

# **MINUTES**

of the

**BOARD OF REGENTS FOR THE  
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES**

for the

December 7, 2018

Regular Board Meeting

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

December 7, 2018

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MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES, DECEMBER 7, 2018

*Notice of this meeting was filed with the Oklahoma Secretary of State on September 12, 2017.*

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the Executive Board Room, Administration Building, OSU-Tulsa, 700 N. Greenwood Avenue, Tulsa, Oklahoma, on December 7, 2018.

Board members present: Mr. Calvin J. Anthony, Chairman; Mr. Tucker Link, Vice Chairman; Mr. Douglas Burns; Mr. Jarold Callahan; Mr. Rick Davis; Mr. Joe Hall; Dr. Trudy Milner; Mr. Jim Reese; and Ms. Lou Watkins.

Absent: None.

Others present: Mr. Jason Ramsey, Chief Executive Officer; Ms. Jessica Russell, Director, State Government Relations; Mr. Carter Kimble, Director of Health Policy; Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Ms. Shari Brecht, Executive Assistant to the CEO; Ms. Kyla Eldridge, Executive Administrative Associate, and Ms. Nicole Nixon, Administrative Assistant.

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 10:02 a.m.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES OF INTEREST TO ALL THE  
UNIVERSITIES/COLLEGES MEETING OF DECEMBER 7, 2018

1. Approval of Order of Business

Regent Burns moved and Regent Watkins 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.

2. Approval of Regular Minutes

Regent Reese moved and Regent Callahan seconded to approve the minutes of the October 26, 2018, 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.

4. Announcement of Next Board Meeting

Chairman Anthony announced that the next Board meeting will be held on January 25, 2019, in the Council Room, 412 Student Union, Oklahoma State University, Stillwater, Oklahoma.

5. Approval of Future Board Meeting

Regent Reese moved and Regent Milner seconded to approve the meeting scheduled for March 1, 2019, in the Calcagno Family Ballroom, Student Union, 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.

6. Recognition of Regent Jim Reese

Chairman Anthony said Regent Reese has been a great member of the Board and they are very appreciative of his contributions, and he has made the Board better. Chairman Anthony said Regent Reese has been a steady hand with wise judgment. Chairman Anthony expressed appreciation to Regent Reese for his service to the Board and presented him with a plaque inscribed, "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, 2011-2018." Regent Reese expressed appreciation for the recognition. He said he appreciates all the time he spent serving on the Board. He said most of his jobs have been term-limited, and one thing you do in a term-limited position is hire the best people you can. He said he believes the Board and the A&M System have the best employees who are truly good people. He is confident the people running the A&M institutions are top of the line.

OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

President Tim Faltyn and members of the Oklahoma Panhandle State University (OPSU) administration appeared before the Board of Regents to present the business of OPSU and review the Agenda for members of the Board. (The OPSU Agenda is attached to this portion of the minutes.) President Faltyn said the hospitality and dinner last evening were excellent and he expressed appreciation to OSU-Tulsa President Howard Barnett and his staff.

President Faltyn referenced the *Panhandle* magazine and highlighted stories contained within regarding various OPSU events, activities, and student achievements. He also highlighted a story on the front page of the *Guymon Daily Herald* newspaper regarding the groundbreaking of the new OPSU shooting sports complex. Regent Anthony said he wished to compliment President Faltyn on the community support of both him and OPSU. It is clear that things are going the right way in the panhandle and he applauds President Faltyn for his leadership.

B-1 Adoption of Memorial Resolution for Mrs. Mary Anne Mayer

B-2 Adoption of Resolution of Appreciation for Guymon Schools Board of Education President Mike and wife Lucinda Ray

Regent Davis moved and Regent Link seconded to adopt the resolutions as presented in Section B, Items 1 and 2 in the OPSU Agenda.

Regent Hall expressed appreciation on behalf of the Board to Mike Ray and his wife Lucinda. He said President Faltyn has done exceptionally well and rallied a lot of people with willingness and the capacity to help OPSU and its mission. He said President Faltyn has energized the area and really taken action to turn the panhandle around.

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

D-1 Approval of Personnel Action

President Faltyn noted that this item is for information only, but OPSU's Head Football Coach recently announced his intention to resign. The administration is moving to find a replacement, which is important because football is a large element of the University's enrollment. A dip in enrollment is anticipated in the spring 2019 semester due to this personnel change.

G-1 Approval to name the planned Shooting Sports Facility's Conservation Building the "Groendyke Wildlife Conservation Building"

G-2 Approval to enter into a Gift-In-Kind Agreement with Panhandle State Foundation for the receipt of the new Shooting Sports Conservation Building

G-3 Approval to submit to the Oklahoma State Regents for Higher Education the appropriate documentation to finance a potential Student Union renovation

President Faltyn said in reference to Item G-2, the Shooting Range Complex funding is covered by a grant from the U.S. Fish and Wildlife Service and the U.S. Department of Agriculture. The building will be built with private funds. OPSU has hit a little bit of a snag with fundraising; half of it is done, but his hope is to complete the fundraising by spring 2019.

President Faltyn distributed a handout regarding Student Union fees, which is attached to this portion of the minutes as ATTACHMENT A and considered a part of these minutes. Regarding Item G-3, President Faltyn said approval is requested to submit a request to the Oklahoma State Regents for Higher Education to finance a potential Student Union renovation with an approximate cost of \$4 million. President Faltyn said the administration has met with students and community constituents and in doing so realized that the University's student union fee is quite less than other institutions. The handout reflects student union fees for OPSU's competitor institutions, as well as fee increases of various increments and the revenue that would be produced by those fees. This renovation is in an exploratory phase and the final request for a fee increase will be brought to the Board for approval after more research is completed. President Faltyn said OPSU will not max out on potential revenue based on current enrollment projections. The fees reflected on the handout are based on 2016 enrollment, which was low. The administration would rather estimate low and operate within its means, and they plan to spend 80-90 percent of the actual dedicated revenue annually so that if there are any further State budget cuts the debt service payments can be made.

Regent Burns moved and Regent Hall seconded to approve Section G, Items 1-3 as presented in the OPSU Agenda.

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

H-1 Approval to Enter Into a Memorandum of Agreement with the Division of Agricultural Sciences and Natural Resources at Oklahoma State University

President Faltyn said a great deal of OPSU's academic and enrollment success has been due to the leadership of Dr. Julie Dinger, Vice President of Academic and Student Affairs. He asked that Dr. Dinger come before the Board and present regarding shared services with Oklahoma State University (OSU).

Dr. Dinger said the Board's Office of Legal Counsel has been very important during the process of arranging this Memorandum of Agreement (MOA) and she is grateful for the guidance of Brandee Hancock and Scott Fern while developing the MOA. She thanked Dr. Keith Owens, Associate Vice President of the Oklahoma Agricultural Experiment Station at OSU, who they worked very closely with over the last several months to ensure everyone's best interests are reflected in the MOA. She said she also wished to acknowledge the leadership of Dr. Thomas Coon, Vice President/Dean/Director of the Department of Agricultural Sciences and Natural Resources at OSU, and President Faltyn for their leadership during this process; they really set an example for the staff and set a process in motion that allowed for success and the representation of everyone's needs and interests. The administration is very proud of OPSU's 95-

year relationship with the Division of Agricultural Sciences and Natural Resources at OSU; a relationship from which stems the Oklahoma Panhandle Research and Extension Center (OPREC), which is an OSU-OPSU partnered research center. This MOA is critical for OPSU in terms of moving forward and will make the University more sustainable, especially its department of agriculture. This MOA sets clear lines with joint decision-making built into the process, which will allow the University to take things to the next level. There will also be shared personnel who will work together for the benefit of both institutions. She said she is excited that this will help OPSU set a new standard of excellence at its farm and the OPREC. She said she is happy to answer any questions the Board may have regarding the agreement.

Regent Burns said he really appreciates the OPSU administration's focus on trying to find efficiencies such as these, which make the A&M System better. He believes this is an example of not only what has been done in the past but also what is desired to accomplish in the future elsewhere when possible. He thanked Dr. Dinger for spearheading this effort and for her focus. He said he would like the other institutions to focus and look for these types of efficiency opportunities as well.

Regent Milner moved and Regent Reese seconded to approve Item H-1 as presented in the OPSU Agenda.

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

Regent Hall said Dr. Coon played a big part in the MOA and it would not have been accomplished without his help.

President Faltyn noted that informational Item M-1 contains a typo. Rather than Fall 2018 it should read Fall 2019.

President Faltyn said he was saddened to learn that this would be Regent Reese's last Board meeting. He said Regent Reese's levelness and unflappable attitude have been something he aspires to achieve in his career. He thanked Regent Reese for his leadership and friendship and for always treating him as though he has something to offer.

The business of Oklahoma Panhandle State University being concluded, President Faltyn and members of the OPSU administration were excused from the meeting.



OKLAHOMA  
**PANHANDLE STATE**  
UNIVERSITY

Peer Institutions Facility and Student Union Fees

	Ft. Hays	WTAMU	Connors	Langston	NEO	OPSU
Student Union Fee	\$10.20	\$8.00	\$13.00	\$21.62	\$11.50	\$4.00

OPSU Student Union Fee Revenue

Student Union Fee (per credit hour)	Rate		Budget hrs	Rate		Projected Rev	Estimated Finance Amount
	FY18	FY19	FY19	Change	FY19		
Current Fee	\$4.00	\$4.00	31,752	\$0.00	\$127,008	\$0	\$0
\$4 Proposed Fee Increase	\$0.00	\$8.00	31,752	\$8.00	\$254,016	\$1,500,000	\$1,500,000
\$5 Proposed Fee Increase	\$0.00	\$9.00	31,752	\$9.00	\$285,768	\$1,500,000	\$1,500,000
\$6 Proposed Fee Increase	\$0.00	\$10.00	31,752	\$10.00	\$317,520	\$2,400,000	\$2,400,000
\$7 Proposed Fee Increase	\$0.00	\$11.00	31,752	\$11.00	\$349,272	\$3,300,000	\$3,300,000

OKLAHOMA PANHANDLE STATE UNIVERSITY  
Goodwell, Oklahoma

December 7, 2018

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

1. Board approval is requested for the attached memorial resolution for Mrs. Mary Anne Mayer, who passed away on October 31, 2018 at the age of 67. Mrs. Mayer was a supporter of Oklahoma Panhandle State. Mary Anne was most in her element as a devoted wife and mother. She served as a long time member and co-founder of the Panhandle Piecers Quilting Club, was a charter member of the Beaver River Genealogical and Historical Society. She was a proud member of the Daughters of the American Revolution. Mrs. Mayer's husband Joe was a former Oklahoma State Regent for Higher Education and most recently a member of the State Board of Agriculture. Please see attached.
2. Board approval is requested for the attached resolution of appreciation for Guymon Schools Board of Education President Mike and wife Lucinda Ray. Through their partnership with Oklahoma Panhandle State University, Mike and Lucinda Ray have enabled the development of the Panhandle Promise Scholarship resulting in opportunities for students from all communities in the Oklahoma Panhandle. Please see attached.

Part C---Policy and Operational Procedures

None

Part D---Personnel Actions

1. The following faculty and staff have announced their intention to retire or resign:

<u>Employee</u>	<u>Position</u>	<u>Effective</u>	<u>Explanation</u>
Russell Gaskamp	Head Football Coach	12-3-2018	Resignation

Part E---Instructional Programs

None

Part F---Budgetary Actions

None

Part G---Other Business and Financial Matters

1. Board approval is requested to name the Oklahoma Panhandle State University's planned Shooting Sports Facility's Conservation Building the "Groendyke Wildlife Conservation Building" in recognition of John D. Groendyke's generous support of OPSU. This proposal meets all of Oklahoma Panhandle State University's criteria for naming of facilities and has been reviewed by legal counsel.
2. Board approval is requested for the OPSU President to enter into a Gift-In-Kind agreement with Panhandle State Foundation for the receipt of the new Shooting Sports Conservation Building when the project is completed. The new facility will included classrooms, a banquet hall, offices, team room, pro shop, catering and concession kitchens, and general landscaping. Additional amenities may be added as funds permit.

The project is estimated to cost \$1,600,000 and will be completed in 18 to 24 months after completion of fundraising and start of construction. There is currently no timetable for the completion of fundraising or the beginning of construction.

No state funds will be used for this project. All funding will be from private donors. The agreement for signature will be reviewed by legal counsel.



3. Board approval is requested to submit to the Oklahoma State Regents for Higher Education (OSRHE) the appropriate documentation to finance a potential Student Union renovation with the estimated financed amount being \$4,000,000, plus the cost of issuance, and to take necessary action to include the project in the Master Lease Program.

Board approval is also requested to purchase the items in accordance with OPSU Purchasing Policy and Procedures.

OPSU anticipates that OSRHE will include the potential project with its consolidated 2019 Master Real Property Lease submission to the legislature for consideration or will otherwise communicate with appropriate authoritative bodies as required.

To the extent the University utilizes its own funds or borrowed funds for said purposes, it is the intent of the Board that proceeds of the Master Lease bonds will reimburse the

University and/or repay said borrowed funds. Any such expenses incurred prior to the receipt of bond proceeds will be made from legally available funds. Approval of this agenda item constitutes the Board's declaration of official intent as is required under Section 1.150-2 of the Internal Revenue Code, which will be further documented by a resolution to be executed by the Board's Chief Executive Officer.

The project is expected to be funded, or partially funded, from the financed proceeds and required capital payments will be made from legally available funds.

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

1. Board approval is requested to enter into a Memorandum of Agreement between Oklahoma Panhandle State University and the Division of Agricultural Sciences and Natural Resources at Oklahoma State University to continue to share services in our ninety-five year cooperative joint venture. Oklahoma Panhandle Research and Extension Center (OPREC). Board approval is requested to allow the President or his designee to sign the Memorandum of Agreement and any related documents. The Memorandum of Agreement has been reviewed by Board Legal Counsel. Please see attached.

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 2019-2020 Academic Calendar is attached.
2. The October 2018 Summary of Out-of-State Travel report. Please see attached.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'iTF', is written over a horizontal line.

Dr. Tim Faltyn  
President



## MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of Oklahoma Panhandle State University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Mrs. Mary Anne Mayer, a supporter of Oklahoma Panhandle State University, was claimed by death on October 31, 2018.

WHEREAS, Mrs. Mayer, by her loyalty, attention to duty, and faithful performance, rendered service as an active and generous supporter of Oklahoma Panhandle State University to the date of her death October 31, 2018, and as a citizen worthy of commemoration and respect; and

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

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

THAT it takes this method to express its appreciation for the 46 years of exemplary service rendered by Mrs. Mayer to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, to express respect to her memory, and to extend to the family its deep sympathy, 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 Panhandle State University's finest friends.

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

Adopted by the Board the 7th day of December, 2018.

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Dr. Tim Faltyn, President

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Calvin J. Anthony, Chair



## RESOLUTION OF APPRECIATION

WHEREAS, Mike and Lucinda Ray have advanced the mission and agenda of Oklahoma Panhandle State University through partnership and community engagement; and

WHEREAS, Mike and Lucinda Ray set a high standard of support for public higher education in the State of Oklahoma; and

WHEREAS, through their partnership and as key contributors, Mike and Lucinda Ray helped elevate the stature of Oklahoma Panhandle State University; and

WHEREAS, through their partnership, Mike and Lucinda Ray made possible the Panhandle Promise Scholarship; and

WHEREAS, Mike and Lucinda Ray expanded Oklahoma Panhandles State's reach and visibility by making possible a unique and transformative educational scholarship; and

WHEREAS, future generations of Oklahoma Panhandle State University and Oklahoma panhandle public school district students will benefit as a result;

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

THAT it takes this method to express its appreciation to Mike and Lucinda Ray for exemplary partnership, support, and leadership with Oklahoma Panhandle State University, the Oklahoma A&M Board of Regents, and to extend to Mike and Lucinda Ray its deepest gratitude and respect.

BE IT RESOLVED, that a copy of this resolution be spread upon the minutes of the Board and a copy sent to Mike and Lucinda Ray.

Adopted by the Board the 7<sup>th</sup> day of December, 2018.

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Dr. Tim Faltyn, President

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Calvin J. Anthony, Chair

**MEMORANDUM OF AGREEMENT**  
**between the**  
**DIVISION OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES**  
**OKLAHOMA STATE UNIVERSITY**  
**and**  
**OKLAHOMA PANHANDLE STATE UNIVERSITY**

The ninety-five year relationship between Oklahoma Panhandle State University and Oklahoma State University represents a model example of cooperation and shared services. The Oklahoma Panhandle Research and Extension Center has enjoyed success due in large part to the efforts of leaders dedicated to the shared mission of service to the community of the panhandle of Oklahoma.

This memorandum of agreement sets forth terms to define the conditions and procedures for cooperation by the Division of Agricultural Sciences and Natural Resources (DASNR) at Oklahoma State University (OSU) and Oklahoma Panhandle State University (OPSU) in conducting agricultural research and extension programs to be delivered to panhandle clientele through the Oklahoma Panhandle Research and Extension Center (OPREC). As a member of this joint venture, OPSU is contributing the use of agricultural land, natural gas as available, and financial support; DASNR is contributing the use of buildings, equipment, personnel with technical expertise and financial support. Both cooperators are committed to securing grants, contracts, state of the art equipment, seed, fertilizer, and any product to meet the stated goals for the OPREC (<http://oaes.okstate.edu/frsu/oklahoma-panhandle-research-and-extension-center/>).

It is hereby agreed the OPREC will be operated cooperatively utilizing the OPREC operations account, and two accounts established by OPSU as outlined in this agreement to support overall operations. Further, DASNR and OPSU agree to the following terms:

Oklahoma Panhandle State University agrees:

1. To delegate all crop farming and irrigation at the facility to OPREC, including in the 75-acre pivot and the 105-acre east center pivot and adjacent dryland corners traditionally used by OPSU. That the land currently used by OPREC which consists of 324.46 acres and includes 16 acres under a center-pivot irrigation circle, 18 acres under drip irrigation, and 160 acres under linear irrigation will continue to be made available to OPREC.
2. To provide natural gas used by the OPREC from the existing gas well. The cost of maintaining and operating the natural gas well will be charged to OPSU for the life of the existing natural gas well. If the existing natural gas well becomes depleted, OPSU and DASNR will renegotiate the commercial natural gas bill for OPREC.
3. The 75-acre center pivot and the 105-acre center pivot will be irrigated on an as-needed basis for draw down of OPSU and City of Goodwell waste lagoons.
4. OPSU will provide for all care and supervision of OPSU livestock. OPSU will provide necessary materials and funds for any repairs to the OPSU animal teaching facilities.

5. OPSU will establish two accounts, which DASNR and the Station Superintendent will be able to access. The first account, the OPREC Employee Fund, will provide for DASNR to hire a Station Assistant Superintendent at an annual salary of \$39,000 plus benefits. The second fund, the OPREC Station Sales Fund, will be the account into which sales revenue is deposited. Use of OPREC Station Sales monies will be for the OPREC facility including but not limited to purchasing seed and improving facilities according to the directives of the Station Superintendent.

The Division of Agricultural Sciences and Natural Resources agrees:

1. To facilitate and provide oversight for operation of DASNR research and Extension programs. To provide facilities that include the research and extension building, a pesticide and storage facility, and an equipment storage shed.
2. To provide maintenance funds for the purchase of vehicles, equipment, services, and supplies such as seed, fertilizer, chemicals, and harvesting costs as budgeted for research and extension needs.
3. To manage the lands, waste water from OPSU and City of Goodwell, and irrigation of the facility.
4. OPREC will supply round baled hay that is equal to or greater than 55% TDN and 8% CP, delivered and stacked within 5 miles of OPREC. Hay needs will be evaluated annually by OPSU and planted accordingly.
5. OPREC will continue to produce alfalfa (either small bales or round bales as requested) for the OPSU Rodeo Team. The price of the alfalfa hay will be based on the average price from the High Plains Journal at the time of the sale.
6. To conduct field days as appropriate in collaboration with OPSU faculty.
7. To provide the OPREC Senior Superintendent, who will report to the Associate Vice President of OAES or his/her designee, and who will be primarily responsible for oversight and supervision of crop management and irrigation water resource uses, including wells, for both OPREC and OPSU farmlands; and for general maintenance and staffing at OPREC. The OPREC Senior Superintendent will work for the good of both institutions and will be responsible for day-to-day operations and fieldwork of the OPREC and the McCaull Research and Demonstration Farm. When appropriate, the OPREC staff may provide expertise to or opportunities for OPSU students in support of OPSU's academic mission.
8. Separate budgets and accounts will be maintained for OPREC and the McCaull Research and Demonstration Farm.
9. Extension activities at OPREC will be coordinated by the Oklahoma Cooperative Extension Service District Director for Western Oklahoma, the Assistant Director of OCES for Agriculture and Natural Resources, and the OPREC Senior Superintendent.

It is mutually agreed:

An Operational Advisory Committee will be formed for the purpose of participation in the formulation and implementation of the vision of this shared resource. The committee will have input, but responsibility for decision-making and information sharing will be within the purview of the Station Superintendent. This committee will be comprised of equal representation between DASNR and OPSU and will include at a minimum the Director of the Field and Research Service Unit (FRSU), the OPSU

Dean of the College of Agriculture, Science, and Nursing and three local stakeholders. An annual statement of work based on OSU and OPSU needs will be developed and presented to the advisory committee. The FRSU Director will facilitate the advisory group. The Operational Advisory Committee will meet as needed but not less than twice a year to include an annual review of operations and budget.

1. OPREC facilities will be made available to give OPSU and DASNR faculty and staff the opportunity to participate in cooperative field research and/or extension projects as mutually agreed upon.
2. The area currently designated for use of Goodwell Public Schools will continue in that capacity at its current location unless different location or facilities at OPREC are identified and mutually agreed upon.
3. OPSU rangeland and rodeo facilities are excluded from this agreement.
4. OPSU will be responsible for all livestock management and for maintaining animal use and care protocols.
5. Undergraduate students from OPSU will be encouraged to participate in research projects and learning activities at OPREC and the animal facilities.
6. Crops produced on the OPREC not needed for research or demonstration purposes shall be disposed of in accordance with the policies and procedures of DASNR. Proceeds from the sales of crops on the 75 acre and 105 acre pivots will be deposited into the shared OPREC Station Sales Account.
7. Capital improvements or additions, including the financing for these, will be approved by DASNR and OPSU administration before construction.
8. The cost of maintaining and operating the water wells to support research and extension programs of OPREC and any subsequent water wells needed for OPREC expansion will be charged to the operating account of the OPREC. This will include, but not be limited, to the irrigation water pipelines, engines, pumping units, and drilling costs for new wells.
9. It is important that the entire farm be well maintained and presentable at all times. The Senior Superintendent of OPREC, or his/her designee, will supervise a maintenance crew of hourly workers to mow, paint and maintain the appearance of the entire farm.
10. Existing infrastructure including domestic waterlines, roads, security lighting and other mechanical systems will be maintained in their current state. Any required improvements or alterations will be negotiated between OPSU and DASNR.
11. The responsibilities assumed by each of the cooperating parties are contingent upon funds being available from which the expenditures can be met.
12. The Associate Vice President, OAES (or his/her designee); the Director of the Field and Research Service Unit, the OPSU Dean of the College of Agriculture, Science, and Nursing and the President of OPSU (or his/her designee) will periodically review and recommend needed capital improvements and maintenance needs for the entire facility. There will be an annual review of the budget to determine if adjustments are needed.
13. This modified memorandum of agreement shall become effective October 1, 2018, and shall continue indefinitely, but undergo periodic review annually and may be modified or discontinued at the request of either party. This agreement may be terminated or modified by either party by providing 90 days' written notice to the other party. Any future capital improvements will be addressed (cost recovery system) on a case by case basis. Additionally, any non-recovered fixed costs in building and or other permanent

improvements to the property, such as irrigation wells or other improvements, will utilize a remaining life cost recovery. The remaining life value of these improvements will be reimbursed by OPSU.

This agreement supersedes all previous agreements.

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Dr. Thomas G. Coon

VP, Dean and Director, DASNR

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Dr. Tim Faltyn

President, OPSU



# OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

## Oklahoma Panhandle State University

### **ACADEMIC CALENDAR FOR 2019-2020**

#### Summer Session (2019):

Semester begins (first day of 8-week classes)	<u>6/3/2019</u>
1 <sup>st</sup> 6-week session (begins and ends)	<u>6/3/2019 – 7/15/2019</u>
2 <sup>nd</sup> 6-week session (begins and ends)	<u>6/17/2019 – 7/29/2019</u>
Please list dates of all holidays and breaks (no classes)	<u>Independence Day 7/4/2019</u>
Semester ends (last day of 8-week classes including final exams)	<u>7/29/2019</u>

#### Fall Semester (Fall 2018):

Semester begins (first day of 16-week classes)	<u>8/19/2019</u>
1st 8-week session (begins and ends)	<u>8/19/2019 – 10/11/2019</u>
2nd 8-week session (begins and ends)	<u>10/14/2019 – 12/12/2019</u>
Please list dates of all holidays and breaks (no classes)	<u>Labor Day 9/2/2019</u>
	<u>Fall Break 10/18/2019</u>
	<u>Thanksgiving 11/25 – 11/29/2019</u>
Semester ends (last day of 16-week classes including final exams)	<u>12/12/2019</u>

#### Spring Semester (Spring 2019):

Semester begins (first day of 16-week classes)	<u>1/6/2020</u>
1st 8-week session (begins and ends)	<u>1/6/2020 – 2/28/2020</u>
2nd 8-week session (begins and ends)	<u>3/2/2020 – 5/5/2020</u>
Please list dates of all holidays and breaks (no classes)	<u>Martin Luther King Jr. 1/20/2020</u>
	<u>Spring Break 3/16 – 3/20/2020</u>
	<u>Easter 4/10/2020</u>
Semester ends (last day of 16-week classes including final exams)	<u>5/5/2020</u>
Commencement date (graduation ceremony)	<u>5/7/2020</u>

Interessions (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

	Fall 2019 Interession (between summer 2019 and fall 2019)	Winter 2019/2020 Interession (between fall 2018 and spring 2020)	May 2020 Interession (between spring 2020 and summer 2020)
Interession begins	N/A	N/A	5/18/2020
Interession ends	N/A	N/A	6/1/2020

Summer 2019 (if applicable):**Add****Drop**

Final add/drop date 8 weeks

6/5/20196/7/2019Final add/drop date 1<sup>st</sup> 6 weeks6/5/20196/7/2019Final add/drop date 2<sup>nd</sup> 6 weeks6/19/20196/20/2019Fall 2019 (if applicable):

Final add/drop date 16 week:

8/23/20198/23/2019Final add/drop date 1<sup>st</sup> 8 week classes:8/21/20198/23/2019

Final add/drop date 2nd 8 week classes:

10/16/201910/18/2019Spring 2020 (if applicable):

Final add/drop date 16 week:

1/10/20201/10/2020Final add/drop date 1<sup>st</sup> 8 week classes:1/8/20201/10/2020

Final add/drop date 2nd 8 week classes:

3/4/20203/6/2020

Alternative Schedules (please describe any alternative schedules not already indicated above)

**Signature of President** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*Note: Spring Break should be scheduled for the week that encompasses the third Wednesday in March\*\*\*

OKLAHOMA PANHANDLE STATE UNIVERSITY  
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF Oct-18  
MONTH

FUND SOURCE	FY19		FY18		FY19		FY18	
	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	14	\$ 4,320.55	4	\$898.33	26	\$ 8,870.38	28	\$ 7,247.37
FEDERAL					1	\$ 475.00		
PRIVATE								
AUXILIARY	3	727.03	3	\$566.87	13	5,073.91	9	\$ 2,974.58
OTHER								
TOTAL	17	\$ 5,047.58	7	\$1,465.20	40	\$ 14,419.29	37	\$ 10,221.95

NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

President Jeff Hale appeared before the Board of Regents to present the business of Northeastern Oklahoma A&M College (NEO) and review the Agenda for members of the Board. (The NEO Agenda is attached to this portion of the minutes.)

President Hale thanked President Barnett for his hospitality last evening. He complimented Dr. Pamela Fry on her presentation during the dinner and said it was exciting to hear about the changes taking place at OSU-Tulsa.

President Hale shared complimentary comments from faculty and staff at NEO about outgoing Regent Jim Reese. He said Regent Reese balances his personal and professional life with grace and style in a way that makes it look easy. He said the NEO family is appreciative of Regent Reese's service and they will miss him.

President Hale referenced the November 2018 edition of the *NEO Update* and highlighted stories contained within regarding various NEO events, activities, and student achievements. President Hale provided a handout titled, "NEO Higher Education Promotion Log," which is attached to this portion of the minutes as ATTACHMENT A and considered a part of these minutes. President Hale also highlighted information Items 2-4 listed under Part A of the Agenda.

C-1 Approval to Update and Amend NEO's Drug-Free Campus Policy

President Hale said this update was requested by Regent Link at the last Board meeting. He said the Office of Legal Counsel has reviewed and approved the changes.

Regent Link moved and Regent Callahan seconded to approve Section C, Item 1 as presented in the NEO Agenda.

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

E-1 Approval to Offer Three Existing Academic Degree Programs in an Online Format

President Hale said he is excited to request approval for NEO's first ever fully online degree programs. The Higher Learning Commission visit for these online programs is scheduled for summer 2020. If approved, these degrees will be brought to the Oklahoma State Regents for Higher Education for approval.

E-2 Approval of Proposed Program Additions, Deletions, and Modifications

Regent Callahan moved and Regent Hall seconded to approve Section E, Items 1 and 2 as presented in the NEO Agenda.

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

Regent Link commented on the Higher Education Promotion Log, stating that it appears there has been good response. President Hale said the response has been growing and the administration has been paying closer attention to that area. Regent Link said this is the type of thing that is needed in higher education. President Hale said increasing social media presence was a directive to the A&M institutions a year ago by Regent Burns when he was Chairman of the Board.

Regent Anthony asked if the program modifications listed under Item E-2 were to clean up those degrees. President Hale said they are, but the intent is also to help the transfer process for students by adding some elective options that will allow for easier transfer to four-year degree programs.

The business of Northeastern Oklahoma A&M College being concluded, President Hale was excused from the meeting.

Higher Education Promotion Log							
Item	Date	Description	Medium	Views	Likes	Shares	Notable Comments
	10/31/2018	Milligan Hall Dedication Invitation	Facebook	654	6		
	11/8/2018	NEO Honors Program Release	Facebook	1095	5	3	
	11/12/2018	Enrollment Scholarship Giveaway (Enrolled students receive entry)	Facebook/Twitter	3439	23	27	"I'm already enrolled!"
	11/13/2018	NEO Alumni/Recruiting Rodeo	Facebook	798	9		
	11/21/2018	Reach Higher: DirectComplete	Facebook	760	6		
	11/23/2018	GivingTuesday and Scholarship Support	Facebook	4684	7	32	"So wonderful to see this, proud of you Eli."
	11/26/2018	CyberMonday Enrollment Post	Facebook	1133	7	7	
	12/3/2018	Ag Research Field Day	Facebook	2457	39	11	

# NORTHEASTERN OKLAHOMA A&M COLLEGE

Miami, Oklahoma  
December 7, 2018

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

Dear Board Members:

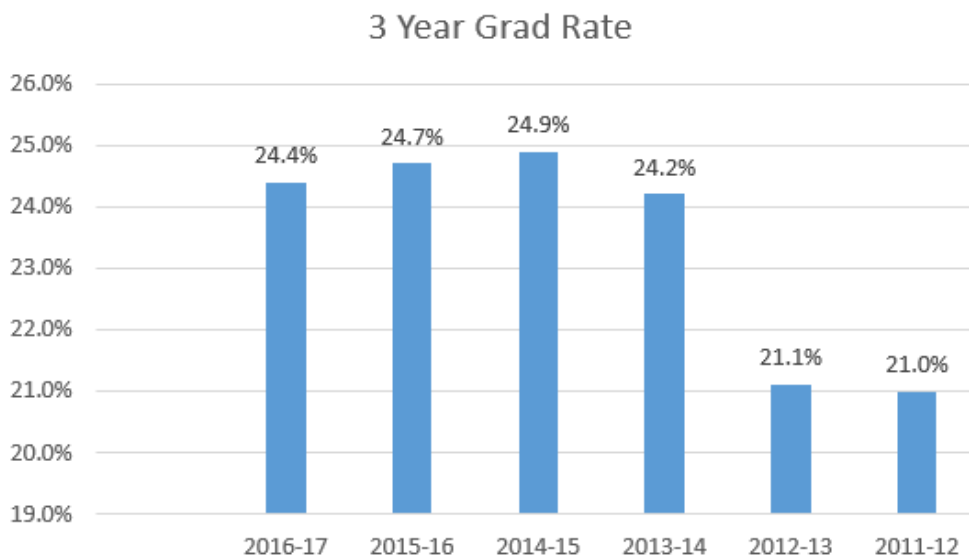
Subject to budgetary limitations and availability of funds, the following expenditures are submitted for Board approval with purchases to be coordinated through the Board Purchasing Officer, Oklahoma State University. We recommend the following business for your consideration and approval.

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

### 1. President's Remarks

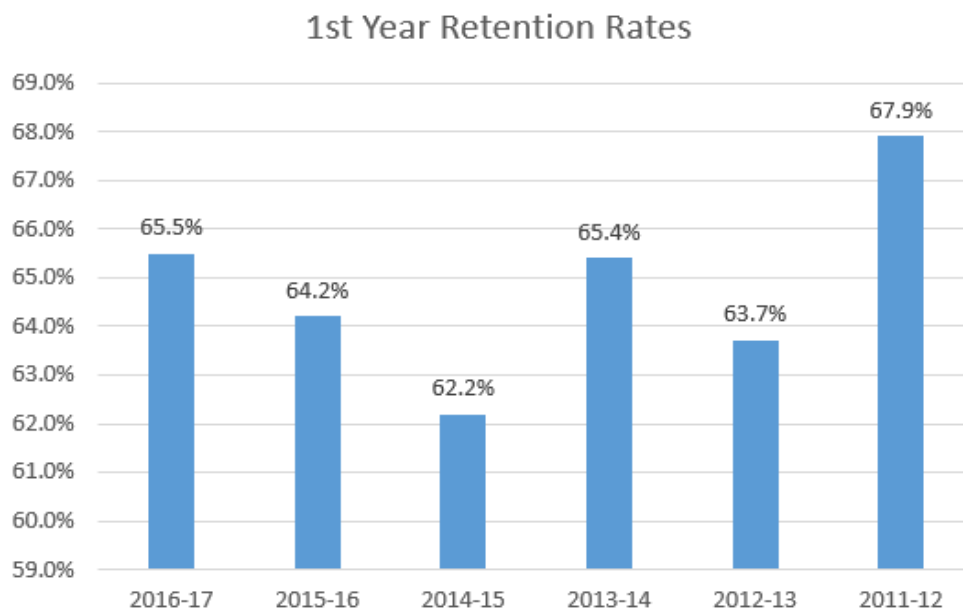
December 2018 "NEO Update" and Social Media Report

### 2. 3 Year Graduation Rate



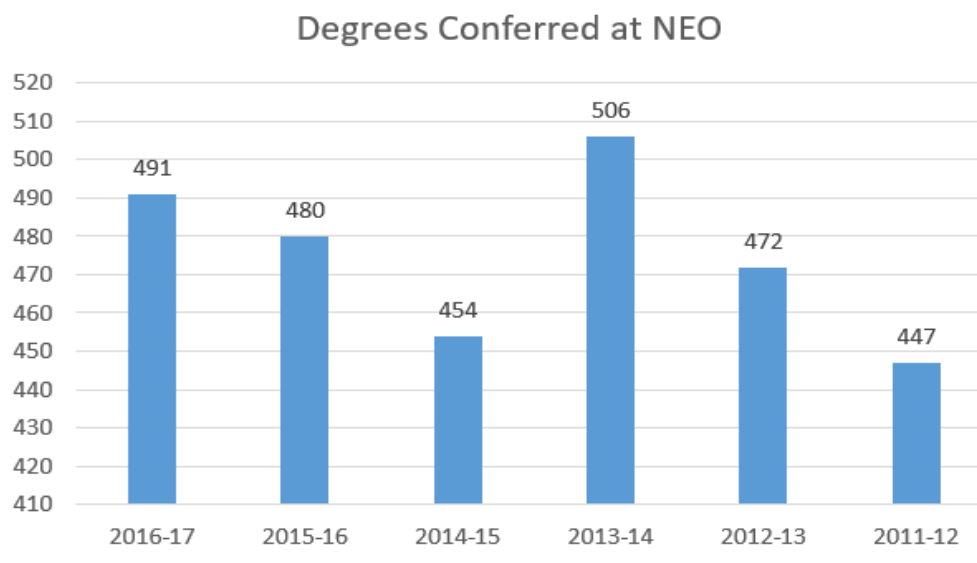
Source: OSRHE UDS Report

- NEO ranks 5<sup>th</sup> out of 14 two-year schools
- Ten year high 26.2% (2008-09)

**PART A - GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD (continued)****3. 1<sup>st</sup> Year Retention Rates**

Source: OSRHE UDS Report

- **NEO has exceeded state average 8 of the last 10 years**
- **10 year high 67.9%**

**4. Degrees Conferred at NEO**

Source: OSRHE UDS Report

- **NEO ranks 2<sup>nd</sup> among all rural colleges**
- **6 year average from 2011-2017 is 475**
- **Previous 5 year average from 2005-2010 is 354**



**PART B - RESOLUTIONS**

None

**PART C - POLICY AND OPERATIONAL PROCEDURES**

Board approval is requested to update and amend NEO's Drug Free Campus policy in the Student, Faculty and Staff Handbooks to include:

Although possession and use of marijuana is legal under limited circumstances under state law, the manufacture, distribution, dispensation, possession or use of marijuana remains prohibited under federal law and consequently remains prohibited on NEO property, in the conduct of College business or in conjunction with any College activity or associated event.

The changes have been reviewed and approved by Board legal counsel.

**PART D - PERSONNEL ACTIONS**

None

**PART E - INSTRUCTIONAL PROGRAMS**

1. Board approval is requested to offer three of the College's existing academic degree programs in an online format. The curriculum for the online programs will be the same as the curriculum for the traditional programs. The request for the addition of online programs will be submitted to the Oklahoma State Regents for Higher Education, pending approval of the Board.

Online Academic Programs

- Business Administration Technology – Associate in Applied Science
- Early Childhood Education – Associate in Arts
- Elementary (Pre-) Education – Associate in Science.

2. Board approval is requested for the following modifications to existing academic programs to include: program additions, program option additions and deletions, program modifications, and information items for curricular changes to be effective fall semester 2019. The request for the modifications will be submitted to the Oklahoma State Regents for Higher Education pending approval of the Board. An executive summary outlining the requested modifications is attached (Reference Document #1).

Program Option Addition

- Business Administration Technology Program  
Add General Option in Business Administration Technology to include current course offerings designed to train students for entry level employment in business or to further their education.

**PART E - INSTRUCTIONAL PROGRAMS (continued)**Program Option Deletion

- Business Administration Technology - Hospitality Option  
Low enrollment in program option. Hospitality employers of entry level jobs are not requiring incoming skills within the region.
- Music – Music Education (Pre) Option  
Delete the Music Education (Pre) Option in the Associate in Arts degree in Music. Music will move to one plan of study called Music thus, eliminating the need for options.
- Music – Music Performance Option  
Delete the Music Performance Option in the Associate in Arts degree in Music. Music will move to one plan of study called Music thus, eliminating the need for options.
- Music – Music Theatre Option  
Delete the Music Theatre Option in the Associate in Arts degree in Music. Music will move to one plan of study called Music thus, eliminating the need for options.

Program Modification

- English Program  
The plan of study will add a maximum of six approved electives. The added hours of electives should give students more flexibility to increase the opportunity to graduate.
- Psychology and Sociology Program  
The new plan of study will delete PSYC 2113 Introduction to Forensic Psychology and add a maximum of six approved electives. The PSYC 2113 course had difficulty in transfer to the university level and the added hours of electives should give students more flexibility to increase the opportunity to graduate.

Information items for Curricular Changes

Following are information items regarding course additions, deletions, and modifications. These changes will be submitted to the Oklahoma State Regents for Higher Education as information items.

- Course Additions

MATH 1495 General College Math with review – prerequisite - must pass MATH 0115 or MATH 0123  
CNST 1001(3) Special Problems in Construction

- Course Deletions

MUSC 1112 Introduction to Conducting  
MUSC 1113 Fundamentals of Music  
MUSC 1213 Fundamentals of Music 2  
MUSC 1513 Music Literature  
MUSC 1681, 1781, 2681, 2781 NEO Meistersingers – Show Choir

**PART E - INSTRUCTIONAL PROGRAMS (continued)**

- Course Deletions (continued)

MUSC 2221 Opera/Music Theatre  
MUSC 2521 Saxophone Ensemble  
MUSC 2721 Harp Ensemble

- Course Modifications

NREM 2880 Forestry Internship – change name to Natural Resource Internship  
POLS 1113 American Government – change prerequisite to include no reading deficiency  
PSYC 1603 Developmental Psychology - delete “consent of instructor” as prerequisite  
MUSC 1321, 1341, 2321, 2341 Norse Sound Pep Band – change name to Berserkers Basketball Band  
MUSC 1321, 1341, 2321, 2341 Berserkers Basketball Band – change contact hours from four to two hours  
MUSC 1671, 1771, 2671, 2771 College Stage Band – change course name to Golden Blues Jazz Ensemble  
MUSC 1671, 1771, 2671, 2771 Golden Blue Jazz Ensemble – change contact hours from four to two hours  
ENGL 2433 Introduction to Literature - change prerequisite to include no reading deficiency  
ENGL 2413 World Literature I - change prerequisite to include no reading deficiency  
ENGL 2443 World Literature II - change prerequisite to include no reading deficiency  
ENGL 2543 Survey of British Literature I - change prerequisite to include no reading deficiency  
ENGL 2543 Survey of British Literature II - change prerequisite to include no reading deficiency  
ENGL 2773 Survey of American Literature I - change prerequisite to include no reading deficiency  
ENGL 2883 Survey of American Literature II - change prerequisite to include no reading deficiency  
GEOG 1013 World Geography – change course description to align with Oklahoma colleges and universities  
CRJU 1153 Introduction to Corrections - change prerequisite to include no reading deficiency  
CRJU 2113 Report Writing - change prerequisite to include no reading deficiency  
CRJU 2123 Police Management - change prerequisite to include no reading deficiency  
CRJU 2233 Elementary Criminal Law - change prerequisite to include no reading deficiency  
CRJU 2243 Criminal Justice Research - change prerequisite to include no reading deficiency  
CRJU 2253 Juvenile Delinquency - change prerequisite to include no reading deficiency  
CRJU 2273 Law Enforcement Internship - change prerequisite to include no reading deficiency  
OIS 2033 Excel Spreadsheets – change course description to align with current skills and topics being taught

**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

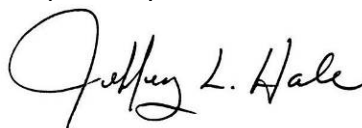
**PART M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD**

1. Out-of-State Travel Summary

The Summary for Out-of-State Travel for October 2018 is attached.

2. Academic Calendar 2019-2020 - (Reference Document #2)

Respectfully Submitted,

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

Dr. Jeffery L. Hale  
President

Northeastern Oklahoma A&M College  
Summary of Out-of-State Travel as of **Oct. 2018**

Column (1):	Travel This Month	Column (2):	Corresponding Month Last FY
	Amount Expended Current	Column (4):	Amount Expended Prior FY
Column (3):	FY		

<b>Fund Source</b>	<b>No. Trips (1)</b>	<b>Amount Expended (1)</b>	<b>No. Trips (2)</b>	<b>Amount Expended (2)</b>	<b>No. Trips (3)</b>	<b>Amt. Exp Current FY (3)</b>	<b>No. Trips (4)</b>	<b>Amt. Exp Prior FY (4)</b>
<b>Revolving</b>								
<b>State Approp.</b>	<b>3</b>	<b>\$1,030.42</b>	<b>0</b>	<b>\$0.00</b>	<b>12</b>	<b>\$3,121.31</b>	<b>9</b>	<b>\$1,896.29</b>
<b>Federal</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Private</b>								
<b>Auxiliary</b>	<b>3</b>	<b>\$705.03</b>	<b>1</b>	<b>\$178.50</b>	<b>7</b>	<b>\$1,904.83</b>	<b>5</b>	<b>\$774.33</b>
<b>Other</b>								
<b>Total</b>	<b>6</b>	<b>\$1,735.45</b>	<b>1</b>	<b>\$178.50</b>	<b>19</b>	<b>\$5,026.14</b>	<b>14</b>	<b>\$2,670.62</b>

**NORTHEASTERN OKLAHOMA A&M COLLEGE**

**EXECUTIVE SUMMARY**

**PROGRAM AND COURSE CHANGES**

**DECEMBER, 2018**

**Business and Technology Department**

**Business Administration Technology - AAS Degree**

Program Option Addition: Addition of General Option

Northeastern Oklahoma A&M College requests addition of the General Option in the Business Administration Technology Program. The General Option will include current course offerings designed to train students for entry level employment in business or to further their education.

Program Option Deletion: Deletion of Hospitality Option

Northeastern Oklahoma A&M College requests deletion of the Hospitality Option in the Business Administration Technology Program. The Hospitality Option has seen low enrollment since 2012. Regional employers for hospitality are hiring entry level positions and not requiring incoming skills. Therefore the program option is not needed to gain employment within the region.

**Communication and Fine Arts Department**

**English – AA Degree**

Program Modification: Modifying English Program plan of study

The plan of study will add a maximum of six approved electives. The added hours of electives should give students more flexibility to increase the opportunity to graduate.

**Music – AA Degree**

Program Option Deletion: Deletion of Music Education (Pre) Option

Northeastern Oklahoma A&M College requests deletion of the Music Education (Pre) Option in the Music Program. NEO will offer the Music Program as a stand-alone plan of study which should provide the student with more predictable course offerings and increase the opportunity to graduate.

Program Option Deletion: Deletion of Music Performance Option

Northeastern Oklahoma A&M College requests deletion of the Music Performance Option in the Music Program. NEO will offer the Music Program as a stand-alone plan of study which should provide the student with more predictable course offerings and increase the opportunity to graduate.

### Program Option Deletion: Deletion of Music Theatre Option

Northeastern Oklahoma A&M College requests deletion of the Music Theatre Option in the Music Program. NEO will offer the Music Program as a stand-alone plan of study which should provide the student with more predictable course offerings and increase the opportunity to graduate.

### **Social Science Department**

#### **Psychology and Sociology – AA Degree**

### Program Modification: Modify Psychology and Sociology Program plan of study

The new plan of study will delete PSYC 2113 Introduction to Forensic Psychology and add a maximum of six approved electives. The PSYC 2113 course had difficulty in transfer to the university level and the added hours of electives should give students more flexibility to increase the opportunity to graduate.

### **Additional Changes**

- a. Course Additions
  - MATH 1495 General College Math with review* – prerequisite - must pass MATH 0115 or MATH 0123
  - CNST 1001(3) Special Problems in Construction
- b. Course Deletions
  - MUSC 1112 Introduction to Conducting*
  - MUSC 1113 Fundamentals of Music*
  - MUSC 1213 Fundamentals of Music 2*
  - MUSC 1513 Music Literature*
  - MUSC 1681, 1781, 2681, 2781 NEO Meistersingers – Show Choir*
  - MUSC 2221 Opera/Music Theatre*
  - MUSC 2521 Saxophone Ensemble*
  - MUSC 2721 Harp Ensemble*
- c. Course Modifications
  - NREM 2880 Forestry Internship* – change name to Natural Resource Internship
  - POLS 1113 American Government* – change prerequisite to include no reading deficiency
  - PSYC 1603 Developmental Psychology* - delete “consent of instructor” as prerequisite
  - MUSC 1321, 1341, 2321, 2341 Norse Sound Pep Band* – change name to Berserkers Basketball Band
  - MUSC 1321, 1341, 2321, 2341 Berserkers Basketball Band* – change contact hours from four to two hours
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  - MUSC 1671, 1771, 2671, 2771 Golden Blue Jazz Ensemble* – change contact hours from four to two hours
  - ENGL 2433 Introduction to Literature* - change prerequisite to include no reading deficiency
  - ENGL 2413 World Literature I* - change prerequisite to include no reading deficiency
  - ENGL 2443 World Literature II* - change prerequisite to include no reading deficiency
  - ENGL 2543 Survey of British Literature I* - change prerequisite to include no reading deficiency

*ENGL 2543 Survey of British Literature II* - change prerequisite to include no reading deficiency

*ENGL 2773 Survey of American Literature I* - change prerequisite to include no reading deficiency

*ENGL 2883 Survey of American Literature II* - change prerequisite to include no reading deficiency

*GEOG 1013 World Geography* – change course description to align with Oklahoma colleges and universities

*CRJU 1153 Introduction to Corrections* - change prerequisite to include no reading deficiency

*CRJU 2113 Report Writing* - change prerequisite to include no reading deficiency

*CRJU 2123 Police Management* - change prerequisite to include no reading deficiency

*CRJU 2233 Elementary Criminal Law* - change prerequisite to include no reading deficiency

*CRJU 2243 Criminal Justice Research* - change prerequisite to include no reading deficiency

*CRJU 2253 Juvenile Delinquency* - change prerequisite to include no reading deficiency

*CRJU 2273 Law Enforcement Internship* - change prerequisite to include no reading deficiency

*OIS 2033 Excel Spreadsheets* – change course description to align with current skills and topics being taught



**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION****Return by December 1, 2018**Electronic submission with President's signature is preferred (to [sbeauchamp@osrhe.edu](mailto:sbeauchamp@osrhe.edu)).**Institution: Northeastern Oklahoma A&M College****ACADEMIC CALENDAR FOR 2019-2020***NOTE: All schedules should include final exams***Summer 2019 Session:**

Semester (8-week session) (begins and ends) 6/3/2019 through 7/25/2019

1st 4-week session (begins and ends) 6/3/2019 through 6/27/2019

2nd 4 week session (begins and ends) 7/1/2019 through 7/25/2019

Please list dates of all holidays/breaks (no classes) 7/4/2019 through 7/4/2019

Click here to enter begin date. **through** Click here to enter end date.

Please add any additional short-term sessions offered at your institution:

(Please note the specific length of the short term session in the shaded boxes)

-week session (begins and ends) Click here to enter begin date. **through** Click here to enter end date.-week session (begins and ends) Click here to enter begin date. **through** Click here to enter end date.-week session (begins and ends) Click here to enter begin date. **through** Click here to enter end date.

Summer Commencement date (if applicable) Click here to enter a date.

**Fall 2019 Semester:**

16 week Semester (begins and ends)	8/19/2019 through 12/13/2019
1st 8-week session (begins and ends)	8/19/2019 through 10/11/2019
2nd 8-week session (begins and ends)	10/14/2019 through 12/13/2019
1st 4-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
2nd 4 week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
3rd 4-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
4th 4 week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short term session in the shaded boxes)

-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.

Please list dates of all holidays/breaks (no classes)	9/2/2019 through 9/2/2019
	10/17/2019 through 10/18/2019
	11/27/2019 through 11/29/2019

Fall Commencement date (if applicable)	Click here to enter a date.
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**Spring 2020 Semester:**

16 week Semester (begins and ends)	1/13/2020 through 5/8/2020
1st 8-week session (begins and ends)	1/13/2020 through 3/6/2020
2nd 8-week session (begins and ends)	3/9/2020 through 5/8/2020
1st 4-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
2nd 4 week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
3rd 4-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
4th 4 week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.

Please add any additional short-term sessions offered at your institution (if applicable):

(Please note the specific length of the short term session in the shaded boxes)

-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.
-week session (begins and ends)	Click here to enter begin date. <b>through</b> Click here to enter end date.

Please list dates of all holidays/breaks (no classes)	1/20/2020 through 1/20/2020
	3/16/2020 through 3/20/2020
	Click here to enter begin date. <b>through</b> Click here to enter end date.

**\*\*\*Note: Spring Break should be scheduled for the week that encompasses the third Wednesday in March\*\*\***

Spring Commencement date (if applicable)	5/7/2020
	Click here to enter a date.
	Click here to enter a date.

Alternative Schedules (please describe any alternative schedules not already indicated above)



Intersessions (classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session):

	Fall 2019 Intersession (between summer 2019 and fall 2019)	Spring/Winter 2019- 2020 Intersession (between fall 2019 and spring 2020)	Summer 2020 Intersession (between spring 2020 and summer 2020)
Intersession begins	Click here to enter a date.	12/14/2019	Click here to enter a date.
Intersession ends	Click here to enter a date.	1/10/2020	Click here to enter a date.

Summer 2019 (if applicable):

Final add date 8 week classes	6/6/2019
Final drop date 8 week classes:	6/6/2019
Final add date first 4 week classes:	6/4/2019
Final drop date first 4 week classes:	6/4/2019
Final add date 2nd 4 week classes:	7/2/2019
Final drop date 2nd 4 week classes:	7/2/2019

Fall 2019 (if applicable):

Final add date 16 week classes:	8/30/2019
Final drop date 16 week classes:	8/30/2019
Final add date 1st 8 week classes:	8/23/2019
Final drop date 1st 8 week classes:	8/23/2019
Final add date 2nd 8 week classes:	10/22/2019
Final drop date 2nd 8 week classes:	10/22/2019

Spring 2020 (if applicable):

Final add date 16 week classes:	1/24/2020
Final drop date 16 week classes:	1/24/2020
Final add date 1st 8 week classes:	1/17/2020
Final drop date 1st 8 week classes:	1/17/2020
Final add date 2nd 8 week classes:	3/13/2020
Final drop date 2nd 8 week classes:	3/13/2020

Signature of President



Date

11-27-18

LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

President Kent Smith appeared before the Board of Regents to present the business of Langston University (LU) and review the Agenda for members of the Board. (The LU Agenda is attached to this portion of the minutes.)

President Smith expressed appreciation to President Barnett for the hospitality last evening. He said he is appreciative of everything Regent Reese has done for him and he will be missed.

B-1 Adoption of Memorial Resolution for Mr. James Wallace

Regent Milner moved and Regent Burns seconded to adopt the Memorial Resolution for James Wallace in Section B, Item 1 as presented in the LU Agenda.

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

D-1 Approval of Personnel Action

Regent Burns moved and Regent Reese seconded to approve Section D, Item 1 as presented in the LU Agenda.

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

E-1 Approval for the School of Education and Behavioral Sciences to Modify its Bachelor of Arts in Liberal Education Programs

E-2 Approval for the School of Arts and Sciences to Modify its Associate of Arts in General Studies Program

E-3 Approval for the Division of Academic Affairs to Modify the General Education Program

E-4 Approval of the School of Arts and Sciences' Organizational Leadership Program Review

President Smith said the administration continues to perform reviews of academic programs with a stronger focus on retention as requested by the Board. Part of that focus has been taking a look at the number of credit hours required for students to complete their degrees. Items 1-3 will increase the opportunity for students to make it to degree completion. Item 4 is in relation to the Reach Higher program requirement to conduct a five-year review.

Regent Reese moved and Regent Milner seconded to approve Section E, Items 1-4 as presented in the LU Agenda.

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

G-1 Approval to Commission Michael Coomer as a Campus Police Officer

Michael Coomer, Commission No. 762

G-2 Approval to Commission David Wallis as a Campus Police Officer

David Wallis, Commission No. 702

G-3 Approval for the School of Agriculture and Applied Sciences to Accept an Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers Program Grant

Regent Burns moved and Regent Reese seconded to approve Section G, Items 1-3 as presented in the LU Agenda.

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

H-1 Ratification of Interim Approval to Engage with Crawford & Associates in a Consulting Agreement

Regent Reese moved and Regent Milner seconded to approve Section H, Item 1 as presented in the LU Agenda.

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

I-2 Approval to Begin the Selection Process for a Construction Management Firm At Risk to Assist the University with the Design and Construction of a Horticulture Facility

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

Regent Davis said the Committee met with the LU administration regarding approval of these items and the Committee acted to recommend Board approval of the administration's recommendation.

Regent Davis moved and Regent Reese seconded to approve Section I, Items 1 and 2 as presented in the LU Agenda.

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

I-3 Approval to Begin the Selection Process for an Architectural Firm to Assist the University with the Design and Construction of a Childcare Facility

I-4 Approval to Begin the Selection Process for a Construction Management Firm At Risk to Assist the University with the Design and Construction of a Childcare Facility

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

Regent Davis moved and Regent Milner seconded to approve Section I, Items 3 and 4 as presented in the LU Agenda.

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

J-1 Approval for the School of Physical Therapy to Purchase Two Anatomage Tables

President Smith said these Anatomage tables are capable of showing anatomy in 3D for students in order to enhance their learning experience.

Regent Callahan moved and Regent Milner seconded to approve Section J, Item 1 as presented in the LU Agenda.

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

The business of Langston University being concluded, President Smith was 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: NONE****B. RESOLUTIONS:**

**WHEREAS**, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Mr. James Wallace was claimed by death on Monday, November 26, 2018; and

**WHEREAS**, Mr. Wallace, by his loyalty, attention to duty, and faithful performance rendered service as a staff member of Langston University for 26 years, serving as Assistant Professor, School of Business; Assistant Professor/Director, Career Placement/Assessment; Assistant Professor/Director, Office of Assessment and Career Services; and

**WHEREAS**, his friends and Langston University have suffered an irreparable loss in his passing; **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT**, it takes this method to express its appreciation for the 26 years of exemplary service rendered by Mr. James Wallace to Langston University, the State of Oklahoma and its citizens, to express respect to his memory, and to extend to the family its deepest 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 Langston University's beloved staff 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 Mr. James Wallace, and that a copy of be placed in the Tolson Heritage Library for perpetuity.

Adopted by the Board the 7<sup>th</sup> day of December 2018.

**C. POLICY AND OPERATIONAL PROCEDURES: NONE****D. PERSONNEL ACTION:**

1. Approval is respectfully requested to employ Dr. Lynne Simpson as Associate Professor/Director of Libraries with tenure, on a twelve-month basis, at an annual salary of \$75,000.00, effective October 30, 2018.



**E. INSTRUCTIONAL PROGRAMS:**

1. Approval is respectfully requested for the Langston University School of Education and Behavioral Sciences to modify its Bachelor of Arts in Liberal Education (BALE) programs by adding four new courses and deleting four existing courses. The requested modification will provide multiple pathways to degree completion aimed at increasing retention and graduation rates. The credit hours have been reduced from 124 credit hours to 120 credit hours. The request has been vetted through the appropriate academic units, and the changes will not require additional funding. The full modification request is included for your review in Attachment A and will be forwarded to the Oklahoma State Regents for Higher Education upon approval.
2. Approval is respectfully requested for the Langston University School of Arts and Sciences to modify its Associate of Arts in General Studies program by reducing the required credit hours from 64 to 60 hours and expanding the number of elective courses to provide a greater diversity of choices for students who continue on to a four-year degree. The request is in alignment with the Complete College America campaign and the Oklahoma State Regents for Higher Education initiative to promote retention and graduation rates. The program modifications have been vetted through the appropriate academic units and will not require additional funding. The full modification request is included for your review in Attachment B and will be forwarded to the Oklahoma State Regents for Higher Education upon approval.
3. Approval is respectfully requested for the Langston University Division of Academic Affairs to modify the general education program by reducing the required number of credit hours from 50 to 41 hours and expanding the number of elective courses to provide a greater variety of choices for students. The expansion of courses will allow students greater flexibility in choosing courses that support their degree choice. This request is in alignment with the Complete College America campaign and the Oklahoma State Regents for Higher Education initiative to promote retention and graduation rates. The program modifications have been vetted through the appropriate academic units and will not require additional funding. The full modification request is included for your review in Attachment C and will be forwarded to the Oklahoma State Regents for Higher Education upon approval.
4. The Langston University School of Arts and Sciences respectfully requests approval of its Organizational Leadership Program Review through the Reach Higher initiative. The program is evaluated every five years as required by the Oklahoma State Regents for Higher Education, and addresses such variables as the program's missions, strengths, weaknesses, faculty teaching loads, number of tenured/non-tenured faculty, program duplication, student enrollment, course offerings, and recommendations for improvement to ensure that the program is relevant and continues to serve the needs of the citizens of the state of Oklahoma. The full program review is included in Attachment D.

**F. BUDGETARY ACTION: NONE****G. OTHER BUSINESS AND FINANCIAL MATTERS:**

1. Approval is respectfully requested to commission Michael Coomer as a Campus Police Officer, effective November 27, 2018.
2. Approval is respectfully requested to commission David Wallis as a Campus Police Officer, effective December 1, 2018.
3. Approval is respectfully requested for the Langston University School of Agriculture and Applied Sciences to accept a grant entitled "Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers Program" in the amount of \$191,100.00 from the Office of Partnerships and Public Engagement/USDA for the period of September 28, 2018 through September 27, 2019. The award letter is attached for your review in Attachment E.

**H. CONTRACTUAL AGREEMENTS (other than construction and renovation):**

1. Langston University respectfully requests ratification of a request for interim approval to engage with Crawford & Associates in a consulting agreement to assist the University with financial reporting, accounting, and budgeting assistance in the absence of the vice president for fiscal and administrative affairs. Crawford & Associates have a thorough understanding of the University's financial operations and staff, as they have been retained for the past several years by the University to assist in audit preparation. These consulting services will be secured for the remainder of 2018 and continuing through completion on or before June 30, 2019. The consulting services are estimated at a cost of \$185,000.00 and funding is available in account 1-16003.

**I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES:**

1. Approval is respectfully requested to begin the selection process for an architectural firm to assist Langston University with the design and construction of a Horticulture Facility for the Langston Campus.

Langston University plans to construct an all-inclusive, state-of-the-art horticulture facility directly south of our Langston campus. Designs will incorporate a functioning classroom building, greenhouses, head houses, hoop houses, and gardens on currently undeveloped land. This facility will help reach our extension, research, and teaching goals as an 1890 Land-Grant Institution. This facility will serve multiple functions for faculty, staff, and students. The cost of this project is estimated at up to \$3 million, and will come from legally available funds.

The solicitation and screening procedure will follow Board guidelines for consultant selection and the Board will be notified of committee meetings and interviews. A recommendation for the selection of consulting firms will be presented to the Board at future meetings. Dr. Wesley Whittaker, Dean of the School of Agriculture and

Applied Sciences, and Mike Buchert of OSU Long Range Facilities Planning are coordinating the project.

2. Approval is respectfully requested to begin the selection process for a construction management firm at risk to assist the University with the design and construction of a Horticulture Facility for the Langston Campus.

Langston University plans to construct an all-inclusive, state-of-the-art horticulture facility directly south of our Langston campus. Designs will incorporate a functioning classroom building, greenhouses, head houses, hoop houses, and gardens on currently undeveloped land. This facility will help reach our extension, research, and teaching goals as an 1890 Land-Grant Institution. This facility will serve multiple functions for faculty, staff, and students. The cost of this project is estimated at up to \$3 million, and will come from legally available funds.

The solicitation and screening procedure will follow Board guidelines for consultant selection and the Board will be notified of committee meetings and interviews. A recommendation for the selection of consulting firms will be presented to the Board at future meetings. Dr. Wesley Whittaker, Dean of the School of Agriculture and Applied Sciences, and Mike Buchert of OSU Long Range Facilities Planning are coordinating the project.

3. Approval is respectfully requested to begin the selection process for an architectural firm to assist Langston University with the design and construction of a Childcare Facility for the Langston Campus.

Langston University plans to construct a Childcare Facility on the Langston campus to provide childcare services for students, faculty, and staff. The cost of this project is estimated at up to \$3 million, and will come from legally available funds.

The solicitation and screening procedure will follow Board guidelines for consultant selection and the Board will be notified of committee meetings and interviews. A recommendation for the selection of consulting firms will be presented to the Board at future meetings. Dr. Wesley Whittaker, Dean of the School of Agriculture and Applied Sciences, and Mike Buchert of OSU Long Range Facilities Planning are coordinating the project.

4. Approval is respectfully requested to begin the selection process for a construction management firm-at-risk to assist Langston University with the design and construction of a Childcare Facility for the Langston Campus.

Langston University plans to construct a Childcare Facility on the Langston campus to provide childcare services for students, faculty, and staff. The cost of this project is estimated at up to \$3 million, and will come from legally available funds.

The solicitation and screening procedure will follow Board guidelines for consultant selection and the Board will be notified of committee meetings and interviews. A recommendation for the selection of consulting firms will be presented to the Board at future meetings. Dr. Wesley Whittaker, Dean of the School of Agriculture and

December 7, 2018

Langston University

Page 5

Applied Sciences, and Mike Buchert of OSU Long Range Facilities Planning are coordinating the project.

**J. PURCHASE REQUESTS:**

1. Approval is respectfully requested for the Langston University School of Physical Therapy to purchase two (2) Anatomage tables to be used in the physical therapy laboratory at a cost of \$178,776.00. The Anatomage Table is the only fully segmented, human 3D anatomy system. Students using the table are able to visualize and interact with human anatomy exactly as they would on a fresh cadaver through a life-sized, touchscreen experience. This technology will allow students to have repeated access to a real human cadaver in multiple courses. This equipment is only sold by the Anatomage Company, and we are requesting a sole source purchase. The letter from Anatomage and the sole source documentation is attached for your review in Attachment F. Funding for this expenditure is available in the School of Physical Therapy account 518315.

**K. STUDENT SERVICES/ACTIVITIES: NONE**

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

**M. OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD: NONE**

All items listed above are respectfully submitted for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Kent J. Smith, Jr.", with a stylized flourish at the end.

KENT J. SMITH, JR.  
PRESIDENT  
LANGSTON UNIVERSITY

**Request for Program Modification*****Oklahoma State Regents for Higher Education***

Institution submitting request: Langston University \_\_\_\_\_

Contact person: Dr. Marsha Herron \_\_\_\_\_

Title: Dean of the School of Education and Behavioral Sciences \_\_\_\_\_

Phone number: 405-466-3265 \_\_\_\_\_

Current title of degree program (Level II): Bachelors of Arts in Liberal Education \_\_\_\_\_

Current title of degree program (Level III): \_\_\_\_\_

State Regent's three-digit program code: 055 \_\_\_\_\_

Degree Granting Academic Unit: Professional Education Unit \_\_\_\_\_

With approved options in: A. Bachelors of Arts of Liberal Education \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

**TYPE OF REQUEST:** Check those appropriate and complete appropriate pages ***ONLY!***☐ (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 specifying  
the requested modification!******NOTE: Information not  
included in the requested  
modification may cause a  
delay in processing.*****Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Date of Governing Board Approval:** \_\_\_\_\_

## (7) Program Requirement Change

Revised June 2015  
Page 1 of 6

### 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: **055**

#### (7) PROGRAM REQUIREMENT CHANGES

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

- ☒ 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 124 to 120.

Explain: The Bachelor of Arts in Liberal Education seeks to reduce the total number of credit hours from 124 to 120 to remain competitive with other regional universities. We want to modify our program to offer multiple pathways to bachelor's degree completion.

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 Bachelor of Arts in Liberal Education program would like to make the following changes to our program (see attachment for full details)

1. Reduce the number of credit hours from 124 to 120.
2. Create three pathways to degree completion (i.e. six hours in six academic areas, two areas of concentration 18+18, or 24 hours of a concentration and 12 hours in another academic area.
3. Condensing courses, changing course titles, and credit hours.
4. Modifying the university catalog to reflect changes for courses and electives at the 3000 and 4000 level.

Number of new courses being added to course inventory: 4

List new courses being added to the course inventory: ED 4033 BALE Colloquium I – Introduction to Academic Writing, ED 4043 BALE Colloquium II – Introduction to Research, History of American Education, Behavior Management in the Classroom, Capstone Seminar

Number of courses being deleted from course inventory: 4

List courses being deleted from the course inventory: ED 4012 Writing, ED 4022 Communication, 4032 Current Issues, 4042 International Studies



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

For the Bachelor of Arts in Liberal Education (BALE), we recognize the four main reasons for the need to redesign the program requirements.

1. Credit Hours – Oftentimes students enter the BALE program with credits in excess of 100 hours while still classified at the sophomore level. Factors contributing to excessive credit hours include, but are not limited to, multiple university transfers, course failure, the inability to meet current major requirements (GPA, accreditation, etc.), stop-out, or other personal variables.
2. Financial Aid – Many students enter the BALE program once they are required to submit appeals for financial aid due to limited funding to continue their matriculation. Most university programs require a minimum of 124 hours to graduate. In this situation, students find themselves with more credit hours left to complete, than aid to assist them in paying for courses.
3. Academic Progress – What we see in this area is a discrepancy between the number of attempted hours versus the number of earned hours. Once students reach a threshold where these two variables come in to conflict, then the first two variables mentioned (credit hours and financial aid) become prohibitive in completing the degree.
4. Program Structure - The BALE program currently requires students to obtain six hours in six academic areas, in conjunction with their general education, and elective courses. The program is prohibitive in many ways, because credits that have been previously taken can only be counted as one of the six areas, requiring more credits for degree completion.

We believe that by changing the program to include three pathways, we can now support students by accepting more of their completed courses, providing concentrations that ensure a more broad range of knowledge, and increasing the number of degree completers across the university.

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).*

Will requested change impact an embedded certificate? ☒ No ☐ Yes

*If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted certificate(s) must accompany the modification request to the main program.*

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

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

Current Curriculum	Proposed Curriculum
<p><b>SECTION A</b> <b>Required Core Courses 32-39 CR</b></p> <p>EG 1113 English Composition I (3) EG 1213 English Composition II (3) EG 2033 Advanced Composition (3)</p> <p>MT 1413 Contemporary Math (3) or MT 1513 College Algebra (3) MT 2013 Elementary Statistics (3), or MT 2603 Finite Mathematics (3)</p> <p>CS 1103 Intro to Info. Processing (3)</p> <p>NB 1114 Natural Science-Biology (4) with NB 1110 Natural Science Lab (0) BI 2114 General Zoology (4) NP 1113 Physical Science (3) or PH 1115 Physics I (5) or PH 1125 Physics II (5) or CH 1014 Principles of Inorganic Chemistry (4) or CH 1315 General Chemistry I (5) or CH 1515 General Chemistry II (5)</p> <p>HT 1483 US History, 1492-1865 (3) or HT 1493 US History, 1865-present (3)</p> <p>PS 1113 US Government (3)</p> <p>PY 1111 Personal and Social Development (1)</p> <p><b>SECTION B: Select 9-15 CR</b> <b>with a maximum of 4 hours in courses with the same prefix</b></p> <p>EC 2203 Economics for General Education (3) EG 2543 Survey of English Literature I (3) EG 2653 Survey of English Literature II (3) EG 3013 Survey of American Literature I (3) EG 3023 Survey of American Literature II (3) FCS 2123 Introduction to Nutrition (3) HU 2103 Survey of Western Humanities I (3) HU 2203 Survey of Western Humanities II (3) PY 1113 Introduction to Psychology (3) SP 2713 Introduction to Speech (3) SP 3133 Oral Interpretation (3)</p> <p><b>Section C: To complete 50 elective hours General Education requirement, select hours from courses offered through the</b></p>	<p><b>SECTION A</b> <b>Required Core Courses 32-34 CR</b></p> <p>EG 1113 English Composition I (3) EG 1213 English Composition II (3) EG 2033 Advanced Composition (3) or EG 2053 Technical Writing (3)</p> <p>MT 1513 College Algebra (3) or MT 1413 Contemporary Math (3) MT 1613 Trigonometry (3), or MT 2013 Elementary Statistics (3), or MT 2603 Finite Mathematics (3)</p> <p>CS 1103 Intro to Info. Processing (3)</p> <p>NB 1114 Natural Science-Biology (4) with NB 1110 Natural Science Lab (0) NP 1113 Physical Science (3)</p> <p><b>(Other science is acceptable. Must be biological and physical and one must have a lab)</b></p> <p>HT 1483 US History, 1492-1865 (3) or HT 1493 US History, 1865 – present (3)</p> <p>PS 1113 US Government (3)</p> <p>PY 1111 Personal and Social Development (1)</p> <p><b>SECTION B: Select 9-15 CR</b> <b>with a maximum of 4 hours in courses with the same prefix</b></p> <p>EC 2203 Economics for General Education EG 2543 Survey of English Literature I (3) EG 2653 Survey of English Literature II (3) EG 3013 Survey of American Literature I (3) EG 3023 Survey of American Literature II (3) FCS 2123 Introduction to Nutrition (3) HU 2103 Survey of Western Humanities I (3) HU 2203 Survey of Western Humanities II (3) PY 1113 Introduction to Psychology (3) SP 2713 Introduction to Speech (3) SP 3133 Oral Interpretation (3)</p> <p><b>Section C: To complete 34 elective hours of General Education requirements, select hours from courses offered through the following Schools: Arts and Sciences; School of Education and</b></p>



<p>following Schools: Arts and Sciences; School of Education and Behavioral Sciences; School of Business; School of Agriculture and Applied Sciences; School of Nursing and Health Professions</p> <p><b>Section D: Six Academic Areas – 36 must be at the 3000 or 4000 level</b></p> <p>Area 1 Course Option I (3) Course Option II (3)</p> <p>Area 2 Course Option I (3) Course Option II (3)</p> <p>Area 3 Course Option I (3) Course Option II (3)</p> <p>Area 4 Course Option I (3) Course Option II (3)</p> <p>Area 5 Course Option I (3) Course Option II (3)</p> <p>Area 6 Course Option I (3) Course Option II (3)</p> <p><b>Section E: BALE Courses – 9 hours</b> ED 4012 BALE Colloquium A (2) <b>(Delete)</b> ED 4022 BALE Colloquium B (2) <b>(Delete)</b> ED 4032 BALE Colloquium C (2) <b>(Delete)</b> or ED 4042 BALE Colloquium D (2) <b>(Delete)</b> ED 4003 BALE Independent Study (3) <b>(Delete)</b></p> <p><b>Total Minimum Hours 127</b></p>	<p>Behavioral Sciences; School of Business; School of Agriculture and Applied Sciences; School of Nursing and Health Professions, can be at the 1000-4000 levels</p> <p><b>Section D: Three pathways to degree completion - 36</b> 1. Six hours in six academic areas – 36 hours must be at the 3000 or 4000 level 2. 18 hours in one academic concentration and 18 hours in a second Academic Area – 36 hours must be at the 3000 or 4000 level 3. 24 hours in one academic concentration and 12 hours in a second academic concentration – 36 hours must be at the 3000 or 4000 level</p> <p>Must have 45 hours collectively in upper division courses (3000-4000) to qualify for graduation.</p> <p><b>New Courses to inventory</b> <b>Section E: BALE Courses – 9 hours Required</b> ED 4033 BALE Colloquium I (3) ED 4043 BALE Colloquium II (3) ED 4233 BALE Capstone Seminar (3)</p> <p><b>Supplemental Courses (For Alternative Certification)</b> ED 3233 History of American Education ED 3243 Behavior Management in the Classroom</p>
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## New Course Descriptions

### ED 4033 BALE Colloquium I Introduction to Academic Writing (3)

**Catalog Description:** This is the first course in a sequence of three focusing on the development of academic communication and writing skills. Written assignments emphasize argumentation and persuasion, advanced rhetorical strategies, analysis/synthesis, and critical thinking.

**Rationale:** Content in this introductory course leads the reader from a general subject area to a particular topic of inquiry. In the course, students will establish the scope, context, and significance of research by summarizing current understanding and background information about a topic. Students will learn to state the purpose of the work in the form of the research problem supported by a hypothesis or a set of questions, explaining briefly the methodological approach used to examine the research problem, highlighting the potential outcomes your study can reveal, and outlining the remaining structure and organization of the paper.

### ED 4043 BALE Colloquium II Introduction to Research (3)

**Catalog Description:** This is the second course, in a sequence of three, focusing on methods used to write about research. The purpose of this course is to teach the scope, context, and significance of research, by learning strategies to summarize current understanding and background information related to various topics. Students will apply the skills learned in ED 4033 to write about research.

**Rationale:** Content in this course will help students to achieve foundational skills related to research such as, understanding research terminology, developing an awareness of ethical principles and challenges, understanding the difference between quantitative, qualitative, and mixed methodologies, developing a review of literature and analysis of published research.

### ED 4233 BALE Capstone Seminar (3)

**Catalog Description:** This is the third and final course in the sequence. This course engages the student in advancing the line of scientific inquiry to formulating solutions to the critical issue investigated. Using evidence, students will develop a theoretical plan of action for addressing the problem(s) associated with the topic of interest.

**Rationale:** Content in this course emphasizes critical thinking and research for addressing problems in the post-modern world. The course expands the student's in-depth research topic that was approved and presented in Colloquium I and Colloquium II to propose a solution to the problem(s). Students assume the role of the agent for change and must include the fundamental principles for being the change agent into the proposal development process. This course offers students the means for creating real-life problem-solving in their comprehensively researched area of interest.



\*Note: The following courses are not required for completion of the BALE degree, but will be offered as recommended courses for students who are interested in teaching in the classroom through a non-traditional certification route.

#### ED 3233 History of American Education (3)

**Catalog Description:** The purpose of this course is to provide a variety of perspectives on American education including historical, philosophical, social, legal and ethical issues. Content focuses on the exploration of the organizational structure of schools, examines the daily life of teachers, and provides for discussion of contemporary issues related to the field of education.

**Rationale:** This course is for individuals and educators of all abilities and backgrounds; from those who are new to the classroom and looking for development, to newly experienced teachers ready to learn new skills for today's education. Content in this course will overview learning theories that introduce the pedagogical, historical, social, cultural, and philosophical contexts required to consider a career in teaching. **Fifteen hours (15) of field experience are required.**

#### ED 3243 Behavior Management in the Classroom (3)

**Catalog Description:** The purpose of this course is to provide an exploration of current theories of classroom management including specific and alternative discipline approaches in general and special education settings. Emphasis will be placed on the application of theories and practical strategies that contribute to effective teaching practice and can be used in any educational environment.

**Rationale:** In this course, participants examine strategies for managing their classrooms more effectively. Student behavior and misbehavior, techniques for classroom preparation, setup and management, and discipline models are explored and practiced. Participants learn how to establish and communicate expectations in their classroom and create a positive learning environment. The content will emphasize the need to be able to work with students of varying ability levels and diverse backgrounds.



**(Proposed Plan of Study)**  
**LANGSTON UNIVERSITY**  
**SCHOOL OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Bachelor of Arts in Liberal Education (BALE)**

Dept. #	Credit	Course Title	Grade	Date	Dept.#	Credit	Course Title	Grade	Date
<b>Fall Freshman Year 1<sup>st</sup> Semester Year 1</b>					<b>Spring Freshman Year 2<sup>nd</sup> Semester Year 1</b>				
PY 1111	1	Personal & Social Development			EG 1213	3	English Composition II		
CS1103	3	Introduction to Inform. Process			PS 1113	3	U.S. Government		
EG 1113	3	English Composition I			NP 1113	3	Natural Science Physical w/Lab		
MT 1513 MT 1413	3	College Algebra or Contemporary Math			MT 2013 MT 2603	3	Elementary Statistics or Finite Math		
NB 1114	4	Natural Science Biology w/Lab			SO1113	3	Survey of Western Humanities		
HT 1483 HT 1493	3	U.S. History, 1492 – 1865 or U.S. History 1865 to Present			BALE Section B	3	Social Science Section B Option (SO, PY, EC, FCS, ENG, HU, SP)		
<b>TOTAL</b>	<b>17</b>				<b>TOTAL</b>	<b>18</b>			

<b>Fall 1<sup>st</sup> Semester Sophomore Year 2</b>					<b>Spring 2<sup>nd</sup> Semester Sophomore Year 2</b>				
EG 2033 EG 2053	3	Advanced Composition or Technical Writing			BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)		
BALE Section B	3	Social Science Section B Option (SO, PY, EC, FCS, ENG, HU, SP)			BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)		
BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)			BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)		
BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)			BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)		
BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)			BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)		
BALE Section C 1/4000	1	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)							
<b>TOTAL</b>	<b>16</b>				<b>TOTAL</b>	<b>15</b>			

<b>Fall 1<sup>st</sup> Semester Junior Year 3</b>					<b>Spring 2<sup>nd</sup> Semester Junior Year 3</b>				
BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)			BALE Section D 3/4000	3	Major Specific Course		
BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)			BALE Section D 3/4000	3	Major Specific Course		
BALE Section C 1/4000	3	Elective Section C (SAAS, SAS, SoB, SoEBS, SoNHP)			BALE Section D 3/4000	3	Major Specific Course		
BALE Section D 3/4000	3	Major Specific Course			BALE Section D 3/4000	3	Major Specific Course		
<b>BALE 4033:</b>	<b>3</b>	<b>Colloquium I</b>			<b>BALE 4043:</b>	<b>3</b>	<b>Colloquium II</b>		
<b>TOTAL</b>	<b>15</b>				<b>TOTAL</b>	<b>15</b>			

Fall 1 <sup>st</sup> Semester Senior Year 4					Spring 2 <sup>nd</sup> Semester Senior Year 4				
BALE Section D 3/4000	3	Major Specific Course			BALE Section D 3/4000	3	Major Specific Course		
BALE Section D 3/4000	3	Major Specific Course			BALE Section D 3/4000	3	Major Specific Course		
BALE Section D 3/4000	3	Major Specific Course			BALE Section D 3/4000	3	Major Specific Course		
BALE Section D 3/4000	3	Major Specific Course			<b>BALE 4233:</b>	3	<b>Capstone Seminar</b>		
<b>TOTAL</b>	<b>12</b>				<b>TOTAL</b>	<b>12</b>			
							<b>Degree Total</b>	<b>120</b>	

\*All Area I – 6 and BALE courses must grades must be have a “C” or better to be accepted.



<div style="text-align: center; margin-bottom: 5px;">_____</div> <div style="display: flex; justify-content: space-between;"> <span><b>Last Name</b></span> <span><b>First</b></span> <span><b>Middle</b></span> <span><b>Student Number</b></span> </div>									
<b>Electives/Course Substitutions</b>									
DEPT/NO	CREDIT	COURSE TITLE	GRADE	DATE	DEPT/NO	CREDIT	COURSE TITLE	GRADE	DATE

Record of Advisement				
SEMESTER/TERM	Date	COMMENTS	ADVISOR'S SIGNATURE	STUDENT'S SIGNATURE

## (7) Program Requirement Change

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

ATTACHMENT B

Institution submitting request: LANGSTON UNIVERSITY 054

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

054 LANGSTON UNIVERSITY Associate Degree Program

#### (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 62 to 60.

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):

We propose to increase the required course offerings in English, Natural Science Biology, Natural Science Physical and Humanities. We propose to decrease the number of required electives from 21 credit hours to 2-5 credit hours. We propose to expand the required elective course choices. Each change in the proposal is designed to provide greater diversity of courses and choices for students who may desire to pursue a four-year degree.

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):

The General Education committee recognizes the need to streamline the Associates Degree in General Education to meet the current recommendations by Complete College America and the Oklahoma State Regents for Higher Education. The proposed plan lowers the number of required completion hours to 60 and expands the number of elective courses. This expansion allows students greater flexibility in choosing courses that will be applicable to a 4-year degree thereby reducing the number hours necessary to receive a bachelor's degree.

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.

<b>Current Curriculum</b> <b>Required Core Courses-41CR</b>	<b>Proposed Curriculum</b> <b>Required Core Courses 41/43CR</b>
EG 1113 English Composition I (3) EG 1213 English Composition II (3) EG 2033 Advanced Composition (3)  MT 1413 Contemporary Math (3) or MT 1513 College Algebra (3)  MT 1613 Trigonometry (3), MT 2013 Elementary Statistics (3), or MT 2603 Finite Mathematics (3)  CS 1103 Intro to Info. Processing (3)  NB 1114 Natural Science-Biology (4) with NB 1110 Natural Science Lab (0)     NP 1113 Physical Science (3)  HT 1483 US History, 1492-1865 (3) or HT 1493  PS 1113 US Government (3)  HU 2103 Survey of Western Humanities I (3) SP 2713 Introduction to Speech (3) PY 1111 Personal and Social Development (1) PY 1113 Introduction to Psychology (3)	EG 1113 English Composition I (3) and EG 1213 English Composition II (3) and EG 2033 Advanced Composition (3) or EG 2053 Technical Writing (3)  MT 1413 Contemporary Math (3) or MT 1513 College Algebra (3)  MT 1613 Trigonometry (3), or MT 2013 Elementary Statistics (3), or MT 2603 Finite Mathematics (3)  CS 1103 Intro to Info. Processing (3) or higher  NB 1113 Natural Science-Biology (3) with NB 1101 Natural Science Lab (1), or NB 1114 Natural Science-Biology (4) with NB 1110 Natural Science Lab (0) or BI 2114 General Zoology (4)  NP 1113 Physical Science (3) or PH 1115 Physics I (5) or CH 1014 Principles of Inorganic Chemistry (4) or CH 1315 General Chemistry (5)  HT 1483 US History, 1492-1865 (3) or HT 1493 US History, 1865 to present (3)  PS 1113 US Government (3)  HU 2103 Survey of Western Humanities I (3) or HU 2203 Survey of Western Humanities II (3)  SP 2713 Introduction to Speech (3)
<b>REQUIRED Electives – Select 21CR</b>  PH 2113 Philosophy of Contemporary Life (3) SO 1113 Introduction to Sociology (3) EC 2023 Principles of Microeconomics (3) FCS 2123 Introduction to Nutrition (3) SN 1113 Spanish I (3) SN 1223 Spanish II (3) CS 2103 Programming Concepts (3) HD 2603 Personal Health (3)  <b>Program Total Hours: 62 CR</b>	PY 1111 Personal and Social Development (1)  PY 1113 Introduction to Psychology (3) or SO 1113 Introduction to Sociology (3)  <b>REQUIRED Electives – Select 2-5 CR</b>  AS 1114 Introduction to Agribusiness (3) BA 2603 Introduction to Business (3)



BI 2114 Introduction to Zoology (4)  
 BJ 2313 Introduction to Mass Media (3)  
 CH 1014 Inorganic Chemistry (4)  
 CH 1315 General Chemistry I (5)  
 CH 1515 General Chemistry II (5)  
 CS 2103 Programming Concepts (3)  
 EC 2013 Principles of Macroeconomics (3)  
 EC 2023 Principles of Microeconomics (3)  
 ED 1601 Academic Achievement Seminar (1)  
 EG 2543 Survey of English Literature I (3)  
 EG 2653 Survey of English Literature II (3)  
 EG 3013 Survey of American Literature I (3)  
 EG 3013 Survey of American Literature II (3)  
 FCS 1113 Perceptual Motor Development (3)  
 FCS 2123 Introduction to Nutrition (3)  
 HD 2603 Personal Health (3)  
 HU 2103 Survey of Western Humanities I (3)  
 HU 2203 Survey of Western Humanities II (3)  
 IT 1153 Engineering Design Graphics (3)  
 IT 1923 Basic Electronics (3)  
 MS 1822 Music Survey (2)  
 NP 1113 Physical Science (3)  
 PH 1115 Physics I (5)  
 PH 2113 Philosophy of Contemporary Life (3)  
 PY 1113 Introduction to Psychology (3)  
 SO 1113 Introduction to Sociology (3)  
 SP 2133 Advanced Public Speaking (3)  
 SN 1113 Spanish I (3)  
 SN 1223 Spanish II (3)  
 TE 2613 Introduction to Technology (3)

**Program Subtotal Hours: 43-48 Credit CR**

**Select 12-17 Credit Hours** from supporting courses in major field to complete 60 credit hour requirements.

**Program Total Hours: 60 CR**

**(7) Program  
Requirement Change**

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

ATTACHMENT C

Institution submitting request: LANGSTON UNIVERSITY

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

054 LANGSTON UNIVERSITY

**(7) PROGRAM REQUIREMENT CHANGES**

**General Education**

- ☒ 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 50 to 41.

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 proposed plan **lowers** the number of required general education hours from **50 to 41**. We propose to **increase** the required course **offerings** in English, Natural Science Biology, and Mathematics in the general education core (Section A). We propose to **decrease** the number of general education required electives (Section B) to a **maximum of 9 CR**. We propose to **expand** the general education required electives (Section B). Each of the proposals is designed to provide greater diversity of courses and choices for students who desire to pursue a four-year degree.

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):

The Langston University General Education committee recognizes the need to modify the general education requirements in an effort to **increase** retention and graduation rates. The committee believes that the proposed changes will help academic programs lower graduation credit hour requirements to a maximum **120 CR** as recommended by Complete College America and the Oklahoma State Regents for Higher Education. The proposed plan **decreases** the number of required general education hours to 41 and **expands** the number of elective course **choices**. This expansion allows students greater flexibility in choosing courses that will be applicable to a 4-year degree thereby **reducing** the number hours necessary to receive a bachelor's degree.

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.

<p align="center"><b>Current Curriculum</b></p>	<p align="center"><b>Proposed Curriculum</b></p>
<p><b>SECTION A</b> <b>Required Core Courses 32-34 CR</b></p> <p>EG 1113 English Composition I (3) EG 1213 English Composition II (3) EG 2033 Advanced Composition (3)</p> <p>MT 1513 College Algebra (3) MT 1613 Trigonometry (3), MT 2013 Elementary Statistics (3), or MT 2603 Finite Mathematics (3)</p> <p>CS 1103 Intro to Info. Processing (3)</p> <p>NB 1114 Natural Science-Biology (4) with NB 1110 Natural Science Lab (0) BI 2114 General Zoology</p> <p>NP 1113 Physical Science (3) or PH 1115 Physics I (5) or PH 1125 Physics II (5) or CH 1014 Principles of Inorganic Chemistry (4) or CH 1315 General Chemistry I (5) or CH 1515 General Chemistry II (5)</p> <p>HT 1483 US History, 1492-1865 (3) or HT 1493</p> <p>PS 1113 US Government (3)</p> <p>PY 1111 Personal and Social Development (1)</p>	<p><b>Required Core Courses 38-40 CR</b></p> <p>EG 1113 English Composition I (3) and EG 1213 English Composition II (3) and EG 2033 Advanced Composition (3) or EG 2053 Technical Writing (3)</p> <p>MT 1413 Contemporary Math (3) or MT 1513 College Algebra (3)</p> <p>MT 1613 Trigonometry (3),or MT 2013 Elementary Statistics (3), or MT 2603 Finite Mathematics (3)</p> <p>CS 1103 Intro to Info. Processing (3) or higher</p> <p>NB 1113 Natural Science-Biology (3) with NB 1101 Natural Science Lab (1), or NB 1114 Natural Science-Biology (4) with NB 1110 Natural Science Lab (0) or BI 2114 General Zoology</p> <p>NP 1113 Physical Science (3) or PH 1115 Physics I (5) or CH 1014 Principles of Inorganic Chemistry (4) or CH 1315 General Chemistry (5)</p> <p>HT 1483 US History, 1492-1865 (3) or HT 1493 US History, 1865 to present (3)</p> <p>PS 1113 US Government (3)</p> <p>PY 1111 Personal and Social Development (1)</p>
<p><b>SECTION B: Select 9-15 CR</b> <b>with a maximum of 4 hours in courses with the</b> <b>same prefix</b></p> <p>EC 2203 Economics for General Education EG 2543 Survey of English Literature I (3) EG 2653 Survey of English Literature II (3) EG 3013 Survey of American Literature I (3) EG 3023 Survey of American Literature II (3) FCS 2123 Introduction to Nutrition (3) HU 2103 Survey of Western Humanities I (3) HU 2203 Survey of Western Humanities II (3) PY 1113 Introduction to Psychology (3)</p>	<p>HU 2103 Survey of Western Humanities I (3) and 3 credit hours from approved humanities, philosophy, literature, religion, art, music, history, speech, language, or foreign language course.</p>

<p>SP 2713 Introduction to Speech (3) SP 3133 Oral Interpretation (3)</p> <p><b>SECTION C: To complete 60 credit hour requirements Select 0-9 Credit Hours</b> from courses in offered following Schools: School of Agriculture and Applied Sciences School of Arts and Sciences School of Business School Education and Behavioral Sciences School of Nursing and Health Professions</p> <p><b>SECTION D: Associates of General Education Requirement</b></p> <p>ED 1601 Academic Achievement Seminar (1)</p>	<p>HU 2203 Survey of Western Humanities (3) or MS 1822 Music Survey (2) or PH 2113 Philosophy of Contemporary Life (3) or PY 1113 Introduction to Psychology (3) or SO 1113 Introduction to Sociology (3) or SP 2713 Introduction to Speech (3) or SP 2133 Advanced Public Speaking (3) or SN 1113 Spanish I (3) or SN 1223 Spanish II (3) or Foreign Languages</p> <p><b>Select remaining hours from below to complete 41 hour requirement</b></p> <p>AS 1114 Introduction to Agribusiness (3) BA 2603 Introduction to Business (3) BI 2114 Introduction to Zoology (4) BJ 2313 Introduction to Mass Media (3) CH 1014 Inorganic Chemistry (4) CH 1315 General Chemistry I (5) CH 1515 General Chemistry II (5) CS 2103 Programming Concepts (3) EC 2013 Principles of Macroeconomics (3) EC 2023 Principles of Microeconomics (3) EG 2543 Survey of English Literature I (3) EG 2653 Survey of English Literature II (3) EG 3013 Survey of American Literature I (3) EG 3023 Survey of American Literature II (3) ED 1601 Academic Achievement Seminar (1) FCS 1113 Perceptual Motor Development (3) FCS 2123 Introduction to Nutrition (3) HD 2603 Personal Health (3) HU 2103 Survey of Western Humanities I (3) HU 2203 Survey of Western Humanities II (3) IT 1153 Engineering Design Graphics (3) IT 1923 Basic Electronics (3) MS 1822 Music Survey (2) NP 1113 Physical Science (3) PH 1115 Physics I (5) PH 2113 Philosophy of Contemporary Life (3) PY 1113 Introduction to Psychology (3) SO 1113 Introduction to Sociology (3) SP 2713 Introduction to Speech (3) SP 2133 Advanced Public Speaking (3) SN 1113 Spanish I (3) SN 1223 Spanish II (3) TE 2613 Introduction to Technology (3)</p> <p><b>Program Total Hours: 41CR</b></p>
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## Reach Higher Flex Finish Five-Year Academic Program Review Report Langston University

### **1. Description of the program's connection to the institutional mission and goals:**

Grounded in its rich traditions as a historically Black college and university, and a land-grant institution, Langston University offers quality post-secondary education to diverse populations through academic, research, community engagement, extension, and co-curricular experiences that lead to professional competence and degree completion. Langston University fosters an environment that cultivates leaders, innovators, and engaged citizens who meet the challenges of local, national, and global communities. The mission of Langston University aligns with the goals of the Reach Higher degree completion program which was established to increase the number of Oklahoman's who obtain a bachelor's degree, facilitate life-long learning of adult learners, enable individuals with a minimum of 72 college credit to finish a degree in an accelerated format, offer flexible schedules, offer a curriculum designed with the input of business leaders and contributes to the economic development of the state of Oklahoma.

### **3.7.5 Process: First Review**

#### **Analysis and Assessment noting key findings from internal or external reviews and including developments since the last review:**

This is the State Regents first five-year review of the Reach Higher Degree Completion Program.

#### **A. Centrality of the Program to the Institution's Mission**

Langston University's goals for Reach Higher program students are aligned with the mission of the university and the goals of the program outlined by the Oklahoma State Regents. Degree completion, support of the Complete College America annual goals and aiding students in obtaining degrees that will contribute to a more educated workforce are central to the institution's mission.

#### **B. Vitality of the Program (Program Objectives and Goals):**

Langston University currently offers two Organizational Leadership degree options which prepares students to pursue careers with a foundation in the areas of Management or Corrections. The University's administration collaborates with businesses throughout the Oklahoma City Metropolitan area such as OneOk as well as the law enforcement community (Oklahoma City, Norman, Lawton) to provide input on employment requirements for future employees in the two options currently offered. It is our desire to increase Reach Higher degree options offered at Langston University to fulfill the expanding need for graduates in the fields of Psychology, human resources, accounting, cyber-security and public health.

#### **B.2 Quality Indicators (This information is provided by State Regents)**

#### **B.3 Minimum Productivity Indicators (awaiting info from Dr. Cawyer)**

Time Frame	Head Count	Graduates
2017-2018	18	7
2016-2017	22	4
2015 -2016	34	6
2014 – 2015	29	14
2013-2014	36	16

#### **B.4 Other Quantitative Measures:**

- a. Number of courses taught exclusively for the major program for each of the last five years and the size of the classes:

##### **Management option courses:**

Human Resources Management, Labor and Industrial Relations, Marketing and Management, Purchasing Management, Business Law I, Managing Individuals and Work Groups and Managing Decision Processes.

The size of classes varies from 5 – 15 during each semester depending on the number of students in the respective cohorts.

##### **Corrections option courses:**

Probation and Parole, Correctional Counseling, Juvenile Delinquency, Criminology, Correctional Law, Prison Administration and Women in Corrections.

The size of classes varies from 5 – 15 during each semester depending on the number of students in the respective cohorts.

We hope to increase recruitment efforts with a goal of maintaining a steady stream of students enrolling each eight-week session. Expansion of degree program offerings will assist us with this goal.



<b>Courses Taught during the past 5 years ( in addition to the above major courses are as follows):</b>	Size of classes
<b>2014</b> Foundations of Organizational Leadership and Personal Development, Professional Communication, Data Analysis & Interpretation, Fiscal Management, Ethics and Organizations, The Individual, Organization & Society, Leading and Managing, Markets & Stakeholders, Capstone and an optional Internship	10 – 15 each 8-week session
<b>2015</b> Foundations of Organizational Leadership and Personal Development, Professional Communication, Data Analysis & Interpretation, Fiscal Management, Ethics and Organizations, The Individual, Organization & Society, Leading and Managing, Markets & Stakeholders, Capstone and an optional Internship	10 – 15 each 8-week session
<b>2016</b> Foundations of Organizational Leadership and Personal Development, Professional Communication, Data Analysis & Interpretation, Fiscal Management, Ethics and Organizations, The Individual, Organization & Society, Leading and Managing, Markets & Stakeholders, Capstone and an optional Internship	10 – 15 each 8-week session
<b>2017</b> Foundations of Organizational Leadership and Personal Development, Professional Communication, Data Analysis & Interpretation, Fiscal Management, Ethics and Organizations, The Individual, Organization & Society, Leading and Managing, Markets & Stakeholders, Capstone and an optional Internship	10 – 15 each 8-week session
<b>2018</b> Foundations of Organizational Leadership and Personal Development, Professional Communication, Data Analysis & Interpretation, Fiscal Management, Ethics and Organizations, The Individual, Organization & Society, Leading and Managing, Markets & Stakeholders, Capstone and an optional Internship	5 – 10 each 8-week session
<i>A total of 27 Common Core hours is required of which 3 is optional</i>	5-8 each 8-week session

- b. Student credit hours by level generated in all major courses that make up the degree program for past five years

**Core courses                      27 credit hours per student in required Core Courses**

**Management Option   12 -15 credit hours per student in Management Option**

**Corrections Option     12 – 15 credit hours per student in Corrections Option**

- c. Direct instructional costs for the program for the review period:

## **2014**

Funds from Oklahoma State Regents for adjuncts for Core courses and marketing. Langston University provided cost of general education and major option instruction and for supplies and equipment for instructors. There is no way to break cost out separate from annual operations.

## **2015**

Funds received from the Oklahoma State Regents for adjuncts for Core courses and marketing the Reach Higher program.

Langston University provided cost of general education major option instruction and for supplies and equipment for instructors. No way to break cost out separate from annual operations.

## **2016**

Funds received from the Oklahoma State Regents for stipend for coordinator and marketing the Reach Higher program.

Langston University provided cost of general education major option instruction and for supplies and equipment for instructors. No way to break cost out separate from annual operations.

## **2017**

Funds received from the Oklahoma State Regents for stipend for coordinator and marketing the Reach Higher program.



Langston University provided cost of general education and major option instruction and for supplies and equipment for instructors. No way to break cost out separate from annual operations.

## 2018

Funds received from the Oklahoma State Regents for stipend for coordinator and marketing the Reach Higher program.

Langston University provided cost of general education and major option instruction and for supplies and equipment for instructors. No way to break cost out separate from annual operations.

Funding decreased each year because of state funding cuts to higher education as a whole.

**d. The number of credits and credit hours generated in the program that supports the general education component and other major programs including certificates.**

Math Concepts – 3 credit hours

Applied Math - 3 credit hours

Advanced Grammar – 3 credit hours

Concepts of Biology – 3 credit hours

These four 3000 level courses were designed and added to the Langston University Oklahoma City campus course offerings to support the Organizational Leadership program.

**e. Roster of Faculty members, credentials and faculty credential institutions(s). Include FTE faculty in specialized courses within the curriculum.**

FACULTY	CREDENTIALS	INSTITUTION DEGREE
Monique Bruner	PhD	University of Oklahoma
Linda Tillman	Master's	North Carolina A & T University
George Burnett	Juris Doctorate	Oklahoma Christian University School of Law
Keith Hardiman	PhD	Langston University
Hoover McCoy	Master's	University of Oklahoma
Keith Humphrey	Master's	University of Texas A&M
<b>Fall Time Faculty</b>		
Kelly Henderson	Master's pursuing doctorate degree	University of Arkansas

Lonnie Johnson	Master's pursuing doctorate degree	University of Oklahoma
David Carrell	PhD	Purdue University
Anthony Hill	Master's	Clark Atlanta University
Randy Hunt	EdD	Oklahoma State University
Darlington Mundende	PhD	Michigan State University
Michael Hamilton	PhD	Argosy University
Sharjah Payma	PhD	University of Oklahoma
Yvonne Boyles	Master's	University of Phoenix

f. If available, information about employment or advanced studies of graduates of the program over the past five years:

Graduates of the Organizational Leadership Program have moved forward to pursue graduate degrees in Rehabilitation Counseling, Master's in Entrepreneurial studies and Master's in Urban Education at Langston University following successful completion of the ORGL degree program.

g. If available, information about the success of students from this program who have transferred to another institution.

That Information is not available.

**B.5 Duplication and Demand:** State Regents provided the narrative for this section.

**B.6 Effective Use of Resources:** State Regents provided the narrative for this section.

#### **Institutional Program Recommendations:**

<b>Recommendations</b>	<b>Implementation Plan</b>	<b>Target Date</b>
Add several options to increase student enrollment in line with workforce requirements Psychology, cybersecurity, accounting and human resources.	Submit program modification request for approval.	Fall 2019
Provide a <u>total</u> online option for students who prefer the digital approach to higher education	Recruit and/or train additional faculty in Quality Matters in the program areas to be offered online.	Spring 2020

#### **Summary of Recommendations:**

	<b>Department</b>	<b>School/College</b>	<b>Institutional</b>
<b>Possible Recommendations:</b>			

Expand program (# of students)	Psychology Cyber Security Human Resources Accounting Public Health	Education and Behavioral Sciences Business Business Business Nursing	Approval required in accordance with institutional policy
Maintain program at <u>current level</u>			
Reduce program in size or scope			
Reorganize program (Add options outlined here)	Psychology Cyber Security Human Resources Accounting Public Health	Education and Behavioral Sciences Business Business Business Nursing	Approval required in accordance with institutional policy
Suspend program	N/A		
Delete program	Review student participation in existing degree options and determine if still viable or needs to be deleted	ORGL Management Option ORGL Corrections Option	Approval required in accordance with institutional policy

Department/

Program Head \_\_\_\_\_ Date \_\_\_\_\_

**Alice Strong Simmons, Associate Vice President, Academic Affairs**Dean  Date 9.25.18**Dr. Alonzo Peterson, Dean of the School of Arts and Sciences**

Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**Dr. Clyde Montgomery, Vice President, Academic Affairs**

**United States Department of Agriculture  
Office of Partnerships and Public Engagement  
AWARD FACE SHEET**

<b>1. Award No.</b> AO182501X443G026	<b>2. Proposal No.</b> GRANT12625825	<b>3. Period of Performance</b> 09/28/2018 through 09/27/2019	<b>4. Explanation of Action</b> New
<b>5. CFDA Number</b> 10.443	<b>6. Authority</b> 7 U.S.C. 2279	<b>7. Method of Payment</b> Electronic Funds Transfer	<b>8. DUNS Number</b> 071222780
<b>9. Agency:</b> U.S. Department of Agriculture Office of Partnerships and Public Engagement Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers Program 1400 Independence Avenue, S.W. Whitten Building, Mail Stop 0801 Washington, DC 20250-9800	<b>Main:</b> (202) 720-6350 <b>Fax:</b> (202) 720-7704	<b>10. Non-Federal Entity Organization</b> Langston Univ P.O. Box 1500 Langston, Oklahoma 73050	
<b>11. USDA Point of Contact (POC):</b> KENYA NICHOLAS Program Director kenya.nicholas@osec.usda.gov	<b>Administrative POC:</b> SHEREE LESCH sheree.lesch@osec.usda.gov	<b>12. Non-Federal Entity Project Director:</b> Vernon Jones Project Director vjones@langston.edu (781) 405-466-6151	
<b>13. Funding</b> Total Award Funding	\$191,100	<b>14. Non-Federal Amount:</b> \$0.00	
		<b>15. Accounting Data:</b> N/A	
<b>16. Title of Proposal</b> Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers Program			
<b>PROVISIONS</b>			
This Award incorporates the following: - The attached Terms and Conditions of the Award - The referenced proposal, budget estimate, and any approved revisions or amendments  See below for applicable regulations: - 2 CFR 200 Uniform Administrative Requirements for Federal Grants (Subparts A-D) - 2 CFR 25 Universal Identifier and Central Contractor Registration - 2 CFR 200 (Subpart E) Federal Cost Principles applicable to Higher Education Institutions, Community Based Organizations 501(c)(3), and State, Local, and Indian Tribal Governments			
<b>FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE</b>			
This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from the issuance date of the award.			
<b>Typed Name - Awardee Authorized Representative</b>  Vernon L. Jones		<b>Signature</b> 	<b>Date</b> 9/18/18
<b>Typed Name - Authorized Departmental Officer</b> Christian Obineme Deputy Director Office of Partnerships and Public Engagement (OPPE)		<b>Signature</b> 	<b>Date</b> 9/19/2018

## Certificate of Exclusive Distributorship

ATTACHMENT F

Page 1 of 5

03/26/2018

This letter certifies that--

The **Anatomege Table**, virtual dissection table, is manufactured and distributed exclusively by Anatomege, Inc.

The **Anatomege Table Application**, installed on the Anatomege Table is designed and distributed exclusively by Anatomege, Inc.

The **Anatomege Table**, is serviced and supported exclusively by Anatomege, Inc.

Anatomege's support for the **Anatomege Table** covers, but is not limited to:

- Anatomege Table Software Content and Functionality
- Medical Design Studio Software Content and Functionality
- Anatomege Table Hardware Troubleshooting
- Anatomege Table Software Troubleshooting

Anatomege is the sole and exclusive distributor in the United States of America.

Pricing provided for the Anatomege Table is certified to be equivalent to pricing provided for similar orders.

Please feel free to contact us if you have any questions regarding this matter.

Sincerely,



Jake Lehman  
U.S. Sales Manager  
Anatomege, Inc.  
408-885-1474  
[www.anatomege.com](http://www.anatomege.com)



Sole Source / Sole Brand Justification Form

**Definition:** A “sole source” procurement can be defined as any contract entered into without a competitive process, based on a justification that (a) only one known source exists or (b) that only one single supplier can fulfill the requirements. Although Oklahoma does not permit non-competitive procurements by statute, exceptions are allowed where competition is not feasible.

Unjustified, non-competitive procurements are not permitted under the Board of Regents Oklahoma State University and the A&M Systems policy. State statutes permit legitimate sole source contracting on the basis of administrative efficiency but there are serious penalties for improper use.

**Statutes defining penalties are included below:**

**Oklahoma Statutes 74 O.S. § 85.45j. Sole Source or Sole Brand Acquisition**  
(A) 4. Any chief administrative officer of a state agency affirming the certification required by this subsection who knows the information to be false shall be deemed guilty of perjury and upon conviction shall be punished by fine or by imprisonment or both fine and imprisonment pursuant to law. Upon conviction or upon entering a plea of nolo contendere pursuant to this paragraph, the chief administrative officer shall immediately forfeit his or her position and shall be ineligible for appointment to or employment in the state service for a period of five (5) years after entering a plea of nolo contendere or being convicted.

**Examples of acceptable exceptions from the competitive procurement process may include:**

- 1. Only one known source exists for supplies or services as determined by documented research;
- 2. No other reasonable alternative source exists that meets the departmental requirements;
- 3. Only one source meets the business needs of the department (e.g., compatibility, unique feature to meet the business need backed up with factual information in the certificate.
- 4. Procurement of public utility services or exclusive service areas.

**Justification documentation may include information such as:**

- 1. A description and factual information documenting unique features, proprietary deliverables or abilities, that prohibit competition;
- 2. Documented research conducted to verify the supplier as the only known source.
- 3. A high level description of the marketplace to include distributors, dealers, resellers, etc.
- 4. Known compatibility issues with any other solution that could be proposed.
- 5. Critical timing issues that will result in a loss greater than that which a competitive bid would contribute.

OSU and A&M Source/Sole Brand Certification Guidelines (Patterned after OMES-CP-PIM-99-03)

Type	Reason For Sole Source / Sole Brand	Certification Must Clearly:
1	Only a specified make, model, or brand will meet departmental needs, even though other makes, models, or brands are available from multiple suppliers. A brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer does not provide for full and open competition regardless of the number of suppliers solicited. This restricts competition in that only vendors able to supply a specified make, model, or brand are permitted to compete.	State why the specified makes, models, or unique services are absolutely essential to departmental requirements.
2	Market research clearly shows that there is only one responsible supplier and it can be demonstrated that no other supplies or services will satisfy departmental requirements.	State why the specified makes, models, or unique services are absolutely essential to the University's / Unit's requirements, and what market research was accomplished to clearly establish that only one vendor can supply the supplies or services, copyright material.
3	Requirement is for additional units or replacement parts of specified makes and models of technical equipment and only one vendor is available.	State why the specified makes and models are absolutely essential to the University's / Unit's requirements, and what market research was accomplished to clearly establish that only one vendor can supply the supplies or services.
4	Department needs to purchase supplies or services from the original supplier in the case of a follow-on contract and award to any other supplier would result in substantial duplication of costs that would not be recovered through competition, or in unacceptable delays in fulfilling departmental requirements.	Provide data, estimated cost and how costs were derived, extent of delay and impact of delay, and other rationale as to the extent and nature of the harm to the department. Are the same supplier personnel available from last project to work on this project?
5	Purchase of a brand name commercial item that will be used for authorized resale.	No additional information needed.
6	Agency has an unusual and compelling urgency for supplies or services and the department would be seriously injured unless the agency is permitted to limit the number of vendors from which it solicits bid/proposals (i.e. - existing software).	Provide data, estimated cost and how those costs were derived, and other rationale as to the extent and nature of the harm to the department (Justification may be prepared and approved within a reasonable time after contract award when preparation and approval prior to award would unreasonably delay the acquisitions.).

**Sole Source / Sole Brand**

Using the guidelines provided above, select the Sole Source type below which best describes your purchases.

**Acquisition Type**

- ☒ Sole Source  
☐ Sole Brand

**Sole Source Type**

- ☒ 1  
☐ 2  
☐ 3  
☐ 4  
☐ 5  
☐ 6

**Certification**

**Name of purchaser, person, or end user of the item(s) requested (Not the name of the department):**

Samantha Corbett

**Certificate:** (Board of Regents for OSU and the A&M Systems policy 30:10-01-02, section 7)

**I, the above named purchaser or end user of the products herein described, affirm we will not accept nor pay for any items not included and described in this requisition and certificate. I understand that the authorization of this certification, knowing such information to be false, may subject me to punishment for perjury.**

**Certification:**

**I, the above named purchaser or end user, hereby affirm that the services or products to be purchased pursuant to this request adhere to the Sole Source type selected above to the best of my knowledge:**

*Is the only person or business entity which is singularly or peculiarly qualified to provide such services or products, and if a product is the only brand name which is singularly or peculiarly unique, for the following reason(s):*

**Describe in detail how the purchase meets the criteria for the Sole Source type selected, as described in the chart above. Your description should address the information outlined in the table above under the "Certification Must Clearly" column.**

As per the Sole Source letter linked to this form, Anatomage is the sole source of the Anatomage digital anatomy table.

**Additional Information**

The following is a brief description of all efforts which were made to verify that the services or products to be purchased pursuant to the provisions of this request qualify as a sole source or sole product acquisition:

Online research using search terms associated with the Anatomage Table.

**Attached Documentation:**

Upload any supporting documentation as justification to the Sole Source type selected from the chart above.

Internal Attachments

**Product Information**

Fax: +1 408-295-9786

Manual

**Supplier**

Anatomage Inc

**Fulfillment Address**

PO Purchase Order 1: (preferred)  
303 Almaden Blvd #700  
San Jose, CA 95110-2721 US

Supplier Phone

+1 408-885-1474 ext. 118

**Distribution**

The system will distribute purchase orders using the method(s) indicated below:

Fax +1 408-295-9786  
Manual

**Product Description**

2 Anatomage Table Convertibles + Digital Library + 2 year Warranty + Medical Design Studio + Onsite Training as per attached quote.

**Catalog No.**

n/a

**Packaging**

1 EA - Each

**Quantity**

1

**Unit Cost**

178,776.00

**Need Help?**

Please contact the Purchasing Department for assistance with this form or questions regarding State statutes or Board of Regents policies.

**Total** 178,776.00





## Price Quotation

Anatomage Inc.  
303 Almaden Blvd., #700  
San Jose, CA 95110  
[www.anatomage.com](http://www.anatomage.com)  
info@anatomage.com  
(408) 885-1474 Phone  
(408) 295-9786 Fax

Prepared By Naseem Heydari  
Phone (408) 885-1474 ext 118  
Email naseem.heydari@anatomage.com

Created Date 10/26/2018  
Expiration Date 1/25/2019  
Quote Number 2018-3335

Contact Name Samantha Corbett  
Phone (405) 466-2925  
Email samantha.corbett@langston.edu

Bill To Name Langston University  
Bill To Accounts Payable  
PO BOX 670  
Langston, Oklahoma 73050  
United States

Ship To Name Langston University  
Ship To Highway 33  
Central Receiving  
Attn: School of Physical Therapy  
Langston, Oklahoma 73050  
United States

Product	Line Item Description	Sales Price	Quantity	Total Price
Anatomage Table Convertible + Digital Library		\$78,000.00	2.00	\$156,000.00
1 Year Extended Warranty, Software Upgrade, Tech Support		\$9,360.00	2.00	\$18,720.00
1st Year Warranty, Software Upgrade, Tech Support	Included w/Table	\$0.00	2.00	\$0.00
Medical Design Studio	Included w/Table	\$0.00	2.00	\$0.00
On-site Training	Included w/ Table	\$0.00	1.00	\$0.00

Total Price \$174,720.00  
Shipping and Handling \$4,056.00  
Grand Total \$178,776.00

Country of Origin: United States  
Place of Manufacture: San Jose, CA  
Price does not include taxes and duties, which must be paid by Consignee  
Quote is only valid in USD

### Acceptance

Signature \_\_\_\_\_ Date \_\_\_\_\_

CONNORS STATE COLLEGE, WARNER, OKLAHOMA

President Ronald Ramming appeared before the Board of Regents to present the business of Connors State College (CSC) and review the Agenda for members of the Board. (The CSC Agenda is attached to this portion of the minutes.)

President Ramming thanked President Barnett for his hospitality, and gave a special thank you to the staff for their time and effort in coordinating the Board meeting and related social events.

President Ramming expressed appreciation to Regent Reese for his service on the Board. He said there has been more than one occasion when Regent Reese's wise counsel and guidance has been beneficial to him.

President Ramming referenced the *Connection*, highlighting stories contained within regarding various CSC events, activities, and student achievements. He noted that CSC's Higher Learning Commission accreditation visit is scheduled for March 2021.

E-1 Approval for Off-Campus Delivery of Courses for the Spring 2019 Semester

E-2 Approval of New Courses

E-3 Approval for Modifications to the Agriculture Curriculum

President Ramming said Item E-1 will allow CSC to offer select classes at the local correctional institutions and area high schools. Items E-2 and E-3 are related to the CSC Agriculture curriculum and part of an effort to better align the College's agriculture programs with those offered at OSU.

Regent Callahan moved and Regent Hall seconded to approve Section E, Items 1-3 as presented in the CSC Agenda.

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

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

# CONNORS STATE COLLEGE

Warner, Oklahoma

December 7, 2018

## Board of Regents for the Oklahoma A&M Colleges

Dear Board Member:

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**

- Connection

**B. RESOLUTIONS:**

*None*

**C. POLICY AND OPERATIONAL PROCEDURES:**

*None*

**D. PERSONNEL ACTIONS:**

*None*

**E. INSTRUCTIONAL PROGRAMS:**

**1. Request for Off-Campus Course Offerings**

Board approval is requested for off-campus delivery of the attached courses for the Spring 2019 semester.

**2. 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.

**3. Request for Modification to the Agriculture Curriculum**

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

**F. BUDGETARY ACTIONS:**

*None*

**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. PURCHASE REQUESTS:**

*None*

**K. STUDENT SERVICES/ACTIVITIES:**

*None*

**L. NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED:**

*None*

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

1. October 2018 Out-of-State Travel Report *(see attached)*
2. 2019-20 Academic Calendar *(see attached)*
3. 2018 CSC Annual Security and Fire Safety Report *(see attached)*
4. 2019 Spring Athletic Schedules

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'RR' followed by a large, sweeping horizontal stroke.

Dr. Ron Ramming  
President



## **E. INSTRUCTIONAL PROGRAMS:**

### **1. Request for Off-Campus Course Offerings**

Board approval is requested for off-campus delivery of the attached courses for the Spring 2019 semester.

#### **Jess Dunn Correctional Center**

General Biology  
Business Principles  
Managerial Accounting  
Strategies for Success  
English Comp I  
Community Health  
Early Civilization  
History of US Since 1865  
General Humanities I  
Pre-Calculus Algebra  
Study of Diseases and Disorders  
American Federal Government  
General Psychology  
New Testament Survey  
Principles of Sociology  
Intro to Oral Communication

#### **Eddie Warrior Correctional Center**

Business Principles  
Managerial Accounting  
Guidance of Young Children  
Strategies for Success  
English Comp II  
Community Health  
Early Civilization  
History of the US Since 1865  
General Humanities II  
Mathematics Readiness  
Pre-Calculus Algebra  
American Federal Government  
General Psychology  
Psychology of Personality  
Principles of Sociology  
Intro to Oral Communication

#### **Hilldale High School**

Strategies for Success  
General Psychology

#### **Muskogee High School**

English Composition II  
Strategies for Success  
General Humanities II  
Intro to Oral Communication

#### **Wagoner High School**

College Algebra

#### **Stigler High School**

History of the US to 1865-ITV



## **E. INSTRUCTIONAL PROGRAMS:**

### **2. 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**

NREM 2134 Dendrology - Identification, taxonomy and distribution of forest trees and shrubs of the United States; their environmental requirements and utilization.

ANSI 2233/FDSC 2233 The Meat We Eat - Overview of all animal, poultry, and fish protein sources used for human consumption, but focusing on red meat. Examination of each phase of production, inspection, safety, grading, processing, preparation, and current issues of the industries. Development of an understanding of the importance of meat in the diet and part of global agriculture.

AGLE 2403 Agricultural Leadership in a Multicultural Society (DS) - 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.

AGEQ 1401 Equine Behavior and Handling - Equine management techniques - understanding equine behavior and anatomy. Basic equine handling, management principles, hoof care, dental care, first aid and wound care. Introduction to behavior and training of the horse, techniques of safe handling based on the principles of equine behavior.



## **E. INSTRUCTIONAL PROGRAMS:**

### **3. Request for Modification to the Agriculture Curriculum**

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

#### **Proposed Course Number Change**

ANSI 2213 *Livestock Feeding*

CHANGED TO:

ANSI **2123** *Livestock Feeding*

#### **Proposed Existing Course Title Change**

AGCM 2113 *Communications in Agriculture*

CHANGED TO:

AGCM 2113 ***Introduction to Agricultural Communications***

#### **Proposed Existing Course Title and Description Change**

AGLE 2303 *Personal Leadership Development in Agriculture Sciences and Natural Resources*

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.

CHANGED TO

AGLE 2303 ***Agricultural Leaders in Society(s)***

Class 3. Prerequisites: None.

**Analysis of agricultural leaders and societal impacts. Theories of authentic leadership and values-based leadership. Organizational, community, and workforce changes including diversity, technology, and globalization and the relationship to leader behavior.**



# DIVISION OF AGRICULTURE

Requirements for Students for Academic Year 2017-2018

ASSOCIATE OF SCIENCE **(CURRENT)**

MAJOR: **AGRICULTURE**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (*Check catalog course listing section for prerequisites.)		
Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
Amer. History & Gov.	6	HIST 1483 or 1493 POLS 1113
Social & Behavioral Sc	3	(S) (AGEC 1113)
Mathematics	3	College level mathematics
Natural Sciences	6-9	Must include one laboratory science
Humanities	6	Any course designated (H)
Additional General Ed.	4-7	(AGRI 2113; may include program courses)
AGRICULTURE PROGRAM REQUIREMENTS 23 HOURS		
AGRI 1111 and/or AGRI 2041	1-2	Agricultural Orientation and/or Career Development in Agriculture
<b>Emphasis Area: 15-22 Hours</b> (Course suggestions only; may take any combination of Academic Agriculture course)		
<b><u>AGRICULTURE ECONOMICS/AGRIBUSINESS EMPHASIS</u></b> BUSN 2543; BUSN 2643; BUSN 2113; AGRO 1213 or HORT 1013 or NREM 1113; AGRO 1113 or AGRO 2124; ANSI 1124 or FDSC 1133; NREM 1014 or NREM 2013		
<b><u>AGRICULTURE COMMUNICATION EMPHASIS</u></b> AGCM 2113; AGLE 2303; AGRO 1213; ANSI 1124; BUSN 2543; ANSI 2253 or FDSC 2253 or FDSC 1133; AGRO 1113 or NREM 2013		
<b><u>AGRICULTURE EDUCATION EMPHASIS</u></b> AGRO 1213; AGRO 2124; ANSI 1124; HORT 1013; NREM 2013; ANSI 2253 or FDSC 2253 or FDSC 1133		
<b><u>AGRICULTURE &amp; BIOSYSTEMS ENGINEERING EMPHASIS</u></b> AGRO 2124; BIOL 2124; PHYS 1114; PHYS 1214		
<b><u>AGRICULTURE LEADERSHIP EMPHASIS</u></b> AGLE 1511; AGLE 2303; AGLE 2403; ANSI 1124; NREM 2013; ANSI 2253 or FDSC 2253 or FDSC 1133; AGRO 1213 or HORT 1013		
<b><u>ANIMAL SCIENCE EMPHASIS</u></b> AGRO 1213; ANSI 1124; ANSI 2112; ANSI 2253; BUSN 2543 <i>Ranch Operations Emphasis</i> : AGRO 2124; CHEM 1515; AGRM 1002; AGRM 2012; AGRM 2103		

## AGRICULTURAL ELECTIVES<sup>1</sup> 0-7 HOURS

**Any course(s) not already taken above (AGCM, AGECE, AGED, AGEQ, AGRI, AGRM, ANSI, FESC, HORT, or NREM preferred.)**

Maximum 3 hours allowed for Special Topics (ST) courses towards a degree.

<sup>1</sup>Consult Advisor for appropriate selections.

**Courses used in Agriculture Program Requirements cannot be used for General Education Requirements and vice versa (i.e. courses may only be counted once).**

**Total Hours: 63**

### Program Overview

The Associate of Science Degree in Agriculture is designed to provide graduates with the foundation and skills necessary to obtain entrance into a four-year degree granting institution in a wide range of agricultural majors.

### Program Objectives

- (1) Graduates will successfully transfer into a baccalaureate degree program of their choice.
- (2) Graduates will demonstrate the ability to: exhibit qualities of good citizenship; think critically and globally.



**EQUINE SCIENCE EMPHASIS**

AGEQ 1225; AGEQ 1235; AGEQ 2225; AGEQ 2235;  
AGEQ 1113; AGEQ 1123; AGEQ 2123; AGEQ 2133

**FOOD SCIENCE EMPHASIS**

FDSC 1133; FDSC 2253; CHEM 1515; BIOL 2124

**HORTICULTURE EMPHASIS**

HORT 1013; AGRO 2124; HORT 2513; HORT 2613;  
BIOL 1404; AGRI 2313

**NATURAL RESOURCES AND WILDLIFE****ECOLOGY & MANAGEMENT EMPHASIS**

AGRO 2124; NREM 1012; BIOL 1604; BIOL 1404;  
NREM 2013; NREM 1014 *Criminal Justice Emphasis*  
(*Game Warden*): CJPS 1303; CJPS 2013; CJPS 2023;  
CJPS 2033; CJPS 2043

**PLANT AND SOIL SCIENCE EMPHASIS**

AGRO 1213; AGRO 2013; AGRO 2124; BIOL 1404;  
CHEM 1515

**PRE-VETERINARY EMPHASIS**

BIOL 1604; BIOL 2124; CHEM 1515; PHYS 1114; PHYS  
1214



# GENERAL EDUCATION REQUIREMENTS

Requirements for Students for Academic Year 2018-2019

Applicable to: AGRICULTURE

ASSOCIATE in SCIENCE DEGREE **(PROPOSED)**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 *Comp I ENGL 1213* Comp II
American History	3	HIST 1483 US History to 1865 <b>or</b> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	Any college level mathematics*
Natural Sciences (N) Must include one Laboratory Science (L)	6-9	Science (one must be a lab science) BIOL 1113 Intro to Environmental Science BIOL 1114 General Biology BIOL 1314 Anatomy and Physiology I BIOL 1324 Anatomy and Physiology II BIOL 1404 General Botany BIOL 1604* General Zoology BIOL 2104* Human Anatomy BIOL 2114* Human Physiology BIOL 2124* General Microbiology BIOL 1313 Human Ecology CHEM 1315* General Chemistry I CHEM 1515* General Chemistry II CHEM 2013* Organic Chemistry GEOL 1114 General Geology GPS 1104 General Physical Science PHYS 1114* General Physics I PHYS 1214* General Physics II PHYS 2014* Engineering Physics I PHYS 2114* Engineering Physics II HORT 1013 Introduction to Horticulture AGRO 2124 Fundamentals of Soil Science NREM 1014 Intro to Natural History <b>AGRO 1113 Land, Life &amp; the Environment</b> (BIOL 1114 & CHEM 1315 Recommended)
Humanities	6	Any course designated (H) (See course descriptions for designations.) HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient Greece-Mid Ages HUMN 2223 Renaissance – Present HUMN 2413 World Literature HUMN 2300 Special Topics HORT 2653 Introduction to Floral Design AGRI 2423 Analysis of American Agriculture HIST 1323 Modern Civilizations HIST 1223Early Civilizations
Social & behavioral Sciences (S)	3	Any Course designated (S) (See course descriptions for designations.) <b>AGEC 1113 recommended.</b>
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Additional General Education	4-7	Courses designated A, H, N, or S preferred; may include program courses
AGRICULTURE PROGRAM REQUIREMENTS 26 HOURS		
College Orientation	1-2	AGRI1111 Agriculture Orientation AGRI 2041 Career Dev. In Agriculture
<b>EMPHASIS AREA</b>	15-25	Course suggestions only; may take any combination of Academic Agriculture courses.
General Agriculture		May take any combination of Academic Agriculture courses.



# GENERAL EDUCATION REQUIREMENTS

*Requirements for Students for Academic Year 2018-2019*

Applicable to: AGRICULTURE

ASSOCIATE in SCIENCE DEGREE

Agriculture Economics/Agribusiness Emphasis

BUSN 2543; BUSN 2643; BUSN 2113;  
AGRO 1213 OR HORT 1013 OR NREM  
1113; AGRO 1113 OR AGRO 2124; ANSI

		1124 OR FDSC 1133; NREM 1014 OR NREM 2013; <b>AGEC 2313</b>
Agriculture Communications Emphasis		AGCM 2113; AGLE 2303; AGRO 1213; ANSI 1124; BUSN 2543; ANSI 2253 OR FDSC 2253; AGRO 1113 OR NREM 2013; <b>FDSC 2233</b>
Agriculture Education Emphasis		AGRO 1213; AGRO 2124; ANSI 1124; HORT 1013; NREM 2013; ANSI 2253 OR FDSC 2253 OR FDSC 1133
Agriculture & Biosystems Engineering Emphasis		AGRO 2124; BIOL 2124; PHYS 1114; PHYS 1214
Agriculture Leadership Emphasis		AGLE 1511; AGLE 2303; <b>AGLE 2403</b> ; ANSI 1124; NREM 2013; ANSI 2253 OR FDSC 2253; OR FDSC 1133; AGRO 1213 OR HORT 1013
Animal Science Emphasis		AGRO 1213; ANSI 1124; ANSI 2112; ANSI 2253; <b>ANSI 2233</b> ; BUSN 2543.
ANSI: Ranch Operations Emphasis (Terminal)		AGRO 2124; CHEM 1515; AGRM 1002; AGRM 2012; AGRM 2103; <b>ANSI 2233</b>
Equine Science Emphasis (Terminal)		AGEQ 1225; AGEQ 1235; AGEQ 2225; AGEQ 2235; AGEQ 1113; AGEQ 1123; AGEQ 2123; AGEQ 2133; <b>AGEQ 1401</b>
Food Science Emphasis		FDSC 1133; FDSC 2253; CHEM 1515; BIOL 2124; <b>FDSC 2233</b>
Horticulture Emphasis		HORT 1013; AGRO 2124; HORT 2513; HORT 2613; BIOL 1404; AGRI 2313
Natural Resources & Wildlife Ecology & Management Emphasis		AGRO 2124; NREM 1012; BIOL 1604; BIOL 1404; NREM 2013; NREM 1014; <b>NREM2134</b>
NREM Criminal Justice Emphasis		CJPS 1303; CJPS 2013; CJPS 2023; CJPS 2033; CJPS 2043
Plant and Soil Science Emphasis		AGRO 1213; AGRO 2013; AGRO 2124; BIOL 1404; CHEM 1515; <b>AGRO 1113</b>
Pre-Veterinary Emphasis		BIOL 1604; BIOL 2124 CHEM 1515; PHYS 1114; PHYS 1214.
<b>Guided Electives</b>	0-10	Any course(s) not already taken above (AGCM, AGEQ, AGED, AGEQ, AGRI, AGRM, AGRO, ANSI, FDSC, HORT, or NREM preferred). Maximum 3 hours allowed for Special Topics (ST) courses towards a degree.
Consult an Agriculture Advisor for appropriate course selections.		Courses from Liberal Arts, or Communications. Physical Education activity courses do not count toward graduation.
Courses used in Agriculture Program Requirements cannot be used for General Education Requirements and vice versa (i.e. courses may only be counted once)		*Course has prerequisite. See Course Description section of catalog.

**Total Hours: 63**



**SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF OCTOBER 2018**

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.	1	\$ 1,314.30	1	\$ 989.89	2	\$ 2,746.28	4	\$ 3,199.56
FEDERAL	0	0.00	2	\$ 6,364.71	1	\$ 8,504.04	2	\$ 6,364.71
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	1	\$ 11,789.06	0	0.00	1	\$ 11,789.06	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>2</b>	<b>\$ 13,103.36</b>	<b>3</b>	<b>\$ 7,354.60</b>	<b>4</b>	<b>\$ 23,039.38</b>	<b>6</b>	<b>\$ 9,564.27</b>



## ACADEMIC CALENDAR FOR 2019-2020

### Summer Session (Summer 2019):

Semester begins (first day of 8-week classes)	<u>June 03, 2019</u>
1 <sup>st</sup> 4-week session (begins and ends)	<u>June 03 – June 28, 2019</u>
2 <sup>nd</sup> 4-week session (begins and ends)	<u>July 01 – July 26, 2019</u>
Please list dates of all holidays and breaks (no classes)	<u>July 04, 2019</u>
Semester ends (last day of 8-week classes including final exams)	<u>July 26, 2019</u>
Commencement date (graduation ceremony-if applicable)	<u>NA</u>

### Fall Semester (Fall 2019):

Semester begins (first day of 16-week classes)	<u>August 19, 2019</u>
1st 8-week session (begins and ends)	<u>August 19 - October 11, 2019</u>
2nd 8-week session (begins and ends)	<u>October 14 – December 13, 2019</u>
Please list dates of all holidays and breaks (no classes)	<u>Labor Day - September 02, 2019</u> <u>Fall Break – October 18, 2019</u> <u>Thanksgiving – November 25-29, 2019</u>
Semester ends (last day of 16-week classes including final exams)	<u>December 13, 2019</u>
Commencement date (graduation ceremony-if applicable)	<u>NA</u>

### Spring Semester (Spring 2020):

Semester begins (first day of 16-week classes)	<u>January 13, 2020</u>
1st 8-week session (begins and ends)	<u>January 13 – March 06, 2020</u>
2nd 8-week session (begins and ends)	<u>March 09 – May 08, 2020</u>
Please list dates of all holidays and breaks (no classes)	<u>MLK Day – January 20, 2020</u> <u>Spring Break – March 16-20, 2020</u>
Semester ends (last day of 16-week classes including final exams)	<u>May 08, 2020</u>
Commencement date (graduation ceremony)	<u>May 08, 2020</u>

### Intersessions:

(classes that meet between regularly scheduled semesters or that meet between summer session and fall semester, between fall semester and spring semester, or between spring semester and summer session)

Winter Intersession starts 12/16/2019 and ends 01/10/2020.



CONNORS

— STATE COLLEGE —

Building Futures One At A Time Since 1908

# 2018 CONNORS STATE COLLEGE ANNUAL SECURITY AND FIRE SAFETY REPORT



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## **A Message from the Chief**

Welcome to Connors State College!

As an organization, the CSC Police Department commits to working continually to earn the confidence of the students, faculty, staff and visitors of CSC. A confidence that will not be taken for granted. The department fulfills this commitment by providing the best and most professional services possible, and by striving to build a culture of trust, and open and honest dialogue, with the community it serves and among the people it employs.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is the landmark federal law that requires colleges and universities across the country to disclose information about crime on campus and around their campuses. The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was sexually assaulted and murdered while asleep in her residence hall room in April 1986. For more information on the Clery Act visit the US Department of Education at <http://www2.ed.gov/admins/lead/safety/campus.html>

The CSC Police Department prepares this report to comply with the Clery Act. This report is prepared in cooperation with local law enforcement agencies in the area, Housing and Student Development, additional security authorities and other departments which may have information necessary to comply with the Clery Act. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests and referral statistics include those reported to the Campus Police, designated campus officials (including but not limited to campus security authorities), and local law enforcement agencies. Crime statistics are collected from public property immediately adjacent to campus and all off campus locations either owned or controlled by the college. Copies of this report may be obtained at the following locations:

Connors Warner Campus-----700 College Rd. Warner, OK 74469  
Connors West Campus----2404 West Shawnee Ave. Muskogee, OK 74401  
Connors Port Campus-----4060 State College Drive Muskogee, OK 74403

The 2014 Annual Security Report is published to provide information about programs, services and statistical information in compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act. If you have any questions, or need additional information please contact the CSC Police Department at 918-463-6375 or E-mail [cscpolice@connorsstate.edu](mailto:cscpolice@connorsstate.edu) .

Respectfully,  
James Mendenhall  
Chief of Police

## **Reporting**

### ***Police Services:***

The Connors State College Police Department is responsible for law enforcement, security and emergency response on campus. Investigations may lead to the arrest of suspects, recovery of lost/stolen property and clearance of suspects of any wrong action, or recommendation and action to improve the safety of the college community.

The CSC Police Department is linked to city, county, state and federal criminal justice agencies. This relationship provides access to criminal records, wanted persons, stolen property and vehicle information. All crimes reported to the Connors State College Police Department are investigated and are referred for prosecution through the offices of the County Attorney and District Attorney when appropriate. Criminal matters involving students may also be referred to the college administration for disciplinary action.

Connors State College Police Officers are certified by the Oklahoma Law Enforcement Education and Training Standards (C.L.E.E.T.) and meet the established training Requirements of the State of Oklahoma.

All college peace officers operate under the authority of Title 74 Section 360.18, are armed with firearms and have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus, areas immediately adjacent to the campus, and all property that is owned, leased, rented or otherwise under the control of CSC.

### **Security Officers**

Campus Security officers are responsible for crime reports, emergencies, traffic, and enforcement of laws regulating under-age drinking, the use of controlled substances, weapons, and other incidents which require police assistance. Security officers have a responsibility to remove alcohol from campus at any time and report it to the proper authority.

In the event a crime is reported on campus, the Campus Security responds immediately. All reported crimes are investigated. Follow-up investigations are conducted by CSC Police Department as necessary.

### ***Crime Reporting:***

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the Connors State College Police Department or other appropriate police agencies. To report a crime, the victim, if he or she elects to, or witness needs only to call the police and a police officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. Each month, the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, which in turn provides the information to the Federal Bureau of Investigation.

Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the Connors State College campus.

To report a crime in progress, dial 911, or dial extension 6375 from a campus phone or call (918)463-6375 when off campus or using a cell phone.

### ***Crimes in Progress:***

To report a crime in progress, a person, victim or witness can dial 911, use one of the outside emergency telephones or call one of the listed police phone numbers provided. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and makes the campus safer for everyone.

*If you are the victim of a crime or witness to one, you should do the following:*

1. **Call the police immediately:** Dial 911 for emergencies or call Connors State College Police Department (918)463-6375.
2. **Obtain a description:** Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. **Preserve the crime scene:** Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

***Types of Crimes Reported to Police:***

- 1) **Sexual Assault:** If you are a sexual assault victim, report it to the police immediately. Preserve the physical evidence. Do not bathe, douche, use the toilet, or change clothing. If you have been raped, you should seek medical treatment immediately, regardless of whether you report the matter to the police.
- 2) **Telephone Harassment:** Obscene or threatening telephone calls should be reported to the police immediately. Other harassing phone calls should be reported if they persist. If you receive such a call, remain calm and hang up. Always record the exact time and date you received the call. This information will assist police investigators.
- 3) **Bomb Threats:** If you know of a bomb threat, contact CSC Police at 918-463-6375 or 911. Notify your supervisor, department head, or residential advisor and wait for further instructions. Record as much information about the call as you can remember.
- 4) **Burglary and Larceny:** Property crimes are the highest reported crimes on the CSC campus. To aid police in locating property, we recommend you always record the serial numbers of any items of value (such as computers, cell phones, televisions, etc.). If you feel you have been a victim of a property crime, report the incident immediately to the CSC Police at 463-6375
- 5) **Assault and Battery:** The best thing to do when confronted in an assault and battery situation is to try and escape and immediately notify the police by dialing 911.
- 6) **Other Crimes:** There are many other crimes which occur on campus. Generally, you should protect yourself and others and report information to police as soon as practical.

**Crime Disclosure:**

Connors State College policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Connors State College Police Department and other campus officials, including College Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement.

The tables on pages 37,38 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Warner Police jurisdiction. Connors State College does report crime and arrest statistics for fraternities and sororities although they are within the jurisdictional boundaries of Warner. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Warner Police Department.

***Confidential Reporting of Crime:***

Confidential reporting of crimes is allowed at Connors State College. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by submitting the Anonymous Crime Tips form on the Connors State College Website or by calling any of the following numbers:

CSC Police Department.....	(918)463-6375
Coordinator of Residential Life.....	(918)463-6296
Vice-President of Academic and Student Affairs .....	(918)463-6328
Dean of Students.....	(918)463-6351

### ***Reporting Suspicious Activity:***

- If you see any suspicious activity or person on or near the College campus, it is your responsibility to call the College Police at 918-463-6375 or 911 for emergencies.
- Do not assume what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather, think about what could happen if you do not act.

### ***Suspicious persons may include:***

- Person loitering about at unusual hours and locations.
- Person running, especially if the person is carrying something of value.
- Person exhibiting unusual mental or physical symptoms. Person could be under the influence of drugs or needing medical or psychiatric assistance.
- Person carrying property that might be suspicious, depending on the circumstances.
- Person going from room to room trying door knobs.
- Person going from door to door trying to gain access into a building.

### ***Other unusual situations:***

- Open or broken doors or windows.
- Unusual noises — anything suggestive of foul play, danger, or illegal activity.
- Person sitting in parked vehicle for an extended period of time.
- Vehicles driving slowly in a parking lot at night.
- Any person not affiliated with the College community.
- Do not assume the person may be a visitor or College staff that you have not seen before. Call the College Police immediately.

### ***Campus Security Authorities:***

The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

### **DESIGNATED CAMPUS SECURITY AUTHORITIES**

The following individuals are designated campus security authorities:

Director of Public Safety  
All Sworn Police Officers  
All Communication Officers  
Director of Athletic Programs  
Head Coaches for Athletic Teams  
Assistant Coaches for Athletic Teams  
Chief Facility Office  
Manager of International Students and Scholars  
Coordinator of Leadership Development  
Advisors of Sports Clubs  
Career Services

Residential Life  
Residence Assistants  
Health Services and Wellness Center  
Campus Life Administration  
Counseling Services  
Student Disability Services  
College Conduct Officers  
Advisors for Student Groups (who are also affiliated with the college)  
Directors of Physical Plant Services  
Managers of Physical Plant Services  
Academic Advisors  
Vice President for Student Affairs  
Coordinator for Special Events

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is defined as “An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

### ***Timely Warnings:***

The CSC Police carefully review all reports of criminal activity and, when appropriate, warn the CSC community of serious crimes or threats occurring on or near campus.

Upon completion of reviewing all information, the CSC Police may provide warnings to the CSC community. These warnings are posted on the Campus website located at <http://www.connorsstate.edu>. Depending on the nature and level of the threat, other forms of media may be also used to disseminate timely warnings. These may be sent via voice mail, or timely warnings sent electronically to campus email accounts. Timely warnings will be made as soon as is safely practical.

Timely warnings now include changes in homeland security as threat levels are elevated or reduced. Current warnings, including the level of threat and pertinent information are posted on the website.

### ***Emergency Notification System:***

In the event of a campus emergency, Connors State College may use a variety of tools to communicate to the campus and the public. Depending on the nature of the emergency, CSC may use all or some of the following:

- **Text Alerts** – The “Cowboy Alert” system is available to all campus faculty, staff, and students. You can register your cell phone to receive a text message through your C-key account at <https://app.it.okstate.edu/okey/connors/>.
- **PA System** – Various campus buildings have PA systems that can alert those in the building of an emergency situation and provide response details.
- **College Group Email** – The College may send “urgent” e-mails to the entire campus providing notification and directions during an emergency.
- **Social Media** – CSC will use Facebook, Twitter, and other social media tools to provide updates on campus closures or emergency situations.
- **Cable TV/Campus Monitors** – CSC has the ability to override the campus cable system, providing emergency notification via the campus TV system in many College buildings and residential housing.
- **Local Media** – The CSC Communications office works with local media – radio, television, and newspapers – to help announce and update campus closures or emergency situations.
- **Weather Radios** – Various offices across campus have weather radios that provide the latest in severe weather information.



- **Patrol Car Announcements** – Campus police vehicles are equipped with PA systems that allow officers to communicate during emergencies.
- **Calling Trees** – Many College departments and organizations have call trees in place to notify their employees and students of an emergency situation.

The CSC Police Department and the Vice President for Administration or designee are typically the ones who deliver emergency information to College administration. Upon receiving information, administration will without delay, and taking into account the safety of the community, determine the content of any emergency notification and initiate a notification, unless issuing a notification will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In emergency situations where immediate action is required, CSC Police may activate sirens and employ other resources.

Connors State College campus could be subjected to a situation requiring evacuation at any time. Because of this the CSC Department of Public Safety has developed an evacuation plan in collaboration with a number of College and community partners. The plan was developed to outline an evacuation procedure that protects the health, safety and welfare of all students, faculty, staff and visitors. Authority to issue a campus evacuation order rests with the President of the College or designee and is based on the situational observations by the CSC Department of Public Safety. Once an evacuation has been ordered the College Emergency Operations Center will be activated and will lead and manage the process. In addition to notifying the campus community, the College will also inform the local community as soon as reasonably practical. CSC Communications will coordinate all messaging to both on and off campus communities as well as media outlets. CSC's Manager of Emergency Preparedness works with the College's Information Technology Department, the City of Warner, Muskogee and Muskogee County to maintain our emergency communication system(s) and schedule routine tests on at least an annual basis of each method available to the campus.

CSC's manager of emergency preparedness works with the College's information technology division, the City of Warner, Muskogee and Muskogee County to maintain our emergency communication system(s) and schedule routine tests on at least an annual basis of each method available to the campus.

### **Missing Student Notification:**

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Connors State College has developed this investigation and notification policy regarding students who reside in on-campus housing and have been reported as missing.

Any report to a College official or campus security authority indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Connors State College Police Department, and an investigation shall be conducted. If the initial investigation determines that the student is missing, the following persons shall be notified:

1) ***A confidential contact person designated by the student:***

Students have the option of identifying a person of their choice to be contacted in the specific case they are determined missing. Students can choose to identify the same person as their general emergency contact or identify a different person who is more likely to know their whereabouts if determined missing (for example a roommate, close friend, or in-town relative might be more familiar with your daily movements than out-of-town family or friends). Their choice can be entered and kept updated on their C-Key account services page at <https://app.it.okstate.edu/okey/connors/>. The person you designate and their contact information shall be considered confidential and is only to be accessed by College officials after the student has been reported missing. This confidential contact person database can be used by any CSC student, whether they live on-campus or not.

2) ***The student's custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor.***

3) ***Local law enforcement authorities:***

The Connors State College Police Department will work with other law enforcement agencies, if necessary, once a student is determined to be missing.

College officials may elect to notify additional persons determined to be appropriate and consistent with the Family Education Rights and Privacy Act, 20 § 1232(g).

**IMPORTANT:** Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable College staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information in C-Key.

## **Safety**

### ***Harassing Phone Calls:***

Telephone harassment is both a nuisance and a crime and will not be tolerated on the Connors State College campus.

**If you are a victim of telephone harassment, please follow these steps:**

- 1) As soon as you realize the nature of the call, HANG UP. Remain calm and replace the receiver on the telephone as you would for any call.
- 2) Do not talk or try to discover the caller's identity.
- 3) If calling persists, or if any call is obscene or threatening, call CSC Police at 918-463-6375. If off campus, call the agency within the jurisdiction you live and report the activity.
- 4) If calling persists, keep a time log of calls received, what was said by all parties, and a description of the voice.

### ***Medical Emergencies:***

***Steps to take in medical emergencies:***

- 1) Do not move the patient unless his or her life is in danger.
- 2) Have someone stay with the patient until help arrives.
- 3) If on campus, call CSC Police at 918-463-6375 or 911. If off campus, call Warner, Muskogee Police Department at 911. Tell them your name, your exact location, and a brief description of the problem. Do not hang up until told to do so.
- 4) Meet emergency personnel to guide them to the patient.

### ***Medical Illness and Minor Injuries:***

The Health & Wellness Center Services is a primary (outpatient) healthcare facility designed to provide cost-effective healthcare and health information to the students at Connors State College.

***Location:*** 806 N Campbell, Warner

### ***Hours accessible:***

8:00 a.m. - 5:00 p.m. Monday-Friday, throughout the year

### ***For appointments call 918-463-2837.***

For all other medical services or major medical emergencies, go to the EASTSTAR Emergency Room, located at 300 Rockefeller Dr. Muskogee, OK or call 918-682-5501 for further information.

### ***Natural Disasters:***

The following information is offered as a guideline to aid you in determining what action you should take in the event of severe weather.

**Tornado WATCH:** This means conditions are such that storms capable of producing a tornado may develop.

**Tornado WARNING:** This means that either a tornado has been sighted or it is highly probable that one will develop.

The **TORNADO TAKE COVER SIGNAL** is a 3 to 5 minute STEADY sound on the storm sirens. This signal will be sounded on the large sirens located in the College area, on the main campus, and those installed throughout the City of Warner, Muskogee. If the sirens sound again, it is further warning – NOT an all-clear signal.

Persons should seek IMMEDIATE shelter in a basement or lower floor, interior corridors, or interior rooms. If you are in an open-span area such as a gymnasium, auditorium, or warehouse, go to the wall farthest from windows or glass, crouch down against the wall, and protect your head with your arms. STAY AWAY from windows and exterior doors. If caught outside a building, lie flat on the ground, face down, preferably in a ditch or depression, but be alert for flash floods.

The CSC Police will open designated “SEVERE WEATHER REFUGE” areas in case of storm activity after regular hours. Use caution when traveling to these buildings. A list of designated “SEVERE WEATHER REFUGE LOCATIONS” areas can be found at: <http://connorsstate.edu/wp-content/uploads/2011/09/Emergency-Preparedness-Guide-2014.pdf>.

Persons with disabilities and persons who are mobility impaired must also make plans. If a power outage occurs during severe weather, elevators may not work. Always go to an interior room or closet.

### ***Facilities Access:***

Connors State College is comprised of many buildings that serve varied functions and satisfy the diverse needs of its students, faculty, and staff. These facilities are readily accessible to students, faculty, and staff during normal working hours.

It is CSC policy to lock the doors of buildings that are not in use. Many buildings, including residence halls, have key or electronic door locks for after-hours security. However, when working or studying in buildings after normal working hours, it is suggested that individual offices be locked, based upon the assumption that unrestricted access to the building is possible.

Some buildings on campus are rarely locked, at the department’s request, since students study and work on projects all hours of the day and night. Again, individual offices should be locked by the user on the presumption that the building is accessible.

Residence halls have open access between the hours of 6 a.m. to midnight, Sunday through Thursday, and 6 a.m. to 2 a.m. on Friday and Saturday. During non-access hours, most residence hall doors are locked, although instances of propped doors have occurred. Residents are encouraged to take security precautions in the halls and rooms. Individual rooms should be locked at all times for your safety.

### ***Persons with Disabilities:***

If a classroom, office, or meeting space is physically inaccessible, contact the Coordinator of Student Disability Services for information and assistance at 918-683-6215.

### ***Lost and Found:***

The Connors State College Lost and Found is located at the CSC Police Department. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and offices are encouraged to forward any found items to the CSC Police Department to maintain a central location for persons seeking lost property.

The CSC Police Department will maintain a database of items reported missing and cross-check them with items submitted to lost and found. The identified owners will be notified immediately, and arrangements will be made to return the property. Any unidentifiable or unclaimed property will be held for six months and then disposed of or sold at auction.

### ***Transportation:***

#### ***Safety Tips for Vehicle Operators***

- Always stop for pedestrians in crosswalks.
- Watch your “blind spot” for other traffic, such as bicycles and pedestrians, overtaking you when making right turns.
- Always behave in a predictable manner and use turn signals. Other traffic may not always see you or recognize your intentions.
- Oversized vehicles must watch for bicycles, pedestrians, and other traffic when turning.
- Always be mindful of the speed limit. The posted speed limits on campus are much slower than regular city streets due to the close quarters of campus and the high volume of pedestrians.

- The State of Oklahoma currently has a “Distracted Driving” law. This law prohibits a driver from using anything which would distract the driver from devoting their full time and attention to the operation of the automobile.

### ***Pedestrian Right of Way***

Walking is a primary mode of transportation around Connors State College, so it is important for pedestrians to remember that they are also subject to traffic control signals. While vehicles must yield to pedestrians in a clearly marked crosswalk or intersection, pedestrians must yield to vehicles when crossing anywhere else. Even though vehicles are required to yield, always remember to make eye contact with the driver before proceeding into the path of an oncoming vehicle. Pedestrians are also required by law to obey Pedestrian Control Signals (PCS) when crossing at an intersection where those are in use. Only cross at an intersection when the PCS signifies for them to cross. A green light for motor vehicles does not allow a pedestrian to cross if the PCS is present.

### ***Seatbelt Safety***

The state law in Oklahoma requires both the driver and the front seat passenger to have a properly fastened safety belt when the vehicle is in motion. Since this is a State College owned by the State of Oklahoma, all traffic ways are considered public thus requiring seat belts at all times a vehicle is in motion. All passengers under the age of 13 are required to wear seatbelts or be placed in a child passenger restraint system and the safest place for them is the back seat.

### ***Bikes on Campus***

In Oklahoma, a bicycle is considered a vehicle when operated on the roadway. As a result, bicycles are subject to the same responsibilities and regulations as motorists. The same fines apply to motorists and bicyclists for traffic violations, such as failing to yield to pedestrians, running a stop sign or red light, going the wrong way on a one way street, or riding on the wrong side of the road. Additionally, there are laws specific to bicycle operators, such as a mandatory white front light and red rear light if the bicycle is being ridden between sunset and sunrise and an allowance for only one person per permanently affixed seat.

### ***Homeland Security:***

#### ***National Terrorism Advisory System:***

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

### **NTAS Alerts**

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

The NTAS Alerts recognize that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. Connors State College will strive to maintain a regular class schedule; however, the campus may find itself under a state of high alert necessitating increased security to help ensure the safety of all campus residents and visitors.

When a state of high alert exists, CSC will strictly follow Homeland Security guidelines in implementing greater protective measures for all of those concerned. There will be an increased presence of police officers and security in and around all campus facilities, residence halls, and classrooms. As conditions warrant, CSC's Emergency Operations Center will be activated where key staff will assemble to make appropriate decisions for further increases in security measures.

It is a simple fact of life that people lose things. While frustrating at the best of times, the "loss" can be costly if the item lost was a set of keys or swipe card for a "secure" environment. This loss could be significant if the security breach leads to theft, vandalism, or sabotage; but, it can be dire if it leads to a terrorist obtaining access to a secure area of a water treatment plant, a power distribution center, or a biological or chemical laboratory. Any loss of keys or swipe cards should be reported to the CSC Police immediately.

Everyone is encouraged to be especially vigilant about unexplained or suspicious packages in their areas. At special events or large gatherings, purses, packages, and briefcases will be subject to search. Everyone should be prepared for emergencies and interruptions and review emergency and evacuation plans for their areas.

Please keep in mind that one of the objectives of terrorism is to frighten and disrupt activities of the College. To the extent possible, we want to continue normal activities of the College, but with a greater level of caution.

### **Prevention**

#### ***Alcohol and Drug Awareness:***

Connors State College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. These participants are expected to know and follow the applicable laws and all College rules and regulations. Each person is responsible for his/her own behavior.

Connors State College complies with the Drug-Free Schools and Communities Act Amendments of 1989. This act requires that Connors State College certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance. As set forth in local, state, and federal laws, and the rules and regulations of the College, Connors State College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities. With limited exceptions, beer and alcohol are not allowed on campus. Since July 1, 2000, students who are convicted of an offense involving the sale or possession of a controlled substance may become ineligible for federal student aid. For the College's complete drug and alcohol policy regarding the Drug-Free School and Communities Act, request the Connors State College Student Code of Conduct, Connors State College Drug and Alcohol Policy, or the CSC Dangers of Drugs and Alcohol Abuse pamphlets.

Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

#### ***Other resources:***

Local Drug/Alcohol Treatment Resources  
Green Country Behavioral Health Services  
619 N. Main  
Muskogee, OK 74401  
918-682-8407

MCCOYS Counseling  
4009 Eufaula Ave  
Muskogee, OK 74401  
918-682-2841

Monarch Inc.  
2310 W. Broadway  
Muskogee, OK 74401  
918-682-7210

### ***Crime Prevention:***

Crime prevention is defined as the anticipation, recognition, and appraisal of a crime risk, and the initiation of some action to remove or reduce that risk. Many campuses around the country investigate and make public the nature and quantity of crimes, as well as how crimes are investigated. Connors State College subscribes to that approach and further believes that the public should know how active the CSC Police are in crime prevention and detection. CSC has experienced success at reducing and preventing crime. Some of the notable efforts are:

- Emergency 911 dialing
- 24-hour preventive patrols
- Campus patrolled by uniformed officers on foot
- Campus patrolled by officers on Gators side-by-side carts.
- Burglar alarms in key areas
- staff in residence halls
- Custodial staff occupies academic buildings after hours and provides information to the CSC Police about suspicious activity or persons in or around the buildings
- Crime prevention seminars and presentations conducted each semester with staff and student groups
- Sexual assault presentations and seminars conducted upon request on a continual basis
- Safe Walk escort service on campus.
- Crime prevention pamphlets provided to students and employees
- Some parking lots and areas monitored by surveillance cameras
- Lighting surveys
- Beginning with the fall 2015 semester all students are required to complete a 45 minute, online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual misconduct in the CSC community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete a similar training as well.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student newspapers.

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes are investigated immediately. Follow-up investigations occur to identify the offenders. Where multiple incidents occur, surveillance techniques may be implemented to help apprehend violators. When caught, offenders are dealt with through the Muskogee County court system or Warner City court system and CSC Student Conduct Education and Administration, when appropriate. The CSC Police Department encourages the accurate and prompt reporting of criminal incidents, no matter how insignificant or small. Victims are encouraged to assist in police investigation and subsequent filing of charges. Through these measures, CSC will become a safer community.

To schedule a crime prevention visit or presentation, please Call: 918-463-6377.



## ***Safety Tips:***

### ***Property Protection:***

- 1) Lock your door whenever you leave your room for any length of time or when sleeping.
- 2) Secure your vehicle. Close all windows and lock all doors.
- 3) Never prop open any door.
- 4) Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash, and computers. Do not leave valuables or cash in plain view.
- 5) Protect your books and put your name in them. Do not leave them in public places.
- 6) Do not loan your keys to anyone.
- 7) Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
- 8) Take all valuable items home with you during vacations.
- 9) When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.
- 10) Participate in "Operation Identification" in cooperation with the CSC Police Department.

***Operation Identification*** is a crime prevention project to protect your possessions from theft.

- 1) Obtain Operation Identification materials from the CSC Police.
- 2) Itemize your possessions on a file card. Record the descriptions and serial numbers of valuables.
- 3) Retain file cards in a safe location in the event the information is needed.
- 4) The CSC Police has available an electric engraver that you may use to engrave your license number or other identifying marks on your valuables.
- 5) Refrain from using social security numbers due to increased incidents of identity theft.

**Note:** Computers, Blu-ray players, iPods, computer game systems, bicycles, cash, and jewelry are items particularly susceptible to theft.

## ***Personal Safety:***

### ***At home, in an apartment building, or in a residence hall:***

- 1) Keep your room door locked when you are napping or sleeping.
- 2) Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
- 3) Never prop open inside or outside doors.
- 4) Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.
- 5) Avoid working or studying alone in a campus building.
- 6) Never dress in front of a window. Close blinds or curtains after dark.
- 7) If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and then call the police.
- 8) Any suspicious activity should be reported to the CSC Police immediately.

### ***When driving:***

- 1) Have your car keys in hand when approaching your vehicle so you can enter quickly.
- 2) Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.
- 3) Lock your doors and keep windows rolled up whenever possible.
- 4) Drive on well-traveled and well-lit streets.
- 5) Never hitchhike, and never pick up hitchhikers.
- 6) If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- 7) If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
- 8) Leave enough room between your car and the one ahead so you can drive around it if necessary.
- 9) Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- 10) Limit distractions such as cell phones, and do not text and drive.



***While walking or jogging:***

- 1) Avoid walking or jogging alone, and try not to walk or jog after dark.
- 2) Avoid dark or vacant areas. Walk along well-lit routes.
- 3) Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or a emergency phone.
- 4) Have your keys ready when returning to your residence hall or apartment. Keep your personal or valuable items concealed and close to your body.
- 5) Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.
- 6) Limit distractions such as cell phones and avoid texting.

**Sexual Violence**

Connors State College takes acts of sexual harassment, which include sexual violence, extremely seriously and believes that 1 victim is 2 many. The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the College response, resources, and remedies to sexual violence. The College hopes that you will help us in our efforts to maintain a safe and productive environment for all members of our community to live, learn and be successful by uniting as a community committed to ending sexual violence and sexual harassment.

Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at CSC. The College strongly encourages victims to report all acts of gender discrimination. Additionally, students have the option of filing a formal complaint with Student Conduct Education and Administration as well as with the police. Please be aware that even if an individual chooses not to file a formal complaint, the College may take interim measures, such as changing academic schedules and housing arrangements. These measures may be taken to provide safety for the victim in the educational setting.

Connors State College does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information or age in its program and activities. Therefore, the College will address all complaints of sexual harassment, including sexual violence, the same, regardless of whether the complainant (person filing the complaint) or respondent (person the complaint is filed against) is of a protected class or sex.

Where it is determined that sexual misconduct is more likely than not to have occurred, College conduct sanctions can include suspension or expulsion. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the College may still pursue the incident through the student conduct process. All student conduct processes are separate from law enforcement investigations. In instances where gender discrimination is not addressed through the student conduct system, the College still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects, irrespective of formal legal processes.

***Sexual Harassment***

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,
- b. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
- c. Such conduct is sufficiently severe, pervasive or persistent and objectively offensive that it has the effect of creating an intimidating, hostile or offensive environment that negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of creating a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the victim's educational, employment or College environment.

Sexual harassment could occur off-campus and still have an effect on an individual's educational, employment or College environment as well as create a hostile environment. A one-time non-consensual contact could also create a hostile environment.

Examples of behavior that could be sexual harassment:

- Unwelcomed sexual flirtation, advances or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls or insulting sounds.
- Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing.
- Calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Unwelcomed touching of a person's body including massaging a person.

### ***Sexual Violence***

Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual misconduct, stalking, dating violence, and domestic violence.

### ***Sexual Misconduct***

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

#### **a. Unwelcome sexual touching**

The touching of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

#### **b. Exposure**

Engaging in indecent exposure, sexual acts in a public place, voyeurism, or non-consensual sharing of sexually explicit images.

#### **c. Non-consensual sexual assault**

Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part.

#### **d. Forced sexual assault**

Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due ingestion of drugs or alcohol, age, or mental disability) of which the respondent was aware or should have been aware.

***Sexual assault:***

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- b. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20.

***Rape (as used in the definition for “sexual assault”):***

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or
9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

***Rape by instrumentation (as used in the definition of “sexual assault”):***

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or

private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

***Forcible sodomy (as used in the definition of “sexual assault”):***

A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime; or
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the state or federal government, a county, a municipality or a political subdivision of this state;
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;

6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or

7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.

21 Okla. Stat. § 888 (effective June 6, 2016).

**Effective consent** is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.

This definition of consent is the exclusive definition used in the Student Code of Conduct. It is also used for Title IX purposes throughout the College.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations include but are not limited to:

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the consent is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a "blackout" and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against the person's will.

#### **Definitions under Oklahoma law:**

##### **Consent:**

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:

- a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
- b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:

- a. the absence of an individual saying "no" or "stop", or
- b. the existence of a prior or current relationship or sexual activity.

21 Okla. Stat. § 113 (effective June 6, 2016).

### ***Stalking***

Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Stalking is defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Actions that a stalker takes to contact, harass, track or frighten another could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended victim frequents
- sending unsolicited mail, e-mail, texts and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended victim
- calling repeatedly.

Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone dated in the past or a stranger.

### ***Dating Violence***

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- Length of the relationship
- Type of relationship
- Frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

***Dating violence is not defined in Oklahoma;*** however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A ***dating relationship*** is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

### ***Domestic Violence***

Domestic violence is a crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabitated with the victim as a spouse or person similarly situated to a spouse of the victim.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threat of actions that influence another person.

Definition consistent with Violence Against Women Act.

**Domestic violence is not defined in Oklahoma law.** However, the criminal definition of *domestic abuse* is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

### ***Retaliation***

The College will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. See Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation, for more information.

### ***What to do if you are a Victim of Sexual Violence***

- a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the CSC Police Department at 918-463-6375. If the incident occurred elsewhere in Warner, Muskogee, call the Warner, Muskogee Police Department at 911. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the **24-hour Rape Crisis Line (1-800-522-7233)** to get advice and discuss options for how to proceed.
- c. CSC students can also call a **Sexual Assault Victim Advocate at 918-682-7878**.
- d. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.
- e. Go to the Muskogee Medical Center to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. These services are free of charge. If you choose not to obtain a Sexual Assault Nurse Examination but want testing or treatment for potential sexually transmitted infections, you can visit Muskogee County Health Department free of charge or Health & Wellness Center for low cost options.
- f. Upon arrival at Muskogee Medical Center, you will be taken to a private exam area. A Sexual Assault Nurse Examiner (SANE), as well as a Sexual Assault Response Advocate (SARA) and police officer will be available for support. You will be examined by the nurse in order to treat any injuries and to gather evidence. **Note, a sexual assault exam can be performed up to 120 hours (5 days) after the assault.**
- g. With your permission, the Sexual Assault Response Advocate will support you throughout the entire exam, which will be performed by the nurse. The Advocate will provide a packet of written materials that contains information about common reactions to sexual assault, follow-up medical needs and support services.



## Support Services

### ***Student Conduct Education and Administration:***

Cases involving students who are accused of non-academic misconduct might be assigned to Student Conduct Education and Administration. Persons found responsible for sexual misconduct could be suspended from CSC. The complainant and respondent (if any) have the same right to have others present during a campus disciplinary proceeding. The accuser and accused shall be notified of the outcome of a campus disciplinary proceeding. You may obtain further information by contacting Student Conduct Education and Administration at 918-463-6351. A copy of the Student Code of Conduct can also be obtained at various locations on campus and at

<http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf>.

### ***College Counseling Services:***

Connors State College Counseling Services provides individual and group counseling services for those victimized by sexual or physical assault. Services are available to all Connors State College students and their partners. Domestic Violence Services are also available to assist victims of sexual assault. See “Other Resources” for telephone numbers.

The psychological and emotional trauma after a sexual assault can be painful. Possible symptoms include: eating disorders, sleep disturbances, lack of trust, feelings of guilt, depression, mood swings, and relationship and communication problems. Incidents of sexual assault can only be reduced when men and women understand the dynamics involved in sexual assaults and are willing to participate in educational programming and ongoing communication.

### ***Accommodations***

- a. **Assistance in Reporting:** Student Conduct can assist in filing a complaint with the College conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
  - i. **College Complaint Process:** A complaint is an official report to the College alleging that an CSC student has violated the Student Code of Conduct. You can go online to <https://cm.maxient.com/reportingform.php?ConnorsState> to submit a complaint online or to complete a paper complaint form.
  - ii. **Police Report Process:** A police report begins the moment you contact the authorities about a given situation, whether it be a crime that was committed earlier, or a crime currently in progress. The CSC Police Officer will obtain basic information from you about the incident and relay the information to patrol officers working in your area. You can have the officers meet you on scene or you can request they meet you at the police department in an effort to resolve the issue, document the facts of the incident, and begin investigating the case if follow-up is required. By simply calling the CSC Police at 918-463-6375, the reporting process begins. The CSC Police Department operates 24 hour a day, 7 days a week, including all holidays and College breaks.
- b. **No Contact Order:** Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf. Students will need to visit Student Conduct in 141 Student Union for this order to be put in place. If a No Contact Order is believed to be violated, the complainant should contact Student Conduct immediately at 918-463-6351. The College and not the police enforce No Contact Orders. Violations of a No Contact Order will result in disciplinary action where suspension from the college will be considered as a possible sanction.
- c. **Emergency Protective Order:** Student Conduct, along with WISH, can assist victims in filing for an Emergency Protective Order. This is a court-ordered petition that prohibits contact between the complainant and respondent. WISH is located in Muskogee, Oklahoma. WISH is the designated location in Muskogee County to assist in completing the petition and filing the petition with the county court clerk. Granted protective orders should be provided to the CSC Police Department who will honor the order and assist in any intervention needed. If a granted protective order is believed to be violated by the respondent, the complainant should contact the local police. If the

incident happened on campus, call the CSC Police Department at 918-463-6375. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.

- d. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** Student Conduct can assist in changing on-campus living arrangements or that of the respondent to ensure safety and a comfortable living situation.
- f. **Academic Arrangements:** Student Conduct can assist in adjusting academic schedules as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Conduct can coordinate reasonable arrangements to address the effects of sexual violence, including connecting victims with counseling, health care or academic support resources.

The College will provide written notification to victims about options for available accommodations. Additionally, the College will maintain as confidential any protective measures or accommodations that are put in place, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. Any necessary disclosure of information will be communicated to the complainant in compliance with the Family Educational Rights and Privacy Act (FERPA).

### **Student Conduct Process for Allegations of Sexual Violence**

We want you to be knowledgeable about the process that occurs once a complaint with Student Conduct is filed. The following describes the investigation process, the hearing and the outcome of the hearing. Student Conduct will be available to explain the process as requested. The Student Conduct process will be prompt, fair, and impartial. This means the process will be completed within a reasonable timeframe as designated below and without undue delay. The process will be conducted in a manner that is consistent with the College's policies and will be transparent to all parties. Lastly, the Student Conduct process will be conducted by officials who do not have conflict of interest or bias for or against the complainant or respondent.

#### ***Investigation***

- a. You will be notified of receipt of your complaint and the actions the College official will take.
- b. A College official will meet with you to discuss the complaint submitted, review the investigation and hearing process, and determine the outcome you desire from your complaint.
- c. An investigation will be conducted by a non-biased Title IX Investigator. This investigation will include:
  - meeting personally with the complainant,
  - meeting personally with the student(s) accused,
  - meeting personally with any witnesses, and
  - reviewing any documentary evidence.
- d. The investigation of complaints will be adequate, reliable and impartial. The Title IX Investigator will compile an investigation report.
- e. The investigation process can take up to 60 days. If at any point either party would like an update of the investigation process all they need to do is ask and an update will be provided.
- f. The College official will determine if a conduct hearing is possible based on the available information.
- g. If it is determined that the College will proceed with a formal conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

## ***Hearing***

- a. Hearing notification will occur at least five days in advance and include the hearing date, time and location. Hearings will be scheduled around academic schedules.
- b. Allegations of sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking will be heard by the Conduct Committee Hearing Panel which is comprised of a faculty member, a staff member and a student who receive annual training. Training includes but is not limited to the following topics:
  - definitions and issues related to dating violence, domestic violence, sexual assault, retaliation, and stalking;
  - hearing process, due process the process that protects the safety of survivors and promotes accountability;
  - relevant evidence, how it should be used during a hearing, and how to weigh evidence;
  - proper techniques for asking questions;
  - preponderance of the evidence standard;
  - avoiding actual and perceived conflicts of interest;
  - trauma-informed investigations and hearing procedures;
  - impact of alcohol use in sexual assault; and
  - writing facts and rationales.
- c. The hearing includes opening statements, presentation of the investigation report, information about the incident, presentation of information by witnesses, and closing statements.
- d. Each party is permitted to have a person of their choosing to accompany them throughout the hearing as an advisor.
- e. All parties are permitted to be present during the hearing (except during deliberations of the panel). All parties can be in the same room in a pre-arranged, non-threatening set-up or in separate rooms with a video conference set up.
- f. All parties are permitted to make statements and present witnesses and information during the hearing. Witnesses and information need to be directly related to the incident.
- g. The standard of proof used in all College conduct hearings is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

## ***Outcome***

- a. Possible outcomes include Conduct Expulsion, Conduct Suspension, Conduct Probation, Residence Hall Status Change, No Contact Order, Class Removal, Educational and Behavioral Change Requirement, and Restrictions. Detailed definitions of these sanctions are listed in the *Student Code of Conduct*. When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the College.
- b. Parties have the right to be informed of the outcome. Both parties will be notified within two business days after the hearing at the same time. Upon written request from the victim to Student Conduct Education and Administration, the report on the results of any disciplinary proceeding against the respondent will be provided to the victim. If the victim is deceased as a result of such a crime or offense, the next of kin of the victim shall be treated as the victim for purposes of disclosure.
- c. Both parties have the right to appeal the decision reached through the hearing proceedings within seven business days after the hearing.

## ***On and Off Campus Resources***

Sexual harassment and sexual violence can be emotionally disruptive, and it takes time to come to terms with such major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources.

Upon notification or request, the College will provide to students and employees information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims both within the College and in the community.

It is important to be aware that different individuals who one may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other College employee cannot guarantee complete confidentiality, unless specifically provided by law. Colleges must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large. See Reporting for more information.

CSC will protect the identity of victims and other necessary parties. The College is required to complete publicly available record keeping data on crimes that occur on campus. In these reports, personally identifying information about the victim is excluded.

### **WISH Sexual Assault Victim Advocates- Confidential Reporting Option**

WISH's Victim Advocate that can confidentially provide students with information about on and off campus resources available to victims.

**WISH Sexual Assault Victim Advocates**  
**918-682-7878 (24hr.a day 7 days a week)**

### **Counseling Resources- Confidential Reporting Options**

**Green Country Behavioral Health Services**  
**619 N. Main**  
**Muskogee, OK 74401**  
**918-682-8407**

**MCCOYS Counseling**  
**4009 Eufaula Ave**  
**Muskogee, OK 74401**  
**918-682-2841**

**Monarch Inc.**  
**2310 W. Broadway**  
**Muskogee, OK 74401**  
**918-682-7210**

### **Other Local Services Available To Victims- Non-Confidential Reporting Options**

**CSC Police Department**  
**700 College Rd.**  
**Warner, OK**

918-463-6375

**Warner Police Department**

1000 64 Hwy.  
Warner, OK  
918-463-3911

**Muskogee Police Department**

112 S 3<sup>rd</sup> St.  
Muskogee, OK  
918-683-8000

**CSC Student Conduct**

700 College Rd.  
Warner, OK  
918-463-6351

**Title IX Coordinator**

700 College Rd.  
Warner, OK  
918-463-6206

**Medical Services**

It is important to have a thorough medical examination after a sexual assault even if the victim does not have any apparent physical injuries. Medical providers can treat injuries and test for sexually transmitted infections.

**Health & Wellness Center**

806 N Campbell  
Warner, OK  
918-463-2837

**EASTAR Health System**

300 Rockefeller Dr.  
Muskogee, OK  
918-682-5501

Also, reference <http://notalone.gov> for more information and resources.

***Victim Bill of Rights***

- Survivors shall be notified of their options to notify law enforcement and campus authorities, which includes the option not to notify such authorities.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

When a student or employee reports that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, the College will provide a written explanation of the student's or employee's rights and options.

**Definitions under Oklahoma Law**

**Consent:** The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
  - a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
  - b. is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
  - a. the absence of an individual saying “no” or “stop”, or
  - b. the existence of a prior or current relationship or sexual activity.

21 Okla. Stat. § 113 (effective June 6, 2016).

***Dating violence*** is not defined by the state of Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A ***dating relationship*** is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

***Domestic violence*** is not defined in Oklahoma law. However, the criminal definition of ***domestic abuse*** is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

***Sexual assault:***

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- b. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20.

***Rape (as used in the definition for “sexual assault”):***

- A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
  1. Where the victim is under sixteen (16) years of age;
  2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
  3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
  4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
  5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
  6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
  7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
  8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high

or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or

9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.
- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

***Rape by instrumentation (as used in the definition of “sexual assault”):***

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances described in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

***Forcible sodomy (as used in the definition of “sexual assault”):***

- A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.
- B. The crime of forcible sodomy shall include:
  1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;



2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state;
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.

21 Okla. Stat. § 888 (effective June 6, 2016).

***Stalking:***

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
  2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, upon conviction, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment
- F. For purposes of this section:
1. “Harasses” means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
  2. “Course of conduct” means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct”;
  3. “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
  4. “Unconsented contact” means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
    - a. following or appearing within the sight of that individual,
    - b. approaching or confronting that individual in a public place or on private property,
    - c. appearing at the workplace or residence of that individual,
    - d. entering onto or remaining on property owned, leased, or occupied by that individual,
    - e. contacting that individual by telephone,
    - f. sending mail or electronic communications to that individual, and
    - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
  5. “Member of the immediate family”, for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

## **Preventive Measures**

The College encourages students to help in preventing harmful and negative incidents by being responsible for their own personal safety, intervening if they are a bystander of such incidents, and educating themselves through College sponsored trainings.

### ***Awareness Education***

Connors State College takes acts of sexual violence and sexual harassment seriously. In an effort to educate students and comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, **all students are required to complete online training on sexual violence prevention**. A hold will be placed on your account, which will affect enrollment for the subsequent semester, until the training has been completed. Training should take around 40 minutes.

To complete the training follow these steps:

1. Go to <http://connorsstate.edu/everfi/>.
2. Log-in with your C-key account information.

Additionally, Student Conduct provides education on sexual violence to any group of students, faculty or staff upon request. Topics include but are not limited to sexual assault, sexual harassment, the conduct process for sexual misconduct, how to support a victim, bystander intervention, prevention strategies and resources available for victims.

### ***Bystander Intervention***

To prevent sexual violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual violence. As a witness to these behaviors, there are certain ways to step up to prevent a risky situation from escalating.

In order to intervene, someone has to:

#### **1. Notice the incident**

Bystanders first must notice the incident taking place. It is important to become attuned to what situations may be risky (e.g. if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation).

#### **2. Interpret the incident as emergency**

By "emergency," we mean a situation wherein there is risk of sexual or physical violence occurring in the near future.

#### **3. Assume responsibility for intervening**

It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think – it might be the case that they've been thinking the same thing.

#### **4. Have the bystander intervention skills to help**

There are a number of different techniques that someone can use to intervene in a risky situation.

### ***Sex Offender Registration:***

In accordance with applicable state and federal laws, information about registered sex offenders who may be attending or working at CSC is available to the campus community at CSC Police Department.

### ***Report of Statistics:***

Connors State College has been reporting its crime statistics to the Federal Bureau of Investigation (FBI) according to their Uniform Crime Reporting guidelines since 1971. The statistics are published annually in the publication, "Crime in the United States," from the U.S. Department of Justice. The tables located on page 17 and 18, (Campus Crime Report) comply with Title II of the Federal Campus Crime Awareness and Campus Security Act of 1990 and 1998, and subsequent revisions effective July 1, 2000.

Campus crime, arrest, and referral statistics include those reported to the CSC Police, designated campus security authorities, and local law enforcement agencies. When a campus security authority becomes aware of a crime, they are required to complete a report which does not contain any personally identifying information about the students or persons involved. The report is then submitted to CSC Police who are responsible for compiling and preparing the statistics.

### ***Campus Crime Statistics:***

When comparing crime at CSC to other institutions of similar size, you will find CSC's crime rate to be one of the lowest.

The crime and arrest statistics reported are those which occurred within the jurisdictional boundaries of campus. They do not include off campus private housing, which are within the Warner or Muskogee Police Department jurisdiction.

### ***Crimes Disclosed to Pastoral or Mental Health Counselor:***

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in their roles of pastoral or professional counselors. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled or to make reports mandated by law. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual of options to report the crime to the police.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

### ***Definitions of Criminal Offenses:***

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice, Federal Bureau of Investigation:

#### ***Aggravated Assault:***

An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

#### ***Arson:***

Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined through investigation to have been willfully or maliciously set are classified as arson.

#### ***Burglary:***

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

***Dating Violence:***

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

***Domestic Violence:***

Domestic violence is a felony or misdemeanor crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

***Drug Law Violations:***

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

***Hate Crimes:***

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

***Larceny:***

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, pocket-picking, purse snatching, thefts from motor vehicles, to include parts and accessories, bicycles, and computer thefts.

***Liquor Law Violations:***

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

***Manslaughter by Negligence:***

The killing of another person through gross negligence.

***Motor Vehicle Theft:***

The theft or attempted theft of a motor vehicle by someone other than the registered owner.

***Murder and Non-negligent Manslaughter:***

The willful (non-negligent) killing of one human being by another.

**Robbery:**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex Offenses:**

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sexual assault:**

An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- **Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

**Stalking:**

Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Weapon Law Violations:**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; alien possessing deadly weapons; and all attempts to commit any of the aforementioned. CSC policy prohibits deadly weapons on the College campus with limited exceptions. Firearms on campus must be stored at the CSC Police Department.

**Definition of Terms for Statistical Charts:**

The term **"CSC Campus"** means any building or property owned or controlled by "Connors State College," within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution related to, the institution's educational purposes, including residence halls. It also includes property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institution purposes (such as food or other retail vendor).

**"Res."** includes those buildings and parking lots designated as Residence Halls and College Apartments area.

**"Other"** is any non-Res. area on campus.

**"Non-Campus Building or Property"** includes building or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution.

**"Public Property"** is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

**Definition of Campus:**

Connors State College Police Department serves a community of approximately 3,500 faculty, staff and students. Connors

State College is located in the City of Warner and Muskogee and covers approximately 300 square acres on the main campus, including over 25 buildings plus outlying agricultural and recreational areas.

“**Campus**” is defined as “any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in the direct support of, or related to, its educational purposes.”

## Crimes Reported by Connors State College Police Department – 2016-2017<sup>1</sup>

This chart includes offenses that were reported to the CSC Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

<b>Offense Type (includes attempts)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities<sup>2</sup></b>
Murder/Non-negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0
	2016	0	0	0	0	0
Sex Offenses						
Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
Fondling	2017	0	0	0	0	0
	2016	3	0	0	3	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2016	0	0	0	0	0

<sup>1</sup> 2015-2016 statistics are reported separately because the Violence Against Women Act, which was reauthorized in March of 2013, reclassified certain crimes and added other crimes that must be included in the statistical information reported for 2016 and 2017. Statistics for 2015 are reported in a separate table on page \_\_\_\_

<sup>2</sup> Campus residential facilities are a subset of the “On Campus” category. Statistical data included in this column is also included in the “On Campus” column.

Aggravated Assault	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Burglary	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Motor Vehicle Theft	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arson	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dating Violence	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Domestic Violence	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Stalking	2017	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
	2016	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
Liquor Law Arrests	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Drug Law Arrests	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Weapons Law Arrests	2017	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Liquor Law Violations Referred for Disciplinary Action	2017	<b>94</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>94</b>
	2016	<b>61</b>	<b>0</b>	<b>0</b>	<b>61</b>	<b>60</b>
Drug Law Violations Referred for Disciplinary Action	2017	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>14</b>
	2016	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>13</b>
Weapons Law Violations Referred for Disciplinary Action	2017	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>
	2016	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

No hate crimes were reported for 2016 or 2017.



## Crimes Reported by Connors State College Police Department – 2015

This chart includes offenses that were reported to the CSC Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

<b>Offense Type (includes attempts)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities<sup>3</sup></b>
Murder/Non-negligent Manslaughter	2015	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
Sex Offenses						
Forcible	2015	0	0	0	0	0
Non-Forcible	2015	2	0	0	2	2
Robbery	2015	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
Burglary	2015	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
Arson	2015	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
Domestic Violence	2015	0	0	0	0	0
Stalking	2015	0	0	0	0	0
Liquor Law Arrests	2015	0	0	0	0	0
Drug Law Arrests	2015	0	0	0	0	0
Weapons Law Arrests	2015	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2015	30	0	0	30	30
Drug Law Violations Referred for Disciplinary Action	2015	7	0	0	7	7
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	0

<sup>3</sup> Campus residential facilities are a subset of the “On Campus” category. Statistical data included in this column is also included in the “On Campus” column.

No hate crimes were reported for 2015.



# CONNORS

## — STATE COLLEGE —

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# 2018 ANNUAL FIRE SAFETY REPORT

## **Fire**

### **Annual Fire Safety Report**

Institutions are required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Connors State College complies with this rule by including all fire-related incidents in the Annual Fire Safety Report and Fire Log maintained by Safety and Security Department.

The Annual Housing Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

The Clery Act was amended by HEOA in 2008, requiring future reports to begin including campus housing fire safety statistics as well.

### ***Steps To Follow If You See A Fire:***

- 1) Activate the nearest fire alarm.
- 2) If on campus, call CSC Police at 911.
- 3) Calmly alert people in the building, and evacuate the building by following EXIT signs.

### ***Steps To Follow If You Are Caught In A Fire:***

- 1) Remain calm.
- 2) Before opening a door, feel it with the back of your hand. If it is **hot**:
  - A) Do not open the door.
  - B) Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower

half to let in fresh air.

C) Seal crack around door with towels, linens or clothes. Soak these items in water if possible.

D) To attract attention, hang objects out the window. Shout for help.

E) Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six (6) to eight (8) inches off the floor.

3) If the door is **not hot**, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to Step 2A.

4) If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Provide directions to police and fire personnel when they arrive.

### ***Steps To Follow For Fire Prevention:***

1) Know every regular and emergency exit. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.

2) Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both inside and outside.

3) Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords.

4) If you smoke, exercise care when smoking and do not smoke in bed. CSC is a tobacco free campus.

5) Do not allow excess clutter of flammable materials.

### ***Fire Reporting:***

Per federal law, Connors State College is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Listed below are the **non-emergency** phone numbers to call to report fires that have **already** been extinguished in on-campus student housing. These phone numbers are for fires for which you are unsure whether the CSC Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

□ CSC Police – 918-463-6375

□ CSC Housing and Residential Life 918-463-6351

When calling, please provide as much information as possible about the location, date, time, and cause of the fire. It is critical to document all reports of residential fires in the annual report.

### ***Fire Safety Education and Training Programs:***

Connors State College strives to provide a safe and friendly environment for all of our campus community. To assist in this manner, several measures are taken. These include regular fire and life safety inspections in all campus facilities, various education programs targeted at specific groups (Residential Community Educators, Community Mentors, etc.) ongoing education and safety awareness, and the development of College rules and standard administrative procedures regarding fire safety.

### ***Housing and Residential Life Fire Safety Policies:***

To provide for the safety of all residents, Housing and Residential Life has developed an extensive set of guidelines and policies for all student housing. These documents are available electronically on the Housing and Residential Life web page at: <http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf>. This publication covers all policies for Residential Life facilities and includes information pertinent to fire safety.

Each residence hall has a designated Point of Assembly for residents to gather in the event of an emergency resulting in fire alarm activation. Residents are to evacuate the residence hall in the event of fire alarm activation. Information regarding Points of Assembly are outlined for staff in their training manual and located in their on call bag. Residents are informed that fire drills are conducted each semester to prepare them for an actual emergency. The Residence Life Handbook available online at <http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf> includes a section on Fire Safety and evacuation procedures, which each resident is to follow in the event of an emergency.

### ***Housing and Residential Life Prohibited Items and Equipment:***

Any prohibited or misused appliances or equipment will be confiscated by the hall staff, and individuals responsible will be subject to disciplinary action.

#### ***Appliances:***

Prohibited appliances are: open coil cooking appliances, electric griddles, and George Foreman Grills (except in Bost, Davis, Kamm, Peterson-Friend, Morsani-Smith, Sitlington, and Young Halls). Also prohibited are portable heaters, air conditioners, large amplifiers (public address system, oversize stereo, and musical instrument), wireless routers, and halogen lamps. Students may have one microwave oven in any residence hall room. Microwaves must be rated 900 watts or less at the highest setting. Cooking appliances may only be operated in kitchen areas.

Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that overloading an electric circuit with too many appliances can cause problems. Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. Housing and Residential Life regulates the use of these appliances to ensure the safety and security of the community.

#### ***Open Flames/Candles/Incense:***

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, are prohibited in all College owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless. The number one cause of residence hall and apartment fires is open flames.

#### ***Fireworks and Explosives:***

Under state and federal law, fireworks and explosives are prohibited in Housing and Residential Life buildings and on College grounds.

#### ***Refrigerators:***

Refrigerators are permitted with a limit of 3 amps and 5 cubic feet per room. The College is not responsible for loss of items due to power outages.

#### ***Decorations:***

For the safety of the community, no live cut Christmas trees or greenery are permitted, lighting/wiring may not stretch across doorways or across common areas, and decorative lighting must be turned off when unattended. Decorations may not cover more than 1/3 (33%) of door and surface area, be three dimensional, nor obstruct the peep hole or the room number. Decorations deemed unsafe by Housing and Residential Life may be removed.

#### ***Windows/Air Vent Blockage:***

No items should be hung outside the windows, placed on the ledges, or on balcony or patio railings in any Housing and Residential Life facilities.

#### ***Emergency/Safety Equipment:***

Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from College housing. This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, or locked exterior doors.

#### ***Smoking/Tobacco Use:***

Oklahoma State University is a tobacco free environment therefore all residence halls and apartments are smoke-free. No smoking or tobacco use is permitted on College property.

#### ***Motor Vehicles:***

Motor vehicles, including recreational vehicles, are prohibited in Housing and Residential Life buildings and on College grounds. These items must be kept in the parking lots.

### ***Hoverboards and Drones:***

Hoverboards (also known as self-balancing scooters) and drones, including possession and use, are prohibited in all campus housing. This applies to all residence halls and campus apartments.

### ***Health & Safety Inspections:***

Each semester Housing and Residential Life staff will inspect rooms for safety concerns. When performing Health and Safety checks, staff will:

- Post notification for the community at least twenty-four (24) hours prior to the inspection, when possible.
- Knock and announce themselves before entering.
- Enter rooms in pairs.
- Inspect only items that are in plain view (no closets, drawers, or refrigerators will be opened).
- Look for – Unsafe cord placement (over doors, across door jams), unclean environment (rotting food, mold, offensive odor), doorway obstruction, electrical outlet overloading, maintenance concerns, pests, and paper covering more than 1/3 of door/walls.
- Document any policy violations.

### ***Fire Safety***

#### ***Fire Drills:***

For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the CSC Housing Department during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. Participation in fire evacuations is required by state law.

#### ***Fire Alarm Instructions:***

To ensure the safety of all persons within the residence hall or apartment, occupants should be familiar with proper procedures in responding to fire alarms. These procedures include:

- In inclement weather, wear a coat and shoes and carry a towel.
- Close windows and leave lights on in room. Take room key.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Do not use an elevator.

Physical assistance for evacuation: - Call the CSC Police at 918-463-6375 or 911

- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Hang a towel out of the window, indicating to a person below that a person is in that room.
- Await assistance in the room or area of refuge.

### ***Smoke Detector & Sprinkler System:***

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly by Facilities Management.

Sprinkler systems have been installed for added safety in all residence facilities. To make the sprinkler system as effective as possible:

- Sprinklers must never be painted;
- Nothing may be hung from the sprinkler piping or sprinkler heads;
- Sprinkler heads may never be obstructed or altered;
- Nothing may be stored within 18 inches from the sprinkler head;
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas;
- Report any damages to the sprinkler system to the Police Department immediately.

By a mandate of the State Fire Marshal, an action plan has been adopted by CSC and Housing and Residential Life. Regulations are in effect regarding tampering with any fire safety equipment. This includes, but is not limited to smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. The first offense of tampering will result in the student(s) being assessed a fine of \$500 (if the room is double occupancy, then each student will be assessed \$250). The student(s) will also be placed on Housing and Residential Life Probation, and receive an educational sanction. On the second offense, a \$500 fine will be assessed (\$500 to each resident if double occupancy); the student(s) will be removed from College housing, and the contract(s) must be paid in full; an incident report will be forwarded to CSC Police Department

and Safety and Security for a code violation citation with a potential fine of \$5,000 and one year imprisonment; and student(s) will be referred to the Student Conduct Education and Administration.

If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, please call the Residential Life Facilities Management Office at 918-463-6351, and they will send someone to replace the battery. Please do not replace the battery yourself.

The following chart lists the on-campus residential facilities and shows Fire Safety Systems within each of those facilities. The additional charts provide information about fires that have occurred in a residential facility and whether there were any injuries, deaths, or damage attributed to the fire.

Statistics and Related Information Regarding Fires in Residential Facilities						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment in a Medical Facility	Number of Deaths Related to a Fire	Value of Property Caused by Fire Damages (in Dollars)
Millers Crossing	0	0	0	0	0	0
McClarren	0	0	0	0	0	0





*Spring '19*

# CONNORS STATE BASEBALL

## HEAD COACH

Perry Keith  
(1613 - 456) 33 years

## ASST. COACH

Bobby Foreman

## ASST. COACH

Korey Keith

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Opponent</u>		<u>Location</u>
<b><u>February</u></b>					
12th	Tue	1:00	University of the Ozarks	DH	Warner, OK
13th	Wed	1:00	Arkansas Tech	DH	Russellville, AR
16th	Sat	1:00	Otero College	DH	Warner, OK
17th	Sun	12:00	Otero College	DH	Warner, OK
19th	Tue	1:00	Southern Nazarene	DH	Bethany, OK
21st	Thu	1:00	Carl Albert College		Poteau, OK
23rd	Sat	1:00	TCS Post Grad	DH	Warner, OK
25th	Mon	12:00	Oklahoma Wesleyan	DH	Bartlesville, OK
28th	Thu	6:00	Rose State		Midwest City, OK

## **March**

2nd	Sat	1:00	Rose State	DH	Warner, OK
5th	Tue	2:00	Crowder College		Neosho, MO
7th	Thu	6:00	Eastern State		Warner, OK
9th	Sat	1:00	Eastern State	DH	Wilburton, OK
11th	Mon	1:00	University of the Ozarks		Clarksville, AR
14th	Thu	6:00	NEO		Warner, OK
16th	Sat	1:00	NEO	DH	Miami, OK
18th	Mon	1:00	Oklahoma Christian	DH	Edmond, OK
19th	Tue	6:00	Crowder College		Warner, OK
21st	Thu	1:00	Arkansas Baptist		Little Rock, AR
23rd	Sat	1:00	Arkansas Baptist	DH	Warner, OK
25th	Mon	4:00	Arkansas Tech		Warner, OK
28th	Thu	6:00	Seminole State College		Warner, OK
30th	Sat	1:00	Seminole State College	DH	Seminole, OK

## **April**

2nd	Tue	1:00	Oklahoma Christian		Warner, OK
4th	Thu	6:00	Rose State		Warner, OK
6th	Sat	1:00	Rose State	DH	Midwest City, OK
9th	Tue	6:00	Southern Nazarene		Warner, OK
11th	Thu	6:00	Eastern State		Wilburton, OK
13th	Sat	1:00	Eastern State	DH	Warner, OK
15th	Mon	4:00	TCS Post Grad		Warner, OK
18th	Thu	1:00	NEO		Miami, OK
20th	Sat	1:00	NEO	DH	Warner, OK
22nd	Mon	6:00	Oklahoma Wesleyan		Warner, OK
23rd	Tue	6:00	Carl Albert College		Warner, OK
25th	Thu	1:00	Arkansas Baptist		Little Rock, AR
27th	Sat	1:00	Arkansas Baptist	DH	Warner, OK

## **May**

2nd	Thu	1:00	Seminole State College		Seminole, OK
4th	Sat	1:00	Seminole State College	DH	Warner, OK

9th-12th

TBA REGION II PLAYOFFS

Woodward, OK



## **Livestock Judging Schedule Spring 2019**

***01/17            National Western Stock Show, Denver, CO (Sophomores only)***

### **DATES TO BE ANNOUNCED**

***Late January   Fort Worth Contest, Ft. Worth, Texas (Sophomores only)***

***February        Dixie National Contest, Jackson, Mississippi (Freshmen & Sophomores)***

***Late February   San Antonio Livestock Show and Rodeo (Sophomores only)***

***March            Houston Livestock Show and Rodeo (Sophomores only)***



## **Spring 2019 Show Team Schedule**

- **Fort Worth Livestock Show & Rodeo, Ft. Worth, TX**      **January 18-22**
- **Dixie National Livestock Show, Jackson, MS**      **February**
- **Houston Livestock Show & Rodeo, Houston, TX**      **February 28-March 3**



## 2019 Spring Schedule

### February

13 <sup>th</sup>	Cowley College	Home	2:00 DH
18 <sup>th</sup>	Grayson	Away	2:00 DH
21 <sup>st</sup>	Coffeyville	Away	2:00 DH

### March

2 <sup>nd</sup>	Cowley College	Away	2:00 DH
4 <sup>th</sup>	Independence	Away	2:00 DH
8 <sup>th</sup> -9 <sup>th</sup>	Crowder Bash	Neosho, MO	TBA
12 <sup>th</sup>	<b>Eastern</b>	Away	2:00 DH
14 <sup>th</sup>	<b>Rose State</b>	Home	2:00 DH
23 <sup>rd</sup>	Independence	Away	2:00 DH
26 <sup>th</sup>	<b>Northern Enid</b>	Away	2:00 DH
28 <sup>th</sup>	<b>NEO</b>	Away	2:00 DH
30 <sup>th</sup>	<b>Western</b>	Home	2:00 DH

### April

2 <sup>nd</sup>	<b>Northern Tonk</b>	Away	2:00 DH
4 <sup>th</sup>	<b>Carl Albert</b>	Home	2:00 DH
6 <sup>th</sup>	<b>Seminole</b>	Away	2:00 DH
9 <sup>th</sup>	<b>Murray State</b>	Home	2:00 DH
11 <sup>th</sup>	<b>Eastern</b>	Home	2:00 DH
13 <sup>th</sup>	<b>Rose State</b>	Away	2:00 DH
16 <sup>th</sup>	<b>Northern Enid</b>	Home	2:00 DH
18 <sup>th</sup>	<b>NEO</b>	Home	2:00 DH
23 <sup>rd</sup>	<b>Western</b>	Away	2:00 DH
25 <sup>th</sup>	<b>Northern Tonk</b>	Home	2:00 DH
27 <sup>th</sup>	<b>Carl Albert</b>	Away	2:00 DH
30 <sup>th</sup>	<b>Seminole</b>	Home	2:00 DH

### May

2 <sup>nd</sup>	<b>Murray State</b>	Away	2:00 DH
9 <sup>th</sup> -12 <sup>th</sup>	<b>Region Tourn.</b>	Seminole	TBA
22 <sup>nd</sup> -25 <sup>th</sup>	<b>Nationals</b>	St. George	Utah

**Bold**

**Conference**

OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

President Burns Hargis and members of the Oklahoma State University (OSU) administration appeared before the Board of Regents to present the business of OSU and review the Agenda for members of the Board. (The OSU Agenda is on file in the Board of Regents' Office as Document No. 1-12-7-18.)

President Hargis thanked Regent Reese for his service to the Board. He said Regent Reese has been a tremendous advocate for OSU and has helped the University in many ways, and OSU is a lot better off than it would have been without him. President Hargis presented Regent Reese with a framed picture of the OSU Spirit Rider to commemorate his service to OSU and the A&M Board.

President Hargis said it is great to be on the OSU-Tulsa campus and thanked President Barnett for hosting the dinner last evening.

Provost and Senior Vice President Gary Sandefur presented the following items pertaining to Policy and Operational Procedures and Academic Affairs:

D-1 Approval of Personnel Actions

Provost 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 two changes in title, rate, or appointment; and one sabbatical request. For information, one retirement and two separations are included. These recommendations are listed under Section D-1 of the OSU Agenda.

Regent Reese moved and Regent Callahan seconded to approve Section D, Item 1 as presented in the OSU Agenda.

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

E-1 Approval of Proposed New Degrees and Program Modifications

Provost Sandefur said he is pleased to present program modifications and new degree requests for OSU Stillwater, OSU-CHS, and OSU-OKC. He noted that these requests are summarized in Section E-1 of the OSU Agenda. Provost Sandefur said if approved, these requests will be sent to the Oklahoma State Regents for Higher Education for their consideration and approval.

Regent Anthony said he noticed there is a lot of variation of hours between the certificates listed. He asked if a lot of latitude is allowed for choosing the number of hours for each program. Provost Sandefur affirmed this, and said the certificates in question are at the OSU-OKC campus. He asked Dr. Joey Fronheiser, Vice President of Academic Affairs at OSU-OKC, to speak on this matter.

Dr. Fronheiser said the certificates have a lot of variation in hours, but shorter is usually better. The standard minimum for certificates in order for them to be financial aid eligible is 18 hours.

The OSU-OKC administration worked with industry partners to discuss their needs and worked to develop certifications to meet those needs. Regent Anthony asked if the certificate hours were reduced in most cases. Dr. Fronheiser affirmed that they were.

Regent Callahan moved and Regent Milner seconded to approve Section E, Item 1 as presented in the OSU Agenda.

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

Senior Vice President Joe Weaver presented the following items pertaining to Administration and Finance:

G-1 Approval of Peace Officer Action (OSUIT)

Commission:

OSUIT

Phillip Isham

Commission No.

761

G-2 Approval of Financing Team for 2019 General Revenue Bonds

G-3 Approval to Name the New Baseball Stadium

Mr. Weaver said approval is requested to name the new baseball stadium the O'Brate Stadium.

Regent Reese moved and Regent Milner seconded to approve Section G, Items 1-3 as presented in the OSU Agenda.

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

I-1 Approval to Begin the Selection Process for an Architect to Assist the University with the Design and Construction of Renovations to Engineering South

I-2 Approval to Begin the Selection Process for a Construction Management Firm to Assist the University with the Design and Construction of Renovations to Engineering South

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

Regent Davis said the Committee met with the OSU administration regarding approval of these items and acted to recommend Board approval of the administration's recommendation.

Regent Davis moved and Regent Milner seconded to approve Section I, Items 1 and 2 as presented in the OSU Agenda.

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

I-3 Approval to Select an Architect to Assist the University with the Design and Construction of a Dairy Robotic Milking Parlor and Visitors Center for the Division of Agricultural Sciences and Natural Resources

Regent Davis said the Fiscal Affairs and Plant Facilities Committee met with the OSU administration regarding approval of this item and acted to recommend Board approval of the administration's recommendation.

Regent Davis moved and Regent Reese seconded to select GH2 Architects, LLC, as the architectural firm to assist the University with the design and construction of a Dairy Robotic Milking Parlor and Visitors Center as presented in Section I, Item 3 in the OSU Agenda.

Regent Davis expressed appreciation to Larry and Kayleen Ferguson for their continued support of the dairy program and of OSU as a whole. Their leadership is very much appreciated.

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

J-1-3 Approval of Purchase Requests

Regent Burns said purchase request 3, listed under Section J-2 lists the purchase of aircraft. He is supportive of that purchase, but he is aware of how challenging it is for OSU to obtain the necessary number of flight instructors to train the number of students enrolled. He said he is concerned and would like to encourage the administration to address that issue. The Professional Pilot degree at OSU is second only to engineering in terms of salary potential. The expectation is that the pilot industry will only continue to grow, yet presently the need for pilots is one which cannot be fulfilled. Mr. Weaver affirmed this and said the purchase request in question is largely to replace aging aircraft. Regent Burns said the pilot shortage needs to be solved somehow.

Regent Burns moved and Regent Davis seconded to approve the purchase requests listed in Sections J-1-3, Items 1-6 as presented in the OSU Agenda.

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



Mr. Weaver noted that Section M in the Agenda lists several naming agreements. Regent Link asked how those who are having facilities named after them are notified. Mr. Weaver said agreements are signed by each of those donors prior to their announcements and presentation to the Board.

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

PUBLIC COMMENTS

Chairman Anthony said 15 minutes are provided for members of the public who would like to address the Board. He asked if there were any members of the public who wished to address the Board at this time. There being none, the Board continued with its business.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE  
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES  
OF INTEREST TO ALL THE UNIVERSITIES/COLLEGES

COMMITTEE REPORTS

Academic Affairs, Policy and Personnel Committee

*None*

Audit, Risk Management and Compliance Review Committee

Regent Callahan said the Committee met yesterday afternoon and received comments by representatives of Arledge & Associates, P.C., and BKD, LLP, as well as a compliance update regarding OSU-CHS, and a report by the Chief Audit Executive concerning the Office of Internal Audit and status of the FY-2019 Audit Plan.

The Committee met with the representatives of Arledge & Associates to review the FY-2018 audits for Northeastern Oklahoma A&M College, Langston University, Oklahoma Panhandle State University, and Connors State College. The Committee acted to recommend acceptance of these audit reports.

Regent Callahan moved and Regent Link seconded to accept the FY-2018 audit reports for Northeastern Oklahoma A&M College, Langston University, Oklahoma Panhandle State University, and Connors State College, as presented.

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

Regent Callahan said the Committee also met with the representatives of BKD to review the FY-2018 audits for Oklahoma State University and its constituent budget agencies, and receive information regarding applicable institutional-related foundation audits. The Committee acted to recommend acceptance of these audit reports.

Regent Callahan moved and Regent Link seconded to accept the FY-2018 audit reports for Oklahoma State University and its constituent budget agencies and the receipt of information regarding applicable institutional-related foundation audits, as presented.

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

Fiscal Affairs and Plant Facilities Committee

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

Planning and Budgets Committee*None*1. General Information/Reports Requiring No Action by the Board*None*2. Resolutions*None*3. Policy and Operational Procedures*None*4. Personnel Actions

Mr. Ramsey said there are several recommendations for the Office of Internal Audit, as well as a change in the Office of Legal Counsel in Tulsa. (The Personnel Actions are attached to this portion of the minutes as ATTACHMENT A and considered a part of these minutes.)

Regent Callahan moved and Regent Link seconded to approve the Personnel Actions as presented.

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

5. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)*None*6. Other Business Matters Requiring Action of the Board*None*7. Reports/Comments/Recommendations by Chief Executive Officer*None*8. Reports/Comments/Recommendations by General Counsel*None*9. Reports/Comments/Recommendations by Chief Audit Executive*None*10. New Business Unforeseen at the Time Agenda was Posted

11. Other Informational Matters Not Requiring Action of the Board

*None*

Adjournment

At approximately 11:13 a.m., the meeting was adjourned by Chairman Anthony.

December 7, 2018, Board Meeting

## **PERSONNEL ACTIONS**

### **BOARD OF REGENTS (OFFICE OF INTERNAL AUDIT)**

#### **ADJUSTMENT IN COMPENSATION**

- **CHIARELLO, Shannon**, Senior Auditor (effective January 1, 2019) at an annual salary of \$69,700
- **CLOUD, Terry**, Audit Manager – Tulsa Office (effective January 1, 2019) at an annual salary of \$85,383
- **DIAZ, Joe**, Assistant Chief Audit Executive (effective January 1, 2019) at an annual salary of \$137,248
- **HANNABASS, Megan**, Senior Audit Manager (effective January 1, 2019) at an annual salary of \$94,300
- **NORWOOD, Philip**, Senior Auditor (effective January 1, 2019) at an annual salary of \$69,700
- **PUKSTAS, Mindi**, Audit Manager (effective January 1, 2019) at an annual salary of \$76,875

### **BOARD OF REGENTS (OFFICE OF LEGAL COUNSEL)**

#### **TITLE AND COMPENSATION CHANGE**

- **HILL, Andrew**, Assistant General Counsel [OSU-CHS office] (effective January 1, 2019) at an annual salary of \$105,000.

MEETING OF THE A & M BOARD OF REGENTS

**December 7, 2018**

Executive Board Room  
Administration Building  
Oklahoma State University - Tulsa  
700 North Greenwood Avenue  
Tulsa, Oklahoma

**ORDER OF BUSINESS**

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

Secretary of State meeting notice was filed on September 12, 2017.

Approval of Order of Business

Approval of Minutes of Regular Board Meeting of October 26, 2018

**DATES OF NEXT REGULAR MEETINGS**

For **Information** Purposes Only:

January 25, 2019 -- Stillwater, Oklahoma – Council Room, 412 Student Union,  
Oklahoma State University

For **Consideration** of Approval:

March 1, 2019 -- Miami, Oklahoma – Calcagno Family Ballroom, Student Union,  
Northeastern Oklahoma A&M College

**BUSINESS WITH COLLEGES AND UNIVERSITIES**

- |  |                              |
|--|------------------------------|
| 1. Oklahoma Panhandle State University | 4. Connors State College     |
| 2. Northeastern Oklahoma A&M College   | 5. Oklahoma State University |
| 3. Langston University                 |                              |

**PUBLIC COMMENTS**

**COMMITTEE REPORTS**

Academic Affairs, Policy and Personnel Committee  
Audit, Risk Management and Compliance Review Committee  
Fiscal Affairs and Plant Facilities Committee  
Planning and Budgets Committee

**OTHER BUSINESS OF THE BOARD OF REGENTS**

**Reports or recommendations by the Chief Executive Officer**

- a. General Business
- b. General Counsel
- c. Chief Audit Executive



## **AGENDA**

### **REGULAR MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES**

**December 7, 2018 – 10:00 a.m.**

Executive Board Room  
Administration Building  
OSU-Tulsa  
700 N. Greenwood Avenue  
Tulsa, Oklahoma

*Notice of this meeting was filed with the Secretary of State on September 12, 2017. At the time this agenda is posted, detailed institutional agendas are available in the Office of the Board of Regents for review.*

#### **BOARD OF REGENTS' BUSINESS**

1. Approval of Order of Business
2. Approval of minutes of Regular Board Meeting held October 26, 2018
3. Announcement of meeting on January 25, 2019, in the Council Room, 412 Student Union, Oklahoma State University, Stillwater, Oklahoma
4. Approval of meeting on March 1, 2019, in the Calcagno Family Ballroom, Student Union, Northeastern Oklahoma A&M College, Miami, Oklahoma
5. Recognition of Regent Jim Reese

#### **OKLAHOMA PANHANDLE STATE UNIVERSITY**

##### **A – General Information/Reports Requiring No Action by the Board**

1. Remarks by President Tim Faltyn
2. Panhandle Magazine

##### **B – Resolutions**

1. Adoption of Memorial Resolution for Mrs. Mary Anne Mayer
2. Adoption of Resolution of Appreciation for Guymon Schools Board of Education  
President Mike and Wife Lucinda Ray

##### **C – Policy and Operational Procedures**

*None*

##### **D – Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.**

*None*

##### **E – Instructional Programs**

*None*

**OKLAHOMA PANHANDLE STATE UNIVERSITY** *(continued)*

F – Budgetary Actions: adoption of a new budget or revision of a budget, etc.

*None*

G – Other Business and Financial Matters

1. Approval to name the planned Shooting Sports Facility's Conservation Building the "Groendyke Wildlife Conservation Building"
2. Approval to enter into a Gift-In-Kind Agreement with Panhandle State Foundation for the receipt of the new Shooting Sports Conservation Building
3. Approval to submit to the Oklahoma State Regents for Higher Education the appropriate documentation to finance a potential Student Union renovation

H – Contractual Agreements (other than construction and renovation)

1. Approval to enter into a Memorandum of Agreement with the Division of Agricultural Sciences and Natural Resources at Oklahoma State University

I – New Construction or Renovation of Facilities

*None*

J – Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

*None*

K – Student Services/Activities

*None*

L – New Business Unforeseen at Time Agenda was Posted

M – Other Informational Matters Not Requiring Action of the Board

1. 2019-2020 Academic Calendar
2. Out-of-state travel summary

**NORTHEASTERN OKLAHOMA A&M COLLEGE**

A – General Information/Reports Requiring No Action by the Board

1. Remarks by President Hale, NEO Update, and Social Media Report
2. Three-year graduation rate
3. First year retention rates
4. Degrees conferred at NEO

B – Resolutions

*None*

C – Policy and Operational Procedures

1. Approval to update and amend NEO's Drug-Free Campus Policy

D – Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

*None*

**NORTHEASTERN OKLAHOMA A&M COLLEGE** *(continued)*

E – Instructional Programs

1. Approval to offer three existing academic degree programs in an online format
2. Approval of proposed program additions, deletions, and modifications

F – Budgetary Actions: adoption of a new budget or revision of a budget, etc.

*None*

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 – Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

*None*

K – Student Services/Activities

*None*

L – New Business Unforeseen at Time Agenda was Posted

M – Other Informational Matters Not Requiring Action of the Board

1. Out-of-state travel summary
2. 2019-2020 Academic Calendar

**LANGSTON UNIVERSITY**

A – General Information/Reports Requiring No Action by the Board

1. Remarks by President Kent Smith

B – Resolutions

1. Adoption of Memorial Resolution for Mr. James Wallace

C – Policy and Operational Procedures

*None*

D – Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents. *(Item listed under D-1 in the LU agenda.)*

E – Instructional Programs

1. Approval for the School of Education and Behavioral Sciences to modify its Bachelor of Arts in Liberal Education programs
2. Approval for the School of Arts and Sciences to modify its Associate of Arts in General Studies program
3. Approval for the Division of Academic Affairs to modify the general education program

**LANGSTON UNIVERSITY** (continued)

E – Instructional Programs (continued)

4. Approval of the School of Arts and Sciences’ Organizational Leadership Program Review

F – Budgetary Actions: adoption of a new budget or revision of a budget, etc.

*None*

G – Other Business and Financial Matters

1. Approval to commission Michael Coomer as a Campus Police Officer
2. Approval to commission David Wallis as a Campus Police Officer
3. Approval for the School of Agriculture and Applied Sciences to accept an Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers Program grant

H – Contractual Agreements (other than construction and renovation)

1. Ratification of interim approval to engage with Crawford & Associates in a consulting agreement

I – New Construction or Renovation of Facilities

1. Approval to begin the selection process for an architectural firm to assist the University with the design and construction of a horticulture facility
2. Approval to begin the selection process for a construction management firm at risk to assist the University with the design and construction of a horticulture facility
3. Approval to begin the selection process for an architectural firm to assist the University with the design and construction of a childcare facility
4. Approval to begin the selection process for a construction management firm at risk to assist the University with the design and construction of a childcare facility

J – Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

1. Approval for the School of Physical Therapy to purchase two Anatomage tables

K – Student Services/Activities

*None*

L – New Business Unforeseen at Time Agenda was Posted

M – Other Informational Matters Not Requiring Action of the Board

*None*

**CONNORS STATE COLLEGE**

A – General Information/Reports Requiring No Action by the Board

1. Remarks by President Ron Ramming
  - Connection Magazine

B – Resolutions

*None*

C – Policy and Operational Procedures

*None*

**CONNORS STATE COLLEGE** (continued)

D – Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

*None*

E – Instructional Programs

1. Approval for off-campus delivery of courses for the Spring 2019 semester
2. Approval of new courses
3. Approval for modifications to the agriculture curriculum

F – Budgetary Actions: adoption of a new budget or revision of a budget, etc.

*None*

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 – Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

*None*

K – Student Services/Activities

*None*

L – New Business Unforeseen at Time Agenda was Posted

M – Other Informational Matters Not Requiring Action of the Board

1. Out-of-state travel summary for October 2018
2. 2019-2020 Academic Calendar
3. 2018 CSC Annual Security and Fire Safety Report
4. 2019 Spring Athletic Schedules

**OKLAHOMA STATE UNIVERSITY**

A – General Information/Reports Requiring No Action by the Board

1. Comments by President V. Burns Hargis

B – Resolutions

*None*

C – Policy and Operational Procedures

*None*

**OKLAHOMA STATE UNIVERSITY** *(continued)*

D – Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents. *(Items listed under D-1 in the OSU agenda.)*

E – Instructional Programs

1. Approval of proposed new degrees and program modifications

F – Budgetary Actions: adoption of a new budget or revision of a budget, etc.

*None*

G – Other Business and Financial Matters

1. Approval of peace officer action (OSUIT)
2. Approval of financing team for 2019 general revenue bonds
3. Approval to name the new baseball stadium

H – Contractual Agreements (other than construction and renovation)

*None*

I – New Construction or Renovation of Facilities

1. Approval to begin the selection process for an architect to assist the University with the design and construction of renovations to Engineering South
2. Approval to begin the selection process for a construction management firm to assist the University with the design and construction of renovations to Engineering South
3. Approval to select an architect to assist the University with the design and construction of a dairy robotic milking parlor and visitors center for the Division of Agricultural Sciences and Natural Resources

J – Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

1. Approval of purchase request items *(Items listed under J-1 through J-3 of the OSU agenda)*

K – Student Services/Activities

*None*

L – New Business Unforeseen at Time Agenda was Posted

M – Other Informational Matters Not Requiring Action of the Board

1. Naming agreements for interior spaces

**PUBLIC COMMENTS**

Fifteen minutes will be provided to receive comments if there are representatives of the general public interested in addressing the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

**COMMITTEE REPORTS**

Consider other possible actions based upon reports or recommendations by various Committees of the Board of Regents.

**Academic Affairs, Policy and Personnel Committee**

*None*

**Audit, Risk Management and Compliance Review Committee**

1. Consideration of information and a possible recommendation regarding FY-2018 audits for Northeastern Oklahoma A&M College, Langston University, Oklahoma Panhandle State University, and Connors State College.
2. Consideration of information and a possible recommendation regarding FY-2018 audits for Oklahoma State University and its constituent budget agencies, and receive information regarding applicable institutional-related foundation audits.
3. Report concerning OSU-CHS Compliance Update
4. Report concerning Office of Internal Audit and a status of the Audit Plan for FY-2019

**Fiscal Affairs and Plant Facilities Committee**

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

**Planning and Budgets Committee**

*None*

**OTHER BOARD OF REGENTS' BUSINESS**

1. General Information/Reports Requiring No Action by the Board

*None*

2. Resolutions

*None*

3. Policy and Operational Procedures

*None*

4. Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

5. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)

*None*

6. Other Business Matters Requiring Action of the Board

*None*

7. Reports/comments/recommendations by Chief Executive Officer

8. Reports/comments/recommendations by General Counsel

**OTHER BOARD OF REGENTS' BUSINESS** *(continued)*

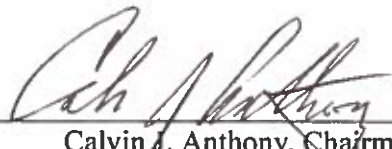
9. Reports/comments/recommendations by Chief Audit Executive
10. New Business Unforeseen at Time Agenda was Posted
11. Other Informational Matters Not Requiring Action of the Board

*None*



December 7, 2018

BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES

By:   
Calvin J. Anthony, Chairman

ATTEST:

  
Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents for the Oklahoma  
Agricultural and Mechanical Colleges on January 25, 2019.

  
Kyla Eldridge  
Executive Administrative Associate