purchasing conducts an electronic bid process through the OK Corral procurement system soliciting all contracted suppliers and others as applicable. Based on needs that have been identified, Langston University estimates that the cost of the furniture will be between \$67,000.00 and \$75,000.00. Funding for this expenditure is available through account 326010.

K. STUDENT SERVICES/ACTIVITIES:

1. Langston University respectfully requests approval to adopt a revised Student Code of Conduct. The revised Student Code of Conduct was developed using the Oklahoma State University Student Code of Conduct as a template in consultation with the Office of Legal Counsel. The Student Code of Conduct has been under review for some time and is now ready for submission to the Board of Regents after careful review by faculty, staff, and students, including executive board members of our Student Government Association. The revised Student Code of Conduct is included for your review in **Attachment F**.

L. NEW BUSINESS UNFORSEEN AT TIME AGENDA WAS POSTED: NONE

M. OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD:

1. Summary of Out-of-State Travel as of February 28, 2017:

Column (1): Travel This Month

Column (3): Amount Expended Current FY

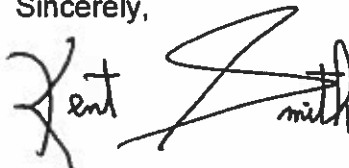
Column (2): Corresponding Month Last FY

Column (4): Amount Expended Prior FY

| FUND SOURCE | NO. of TRIPS (1) | AMOUNT EXPENDED (1) | NO. of TRIPS (2) | AMOUNT EXPENDED (2) | NO. of TRIPS (3) | AMT. EXP. CURRENT FY (3) | NO. of TRIPS (4) | AMT. EXP. PRIOR FY (4) |
|--------------|---------------------|------------------------|---------------------|------------------------|---------------------|-----------------------------|---------------------|---------------------------|
| St. Approp. | 2 | \$6,673.12 | 5 | \$10,237.64 | 26 | \$79,701.41 | 58 | \$76,768.70 |
| Federal | 5 | \$20,743.78 | 3 | \$17,690.15 | 132 | \$258,839.75 | 148 | \$149,640.56 |
| Private | | | | | | | | |
| Auxiliary | 14 | \$57,734.72 | 2 | \$768,989.56 | 98 | \$320,893.40 | 23 | \$222,143.02 |
| Other | | | | | | | | |
| TOTAL | 21 | \$85,151.62 | 10 | \$96,917.35 | 256 | \$659,434.56 | 229 | \$448,552.28 |

All items listed above are respectfully submitted for your approval.

Sincerely,



KENT J. SMITH, JR.
PRESIDENT
LANGSTON UNIVERSITY

FTE Employee Report₁

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate, and the Speaker of the Oklahoma House of Representatives
 From: Langston University, Kent Smith
 Subject: FTE Employee Report for Fiscal Quarter Ending 12/31/16

The following information is provided pursuant to 74 O.S. 1981 Section 3602₂

| | EDUC & GEN. BUDGET PART I | | EDUC & GEN BUDGET PART II | | | | AGENCY ACCOUNTS: OTHER | | | | SUB TOTAL | | | TOTAL FTE |
|--|---------------------------|---------|---------------------------|---------|---------|---------|------------------------|---------|---------|---------|-----------|---------|--------|-----------|
| | OTHER | | FACULTY | | OTHER | | FACULTY | | OTHER | | FACULTY | | OTHER | |
| | REGULAR | STUDENT | REGULAR | STUDENT | REGULAR | STUDENT | REGULAR | STUDENT | REGULAR | STUDENT | REGULAR | STUDENT | | |
| A. FTE Employees for Report Fiscal Quarter | 149.38 | 134.85 | 5.96 | 27.64 | 77.09 | 11.66 | 0 | 16.89 | 31.33 | 177.03 | 228.83 | 48.95 | 454.81 | |
| B. FTE Employees for Fiscal Qtr Immediately Preceding Report Qtr | 98.75 | 132.86 | 2.21 | 24.08 | 77.93 | 7.12 | 0 | 16.69 | 4.00 | 122.83 | 227.47 | 13.33 | 363.64 | |
| C. Increase or Decrease in FTE Employees (Item A minus Item B) | 50.63 | 1.99 | 3.75 | 3.56 | -0.84 | 4.54 | 0 | 0.20 | 27.33 | 54.20 | 1.36 | 35.62 | 91.17 | |
| D. Comparable Quarter Last Year | 149.51 | 149.67 | 5.40 | 26.49 | 73.75 | 10.29 | 0 | 15.23 | 38.33 | 176.00 | 238.65 | 54.02 | 468.67 | |

1. File with State Regents' Office by the tenth of the Month following the end of the calendar quarter being reported.
2. The term employee shall mean a "full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee; but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 519 hours (173 hours per month multiplied by three months) the total payroll hours excluding seasonal employees) for the quarter.
3. This figure reflects the total number of FTE employees for the main campus, branch campus(es) and all constituent agencies.

FTE Employee Report1

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate, and the Speaker of the Oklahoma House of Representatives
 From: Langston University, Kent Smith
 Subject: FTE Employee Report for Fiscal Quarter Ending 03/31/17

The following information is provided pursuant to 74 O.S. 1981 Section 3602₂

| | FTE EMPLOYEE CATEGORIES | | | | | | | | | | | | TOTAL FTE |
|--|---------------------------|---------------|---------|---------------------------|---------------|---------|-----------------------|---------------|---------|-----------|---------------|---------|-----------|
| | EDUC & GEN. BUDGET PART I | | | EDUC & GEN BUDGET PART II | | | AGENCY ACCOUNTS OTHER | | | SUB TOTAL | | | |
| | FACULTY | OTHER REGULAR | STUDENT | FACULTY | OTHER REGULAR | STUDENT | FACULTY | OTHER REGULAR | STUDENT | FACULTY | OTHER REGULAR | STUDENT | |
| A. FTE Employees for Report Fiscal Quarter | 126.36 | 178.22 | 7.66 | 23.95 | 32.74 | 3.39 | 0 | 17.87 | 20.97 | 150.32 | 228.84 | 32.03 | 411.19 |
| B. FTE Employees for Fiscal Qtr Immediately Preceding Report Qtr | 149.38 | 134.85 | 5.96 | 27.64 | 77.09 | 11.66 | 0 | 16.89 | 31.3 | 177.03 | 228.83 | 48.95 | 454.81 |
| C. Increase or Decrease in FTE Employees (Item A minus Item B) | -23.02 | 43.37 | 1.70 | -3.69 | -44.35 | -8.27 | 0 | 0.98 | -10.36 | -26.71 | -0.01 | -16.92 | -43.62 |
| D. Comparable Quarter Last Year | 134.03 | 139.38 | 3.35 | 24.49 | 76.21 | 7.04 | 0 | 13.84 | 21.20 | 158.52 | 229.43 | 31.59 | 446.69 |

1. File with State Regents' Office by the tenth of the Month following the end of the calendar quarter being reported.
2. The term employee shall mean a "full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 519 hours (173 hours per month multiplied by three months) the total payroll hours excluding seasonal employees) for the quarter.
3. This figure reflects the total number of FTE employees for the main campus, branch campus(es) and all consultant agencies.

EMPLOYMENT CONTRACT
Langston University Men's Head Basketball Coach

This Employment Contract (hereinafter referred to as the "Contract"), effective the 1st day of April 2017, is hereby made by and between Langston University (hereinafter referred to as "University") and Stanley Holt (hereinafter referred to as "Employee").

WHEREAS, University desires to employ (or continue the employment of) Employee as the Head Coach for University's Intercollegiate Men's Basketball Team; and

WHEREAS, Employee desires to accept said offer of employment (or continued employment).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, University hereby employs Employee as the Head Coach of University's Intercollegiate Men's Basketball Team and Employee hereby accepts employment as the Head Coach of University's Intercollegiate Men's Basketball Team under the following terms and conditions:

ARTICLE I - DEFINITIONS

As used in this Contract (including within these paragraphs) the following terms shall have these meanings:

1.01 "NAIA" means the National Association of Intercollegiate Athletics, and its successors.

1.02 "RRAC" means the Red River Athletic Conference, its successor or any other athletic conference of which University may be or become a member.

1.03 "Governing Athletic Rules" means any and all present or future legislation, rules, regulations, directives, written policies, bylaws and constitutions, and official or authoritative interpretations thereof, and any and all amendments, supplements, or modifications thereto promulgated hereafter by the NAIA or the RRAC or any successor of such association or conference, or by any other athletic conference or governing body hereafter having regulatory power or authority relating to the athletic program of University. Governing Athletic Rules shall also include any acts of Congress or the State of Oklahoma regulating college athletics, officials, athletes, and competition.

1.04 "University Rules" shall mean any and all future legislation, rules, regulations, directives, written policies, bylaws and constitution, and official or authoritative interpretations thereof, and any and all amendments, supplements, or modifications thereto promulgated hereafter by

University, including without limitation, its President and Director of Intercollegiate Athletics (hereinafter referred to as "Director"), or by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges (hereinafter referred to as "Board of Regents").

ARTICLE II - POSITION

2.01 Employment. Employee agrees to act at all times in a manner consistent with good sportsmanship and with the high moral, ethical and academic standards of University. Employee shall exercise due care that all personnel and students under Employee's supervision or subject to Employee's control or authority shall comport themselves in like manner.

2.02 Duties and Responsibilities.

(a) Employee agrees to be a loyal employee of University. Employee agrees to devote Employee's best efforts and abilities full time to the performance of Employee's duties as a Head Coach for University and to give proper time and attention to furthering Employee's responsibilities to University. Subject to and including the termination provisions of Article V herein, poor performance of administrative duties or responsibilities, failure to meet performance standards, or misconduct of any kind will result in appropriate disciplinary or corrective action including termination.

(b) Employee agrees to abide by and comply with NAIA and other Governing Athletic Rules and University Rules relating to the conduct and administration of the Men's Basketball program and to work cooperatively with University's compliance personnel on compliance matters and NAIA rules education. In particular, Employee recognizes an obligation personally to comply with, and to exercise due care that all personnel and students subject to Employee's direct control or authority comply with, Governing Athletic Rules relating to recruiting and furnishing unauthorized extra benefits to recruits and student-athletes, including, without limitation, purchase or sale of game tickets and furnishing unauthorized transportation, housing, and meals, and with laws and Governing Athletic Rules relating to gambling, betting, and bookmaking, and the illegal sale, use, or possession of controlled substances, narcotics, or other chemicals or steroids. In the event Employee has knowledge of, or has reasonable cause to believe, that violations of Governing Athletic Rules may have taken place, Employee shall report the same immediately to the Director and the University's Compliance Officer. Employee agrees to abide by the academic standards and requirements of University in regard to recruiting and eligibility of prospective and current student-athletes. Employee recognizes that the primary mission of University is that of an institution of higher education and that University has assigned a high priority to the academic achievement of the students who participate in its athletic programs and that it is the expectation of the University, its President, and the Board of Regents that Employee will emphasize the

importance of academic achievement to the students who are athletes at the University. Employee agrees to fully cooperate with the faculty and administrators of University in connection with the academic pursuits of student-athletes and promote those efforts.

(c) Employee shall perform and administer to the reasonable satisfaction of the Director the duties and responsibilities ordinarily associated with and performed by a Head Men's Basketball Coach at a major university that is a member of the NAIA.

(d) If Employee is found to be in violation of Governing Athletic Rules, NAIA or institutional, while employed by University, Employee shall be subject to disciplinary or corrective action as set forth in the provisions of the NAIA enforcement procedures. Furthermore, in addition to any other provisions contained in this Contract, Employee shall indemnify the University for all costs (including attorney fees) incurred by University in responding to any official inquiry of the NAIA resulting in a show cause penalty against Employee by the NAIA.

(e) Any television, radio, consultant, endorsement, or outside employment agreement or contract of any nature as well as all other activities related to Employee's involvement in University athletics shall be reported to the Director. All such arrangements and activities must first be approved annually in writing by the Director and shall not conflict with the best interest of the University. Approval shall not be unreasonably withheld, conditioned or delayed.

(f) Employee must receive annually prior written approval from the President for all athletic related income and benefits from sources outside the institution, including, but not limited to, income from gifts to Employee from donors or from friends of the Athletic Department; annuities; sports camps; housing benefits (including preferential arrangements); country club memberships; complimentary ticket sales; television and radio programs; and endorsements or consultation contracts with athletics shoe, apparel, or equipment manufacturers. Approval shall not be unreasonably withheld, conditioned or delayed.

(g) It is specifically understood that Employee shall not use, directly or by implication, the name of the University or its logos in the endorsement of commercial products or services for personal gain without the prior written approval of the President.

(h) It is recognized that the Director is responsible to the President who is ultimately responsible to the Board of Regents for the operation, review, and periodic evaluation of the entire intercollegiate athletics program, including the Men's Basketball program. Employee recognizes and acknowledges the importance of the maintenance and observance of the principles of institutional control as contemplated by departmental and NAIA rules over every aspect of the program.

Employee agrees to recognize and respect those relationships and the organizational structure of University.

2.03 Reporting Relationship. Employee shall report directly to the Director. Employee's job duties and responsibilities may be reviewed and revised from time to time by the Director provided that such duties and responsibilities are reasonable and consistent with duties typical of a Head Men's Basketball Coach who coaches in the NAIA.

2.04 Public Appearances and Speaking. Subject to the other provisions of this Agreement, Employee shall be entitled to deliver public speeches, make public appearances, give media interviews, appear in movies, films and documentaries, write and publish books and magazine and newspaper articles or columns in connection with his position as Head Coach, and retain all revenue derived therefrom.

ARTICLE III - TERM

3.01 The term of this Contract shall be two (2) years, commencing April 1, 2017 and ending April 1, 2019, and is subject to earlier termination in accordance with the provisions of Article V herein. To extend or renew the Contract term, both parties must sign a written agreement to do so. Employee agrees that oral agreements to renew or extend this Contract are invalid and non-binding.

ARTICLE IV - COMPENSATION

4.01 Compensation

(a) The compensation paid by University to Employee for services and satisfactory performance of the conditions of this Contract shall be at the annual salary rate of Sixty Thousand Dollars (\$60,000) in year one of contract and during year two, said contract shall be Seventy Thousand Dollars (\$70,000.00) per annum payable in monthly installments out of legally available funds by University to Employee on the last day of each calendar month during the term of this Contract.

(b) The compensation of the assistant men's basketball coach shall be Forty Thousand Dollars (\$40,000) starting April 1, 2017.

(c) It is agreed that compensation shall be subject to the same payroll deductions (for example, state and federal taxes, F.I.C.A. withholding, and retirement plans) that apply to University employees. Employee shall be entitled to annual vacation or leave time and sick leave in accordance with University policy governing University employees; however, no terminal vacation leave (i.e., accrued but unused annual leave) shall be due or claimed by Employee upon any termination from University employment. Employee shall be eligible to participate in group

insurance and retirement programs and voluntary payroll deduction programs on the same basis, and with the same employer contributions, that apply to University employees.

ARTICLE V - TERMINATION

5.01 Automatic Termination Upon Death or Disability of Employee. Should Employee be unable to perform his duties under this Contract by reason of disability or death, this Contract, and University's obligations hereunder, shall terminate immediately.

5.02 Termination by University. Employee recognizes that his promise to remain as a University employee through the entire term of this Contract is of the essence of this Contract to University. It is also recognized that certain limited circumstances may make it appropriate for University to terminate this Contract prior to the completion of its entire term.

5.03 Termination by University for Just Cause.

(a) This Contract may be terminated by the Director for "just cause" prior to its expiration. The term "just cause" shall include, in addition to and as examples of its normally understood meaning in employment contracts, any of the following:

1. *Dishonesty*. Demonstrated dishonesty of Employee;
2. *Neglect*. Material neglect by Employee of properly and reasonably assigned duties consistent with Employee's position;
3. *Improper Personal Conduct*. Personal conduct that materially impairs Employee's fulfillment of assigned duties and responsibilities;
4. *Violations of Code of Conduct*. Material violation by Employee of University Rules or other applicable policies governing athletics or University employees;
5. *Conflicts*. Material violation by Employee of conflict of interest laws;
6. *Governing Athletic Rules Violations by Employee*. Significant or repetitive violation of Governing Athletic Rules (including, without limitation, the rules relating to sportsmanship, illegal gambling, illegal betting and bookmaking) by Employee;

7. *Governing Athletic Rules Violations by Others.* Significant or repetitive violation of Governing Athletic Rules (including, without limitation, the rules relating to sportsmanship, illegal gambling, illegal betting, and bookmaking) by program personnel or a student-athlete, and the violation occurs or continues to occur after Employee knew or should have known that it was about to occur or was occurring;

8. *Criminal Misconduct.* Pleading Guilty, Nolo Contendere, or being Convicted of any criminal act that constitutes a felony, or Conviction of a misdemeanor involving moral turpitude, or any other criminal act which demonstrates that Employee is not fit to serve in the position of Head Coach;

9. *Conduct Affecting University.* Participating in any conduct, committing any act, or becoming involved in any situation, occurrence, or activity that brings Employee into public disrepute, contempt, scandal, or ridicule or that reflects unfavorably on the reputation or the high moral or ethical standards of University; or

10. *Breach.* A material breach by Employee of any provision of this Contract.

(b) "Just Cause" sufficient to satisfy the provisions of Section 5.03 (a) herein shall be determined by the Director. Once such determination is made, the Director shall have the administrative authority to take one or more of the following actions that the Director deems appropriate: (1) termination of employment; (2) suspension, with or without pay, for a period of time as the University shall determine; (3) forfeiture of incentive pay; (4) modification of duties; or (5) reassignment to other employment duties within the University.

(c) University Obligations to Employee for Termination for Just Cause. In the event of a termination under Section 5.03(a), all obligations of University to make further payments and/or to provide any other considerations hereunder shall cease as of the end of the month in which such termination occurs. In no event shall University be liable to Employee for the loss of any collateral business opportunity or any other benefits, perquisites or income resulting from any activities.

(d) Employee Obligations to University for Termination for Just Cause Due to Governing Athletic Rules Violations. If this Contract is terminated under Section 5.03(a) (6) or 5.03(a) (7), relating to Governing Athletic Rules violations, any supplemental compensation paid subsequent to the date of the infraction of Governing Athletic Rules under this Contract or any earlier contract between Employee and University will be refunded by Employee to University.

5.04 Termination by University Without Just Cause; Liquidated Damages. This Contract may be terminated by the Director at any time without just cause upon written notice to Employee.

(a) Liquidated Damages. In such event, University will pay Employee liquidated damages in the amount of a sum equal to one year's salary.

(b) Bargained For Consideration. The parties have bargained for this liquidated damages provision, giving consideration to the following:

1. This is a contract for personal services.

2. The parties recognize that a termination of this Contract by University prior to its natural expiration would cause Employee to lose his salary, special compensation, supplemental compensation, camp contract, fringe benefits, certain other University-provided benefits and possibly other income and benefits provided by third parties which damages are difficult to determine with certainty.

3. The parties further agree that the payment of such liquidated damages by University and acceptance thereof by Employee shall constitute adequate and reasonable compensation to Employee for the damages and injury suffered by Employee as a result of such termination. The foregoing shall not be, nor be construed to be, a penalty.

4. The parties agree that Employee shall not be entitled to recover any other damages, of any kind, from University and these liquidated damages shall constitute Employee's sole and exclusive remedy.

(c) Timing of Payment. Any payment due under this Section 5.04 will be made in monthly installments or other such reasonable payment schedule as determined by University.

(d) Mitigation of Damages. Notwithstanding the provisions of this Section 5.04, Employee agrees to mitigate University's obligation to pay liquidated damages under this Section 5.04 and to make reasonable and diligent efforts to obtain comparable employment, including, but not limited to, a coaching position at a university or professional team, or other similar employment involving athletics, as soon as reasonably possible after termination of this Contract by University without just cause. After Employee obtains such new employment, University's financial obligations under this Contract, including this Section 5.04 shall be reduced proportionally by any compensation received from such new employment.

5.05 Other Employment. Employee agrees not to personally, whether directly or indirectly or through any agent or other representative, seek, negotiate for, or accept other full-time or part-time

employment of any nature during the term of the Contract without first having obtained written permission from the Director.

5.06 Termination by Employee.

(a) Early Termination by Employee. Employee may terminate this Contract prior to its normal expiration date if he provides written notice of termination. If Employee terminates this agreement in order to accept a position as Head Coach of a Men's Intercollegiate Basketball program the terms for liquidated damages are set forth below:

1. If Employee accepts a head coaching position at an institution of higher education which is a member of the NCAA Division I, he will pay the University Fifty Thousand Dollars (\$50,000.00);

2. If Employee accepts a head coaching position at any NCAA Division II or Division III University or College, or any NAIA University or College, he will pay the University Ten Thousand Dollars (\$10,000.00);

3. Bargained For Consideration. The parties have bargained for this liquidated damages provision, giving consideration to the following:

i. This is a contract for personal services.

ii. The parties recognize that a termination of this Contract by Employee prior to its natural expiration would cause University to incur administrative, recruiting and resettlement costs in obtaining a replacement for Employee, in addition to potentially increased compensation costs if Employee terminates this Contract prior to its expiration, which damages are extremely difficult to determine with certainty.

iii. The parties further agree that the payment of such liquidated damages by Employee and acceptance thereof by University shall constitute adequate and reasonable compensation to University for the damages and injuries suffered by it because of such termination by Employee. The foregoing shall not be, nor be construed to be, a penalty.

iv. The parties agree that University shall not be entitled to recover any other damages from Employee and these liquidated damages shall constitute University's sole and exclusive remedy unless Employee voluntarily

terminates this Contract and University subsequently learns that Employee violated Governing Athletic Rules, in which event University may also seek to recover additional damages as set forth in Section 5.03 (d).

4. Timing of Payment. Any payment due under this Section 5.06 will be made within ninety (90) days of Employee's termination of this Contract or according to a payment schedule agreed to by the parties in writing not to exceed one (1) year.

ARTICLE VI - MISCELLANEOUS

6.01 No Tenure. The parties hereby confirm their understanding that Employee's employment as Head Coach is a non-tenure track position and will not lead to tenure.

6.02 Headings Contained in this Contract. The section and paragraph headings contained in this Contract are for reference purposes only and will not affect in any way the meaning or interpretation of this Contract.

6.03 Choice of Law. This Contract shall be governed by and construed in accordance with the laws of the State of Oklahoma, without regard to conflicts of laws principles.

6.04 Forum Selection. The forum for any proceeding or suit in law or equity arising from or incident to this Contract shall be located in the State District Court of Payne County, Oklahoma or the federal Western District Court of Oklahoma, if applicable.

6.05 Filing of Action. No such action may be filed until the party claiming to be aggrieved shall first have delivered to the other a written notice of intention to file suit, including an outline of complaints. This notice shall be delivered at least thirty (30) days before any suit is filed, and the parties shall use that period to engage in good-faith negotiations aimed at resolving the dispute without litigation. This paragraph is not intended to limit or circumscribe the legal rights of any party thereto, but rather to ensure that the parties exhaust all avenues of seeking a mutually agreeable accommodation of their differences before instituting litigation. In any situation where the terms of this paragraph might affect the legal rights of any party hereto, the parties shall stipulate to appropriate extensions of limitation periods and other matters to eliminate any such potential effect.

6.06 Contract not Assigned. Employee's rights and interests under this Contract may not be assigned, pledged, or encumbered by Employee.

6.07 All Prior Agreements Superseded. This Contract constitutes the full and complete understanding and agreement of the parties with respect to the employment of Employee by University and supersedes all prior understandings and agreements, oral or written, regarding Employee's employment by University. Employee and University have bargained for and specifically agree that any and all University grievance procedures shall not apply to this Contract and all remedies are exclusively limited to the provisions contained herein.

6.08 Effect of Waiver. No waiver by the parties hereto of any default or breach of any covenant, term, or condition of this Contract shall be deemed to be a waiver of any other default or breach of the same or of any other covenant, term, or condition contained herein.

6.09 Employee Acknowledgment of Contract Terms. Employee acknowledges that Employee has read and understands the foregoing provisions of this Contract and that such provisions are reasonable and enforceable, and Employee agrees to abide by this Contract and the terms and conditions set forth herein.

6.10 Non-Waiver of University's Rights. It is expressly agreed and understood between the parties that nothing contained herein shall be construed to constitute a waiver by University of its right to claim any exemptions, privileges and immunities as may be provided by law.

6.11 University Records and Funds. All materials or articles of information without limitation, personnel records, recruiting records, team information, films, videos, statistics, or any other materials or data, furnished to Employee by University or developed by Employee at University's direction or for University's use or otherwise in connection with Employee's employment hereunder are and shall remain the sole and confidential property of University. Upon the expiration or earlier termination of this Contract, Employee shall deliver to University any such materials as well as all loaned vehicles and all University-owned equipment, keys, credit cards, cellular telephones, pagers, laptop computers, and other property in Employee's possession or control. Employee shall further return to University any advanced recruiting funds or other similar funds previously advanced to Employee by University or a University supporting foundation for Employee's business use.

6.12 Partial Invalidity of Portion of Contract. The invalidity or unenforceability of any provision of this Contract has no effect on the validity or enforceability of any other provisions. It is the desire of the parties hereto that a court judicially revise any unenforceable provisions to the extent required to make them enforceable.

6.13 Binding Effect. It is understood and agreed that this Contract shall not be effective until signed by the President of Langston University, with the recommendation of its Director, and that

no amendments, alterations, or interpretations thereof shall be binding upon the University unless so made in writing and so approved by the President.

~~UNIVERSITY: EMPLOYEE:~~



Dr. Kent Smith, President

Date: 4/13/17



Mr. Stanley Holt, Head Men's Basketball Coach

Date: 4/16/2017

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: Langston University

Contact person: Teresa Hunter, PhD, RN

Title: Dean, School of Nursing and Health Professions

Phone number: 405-466-3274

Current title of degree program (Level II): RN-BSN

Current title of degree program (Level III): _____

State Regent's three-digit program code: 039

Degree Granting Academic Unit: School of Nursing and Health Professions

With approved options in: A.

B.

C.

D. _____

E. _____

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate pages.

- (1) Program Deletion
- (2) Program Suspension
- (3) Change of Program Name
and/or Degree Designation
- (4) Option Addition
- (5) Option Deletion
- (6) Option Name Change
- (7) Program Requirement Change
- (8) Other Degree Program Modification

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

***NOTE: Information not
included in the requested
modification may cause a***

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

Date of Governing Board Approval: _____

(7) Program Requirement Change

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

Institution submitting request: Langston University

Program name and State Regents' three-digit program code to be modified: 039

(7) PROGRAM REQUIREMENT CHANGES

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

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum): **The nursing curriculum retains 55 hours. Eight courses will be added to the curriculum and ten courses were removed. The following remaining courses are eligible for Advanced Placement Exam (APE): NR3445 Childbearing; NR3435 Psychosocial; NR4325 Childrearing; NR4335 Adult Health and; NR4435 Advanced Adult Health.**

Will total number of credit hours required for the degree change No Yes

Reason for requested action (attach no more than one page if space provided is inadequate):
These changes would better prepare Registered Nurses (RN's) for an ever changing healthcare environment. RN's will take courses that emphasize theoretical concepts, professional issues, community/public health, research and leadership and management. We believe that these changes will strengthen the program and better prepare graduates with a more holistic practice as RN's.

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

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

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

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

| <u>Current Curriculum</u> | <u>Proposed Curriculum beginning spring 2017</u> |
|--|--|
| <p>EG 1113 English Comp I (3) PY 1111 PSD (1) HT 1483 U.S. History (3) MT 1513 College Algebra (3) NB 1114 Natural Sci Biology I (4) PY 1113 Intro to Psychology (3) Total hours: 17 EG 1213 English Comp II (3) SO 1113 Intro to Sociology (3) BI 3104 Human Anatomy (4) CH 1315 Gen Chemistry (5) Elective (3) Total hours: 18 EG 2033 Advanced Composition (3) PY 3313 Developmental Psychology (3) MT 2013 Elementary Statistics (3) BI 4214 Human Physiology (4) Elective (3) Total hours: 16 BI 3014 Microbiology (4) PS 1113 American Government (3) FCS 2123 Intro to Nutrition (3) CS 1103 Intro Infor Processing (3) Total hours: 13</p> <p>Total prerequisite hours: 64</p> | <p>EG 1113 English Comp I (3) PY 1111 PSD (1) HT 1483 U.S. History (3) MT 1513 College Algebra (3) NB 1114 Natural Sci Biology I (4) PY 1113 Intro to Psychology (3) Total hours: 17 EG 1213 English Comp II (3) SO 1113 Intro to Sociology (3) BI 3104 Human Anatomy (4) CH 1315 Gen Chemistry (5) Elective (3) Total hours: 18 EG 2033 Advanced Composition (3) PY 3313 Developmental Psychology (3) MT 2013 Elementary Statistics (3) BI 4213 Human Physiology (4) Elective (3) Total hours: 16 BI 3014 Microbiology (4) PS 1113 American Government (3) FCS 2123 Intro to Nutrition (3) CS 1103 Intro Infor Processing ((3) **NR 2313 Pathophysiology (3) Total hours: 16</p> <p>Total prerequisite hours: 67</p> |
| <p>Current RN-BSN courses: NR 3323 Conceptual Foundation of Professional Practice – remove NR 3332 Introduction to Research – remove NR 3343 – Orientation to Professional Practice – remove NR 3433 Case Management – remove NR 3333 Community Health – remove NR 3433 Issues in Minority Health – remove NR 4421 Research Seminar – remove NR 4422 Dynamics of Professional Practice – remove NR 4435 Advanced Adult Health – remove NR 4425 Nursing Leadership and Management - remove</p> | <p>Proposed RN-BSN courses: Cluster I *NR 4103 Professional Nursing Practice (3 credits) *NR 4133 Issues Affecting Minority Health (3 credits) Cluster II *NR 4105 Advanced Health Assessment (5 credits) Cluster III *NR 4113 Nursing Informatics (3 credits) *NR 4123 Research and Evidenced-based Practice (3 credits) Cluster IV *NR 4134 Community and Public Health Nursing (4 credits) *NR 4143 Research Seminar (3 credits) Cluster V *NR 4145 Nursing Leadership and Management (5 credits)</p> |
| <p>Total RN-BSN course hours: 30</p> | <p>Total Proposed RN-BSN course hours: 29</p> |
| <p>Advanced Placement Credit NR 3335 Fundamentals in Nursing Practice NR 3435 Psychosocial Nursing NR 3445 Childbearing Family Nursing NR 4334 Childrearing Family Nursing NR 4335 Adult Health Nursing NR 4435 Advanced Adult Health</p> | <p>Total Advanced Placement Credit hours: 24</p> |

| | |
|--|---|
| <p>Total Advanced Placement Credit hours: 24</p> <p>Total hours: 54</p> <p>Additional electives – 6 hours</p> <p>Total Program Hours 124</p> | <p>Additional electives: 4 hours</p> <p>45 hours must be earned at an accredited senior institution (3000–4000 level courses), 30 of which must be earned at LU. 124 hours are required for graduation (electives may be used to amass the total). A maximum of 64 hours may be used from the junior college level.</p> <p>Total Program hours: 124</p> <p>*New Courses ** Already approved by Oklahoma State Regents for Higher Education</p> |
|--|---|

Langston University Undergraduate Program: RN-BS Nursing

The following proposed changes in the course descriptions, titles, and numbering are presented for approval. The changes reflect the reconstruction of RN-BSN curriculum to remain consistent with requirements for preparing RN's for practice as baccalaureate prepared nurses. We will also assist in meeting the Institute of Medicine's (IOM) goal of having "80% of nurses prepared with at least a BSN degree by 2020".

Curriculum Changes and New Courses

NR 2313 Pathophysiology

3 credit hours

Theory: 3 hours Laboratory: 0 hours

Rationale: This course provides the theoretical and practical foundation to enable the student to extend and expand the information from a basic course into a body of knowledge necessary to successfully apply pathophysiology within the context of a changing health-care environment.

Course Description: This course is to provide students with a basic understanding of alterations of function in humans resulting from disease or injury. It will focus on presenting a fundamental foundation to understanding common disorders pertaining to adults and children.

Prerequisites: BI 4214

This course will be added as a prerequisite and is already approved by Oklahoma State Regents for Higher Education

NR 4103 Professional Nursing Practice

3 credit hours

Theory: 3 hours Laboratory: 0 hours

Rationale: The content covered in this course provides students the theoretical foundation, philosophical, ethical, and legal dimensions of professional nursing practice.

Course Description: This course provides a framework for acculturation into professional nursing and emphasizes the acquisition and internalization of the core values of nursing. An overview of historical and contemporary social forces, the roles of the professional nurse, professional behaviors, critical thinking, problem solving, communication, change, systems, stress, crisis, learning, health promotion, and caring are explored.

Prerequisites: Admission to the RN-BSN program

NR 4133 Issues Affecting Minority Health

3 credit hours

Theory: 3 hours Laboratory: 0 hours

Rationale: As the percentage of minority citizens increases in the United States, healthcare care professionals must effectively address the healthcare care needs of all citizens.

Course Description: This course examines the specific health issues, healthcare care needs and intervention strategies for minority populations (i.e. Black/African American, American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Islander, and Hispanic American) and includes an overview of global health issues.

Prerequisites: Admission to the RN-BSN program

NR 4105 Advanced Health Assessment

5 credit hours

Theory: 3 hours

Laboratory: 2 hours

Rationale: This course provides the theoretical and experiential basis for assessment of clients across the life span.

Course description: This course provides the students with the opportunity to build upon health assessment skills developed in basic educational programs. Students will utilize comprehensive physical, psychosocial, and cultural assessment across the life span. Emphasis is on the application of theoretical concepts in the collection and analysis of data related to the functional health patterns of individuals and families.

Prerequisites: Admission to the RN-BSN program

NR 4113 Nursing Informatics (theory)

3 credit hours

Theory: 3 hours

Laboratory: 0 hours

Rationale: This course will provide students with knowledge and skills to manage information and technology through the promotion of client-centered care health across the life span.

Course Description: This course will emphasize the concepts needed to advance healthcare. The core areas will include data and communication standards and technology and the impact of computer technology on professional nursing practice and healthcare.

Prerequisites: Admission to the RN-BSN program

NR 4123 Research and Evidence Based Practice

3 credit hours

Theory: 3 hours

Laboratory: 0 hours

Rationale: The inclusion of this course in the curriculum is consistent with the tenet that a strong scientific base is essential in the healthcare care professional's quest to promote, maintain, and restore health utilizing evidence-based practice principals.

Description: The emphasis for this course is on the elements of research and evidence-based practice. Focus is placed on the recurring process of identifying clinical questions, searching and appraising the evidence for potential solutions/innovations, planning and implementing practice changes, evaluating the outcomes and identifying additional gaps in nursing knowledge.

Emphasis is on evaluation and application of scientific evidence affecting nurse-sensitive quality indicators.

Prerequisites: Admission to the RN-BSN program, MT2013

NR 4134 Community and Public Health Nursing**4 credit hours****Theory: 3 hours Clinical: 1 hour**

Rationale: This content in this course is aligned with population focused nursing. The focus of this course is the presentation of key concepts, theories, and issues relevant to practice as a public health/community health nurse.

Description: This course examines the community as a client and explores the major concepts and conceptual issues underlying the community-oriented and public health nursing. Students will utilize a population focus and apply the nursing process and public health principles to promote health, risk reduction and disease prevention to culturally diverse groups in the community, including urban and rural communities.

Prerequisites: Admission to the RN-BSN program

NR 4143 Research Seminar**3 credit hours****Theory: 3 hours Laboratory: 0 hours**

Rationale: This course is consistent with the tenet that a strong scientific base is essential in the healthcare professional's quest to promote, maintain, and restore health.

Course Description: This course is the application of research and evidence-based practice knowledge and skills is accomplished through the development of an evidence-based practice product. The knowledge and skills acquired in this course will further facilitate the student's ability to knowledgeably utilize evidence-based practice in professional practice, enhance critical thinking skills, and enhance the student's appreciation of the evidence-based practice process.

Prerequisites: Admission to the RN-BSN program; NR 4123

NR 4145 Nursing Leadership and Management**5 credit hours****Theory: 3 hours Clinical: 2 hours**

Rationale: Providing leadership is an integral component of professional nursing practice in today's rapidly changing healthcare environment. By examining leadership theories, personal attributes, and skills, the student will be guided to assess readiness to influence client care and organizational outcomes. The course will emphasize the use of critical thinking in the leadership and management role.

Course Description: This course allows the student to develop leadership skills while examining and applying leadership and management principles and theories, application of ethical and legal principles, organizational and resource management styles, meeting consumer needs and delegation of nursing care in the delivery of healthcare in diverse multicultural settings.

Prerequisites: Admission to the RN-BSN program; NR 4123 or concurrent with NR 4123

Langston University
School of Nursing and Health Professions
Proposed RN-BSN Curriculum
Plan of Study

| COURSE# | CR | COURSE TITLE | COURSE# | CR | COURSE TITLE |
|------------------------------------|----|--------------------------------------|------------------------------------|-----|-----------------------------|
| Freshman 1 st Semester | | | Freshman 2 nd Semester | | |
| EG 1113 | 3 | English Comp I | EG 1213 | 3 | English Comp II |
| PY 1111 | 1 | PSD | SO 1113 | 3 | Intro to Sociology |
| HT 1483 | 3 | U.S. History | BI 3104 | 4 | Human Anatomy |
| MT 1513 | 3 | College Algebra | CH 1315 | 5 | Gen Chemistry |
| NB 1114 | 4 | Natural Sci Biology I | | 3 | Elective |
| PY 1113 | 3 | Intro to Psychology | | | |
| Total: | 17 | | Total | 18 | |
| Sophomore 1 st Semester | | | Sophomore 2 nd Semester | | |
| EG 2033 | 3 | Advanced Composition | BI 3014 | 4 | Microbiology |
| PY 3313 | 3 | Developmental Psychology | PS 1113 | 3 | American Government |
| MT 2013 | 3 | Elementary Statistics | FCS 2123 | 3 | Intro to Nutrition |
| BI 4214 | 4 | Human Physiology | CS 1103 | 3 | Intro Info Processing |
| | 3 | Elective | NR 2313 | 3 | Pathophysiology |
| Total | 16 | | Total | 16 | |
| | | | Total Required | 67 | |
| Cluster I | | | Cluster II | | |
| NR 4103 | 3 | Professional Nursing Practice | NR 4105 | 5 | Advanced Health Assessment |
| NR 4133 | 3 | Issues Affecting Minority Health | | | |
| Total | 6 | | Total | 5 | |
| Cluster III | | | Cluster IV | | |
| NR 4113 | 3 | Nursing Informatics | NR 4134 | 4 | Community and Public Health |
| NR 4123 | 3 | Research and Evidence-based Practice | NR 4143 | 3 | Research Seminar |
| Total | 6 | | Total | 7 | |
| Cluster V | | | | | |
| NR 4145 | 5 | Nursing Leadership and Management | | 28 | Electives |
| Total | 5 | | | | |
| Total Required | 29 | | Total Required | 124 | |

MT 2013 (Elementary Statistics) - Must be completed before enrollment in NR 4123 (Research and Evidence-based Practice)

Qualified Registered Nurses may earn advanced placement credit for the following courses:

- NR 3335 Fundamentals in Nursing Practice
- NR 3435 Psychosocial Nursing
- NR 3445 Childbearing Family Nursing
- NR 4334 Childrearing Family Nursing
- NR 4335 Adult Health Nursing
- NR 4435 Advanced Adult Health

NOTE: 45 hours must be earned at an accredited senior institution (3000-4000 level courses), 30 of which must be learned at LU. 124 hours are required for graduation (electives may be used to amass the total). A maximum of 64 hours may be used from the junior college level.

Revised 6/16

OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

Dr. Tim Faltyn, President, appeared before the Board of Regents to present the business of Oklahoma Panhandle State University and review the Agenda for members of the Board.

Chair Watkins asked Max Faltyn, President Faltyn's eldest son, to stand so the Board could recognize his recent accomplishment. Chair Watkins announced that Max was recognized by his school as the Student of the Week. She said Max's teacher bragged on him, and the Board would like to congratulate him for the success he is having in school and for being the fine young man he is. Dr. Faltyn expressed appreciation to the Board for recognizing his son. Chair Watkins asked President Faltyn to have his family stand so everyone can recognize them.

Dr. Faltyn extended condolences to Regent Hall and his family on the passing of his mother. He also expressed congratulations to Regent Milner on her reappointment, and to Dr. Ron Ramming, whom he considers a close personal friend and whom Max refers to as "Uncle Ron," on becoming the 17th President of Connors State College.

Dr. Faltyn expressed appreciation to the faculty and staff of OPSU for making the Board and related events happen. He said he is blessed to be a part of such a family.

Dr. Faltyn referenced the *Panhandle* magazine cover, which features Josh Frost, who is ranked No. 2 in the Professional Rodeo Cowboys Association and No. 1 in the College National Finals Rodeo. Dr. Faltyn said there are two articles about the Strain family, and an interesting coincidence is that Jack Strain's son, Jake Strain, is a graduate of OPSU as well as Langston University and owns a physical therapy clinic in Guymon, Oklahoma. Dr. Faltyn said he is very proud of Jake and the entire Strain family. In addition, Dr. Faltyn reported that the Student Oklahoma Education Association named as its President Ely Esquivel, a student from OPSU, who is a first-generation college student from Guymon that completed her freshman year through concurrent enrollment. Also, OPSU is the first university in the state of Oklahoma to offer Welding and Construction Management within its Welding program.

Dr. Faltyn said he would like to compliment Diane Murphey, as she is the person who spearheaded the efforts to help alleviate some of the damage and recovery for the wildfires that burned in Beaver County. OPSU helped in many ways from hosting animals at its farm to taking needed supplies to the firefighters. He said he was blown away by how the campus community kept giving and giving, and OPSU staff would take students who did not have automobiles in a campus van to Walmart so they could buy supplies for the firefighters.

Dr. Faltyn said OPSU is officially a National Association of Intercollegiate Athletics (NAIA) school. This is something that everyone anticipated and believed needed to happen. That took quite a bit of time to accomplish. The NAIA has welcomed OPSU with open arms and placed the University in the desired conferences, which will save quite a bit in terms of travel money. He said he would like to thank President Smith, as he did a lot to help OPSU since Langston is a NAIA school. He said Dr. Smith vouched for him and put him in touch with a lot of the decision makers. Dr. Faltyn said OPSU and Langston are now in the same football conference, and he believes OPSU will ultimately end up in the same athletic conference all around.

Approval of Fees, Tuition, and Special Charges to Students Policy

Dr. Faltyn said the Fees, Tuition, and Special Charges to Students Policy is the creation of policy that will match what has been practiced at OPSU for quite some time. This policy's focus is primarily on concurrent students and other special students. For example, if a student is taking concurrent classes at Hooker High school, that student is typically not charged a wellness center fee or student union fee. Those fees have been paid previously with Foundation funds, and it is more prudent in these times for OPSU to waive those fees and use Foundation funds in other ways.

Regent Reese moved and Regent Milner seconded to approve the Fees, Tuition, and Special Charges to Students Policy as presented.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Approval to Waive Summer and Concurrent Mandatory Fees

Dr. Faltyn said these fees relate to the previous item and reflect the actual summer academy fees and concurrent enrollment fees. He included this item to be informative to the Board to show what fees are being waived and why they are being waived.

Personnel Actions

Dr. Faltyn said he is pleased to announce that Dr. Julie Dinger will succeed Diane Murphey as OPSU's Vice President of Academic and Student Affairs beginning July 1. He said Dr. Dinger is a superstar in the making, and he is honored that she and her family are coming to OPSU. Dr. Faltyn said Dr. Ryan Blanton is joining OPSU's staff as Vice President of Outreach on July 1, which is a new position for the OPSU campus. He said Dr. Blanton has an excellent track record of outreach and external affairs activities, and he and Dr. Blanton have worked together for the past five years. Dr. Faltyn said he believes Dr. Dinger and Dr. Blanton will both bring a level of energy and sophistication that will take OPSU to an even greater level of excellence.

Regent Milner moved and Regent Reese seconded to approve the personnel actions for OPSU as listed.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Balance of Agenda

Regent Milner moved and Regent Link seconded to approve the balance of the Agenda, subject to the availability of funds and/or the limitations of the budget. (The Agenda is attached.)

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese and Watkins. No: None. Abstentions: None. Absent: Hall. The motion carried.

Chair Watkins said the Board has sincerely enjoyed its visit at OPSU, and it has been great to see Dr. Faltyn's leadership and enthusiasm. She said the Mayor of Guymon told her last evening at dinner that the community is feeling so positive about Dr. Faltyn's leadership and the enthusiasm he is bringing to OPSU. She said she would like to congratulate him and his family for being at OPSU, and she would like to express appreciation for all that Dr. Faltyn, his staff, and the community did for their enjoyment last evening.

Dr. Faltyn said he is excited to show the Board one of the dorm room renovations as well as the President's home after today's meeting. He expressed appreciation to the Board for coming to OPSU.

The business of Oklahoma Panhandle State University being concluded, Dr. Faltyn was then excused from the meeting.

OKLAHOMA PANHANDLE STATE UNIVERSITY
Goodwell, Oklahoma

April 21, 2017

Board of Regents for Oklahoma A & M Colleges

Dear Board Members,

Subject to the budgetary limitations and availability of funds, the following expenditures are submitted for Board Approval with purchases to be coordinated through the Board Purchasing Office.

Part A---General Information/Reports Requiring No Action By the Board

1. Personal remarks – Dr. Tim Faltyn
2. Panhandle Magazine

Part B---Resolutions

None

Part C---Policy and Operational Procedures

1. Board approval is requested for the attached Fees, Tuition, and Special Charges to Students Policy. This policy has been reviewed by Legal Counsel.
2. Board approval is requested to waive the attached Summer and Concurrent mandatory per credit hour and semester fees not attached to the course.

Part D---Personnel Actions

1. Board approval is requested to fill the following positions:

| <u>Employee</u> | <u>Position</u> | <u>Salary</u> | <u>Effective</u> | <u>Assignment</u> | <u>Explanation</u> |
|------------------|--|---------------|------------------|-------------------------|--------------------|
| Dr. Julia Dinger | Vice President of Academic And Student Affairs | \$110,000 | 7-1-2017 | 12 month | Replacement |
| Dr. Ryan Blanton | Vice President of Outreach | \$100,000 | 7-1-2017 | 12 month | New Position |
| Ms. Mindy Davis | Interim Dean of School of Business and Technology | \$1,500 | 5-16-2017 | Monthly Until Filled | Replacement |

2. The following faculty and staff have announced their intention to retire & resign:

| <u>Employee</u> | <u>Position</u> | <u>Effective</u> | <u>Explanation</u> |
|----------------------|---|------------------|--------------------|
| Mr. John Koehn | Director of the Water Quality Lab | 4-1-17 | Retirement |
| Mr. Russell Guthrie | Professor of Communications & Director of the Campus Radio Station, KPSU | 5-31-17 | Retirement |
| Ms. Diane Murphey | Vice President of Academic Affairs & Outreach | 6-30-17 | Retirement |
| Mr. Robert Scott | Director of the Physical Plant | 6-30-17 | Retirement |
| Dr. R. Wayne Stewart | Dean of School of Education | 6-30-17 | Retirement |
| Ms. Elaina Stewart | Librarian | 8-1-17 | Retirement |
| Mr. Joe Breeden | Dean of School of Business & Technology | 5-16-17 | Resignation |
| Dr. Samantha Ondyak | Instructor of English | 5-31-17 | Resignation |
| Dr. Chi-Kit Lam | Artist of Residence | 5-31-17 | Resignation |

Part E---Instructional Programs

None

Part F---Budgetary Actions

None

Part G---Other Business and Financial Matters

None

Part H---Contractual Agreements (other than construction and renovation)

None

Part I---New Construction or Renovation of Facilities

None

Part J---Purchase Requests

None

Part K---Student Services/Activities

None

Part L---New Business Unforeseen At Time Agenda Was Posted

None

Part M---Other Informational Matters Not Requiring Action of the Board

1. The February and March 2017 Summary of Out-of-State Travel reports are attached.

Respectfully submitted,



Dr. Tim Faltyn
President

Oklahoma Panhandle State University Policy and Procedures

FEES, TUITION, AND SPECIAL CHARGES TO STUDENTS

**ACADEMIC AFFAIRS
APRIL 2017**

POLICY

Fees and Tuition

1.01 The Oklahoma Legislature authorizes the Oklahoma State Regents for Higher Education (OSRHE) to establish resident and nonresident tuition and mandatory fees for undergraduate, graduate and professional courses and programs. Also, beginning in Fall 2008, first-time resident undergraduate students attending Oklahoma Panhandle State University have the option of choosing either a guaranteed or nonguaranteed tuition rate.

- A. The nonguaranteed tuition rate is variable and subject to change each year. The guaranteed tuition rate option (also known as “lock tuition”) allows students to lock a tuition rate that will remain the same for four (4) years. Eligibility & guidelines for the guaranteed tuition rate include:
1. Only first-time, full-time, in-state resident students are eligible for the guaranteed tuition option. Students will make the decision prior to their first semester.
 2. Students must remain continuously enrolled as a full-time student. If for any reason a student drops below full-time enrollment and/or does not remain continuously enrolled (excluding summers), they are no longer eligible for the guaranteed tuition rate and will automatically revert to the nonguaranteed rates effective for subsequent semesters.
 3. The guaranteed tuition rate will remain the same for four (4) years, with exceptions for degree programs officially recognized by the university as 5-year programs. At the end of the 4 years, the student will be required to pay the nonguaranteed rates effective for the remaining semesters of attendance.
 4. The guaranteed undergraduate tuition rate shall not exceed one hundred fifteen percent (115%) of the nonguaranteed undergraduate tuition rate charged to resident students enrolling for the first time as the undergraduate students at the institution for the same academic year.
 5. If a student who has elected to participate in the guaranteed tuition rate program is a member of the United States Armed Forces, including the Army

and Air National Guard, the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, or any other component of the Armed Forces, and when ordered by the proper authority to active or inactive duty or service is required to withdraw from the institution for military or other national defense emergencies, the amount of resident tuition the student is required to pay upon reentering the institution shall not exceed the amount the student was charged at the time of withdrawal.

1.02 The State Regents has defined tuition and fees as follows:

- A. **Tuition.** Payment required of an individual for enrollment to receive instruction at OPSU. Tuition is payment in addition to fees that may be required.
1. **Resident Tuition.** Payment required of an individual who is either a resident of the state of Oklahoma, or qualified for resident tuition (under the provisions of Title 70, O.S. 2005 Supp., § 3242) for enrollment to receive instruction at OPSU. Resident Tuition is payment in addition to fees defined in section B below. The definition of a resident student can be found in State Regents' Policy on In-State/Out-of-State Status of Enrolled Students.
 2. **Nonresident Tuition.** Payment required of an individual who is neither a resident of the state of Oklahoma nor qualified for resident tuition (under the provisions of Title 70, O.S. 2005 Supp., § 3242) for enrollment to receive instruction at OPSU. Nonresident Tuition is payment in addition to fees defined in section B below.
- B. **Fees.** Those fees assessed students in addition to resident and nonresident tuition as a condition of enrollment.
1. **Mandatory Fees.** Fees required of all students for enrollment to receive instruction at OPSU. Such fees shall be used to support the mission of OPSU and shall support service facilities, such as the student union, health center, recreational facilities, for any lawful purpose to enhance quality of student life including, but not limited to, facility debt service, student scholarships, student awards, travel, entertainment, guest speakers, and student organizations, or for any academic purpose or service designated by the institution including, but not limited to, assessment fees and library resources fees. The State Regents shall maintain information on established mandatory fees, which shall include, but shall not be limited to, the basis for the amount of the fee, the amount of total revenue to be collected from the fee, and the use of the revenue collected.
 2. **Academic Services Fees.** Fees assessed certain students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are assessed students receiving certain courses of instruction or certain academic services as designated by OPSU and shall not exceed the actual costs of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, collegiate fees, special instruction, testing, and provision of laboratory supplies and materials. Requests for specific course fees will be scrutinized very carefully.

3. **Contract Credit Course Fee.** A separate special fee, up to full cost, for delivery of credit courses and programs with business, industry and governmental entities.
4. **Off-Campus, Electronic Media and Correspondence Course.** OPSU is authorized to charge a supplement fee in addition to the per credit hour tuition rates, for off-campus, electronic media, and correspondence courses. OPSU is authorized to establish policies that waive campus fees for students enrolled in off-campus, electronic media, and correspondence courses.

Generally, fees for campus services and activities not available to students due to time and distance may be waived if the institution determines the waiver is in the best interests of the student and the institution.

Special Charges

1.03 The cost of basic services, supplies, and equipment generally expected in connection with credit courses should be included in the general enrollment fee and covered by a department's operating budget (e.g., classroom equipment, utensils, facilities, and instruments). If special items or services are made available on an elective basis to students, charges established by the University may be assessed.

1.04 For purposes of this policy, special charges are defined as costs incurred by students for special services, supplies, and/or equipment. These are costs not normally covered by fees, tuition or departmental operating budgets, nor are they required for enrollment at the institution. They are of five types:

- a. Service Charges - costs for special services, assistance, or use of equipment necessary to enhance or make possible a unique learning experience (e.g., field trip transportation, equipment rental).
- b. Supply Charges for Professional Programs – costs for necessary, consumable materials or items used in specialized instruction within Professional Programs (e.g. expendable supplies for laboratories for EMT).
- c. Damage or Loss Charges - replacement costs assessed students who break, damage, or lose University property assigned them for purposes related to course credit (e.g., laboratory equipment, drafting tables).
- d. Third-Party Charges - costs resulting from a contractual agreement with a person or business outside the University to provide a necessary element for instruction (e.g., studio facilities and instruction).
- e. Refundable Deposits - monies collected from a student and held by the University as protection against the loss or damage of property used by the student in a course of study. These monies shall be returned to the student (or credited to his/her account) when the property is returned undamaged to the responsible department.

1.05 All special charges as defined above require University authorization, and therefore, must receive prior approval of the dean, and must be approved by the Vice President for Academic Affairs.

1.06 Special charges are appropriate only for the actual cost, or less, of services. Special charges are not appropriate as a means of supplementing the departmental maintenance budget. Special charges should not be requested for, but not limited to, speaker honorariums, photo-copied handouts, rental for instructional equipment, depreciable items (such as laboratory equipment, instruments, easels, etc.).

PROCEDURES

Fee and Tuition Changes

2.01 Recommendations for tuition and mandatory fee changes originate from the Vice Presidents, and the President makes the recommendation to the A&M Regents. Once approved, these requests for changes in tuition and fees will normally be considered by the State Regents one time a year. Requests for a change in academic services fees should be submitted to the Vice President for Academic Affairs for review by December 15, and thereafter must be received in the State Regents' office by February 1 preceding the beginning of the fiscal year, July 1, in which the change is to be effective. Requests for changes in tuition and mandatory fees are submitted separately (typically in June). Each institutional request for tuition and mandatory fees should be accompanied by documentation on the following items: (1) communication of tuition and fee requests to student government organizations, other student groups, and students at large; (2) efforts to increase need-based financial aid proportionately to tuition; (3) statement of the expected effect of tuition and fee increases on enrollment; and (4) dedication to cost-effectiveness in operations.

2.02 All fees and tuition are compiled in the student's billing statement, collected by the Bursar Department, and deposited in the institution's revolving fund.

Approving Special Charges

2.03 Permission to initiate or alter special charges to students must have the approval of the department head, dean, and Vice President for Academic Affairs.

Administering Special Charges

2.04 Charges can be individually variable (such as breakage costs not automatically assessed to all students enrolled in a course), or variable in amount (such as field trip charges which are based on final enrollment). Such charges must be approved through the dean and Vice President. It is the responsibility of the academic department to transmit to the Office of the Bursar appropriate documentation when students incur these approved special charges for which they are responsible. As a minimum, such documentation should include a list of students, the names and ID numbers of these students, the amount each is to be charged, a description of the charge(s), and the departmental Banner fund code to be credited.

2.05 Charges can be fixed and levied on an equal basis to all students enrolled in a course. The Bursar Department will automatically assess these types of special charges which are fixed in amount and assessed to all students enrolled in the specific course (e.g., all students enrolled in CHEM XXXX are charged \$10.00 for the use of special laboratory equipment). Such charges must be approved through the dean, Vice President for Academic Affairs, Oklahoma State Regents for Higher Education. A Banner fund code and corresponding detail code must be coordinated with the Bursar Department once the charge is approved.

2.06 It is the responsibility of the Office of the Bursar to bill and collect all approved departmental claims for all types of special charges. Upon collecting these charges, an account previously designated by the department will be credited. No cash transactions shall take place at the departmental level.

Issuing Credits on Special Charges and Fees

2.07 The Registrar is authorized to process credit(s) canceling all fees and special charges for students who enroll and never attended the semester in question on approval of enrollment appeal. See OPSU Policy Adding and Dropping Courses and Withdrawing from the University.

The Registrar is authorized to process credit(s) canceling designated fees for students who are enrolled in internships or specialized courses which require students to reside off campus. Special requests are submitted to the Registrar's Office with proper documentation from the academic department, dean, or designated representative.

2.08 Concurrently enrolled high school students may receive a tuition waiver for up to six hours a semester applied by the Office of Financial Aid in compliance with the State Regents for Higher Education policy. The Office of Financial Aid may apply fee waivers for each concurrently enrolled high school student.

Students enrolled in summer terms may receive a tuition waiver applied by the Office of Financial Aid in compliance with the State Regents for Higher Education policy. The Office of Financial Aid may apply fee waivers for each student enrolled in a Summer term.

2.09 Students are expected to return to the instructor all manuals, supplemental texts, unused materials, and equipment that may have been issued in class prior to withdrawal. If a student fails to return such materials within a reasonable time following withdrawal from class, the department head may issue a charge through the Bursar Department.

2.10 Special charges that are transmitted to the Bursar Department by the proper documentation from an academic department will be reduced and credited by the same process. In the event that a student withdraws from a class with assessed special charges, the special charges will be canceled or reduced by the source department or college in accordance with the OPSU refund policy. The department head or appropriate dean responsible for the charges must submit in writing to the Bursar, the student's name, the student ID number, the course name and number, the amount of credit, and the Banner detail code.

2.11 Refundable deposits will be refunded to the student by the appropriate department by completing the refund request form in accordance with Banner procedures and submitting the form to the Bursar Department.

2.12 In cases of appeals, a student may request of the appropriate dean (or designated representative) cancellation or reduction of special charges that originate from their college.

Approved by President Faltyn, April 2017
Revised:

Executive Council, April 10,2017



**OKLAHOMA
PANHANDLE STATE
UNIVERSITY**

| OPSU Summer Mandatory Per Credit Hour and Semester Fees to Waive | | | | | | |
|--|-----------------|-----------------|-------------|--------------|---------------|---|
| Name of Fee | Enrollment Type | Assessed | Current Fee | Proposed Fee | Fee Change \$ | Describe basis for the use of revenue not collected |
| | Summer Term | | | | | |
| Student Senate Fee | Summer Term | per credit hour | 1.00 pch | 0.00 | -1.00 | Student government not active in summer |
| Cultural & Recreational Fee | Summer Term | per credit hour | 1.00 pch | 0.00 | -1.00 | Cultural and recreational activities not offered during summer |
| Counseling Fee | Summer Term | per credit hour | 3.50 pch | 0.00 | -3.50 | Counseling services not offered during summer |
| Health Services Fee | Summer Term | per semester | 25.00 ps | 0.00 | -25.00 | Health center not offered during summer |
| Yearbook Charge | Summer Term | per semester | 20.00 ps | 0.00 | -20.00 | Yearbook not offered during summer |
| Energy Fee 05 & 09 | Summer Term | per credit hour | 7.00 pch | 0.00 | -7.00 | Facility used minimally by summer students. Most summer students do not attend class on campus. |
| Facility Fee | Summer Term | per credit hour | 12.50 pch | 0.00 | -12.50 | Facility used minimally by summer students. Most summer students do not attend class on campus. |



OKLAHOMA
PANHANDLE STATE
UNIVERSITY

| OPSU Concurrent Mandatory Per Credit Hour and Semester Fees to Waive | | | | | | |
|--|-----------------|-----------------|-------------|--------------|---------------|---|
| Name of Fee | Enrollment Type | Assessed | Current Fee | Proposed Fee | Fee Change \$ | Describe basis for the use of revenue not collected |
| | Concurrent | | | | | |
| Activity Fee | Concurrent | per credit hour | 11.50 pch | 0.00 | -11.50 | Concurrent students do not participate in student activities |
| Student Union Fee | Concurrent | per credit hour | 4.00 pch | 0.00 | -4.00 | Facility used minimally by concurrent students. Most concurrent students do not attend class on campus. |
| Student Senate Fee | Concurrent | per credit hour | 1.00 pch | 0.00 | -1.00 | Concurrent students do not participate in student government |
| Cultural & Recreational Fee | Concurrent | per credit hour | 1.00 pch | 0.00 | -1.00 | Concurrent students do not participate in cultural and recreational activities |
| Counseling Fee | Concurrent | per credit hour | 3.50 pch | 0.00 | -3.50 | Concurrent students do not use counseling services |
| Health Services Fee | Concurrent | per semester | 25.00 ps | 0.00 | -25.00 | Concurrent students do not use health center |
| Yearbook Charge | Concurrent | per semester | 20.00 ps | 0.00 | -20.00 | Concurrent students do not receive a yearbook |
| Energy Fee | Concurrent | per credit hour | 5.50 pch | 0.00 | -5.50 | Facility used minimally by concurrent students. Most concurrent students do not attend class on campus. |
| Energy Fee 05 & 09 | Concurrent | per credit hour | 7.00 pch | 0.00 | -7.00 | Facility used minimally by concurrent students. Most concurrent students do not attend class on campus. |
| Facility Fee | Concurrent | per credit hour | 12.50 pch | 0.00 | -12.50 | Facility used minimally by concurrent students. Most concurrent students do not attend class on campus. |

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF

Feb-17
MONTH

| FUND SOURCE | FY17 | | FY16 | | FY17 | | FY16 | |
|----------------|--------------------|--------------------|---------------------|--------------------|--------------------|---------------------|--------------------|---------------------|
| | TRAVEL THIS MONTH | | CORRESPONDING MONTH | | TRAVEL THIS YEAR | | CORRESPONDING YEAR | |
| | NUMBER OF TRIPS | AMOUNT EXPENDED | NUMBER OF TRIPS | AMOUNT EXPENDED | NUMBER OF TRIPS | AMOUNT EXPENDED | NUMBER OF TRIPS | AMOUNT EXPENDED |
| REVOLVING | | | | | | | | |
| ST APPRO | 7 | \$ 819.68 | 14 | \$2,693.23 | 68 | \$ 22,364.84 | 83 | \$ 22,051.95 |
| FEDERAL | 1 | \$ 177.00 | | | 2 | \$ 356.30 | | |
| PRIVATE | | | | | | | | |
| AUXILIARY | 1 | 114.75 | 2 | \$804.00 | 17 | \$ 6,932.29 | 29 | \$ 10,158.72 |
| OTHER | | | 1 | \$579.60 | | | 1 | \$ 579.60 |
| | | | | | | | | |
| TOTAL | 9 | \$ 1,111.43 | 17 | \$4,076.83 | 87 | \$ 29,653.43 | 113 | \$ 32,790.27 |

**OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION**

SUMMARY OF OUT-OF-STATE TRAVEL AS OF

Mar-17
MONTH

| FUND SOURCE | FY17 | | FY16 | | FY17 | | FY16 | |
|----------------|--------------------|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | TRAVEL THIS MONTH | | CORRESPONDING MONTH | | TRAVEL THIS YEAR | | CORRESPONDING YEAR | |
| | NUMBER OF TRIPS | AMOUNT EXPENDED | NUMBER OF TRIPS | AMOUNT EXPENDED | NUMBER OF TRIPS | AMOUNT EXPENDED | NUMBER OF TRIPS | AMOUNT EXPENDED |
| REVOLVING | | | | | | | | |
| ST APPRO | 9 | \$ 2,554.53 | 11 | \$4,022.25 | 77 | \$ 24,919.37 | 94 | \$ 26,074.20 |
| FEDERAL | | | | | 2 | \$ 356.30 | | |
| PRIVATE | | | | | | | | |
| AUXILIARY | 3 | 994.74 | 4 | \$976.95 | 20 | \$ 7,927.03 | 33 | \$ 11,135.67 |
| OTHER | | | | | | | 1 | \$ 579.60 |
| TOTAL | | \$ 3,549.27 | 15 | \$4,999.20 | 99 | \$ 33,202.70 | 128 | \$ 37,789.47 |

Public Comments

Chair Watkins said 15 minutes are provided for members of the public who would like to address the Board, and she asked if there were any members of the public who wished to address the Board at this time.

Dr. Hale said he would like to say on record that the A&M System has some great firepower on the Oklahoma State Regents for Higher Education Task Force.

Chair Watkins asked who in attendance at the meeting is on the Task Force. It was noted that Regent Anthony and Regent Davis, President Hargis, President Faltyn, and President Shrum are members of the Task Force.

Regent Davis said that he and other A&M members of the Task Force would certainly welcome input as they go through this process, because he personally feels like this Task Force is partly representative of the A&M System. He said he would like others to not hesitate in reaching out to him with input.

Dr. Hale said there are two State Regents who are former A&M Board members. Roughly eight or nine members of the Task Force are from the A&M system, which would be approximately 20 percent of the membership.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
OF INTEREST TO ALL THE UNIVERSITIES/COLLEGES
MEETING OF APRIL 21, 2017

Chair Watkins called upon the Committee Chairs of the following Committees to give reports.

Academic Affairs, Policy and Personnel Committee

(All business discussed by the Committee was presented during the business of Langston University and Oklahoma State University.)

Fiscal Affairs and Plant Facilities Committee

(All business discussed by the Committee was presented during the business of Oklahoma State University.)

Planning and Budgets Committee

(All business discussed by the Committee was presented during the business of Oklahoma State University.)

Personnel Actions

Mr. Ramsey presented personnel actions for the Executive/Administrative Operations of the Board of Regents, and included in these actions is the appointment of Carter Kimble as Director of Health Policy. Mr. Ramsey said he believes Mr. Kimble will be a big asset, and he is already well respected in the healthcare policy arena. Mr. Ramsey said he is looking forward to having Mr. Kimble as part of the Board staff. (A copy of the summary of personnel actions is attached to this portion of the minutes as ATTACHMENT A.)

Regent Anthony moved and Regent Callahan seconded to approve the personnel actions as listed.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese and Watkins. No: None. Abstentions: None. Absent: Hall.
The motion carried.

Report by General Counsel

Mr. Stephens said he would like to publicly thank Mackenzie Wilfong for her service to the Office of Legal Counsel and for her service to the Board and the A&M System. He said Ms. Wilfong left the Office of Legal Counsel to become the General Counsel of the Tulsa Community College system. He said he felt it appropriate to recognize her in a public manner.

Adjournment

At approximately 11:22 a.m., Regent Link moved and Regent Reese seconded that the meeting be adjourned.

Regent Anthony said he would like to express appreciation to the Connors State College Presidential Search Committee, as well as to the Board staff for the help that was provided by them. He said Kyla Eldridge and Shari Brecht were very helpful to the Committee in numerous ways in working through that process.

Chair Watkins said she believes the Board should also thank the Regents' Steering Committee. She said Regent Anthony chaired the Committee, and Regents Link and Milner served on the Committee, as well as Jason Ramsey. She said it was a wonderful Committee, and she does not know if she has ever seen a Committee as committed to their work.

Those voting aye: Board Members Anthony, Burns, Callahan, Davis, Link, Milner, Reese and Watkins. No: None. Abstentions: None. Absent: Hall.
The motion carried.

April 21, 2017, Board Meeting

PERSONNEL ACTIONS**BOARD OF REGENTS (EXECUTIVE/ADMINISTRATIVE OPERATIONS)****EMPLOYMENT**

- **Kimble, Carter**, Director of Health Policy (effective April 17, 2017) at a salary of \$125,000, plus fringe benefits.

ONE-TIME STIPEND

- **Brecht, Shari**, Executive Assistant to the CEO, to receive one-time stipend of \$5,000 for additional duties during Connors State College Presidential Search Process
- **Eldridge, Kyla**, Administrative Associate, to receive one-time stipend of \$2,500 for additional duties during Connors State College Presidential Search Process

April 21, 2017


BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES

By: _____



Lou Watkins, Chair

ATTEST:



Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents of the Oklahoma Agricultural and Mechanical Colleges on June 16, 2017.



Kyla Eldridge
Administrative Associate