

CHAPTER 4

General Institutional Requirements

Mission

- 1) Southeastern Oklahoma State University has a mission statement, formally adopted by the governing board and made public, declaring that it is an institution of higher education.

Southeastern Oklahoma State University's revised mission statement was approved by the Board of Regents of Oklahoma Colleges on April 12, 2002, and reads as follows: *Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.*¹ The mission statement is published in the Undergraduate Catalog² and Graduate Catalog,³ Academic Policies and Procedures Manual,⁴ and can be found on the University's web page at www.sosu.edu.

- 2) It is a degree-granting institution.

Southeastern Oklahoma State University offers 46 baccalaureate degrees and master's degree in five areas. Information pertaining to the baccalaureate degrees can be found on page 46 of the 2003-2005 Undergraduate Catalog.² Information pertaining to the master's degrees can be found on page 2 of the 2003-2005 Graduate Catalog.³

Authorization

- 3) It has legal authorization to grant its degrees, and it meets all the legal requirements to operate as an institution of higher education wherever it conducts its activities.

Southeastern Oklahoma State University is a member of the Oklahoma State System of Higher Education. The legal control of the University rests in two boards: (1) the Oklahoma State Regents for Higher Education (OSRHE),⁵ and (2) the Board of Regents of Oklahoma Colleges (BROC).⁶ The University has legal authority to confer its degrees by the power granted to OSRHE and BROC by Article XIII-A of the constitution of the state of Oklahoma.⁷

- 4) It has legal documents to confirm its status: not-for-profit, for-profit, or public.

Southeastern Oklahoma State University is a public institution of higher education as defined by Article XIII-A of the constitution of the state of Oklahoma.⁷

- 5) It has a governing board that possesses and exercises necessary legal power to establish and review basic policies that govern the institution.

The current governance system of higher education in Oklahoma was established in 1941 by a vote of the people. Section XIII-A⁷ amended the state's constitution to provide for this organization. The Oklahoma State System of Higher Education consists of 25 colleges and universities, 10 constituent agencies and 2 higher education centers. The upper echelon of legal control is vested in the Oklahoma State Regents for Higher Education. These State Regents, headed by a Chancellor, have the following responsibilities: 1) prescribe academic standards for higher education, 2) determine functions and courses of studies at state colleges and universities, 3) grant degrees, 4) establish minimum standards for admission to public institutions, 5) recommend budget allocations to the state legislature, 6) recommend proposed fees, 7) manage 23 scholarships and special programs, 8) operate OneNet, the state information/telecommunication network, and 9) operate the Oklahoma Guaranteed Student Loan Program.

While State Regents oversee the entire higher education system in Oklahoma, each of the various colleges, universities, agencies, and programs operate under the auspices of various governing Boards of Regents. Established by Article XIII-B⁸ of the Oklahoma Constitution in 1948, the Board of Regents of Oklahoma Colleges governs six regional universities, including Southeastern Oklahoma State University. The functions of this board include the establishment of administrative policies, provision of general supervision and control of the institution, and approval of financial and personnel matters of the institution upon the recommendation of the University President.

- 6) To assure integrity of the institution, its governing board includes public members and is sufficiently autonomous from the administration and ownership.

The Oklahoma State Regents for Higher Education consists of nine members appointed by the Governor and confirmed by the Senate. Each appointee serves a nine-year term, with one appointee's term expiring each year. The makeup of the current board includes a farmer/rancher from Guymon, a banker from Ponca City, a business owner from Newkirk, a banker from Leedey, an attorney from Lawton, a financial consultant from Tulsa, a businessman from Tulsa, an attorney from Edmond, and a banker from Durant.

The Board of Regents of Oklahoma Colleges also consists of nine members, eight of whom are appointed by the Governor with the consent of the Senate for 9-year staggered terms which expire on June 10. Each Regent represents and is a resident of a different 8-12 county region of the state. The traditional service area of each university is always represented by at least one member. The members serve without pay and are connected to the institution solely by their interest in promoting quality education through the regional universities of the state of Oklahoma. The ninth position is occupied by the State Superintendent of Public Instruction, an elected public official who serves *ex-officio* during his/her tenure in office. Regular meetings of the Board of Regents of Oklahoma Colleges are held on the third Friday of each month.

- 7) It has an executive officer designated by the governing board to provide administrative leadership for the institution.

The executive administrative officer of the university is the President, who is selected and governed by the Board of Regents of Oklahoma Colleges and Oklahoma Statutes. The President is the chief executive officer of the institution and as such is the official representative of the University to the Regents, to the state and its legislature, to the Chancellor for Higher Education, and to the general public. The President's responsibilities include presenting operational and personnel information and recommendations for action by the Board of Regents of Oklahoma Colleges as well as the implementation and transmission of policy, directives, procedures, and requirements of the governing entities for university personnel.⁶

Glen D. Johnson assumed the presidency of Southeastern Oklahoma State University July 1, 1997, as its 16th President.

- 8) Its governing board authorizes the institution's affiliation with the Commission.

Southeastern Oklahoma State University was initially accredited by the North Central Association from 1922 through 1934. Though accreditation was lost in 1934 it was regained 1949. Since that time, SOSU has maintained continuous accreditation in good standing. The Board of Regents of Oklahoma Colleges regularly reaffirms SOSU's relationship with the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools through the payment of dues and by participation in the re-accreditation process.

Faculty

- 9) It employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.

All of the 142 full-time and 71 part-time faculty members have earned graduate degrees. One hundred and three of the full-time faculty members (72.5%) and 16 of the part-time faculty members (23%) have earned doctoral degrees. Not included in the number of doctoral degrees are faculty members who possess terminal but non-doctoral degrees such as the Master of Library Science degree or The Master of Fine Arts degree.

- 10) A sufficient number of the faculty are full-time employees of the institution.

Southeastern Oklahoma State University has 142 full-time faculty members whose primary responsibilities are instructional. This number includes department chairs.

- 11) Its faculty has a significant role in developing and evaluating all of the institution's educational programs.

Faculty members, or academic departments, initiate requests for curricular changes through the Office of Academic Affairs, which forwards the request to the Teacher Education Council (for changes that affect the Teacher Education curriculum), the Curriculum Committee (for undergraduate changes) or the Graduate Council (for graduate changes). Requests for curricular changes that impact the General Education requirements are then forwarded to the General Education Committee. After reviewing the proposed change(s), the Committees forward the documentation, along with its recommendation, to the Academic Council. These curricular changes include new courses, course revisions, course deletions, new programs, program revisions, and program deletions.⁹

The Curriculum Committee consists of eight faculty members and three students. The Graduate Council includes eight faculty members, two graduate students, the Graduate Dean, and the coordinators/chairs of the coordinating committees of the graduate programs. The Curriculum Committee and the Graduate Council are responsible for continually reviewing, evaluating, and developing curricular changes.

The General Education Committee consists of twelve faculty members and four upper-division undergraduate students. The Academic Vice President serves as an ex officio member of the committee. The General Education Committee works to ensure the continuation, assessment, and evolution of the general education program.

The Academic Council is composed of all department chairs and the Academic Vice President (ex officio). The Academic Council acts on all recommendations submitted by the Graduate Council, Curriculum Committee, General Education Committee, Computer/Technology Committee, and Faculty Senate.

The Institutional Assessment Committee is responsible for monitoring the University's compliance with the Oklahoma State Regents for Higher Education Assessment Policy, as well as the assessment policies of the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools. The committee is comprised of the Director of Assessment (ex officio), two faculty members from the School of Arts & Sciences, one faculty member from the School of Education and Behavioral Science, one faculty member from the School of Business, one student representative, and one representative from the Staff Association.

The Organized Research and Program Review Committee sets and amends policy with regard to disbursement of Organized Research funding and reviews, evaluates, and makes recommendations about academic programs as they are formally reviewed in the program review process. The membership of the committee consists of two faculty members from the School of Arts & Sciences, one faculty member from the School of Education and Behavioral Science, one faculty member from the School of Business, one faculty

member who is serving on the Graduate Council, one student representative, and one ex-officio member from the Office of Academic Affairs.

Educational Programs

- 12) It confers degrees.

Southeastern Oklahoma State University offers bachelor's and master's degrees as authorized by the Oklahoma State Regents for Higher Education and the Board of Regents of Oklahoma Colleges. These degrees include Bachelor of Arts, Bachelor of Science, Bachelor of Music, Bachelor of Music Education, Bachelor of Business Administration, Bachelor of Applied Arts and Sciences, Bachelor of General Studies, Master of Business Administration, Master of Behavioral Studies, Master of Education, Master of Science, and Master of Technology. In the 2001-2002 school year 661 degrees were conferred.¹⁰

- 13) It has degree programs in operation with students enrolled in them.

During the 2002 fall semester 4033 students were enrolled in 51 undergraduate programs and 10 graduate programs (the number of programs includes the various options available within the basic undergraduate and graduate programs).¹¹

- 14) Its degree programs are compatible with the institution's mission and are based on recognized fields of study at the higher education level.

In keeping with the Mission Statement of Southeastern Oklahoma State University the major emphasis continues to be quality undergraduate education. An array of baccalaureate-level programs, designed to prepare students for a changing society, are offered by a competent and dedicated faculty. In addition, selected master's level graduate programs of an applied nature are provided to serve the needs of southeastern Oklahoma. Program compatibility with the Mission Statement of the University is evaluated on a regular cycle through the program review process. As part of this experience, each department is required to address the compatibility of its programs with the mission of the University.

- 15) Its degrees are appropriately named, following practices common to institutions of higher education in terms of both length and content of the programs.

All of Southeastern Oklahoma State University's degree designators and degree programs conform to nationally accepted standards. The baccalaureate degree consists of a minimum of 124 semester hours. A minimum of 60 semester hours must be completed at a baccalaureate-granting institution and a minimum of 40 semester hours must be completed in upper-division courses (3000 and 4000 level).

- 16) Its undergraduate degree programs include a coherent general education requirement consistent with the institution's mission and designed to ensure breadth of knowledge and to promote intellectual inquiry.

“The [general education] program is designed to ensure that students acquire a broad understanding of humankind's cultural heritage in both the arts and sciences, think logically, critically, and creatively, communicate clearly and effectively, and develop skills, values, and attitudes essential to living meaningful and responsible lives....To that end, every general education course should include a strong writing component and provide students with active practice in critical thinking and creative problem solving. In addition when practical, a general education course should include integration with other disciplines and provide students with global and multicultural perspectives.” (2003-2005 Undergraduate Catalog (p. 46)¹²

Forty-one credit hours are required to fulfill the general education requirement: Nine (9) hours in Communications; twelve (12) hours in Social and Behavioral Sciences; eleven (11) hours in Science and Mathematics; and nine (9) hours in Humanities. In addition, there is a computer proficiency requirement. (2003-2005 Undergraduate Catalog (p. 46)¹³

The General Education Committee works to ensure the continuation, assessment, and evolution of the general education program. The General Education Committee consists of twelve faculty members and four upper-division undergraduate students. The Academic Vice President serves as an ex-officio member of the committee.

- 17) It has admission policies and practices that are consistent with the institution's mission and appropriate to its educational programs.

Southeastern Oklahoma State University accepts students whose ACT or SAT scores are in the 50th percentile or higher. Applicants must also demonstrate a secondary GPA of 2.7 in fifteen course units stipulated in the Undergraduate Catalog (p. 8).¹⁴ Remedial programs are offered for applicants who do not meet the above criteria (p. 10).¹⁵

- 18) It provides its students access to those learning resources and support services for its degree programs.

Southeastern Oklahoma State University provides the following academic resources and student support services: a library with traditional print media and multiple electronic databases (including access to the state of Oklahoma's ONE-NET database); access for students to computer labs across campus; science labs; the Student Advisement Center; a financial aid office; an office of Student Health Services; the Counseling Center; a Multicultural Student Office; and a post office. Students with disabilities, through the Americans with Disabilities Act, are addressed through the office of Student Support Services. The University provides housing through four dormitories and one apartment complex and offers students food services in the Union. The Visual and Performing Arts Center (VPAC) provides venues for music and theater productions as well as an art

gallery for traveling and student art exhibits. Montgomery Auditorium and the Little Theater also offer venues for cultural events on campus.

Finances

- 19) It has an external financial audit by a certified public accountant or a public audit agency at least every two years.

Southeastern Oklahoma State University has an audit performed by an independent accounting firm each year to safeguard the financial resources allocated by the state of Oklahoma. The accounting firm is selected by the Board of Regents of Oklahoma Colleges. The most recent audit occurred in August 2003 (audit report to be received October 2003) and was conducted by the audit firm of Cole & Reed based in Oklahoma City, Oklahoma. The federal programs as well as the University's financial operations are covered in the audit. An audit committee of the Board of Regents then reviews the annual audit. An internal audit staff from the Board of Regents also performs periodic audits of different functions of the University. The Board of Regents staff annually has an audit plan to focus on various areas of the University. The cash on hand and the vendor payment process is inspected and reviewed yearly.

Southeastern Oklahoma State University fulfills its requirements by making its budget available to the public by filing the appropriate information with the State of Oklahoma, and by providing a copy available to the public in the Henry G. Bennett Library on campus.. The Board of Regents of Oklahoma Colleges and the Oklahoma State Regents for Higher Education must approve budgets and revisions made by the University.

- 20) Its financial documents demonstrate the appropriate allocation and use of resources to support its educational programs.

Budget formation and reallocation begins each year during the budget request period. This multi-step process progresses as follows:

- a) All units and departments on campus develop preliminary budgets each year which detail their proposed operating budgets for the next fiscal year with any anticipated changes. Requests for increases must be supported by the strategic plan and by assessment or program review data that is documented on the budget request forms. These budgets are developed in a collaborative manner with the chairs or unit heads directing the process with input from the faculty or staff in each unit.
- b) These preliminary budgets are compiled in each of the units/schools. The deans or administrative heads of each school/unit, in cooperation with all department chairs in the school, set school/unit-wide budget priorities again based on the strategic plan, program review, and assessment data.

- c) The school/unit preliminary budgets, as well as the school/unit priorities, are submitted to the executive budget committee that includes the president and vice presidents.
- d) As a part of this process the Office of Academic Affairs conducts an evaluation of faculty productivity by department. As a result of this evaluation the Vice President for Academic Affairs makes a recommendation to the executive budget team with regard to the allocation and reallocation of faculty positions. Positions are then reallocated on the basis of student credit hour production, program review, assessment, and the strategic plan. A similar process occurs in non-academic areas as well. The guidelines set forth by the Oklahoma State Regents for Higher Education in the Academic Planning and Resource Allocation guidelines are also followed in this process.
- e) The Faculty Senate also provides input into this process by conducting an annual faculty survey to determine the priorities of the faculty as a whole. The results of this survey are communicated to the Executive Budget Committee and are taken into account during the budget process. The Executive Budget Team makes recommendations to the President and Vice President for Business Services concerning the general budget principles to be followed in constructing the budget.
- f) The final step in the process is the formation of the final operating budget that is completed by the Vice President for Business Services under the direction of the President.
- g) The budget is then presented to the Board of Regents for Oklahoma Colleges for final approval.¹⁶

This process has led to an effective use of the resources for the educational programs. This conclusion is supported by the fact that over the past several years more than 70% of the annual budget has been devoted to the support of academic programs (74.5% for the academic year of July, 2001-June, 2002). In addition, the percent of the budget allocated for administration of the institution has remained around 9% for the past several years (8.3% for the academic year of July 2001-June 2002).¹⁷

- 21) Its financial practices, records, and reports demonstrate fiscal viability.

Southeastern Oklahoma State University has missions, goals, and initiatives that are supported by its financial resources. The University is financially stable. The Oklahoma Regents for Higher Education and Board of Regents of Oklahoma Colleges recommends an 8.33 minimum reserve percentage of the budget. For the first time in several years the reserves have dipped below the recommended level because of the state's economic crisis. The current reserve can be requested by the Evaluation Team on the date of the Site Visit.

Public Information

- 22) Its catalog or other official documents include its mission statement along with accurate descriptions of its educational programs and requirements; academic calendars; its learning resources; its admission policies and practices; its academic and non-academic policies and procedures directly affecting students; its charges and refund policies; and the academic credentials of its faculty and administrators.

Southeastern Oklahoma State University's Mission Statement, educational programs, degree requirements, learning resources, policies (including academic, non-academic, admissions, tuition, and refund), and faculty credentials are delineated in the Undergraduate Catalog² and Graduate Catalog.³ The Schedule of Classes is published annually and posted on the University website and includes information pertaining to admission and enrollment policies, tuition and fees, and the academic calendar.

- 23) It accurately discloses its standing with accrediting bodies with which it is affiliated.

Southeastern Oklahoma State University is accredited by the Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools as an institution of higher education granting the bachelor's and master's degree, and by the National Council for Accreditation of Teacher Education for the preparation of elementary and secondary school teachers. The School of Business is accredited by the Association of Collegiate Business Schools and Programs to offer the bachelor of business administration and master of business administration degrees, and the Department of Music is accredited by the National Association of Schools of Music. Information pertaining to the University's accreditation is published in the Undergraduate Catalog² and Graduate Catalog.³

- 24) It makes available upon request information that accurately describes its financial condition.

As a public entity of the state of Oklahoma, Southeastern Oklahoma State University publishes its financial condition annually. The report is available to the public upon request through the Office of the Vice President for Business Services.

References

- (1) Southeastern's Mission Statement, Scope and Function Purposes and Objectives (*see file folder #7*)
- (2) SOSU Undergraduate Catalog (*see file folder #15*)
- (3) SOSU Graduate Catalog (*see file folder #16*)
- (4) Academic Policies and Procedures Manual (*see file folder #1*)
- (5) State Regents Policies and Procedures Manual (*shelf, Resource Room*)
- (6) Policy Manual of the Board of Regents of Oklahoma Colleges (*shelf, Resource Room*)
- (7) Oklahoma Constitution, section XIII-A (*see file folder #17*)
- (8) Oklahoma Constitution, section XIII-B (*see file folder #17*)
- (9) Academic Policies and Procedures Manual, Appendix A (*see file folder #1*)
- (10) Degrees Conferred (*see file folder #18*)
- (11) Enrollment Figures (*see file folder #19*)
- (12) Undergraduate Catalog (*see file folder #15*)
- (13) Undergraduate Catalog (*see file folder #15*)
- (14) Undergraduate Catalog (*see file folder #15*)
- (15) Undergraduate Catalog (*see file folder #15*)
- (16) Interview with the Vice President for Business Services
- (17) Fiscal Year 2001-2002 Budget (*see file folder #87*)