

**MEMORANDUM OF UNDERSTANDING
AND
ARTICULATION AGREEMENTS**

FOR THE

**UNIVERSITY CENTER AT RSC
AND
ACADEMIC PROGRAMS**

BETWEEN

**UNIVERSITY OF CENTRAL OKLAHOMA
100 N. University
Edmond, OK**

AND

**ROSE STATE COLLEGE
6420 S. E. 15th Street
Midwest City, OK 73110**

June 20, 2005

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
ROSE STATE COLLEGE
AND
THE UNIVERSITY OF CENTRAL OKLAHOMA
FOR
THE UNIVERSITY CENTER AT RSC
FY 2006**

Introduction

This agreement formally recognizes Rose State College (RSC) and the University of Central Oklahoma (UCO) as partners in providing educational opportunities for citizens in the Rose State College service area. Agreement to this partnership requires a commitment by both institutions to facilitate a student's ability to obtain college credit leading to an Associate's Degree and, subsequently, lead to a baccalaureate degree to be delivered on the campus of Rose State College at the University Center at RSC.

Purpose and Course of Action

Recognizing individuals encounter various challenges to completion of associate and baccalaureate degree programs, RSC and UCO have established a means by which students may matriculate to/through higher education to a baccalaureate degree. Opportunities will be made available for specified degree programs in accordance with Oklahoma State Regents for Higher Education policy and within the Higher Learning Commission of the North Central Association (HLC/NCA) accreditation standards. Particularly for place-bound students, courses will be scheduled in a sequence that students who have completed the articulated associate degree program will be able to complete a bachelor's degree program. Courses will be offered by UCO at the University Center at RSC on the Rose State College campus.

Areas to be addressed in this Memorandum of Understanding:

- Term/Review/Modification
- Advisement/Admissions/Enrollment Procedures
- Financial Aid
- Faculty/Staffing
- Facilities and equipment
- Class Scheduling
- Articulated degree programs

Term/Review/Modification

Coursework will begin Fall 2005. The Memorandum of Understanding will be reviewed for modifications at least annually. The degree programs cited in this MOU may be discontinued at RSC as need arises upon written notification to the other party at least 180 days prior to the termination date in order to appropriately inform the public and current students.

Advisement/Admission/Enrollment Procedures

At the University Center at RSC, students will have access to similar student services that are delivered to native students at each home institution. These services include, but are not limited to, advisement, admissions, enrollment, and financial aid. Since UCO is a remote location, advisement/admission/enrollment staffing will be available at the University Center at RSC from a staffed UCO advisement center. Since RSC

advisement/enrollment currently occurs on campus, it will not be necessary to duplicate those services. The RSC advisement/enrollment staffing will act as a referral agent to the UCO programs.

Each institution will observe its own admission requirements as prescribed by its institution and approved through the respective Board of Regents within compliance with the Oklahoma State Regents for Higher Education. Each institution will also observe its own enrollment procedures.

Financial Aid

Students will apply and obtain financial aid from his/her "home" institution. When students are enrolled at RSC, financial aid will be processed through the Financial Aid Office of RSC. When students matriculate to UCO, students will apply for financial aid through the Financial Aid Office of UCO. When students are enrolled at both institutions, it is the student's responsibility to declare a "home" institution.

Faculty/Staffing

Each institution will designate a contact to facilitate communication between the two institutions. Responsibilities of these designees will include, but not be limited to, the coordination of scheduling, deadlines, information, and program evaluation. Respective faculty are responsible for course content and requirements based on the appropriate institutional curriculum approval process at their respective institution.

Each institution will employ, provide, and evaluate appropriately qualified faculty in accordance with OSRHE policy and HLC/NCA accreditation standards. The institution which offers the class will staff the class.

Facilities/Equipment

The University Center at RSC will be located on the RSC campus and be maintained in the same manner as all campus buildings, equipment, and facilities by RSC.

Articulated Degree Plans

This Memorandum of Understanding includes the following academic program(s). Other articulated programs may be added to this Memorandum of Understanding by an addendum through a Letter of Understanding signed by both institutions.

RSC Associate in Science in Business/UCO Bachelor's of Business Administration in General Business

Class Scheduling

UCO will develop and provide a student-centered schedule, which will allow a student to complete the baccalaureate degree to be delivered at the University Center at RSC. In order for the UCO schedule to be published in the RSC Semester Class Schedule, this schedule will meet the publishing deadlines of the RSC schedule publication. RSC will coordinate room assignments with the UCO designee to best utilize facilities and equipment at the University Center at RSC and on the main campus. Alternative formats may be used to maximize the enrollment in the courses.

RSC will provide standard services as follows:

1. All student services available to native RSC students;
2. Act as a referral agent to the specified degrees of this MOU;

3. Provide and maintain standard classroom facilities, instructional equipment and furnishings located on the RSC campus;
4. Provide all vending and foods services, exclusively, as needed at the Center.
5. Provide approved, articulated associate degree program to potential UCO students; and,
6. Provide transcript evaluation services for the articulated program on the associate degree level.

UCO will provide standard services as follows:

- a. Provide on-site degree, admission, and enrollment services in a staffed, UCO advisement center;
- b. Provide instructional material, if needed; and,
- b. Provide course scheduling and instruction, which will allow students to complete the baccalaureate degree program from UCO.

All parties agree to:

- a. Cancel any on-site or electronic classes due to emergencies; and,
- b. Reschedule cancelled sessions at a mutually agreed upon time.

Educational Program Expense

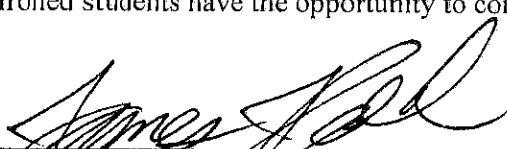
- a. Students will be charged tuition and fees by the institution delivering the course.

Rose State College and UCO agree to develop a working plan, which may include:

- a. Admission and assessment of students;
- b. Transcribing/transfer of credits;
- c. Determination of method of distributing academic advisement information; and,
- d. Distribution of information on the Internet, including the ability to electronically link both organizations through websites.

Rose State College and UCO are separate and independent entities and intend to remain so. The administrators at Rose State College and UCO are authorized to prepare and implement plans of action and procedures necessary to effect this agreement.

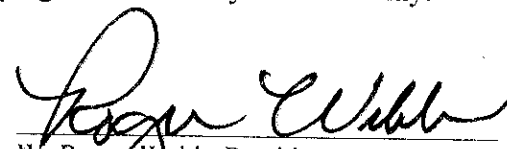
Rose State College and UCO are committed toward the success of the student in pursuing a degree program and the partnership. In the event of termination of the partnership, both parties will work toward ensuring that currently enrolled students have the opportunity to complete their degree programs effectively and efficiently.



James J. Cook, President
Rose State College



Date



W. Roger Webb, President
University of Central Oklahoma



Date

OFF- CAMPUS DEGREE PROGRAM AGREEMENT

between

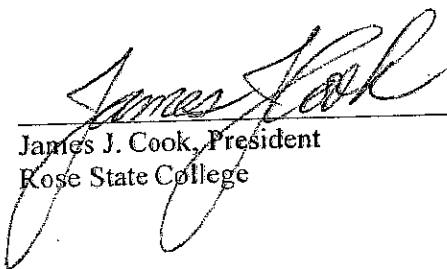
ROSE STATE COLLEGE

and

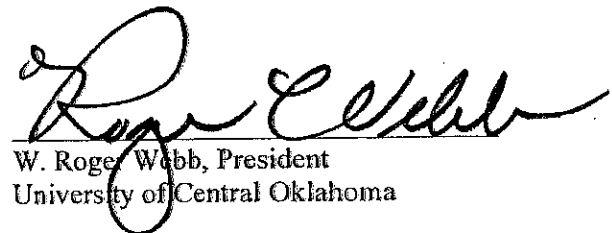
**THE UNIVERSITY OF CENTRAL OKLAHOMA
(FY 2006)**

The definition of "higher education" as used in Article XIII-A of the Constitution of Oklahoma and the vitalizing statutes as expressed in the works "shall ... include bona fide postsecondary adult and continuing education, extension, and public service education. . . as may be authorized by the State Regents as a part of the functions and courses of study of a member institution in The Oklahoma State System of Higher Education." (70 O.S. 1981, Section 2252.) The Off-Campus Program/Course Agreement between Rose State College and the University of Central Oklahoma will allow these two institutions to satisfy a community need within the missions of each of the institutions.

This Off-Campus Program/Course Agreement between Rose State College and the University of Central Oklahoma will allow Rose State College to offer the lower-division coursework of designated degree programs and the University of Central Oklahoma to offer upper-division coursework of designated degree programs at the University Center at RSC. Students will be able to complete the designated baccalaureate degree programs at the University Center at RSC.



James J. Cook, President
Rose State College



W. Roger Webb, President
University of Central Oklahoma

**OFF-CAMPUS BUSINESS ASSOCIATE IN SCIENCE
PROGRAM/COURSE AGREEMENT
BETWEEN
ROSE STATE COLLEGE
AND
THE UNIVERSITY OF CENTRAL OKLAHOMA
FY 2006**

Section I—Request for Off-Campus Program Course Agreement/Participating Institutions

This Off-Campus Program/Course Agreement between Rose State College and the University of Central Oklahoma will allow Rose State College to offer the lower-division coursework of designated degree programs and the University of Central Oklahoma to offer upper-division coursework of designated degree programs at the University Center at RSC. Students will be able to satisfy lower division coursework requirements within the Business Associate in Science Degree Program through Rose State College and transfer to the University of Central Oklahoma to complete the upper-division coursework to earn the baccalaureate degree.

The basis of this agreement is the policy, "Policy and Procedures Pertaining to Off-Campus Programs and Courses," (II-3-1) which allows two state institutions to work together to share resources for the mutual benefit of students. The statement encourages two-year colleges to expand the scope of Oklahoma's educational opportunities and to negotiate Off-Campus Programs/Courses agreements.

Section II-Titles of Programs/Degree

The degree programs(s) to be approved in this Off-Campus Programs/Courses agreement include(s)

Business Associate in Science, Rose State College
and
Bachelor's of Business Administration in General Business, University of Central Oklahoma

Subsequent degree programs may be added by addendum through a signed Letter of Understanding between Rose State College and the University of Central Oklahoma.

Section III-Principles of the Agreement

- A. Credit, consistent with college residence and degree requirements, awarded through this agreement is fully applicable toward the designated degree programs.
- B. Course objectives, curriculum and academic requirements will be equivalent to courses and programs of the designated degree programs.
- C. Course meetings and total time spent in the class and in satisfying course requirements will be comparable to those observed in the designated on-campus programs.
- D. Coursework will be taught by a person qualified for appointment to the faculty of Rose State College or the University of Central Oklahoma. Appointments will be made through the academic unit awarding the credit and through established procedures by the institution offering the credit.

- E. Students will have access to comparable electronic or on-site facilities and learning materials on the same basis as students taught at the University of Central Oklahoma or Rose State College. This shall be accomplished through campus student services, on-site advisement, on-line curriculum, and inter-library loan.
- F. An oversight and evaluation committee consisting of academic officials and/or faculty of Rose State College and the University of Central Oklahoma will review the program on an annual basis.
- G. Rose State College and the University of Central Oklahoma will collaborate to provide effective program guidance and support services to students pursuing the designated degree programs at the University Center at RSC.
- H. Student admission, assessment, and retention will be the same standards as those used for the designated on-campus degree programs.
- I. Both institutions will collaborate in sharing data relevant to student success in order to evaluate the preparedness of the students to succeed on an upper-division level.

Section IV-Curriculum Development

Design and modification of the curriculum shall be the mutual responsibility of each institution. Curriculum development will occur within each institution's curriculum approval process.

Section V-Program Oversight and Evaluation

The associate degree programs and the bachelor's degree programs will be evaluated under the Program Review Guidelines of the Oklahoma State Regents for Higher Education. An Oversight and Evaluation Committee will monitor the program and courses on a continuous basis as follows:

- A. Appropriate designees from both institutions will co-chair the Oversight and Evaluation Committee. Membership may include faculty and academic unit administrators. The Oversight and Evaluation Committee will review and appropriately recommend and evaluate curricular changes within its approved institutional processes. Rose State College and UCO shall ensure compliance with standards of the Oklahoma State Regents for Higher Education and the Higher Learning Commission of the North Central Association.
- B. Administrative personnel designated by the President, University of Central Oklahoma, and the President, Rose State College, will review and approve course/program objectives submitted by the Oversight and Evaluation Committee in accordance with each institution's policies.

Section VI-Student Eligibility/Reporting

College credit will be awarded to students who achieve the designated goals and objectives as outlined in this agreement.

- A. Students will meet or exceed admission requirements at Rose State College upon enrollment in the designated degree program requirements. Performance and curricular deficiencies will be met upon enrollment. Upon entry into the University of Central Oklahoma, students will meet designated admission requirements for the university.
- B. Student data will be an integral part of each College's unitized data system and will be reported as such.

Section VII-Designated Provider of Instruction

Instruction for upper-division credit courses included in this agreement will be provided at the University Center at RSC. Lower-division associate degree instruction will be delivered on the RSC main campus. Electronic delivery will be used to maximize effectiveness of resources utilization.

Rose State College will provide coursework and faculty associate degree transfer curricula in compliance with the articulation agreement. This coursework is applied as designated. (See attached articulated degree plan.)

Section VIII-Course Offerings/Scheduling

Rose State College staff will collaborate with the University of Central Oklahoma staff to determine class meeting times, locations, and instructors for program course offerings included in this Off-Campus Programs/Courses Agreement within the guidelines of each institution. As the University Center at RSC schedule will be published in the RSC Semester Class Schedule, RSC publishing deadlines must be met.

Section IX-Admissions and Performance Records

- A. Student enrollment will be consistent with the policies and procedures of the University of Central Oklahoma and Rose State College pertaining to admissions, financial aid, withdrawal, and veterans' affairs.
- B. Students entering Rose State College who have not taken the American College Test (ACT) or who have scored below 19 on an ACT sub-test will be required to take assessment examination(s) prior to enrollment in a course in the respective area.

Section X-Instructional Integrity and Assessment of Student Outcomes

- A. Academic excellence and integrity in the delivery of educational opportunities will be the responsibility of both institutions. The Vice President of Academic Affairs, Rose State College, and the Vice President for Academic Affairs or designee, the University of Central Oklahoma, will be responsible for ensuring the institutions are in compliance with policies, processes, and procedures.

- B. The Vice President of Academic Affairs or designee, Rose State College, and Provost/Vice President for Academic Affairs or designee, the University of Central Oklahoma, will oversee program expectations that include instructor/instruction evaluation, class time requirements, assessment policies and procedures, and other relevant information.
- C. Classroom visitation and faculty evaluation will be made in accordance with the policies and procedures of each educational institution.

Section XI-Faculty Credentials

All faculty employed to teach courses for the programs covered by this Off-Campus Programs/Courses Agreement will meet the qualifications as full-time faculty of Rose State College on the lower-division level or the University of Central Oklahoma on the upper-division level and the Higher Learning Commission of the North Central Association.

- A. Full-time faculty who teach at the University of Central Oklahoma will typically have a terminal degree in the field in which they are teaching. Faculty teaching at Rose State College will typically have a master's degree or above in the field in which they are teaching.
- B. Credentials of adjunct faculty who participate in teaching courses included in this Off-Campus Programs/Courses Agreement are subject to review by the Vice President of Academic Affairs, Rose State College and/or Provost/Vice President for Academic Affairs or their designees, the University of Central Oklahoma.
- C. Faculty will be recommended for appointment through standard campus procedures at the campus which offers the course.

Section XII-Advisement, Assessment, and Registration Procedures

- A. Advisement: The student will be appropriately advised upon entering Rose State College or the University of Central Oklahoma.
- B. Assessment: Appropriate assessment will be made depending on the student's status upon entering Rose State College or the University of Central Oklahoma.
- C. Registration: Student enrollment will be consistent with policies and procedures at the host institution of the course.
- D. Access to library and other student services will be provided by the host institution.

Section XIII-Financial Arrangements

Fee structure will be consistent with policies and procedures at the host institution.

Section XIV-Financial Aid

Financial aid status will depend upon the enrollment at the respective institutions. Host institutions will provide financial aid advisement.

Section XV-Public Information Procedures

Public information personnel from both Rose State College and the University of Central Oklahoma will work together to develop printed and electronic media to support this Off-Campus Programs/Courses Agreement.

- A. Public information personnel will cooperate in developing opportunities to capitalize on positive publicity.
- B. Public information personnel will share information about the activities and events relating to this Off-Campus Programs/Courses Agreement. Whenever possible, the contact will be made prior to the activity or event.
- C. Neither educational institution will provide information to the media regarding this Off-Campus Programs/Courses Agreement without first informing the other institution.
- D. As existing publications are updated at each institution, this Off-Campus Programs/Courses Agreement will be reflected in the programs offered and will clearly represent both institutions.

As degree-granting institutions, the University of Central Oklahoma and Rose State College are accountable for maintaining the accreditation standards of the Oklahoma State Regents for Higher Education (OSRHE) and the Higher Learning Commission of the North Central Association. All programs and courses involved with the Off-Campus Programs/Courses Agreement will be monitored with caution on a continuous basis. Monitoring will be the primary responsibility of the Oversight and Evaluation Committee that will be co-chaired by the designees from both institutions.

Articulated Degree Plan

Between

Rose State College

And

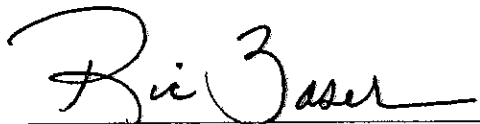
The University of Central Oklahoma

For

The University Center at RSC

FY 2006

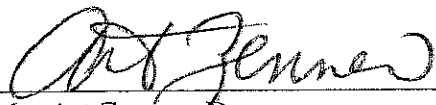
The attached degree plans are a joint effort between the Business and Information Technology Division, Rose State College, and the College of Business Administration, the University of Central Oklahoma. The agreement will allow a student to apply the Business Associate in Science degree program to the Bachelor's of Business Administration in General Business degree program at the University of Central Oklahoma.



Dr. Ric Baser
Vice President for Academic Affairs
Rose State College



Dr. William J. Radke
Provost/Vice President for Academic Affairs
University of Central Oklahoma



Mr. Art Zenner, Dean
Business and Information Technology Division



Dr. Michael Shirley, Dean
College of Business Administration

ATTACHMENT 1

ARTICULATION PROPOSAL

**Associate in Science in Business, Rose State College
and
Bachelor's in Business Administration in General Business, University of Central Oklahoma**

**University Center at RSC Partnership
FY 2006**

ROSE STATE COLLEGE	CREDIT	UNIVERSITY OF CENTRAL OKLAHOMA	CREDIT
General Education: 39-42			
ENGL 1113 English Composition I	3		
ENGL 1213 English Composition II	3		
HIST 1483 U.S. History to 1877 or HIST 1493 U.S. History since 1877	3		
POLS 1113 American Federal Government	3		
Life Science	3-4		
Physical Science	3-4		
MATH 1153 College Algebra	3		
MATH 1743 Calculus I for Business, Life & Social Sciences	3		
Humanities	6		
Physical Education	2		
Liberal Arts Elective	3		
SPCH 1213 Fundamentals of Speech	3		
Program Requirements: 15			
ACCT 2103 Financial Accounting	3		
ACCT 2203 Managerial Accounting	3		
ECON 2303 Principles of Microeconomics	3		
ECON 2403 Principles of Macroeconomics	3		
ECON 2843 Elements of Statistics	3		

Support and Related Requirements: 9 (recommended)			
ACCT 1123 College Accounting Procedures	3		
CIT 1103 Introduction to Computers or CIT 1093 Microcomputer Applications	3		
ECON 2103 Personal Finance	3		
Total: 62-64			
		Business Core	
		Required Courses:	
		BCOM 3143 Business Communications	3
		MRKTG 3013 Fundamentals of Marketing	3
		MNGMT 3103 Fundamentals of Management	3
		LS 3113 Legal Environment of Business	3
		ISOM 3263 Management Information Systems	3
		ISOM 3313 Production and Operations Management	3
		FIN 2563 Fundamentals of Business Finance	3
		MNGMT 4813 Strategic Management and Business Policy	3
		Select ONE course from the following:	3
		ECON 4103 Economic Growth and Development	
		ECON 4403 International Economics	
		ECON 4603 Comparative Economic Systems	
		FIN 4273 International Finance	
		LS 4533 Law of International Business Transactions	
		MNGMT 4253 International Management	

		MRKTG 4413 International Marketing	
		BADM 4363 Working/Age of Technology	3
		Specialization Electives: 21 3000-4000 level courses No more than nine hours from any one of the following areas: Accounting, Business Administration, Business Communications, Economics, Finance, Information Systems And Operations Management, Legal Studies, Management, Marketing	
		UCO Electives	9
		Total	124

SCHEDULE

Fall	Spring	Summer	Fall	Spring	Summer
MRKTG 3013	LS 3113	ECON 4103 or ECON 4403 or	GENBUS	MNGMT 4813	GENBUS
MNGMT 3103	ISOM 3263	ECON 4603	GENBUS	GENBUS	
GENBUS	GENBUS	or FIN 4273 or LS 4533 or MNGMT 4813 or MRKTG 4413	GENBUS		