

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Southeastern Oklahoma State University**

Contact person: Dr. Teresa Golden

Title: Vice President for Academic Affairs

Phone number and email address: 580-775-2286 tgolden@se.edu

Current title of degree program (Level II): B.S.

Current title of degree program (Level III): Liberal & Applied Studies

State Regent's three-digit program code: 102

Degree Granting Academic Unit: School of Education and Behavioral Sciences

With approved options in: A.

B.

C.

D.

TYPE OF REQUEST: Check all appropriate types of changes and complete ONLY the appropriate page(s). *Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.* The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date next review for the program is due:

- (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 (non-substantive)
- (9) Program Reinstatement
- (10) This modification affects a Cooperative Agreement Program

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

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President:  Date: 1/7/2025

Date of Governing Board Approval:

(7) Program Requirement Change

Southeastern Oklahoma State University
REQUEST FOR PROGRAM MODIFICATION
(continued)

Program name and State Regents' three-digit program code to be modified:
B.S. in Liberal and Applied Studies - 102

(7) PROGRAM REQUIREMENT CHANGES

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

Select all that apply:

- Course requirement change (change in number of core courses, electives, general education, etc.
Changes in course prefixes that do not affect 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 to
Explain: [Click here to enter text](#)

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 requested change is an increase in the credit hours of the major's Capstone course from 1 credit hour to 3 credit hours. The course will enable the course to include a more rigorous and in-depth research project, additional opportunities to hone and demonstrate effective presentation/oral communication skills, additional collaborative assignments, and instruction and assignments related to career preparation/development. The change will not affect the total credit hours required for the major/degree.

Number of new courses being added to course catalog/inventory:

Number of courses being deleted from course catalog/inventory:

Provide a brief summary of the reason for requested action (attach no more than one page if space provided is inadequate):

Unlike traditional majors, the Bachelor of Science in Liberal & Applied Studies (BSLAS) major has only one required course - the Capstone (LAS 4991). Given the importance of this course to the program, and the high-level goals and outcomes of the course, the course should be increased to 3 credit hours allow sufficient time and opportunities for students to meet these goals and outcomes. This recommendation is supported by the BSLAS Coordinating Committee. Additionally, external and annual program reviews have noted the need for additional assessment measures. As the Capstone course is the only course all LAS majors must take, applicable, relevant, and useful assessment data must largely come from this course. Increasing the credit hours will enable the implementation of additional assessment measures.

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).

Click here to enter text

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 embedded certificate(s) must accompany the modification request to the main program.

Click here to enter text

Will requested change affect a Cooperative Agreement? No Yes

If yes, a Cooperative Agreement Program Modification Form must be completed and submitted.

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics*, *Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
Because degree plans for the Liberal & Applied Studies majors are so individualized, there is no specified math requirement as part of general education. Students may complete any university-approved general education math course and are encouraged to pursue the option that best supports their individual degree plan and goals.
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
Because students develop individualized degree plans for the Liberal & Applied Studies major, students are able to select the option that best suits their educational and professional goals from the approved general education options.
3. How does this mathematics course articulate with your partner institutions?
Approved math general education courses have equivalent options at partner institutions through the state transfer matrix and articulation agreements. Most students in this program have completed the math general education requirement prior to declaring LAS as their major, often as part of an associate's program at a partner institution.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

CURRENT

MAJOR/MINOR REQUIREMENTS: Liberal and Applied Studies 72 Semester Hours

The Bachelor of Science in Liberal and Applied Studies degree program has three components. These components are general education, liberal and applied studies emphasis, and electives.

The Liberal and Applied Studies emphasis component is composed of 3 groups of twelve hours each and 1 group with 36 hours for a total of 72 hours.

(Note: Some of the areas within the groups listed below require admission to programs (e.g. nursing) and some of the courses in these areas may have prerequisites.)

Core: LAS 4991 Capstone

Group 1 Arts

Art, Music Theatre

Group 2 Humanities

English, History, Languages, Philosophy

Group 3 Natural Sciences

Biological Science, Environmental Science, Mathematics, Physical Science

Group 4 Applied Sciences

Aviation, Computer Science, Education Tech, Nursing, Safety, Wildlife/Conservation

Group 5 Behavioral Sciences

Geography, Political Science, Psychology, Sociology

Group 6 Applied Behavioral Sciences

Communication, Criminal Justice, Education, Kinesiology, Leadership

Group 7 Tribal Organizational Leadership

Culture – Art, Language, Religion, History, Geography, Sovereignty
Leadership – Management, Leadership, Communication, Research, Ethics

The electives component will consist of 7-11 hours depending on the amount of credit needed to complete the 124 hour degree requirement.

PROPOSED

MAJOR/MINOR REQUIREMENTS: Liberal and Applied Studies 72 Semester Hours

The Bachelor of Science in Liberal and Applied Studies degree program has three components. These components are general education, liberal and applied studies emphasis, and electives.

The Liberal and Applied Studies emphasis component is composed of 3 groups of twelve hours each and 1 group with 36 hours for a total of 72 hours.

(Note: Some of the areas within the groups listed below require admission to programs (e.g. nursing) and some of the courses in these areas may have prerequisites.)

Core: ~~LAS 4991~~ 4993 Capstone

Group 1 Arts

Art, Music Theatre

Group 2 Humanities

English, History, Languages, Philosophy

Group 3 Natural Sciences

Biological Science, Environmental Science, Mathematics, Physical Science

Group 4 Applied Sciences

Aviation, Computer Science, Education Tech, Nursing, Safety, Wildlife/Conservation

Group 5 Behavioral Sciences

Geography, Political Science, Psychology, Sociology

Group 6 Applied Behavioral Sciences

Communication, Criminal Justice, Education, Kinesiology, Leadership

Group 7 Tribal Organizational Leadership

Culture – Art, Language, Religion, History, Geography, Sovereignty
Leadership – Management, Leadership, Communication, Research, Ethics

The electives component will consist of ~~7-11~~ 5-9 hours depending on the amount of credit needed to complete the 124 hour degree requirement

**(8) Other Degree
Program Modification**

Southeastern Oklahoma State University
REQUEST FOR PROGRAM MODIFICATION
(continued)

Program name and State Regents' three-digit program code of program to be modified:
B.S. in Liberal & Applied Studies - 102

(8) OTHER DEGREE PROGRAM MODIFICATION

Requested action: Change to Program Outcome

Current Program Outcome #4: Demonstrate the knowledge and understanding necessary for successful participation in society

Proposed Program Outcome #4: Articulate the ways in which the interconnectedness of their chosen areas of study will help them achieve personal and professional goals

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

As noted in previous program reviews, the current Program Outcome #4 is problematic for several reasons including the vague phrasing/lack of definition for "successful participation in society" which makes this outcome difficult if not impossible to assess. The proposed Program Outcome #4 is more specific and measurable and better articulates the expected outcomes for the program.

Will requested change require additional funds? No Yes

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

Click here to enter text

Will requested action substantively change the curriculum? No Yes

If yes, please also complete and submit a Program Requirement Change form.

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Southeastern Oklahoma State University**

Contact person: Dr. Teresa Golden

Title: Vice President for Academic Affairs

Phone number and email address: 580-775-2286 tgolden@se.edu

Current title of degree program (Level II): B.S.

Current title of degree program (Level III Bachelor of Science in Aviation – Professional Pilot

State Regent's three-digit program code: 005

Degree Granting Academic Unit: John Massey School of Business

With approved options in: A.

B.

C.

D.

TYPE OF REQUEST: Check all appropriate types of changes and complete ***ONLY*** the appropriate page(s). ***Excluding program deletions and suspensions, for modifications to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.*** The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date next review for the program is due:

- (1) Program Deletion
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- (3) Change of Program Name and/or Degree Designation
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- (7) Program Requirement Change
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Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!

NOTE: Information not included in the requested modification may cause a delay in processing.

Signature of President: 

Date: 1/7/2025

Date of Governing Board Approval: [Click here to enter a date](#)

(7) Program Requirement Change

Southeastern Oklahoma State University
REQUEST FOR PROGRAM MODIFICATION

(continued)

Program name and State Regents' three-digit program code to be modified:
Bachelor of Science in Aviation - Professional Pilot (005)

(7) PROGRAM REQUIREMENT CHANGES

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

Select all that apply:

Course requirement change (change in number of core courses, electives, general education, etc.
Changes in course prefixes that do not affect 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 to
Explain: Click here to enter text

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):

Delete AVIA 3152 and AVIA 3202 and add new course AVIA 3264 to the Professional Pilot degree. No change in total hours.

Number of new courses being added to course catalog/inventory:

Number of courses being deleted from course catalog/inventory:

Provide a brief summary of the reason for requested action (attach no more than one page if space provided is inadequate):

Course substitution in the 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).

Click here to enter text

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 embedded certificate(s) must accompany the modification request to the main program.

Click here to enter text

Will requested change affect a Cooperative Agreement? No Yes

If yes, a Cooperative Agreement Program Modification Form must be completed and submitted.

Program: AVIATION
Major/Minor: Professional Pilot
Degree: Bachelor of Science (B.S.)

Dept: Aerospace Sciences Institute
School: John Massey School of Business
Major Code: 005

MAJOR/MINOR REQUIREMENTS: Professional Pilot..... 64 Semester Hours

Core (29 semester hours)

AVIA 3003 Aviation Meteorology
AVIA 3023 Air Traffic Control
AVIA 3113 Aviation Legal Problems
AVIA 3173 Aviation Safety
AVIA 3233 Advanced Aircraft Systems
AVIA 3334 Advanced Aerodynamics
AVIA 4643 Physiology
AVIA 4663 Contemporary Topics in Aviation
AVIA 4674 Crew Resource Management

Professional Pilot (35 semester hours)

AVIA 1004 Primary Ground Instruction
AVIA 1041 Private Flying
AVIA 2083 Commercial Performance & Regulations
AVIA 3123 Commercial Operations
AVIA 3152 Fundamentals of Flight Instruction
AVIA 3284 Instrument Ground Instruction
AVIA 3202 Flight Instructor Ground Instruction
AVIA 3241 Flight Instructor Flying
AVIA 3362 Instrument Flight Instructor Ground Instruction
AVIA 3401 Instrument Flight Instructor Flying
AVIA 3451 Introduction to Advanced Technology Aircraft
AVIA 3503 Integration of Flight Mngt Technology & Commercial Ops
AVIA 3511 Advanced Commercial Maneuvers Flight
AVIA 3521 Instrumental Rating Flight
AVIA 3531 Commercial Experience Building Operations Flight
AVIA 3541 Commercial TAA Operations Flight
AVIA 3551 Commercial FAA Certification Flight
AVIA 4562 Multiengine Ground Instruction
AVIA 4601 Multiengine Flying

Core (29 semester hours)

AVIA 3003 Aviation Meteorology
AVIA 3023 Air Traffic Control
AVIA 3113 Aviation Legal Problems
AVIA 3173 Aviation Safety
AVIA 3233 Advanced Aircraft Systems
AVIA 3334 Advanced Aerodynamics
AVIA 4643 Physiology
AVIA 4663 Contemporary Topics in Aviation
AVIA 4674 Crew Resource Management

Professional Pilot (35 semester hours)

AVIA 1004 Primary Ground Instruction
AVIA 1041 Private Flying
AVIA 2083 Commercial Performance & Regulations
AVIA 3123 Commercial Operations
~~AVIA 3152 Fundamentals of Flight Instruction~~
AVIA 3284 Instrument Ground Instruction
~~AVIA 3202 Flight Instructor Ground Instruction~~
AVIA 3241 Flight Instructor Flying
AVIA 3264 Flight Instruction Techniques
AVIA 3362 Instrument Flight Instructor Ground Instruction
AVIA 3401 Instrument Flight Instructor Flying
AVIA 3451 Introduction to Advanced Technology Aircraft
AVIA 3503 Integration of Flight Mngt Technology & Commercial Ops
AVIA 3511 Advanced Commercial Maneuvers Flight
AVIA 3521 Instrumental Rating Flight
AVIA 3531 Commercial Experience Building Operations Flight
AVIA 3541 Commercial TAA Operations Flight
AVIA 3551 Commercial FAA Certification Flight
AVIA 4562 Multiengine Ground Instruction
AVIA 4601 Multiengine Flying

***Embedded Certificate - New Program Request Form
(created for abbreviated approval process for certificate
coursework existing within a single approved program)***

Southeastern Oklahoma State University
Institution Submitting Proposal

Graduate Certificate in Nation Building
Title of Proposed Embedded Certificate

Master of Science in Native American Leadership (112)
Title of Existing Program and State Regents' Program Code

Durant
Location (where the program will be offered)

Online Delivery
Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits)	05.0202
Program Code requested for embedded certificate (if left blank, the next available program code will be used)	137
Academic Unit (e.g. Department, Division, School)	School of Arts and Sciences
Name of Academic Unit	Dept of Art, Communication & Theater
Name of Program Director	Dr. Patricia Hornback
Intended Date of Implementation	Fall 2025
Anticipated Date for Granting First Embedded Certificates	Fall 2025
Specialty Accrediting Agency	N/A
Name and Title of Contact Person	Dr. Jeremy Blackwood, Dean of Graduate Studies, 580-745-2096, jblackwood.se.edu

Date of Letter of Intent [Click here to enter a date](#)
(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval [Click here to enter a date](#)

Signature of President:  Date: 1/7/2025

Evaluation Criteria for Certificate that is 15 or Fewer Credit Hours

New requests for certificates comprised of 15 or fewer credit hours will be reviewed by State Regents' staff and submitted to the Chancellor for approval as allowed in section 2.8.2 of the Administrative Operations policy. (3.4.4.E.4)

A. Curriculum

***Students must have completed or be enrolled in the Master of Science in Native American Leadership degree. The graduate certificate earned will be a unique concentration of defined specialty courses relevant to the topic of the certificate. No repeat of courses or course substitutions.**

Note: Courses for embedded certificates are anticipated to be existing courses and if new courses are requested additional explanation is required.

Total number of hours required for certificate:	6
Number of credit hours required:	6
Number of hours in related/electives (if applicable):	0
Number of new courses required:	0

Please either attach the proposed certificate's curricular requirements or use the table below to list the proposed curriculum. Place an asterisk beside new courses. **Additionally, if the certificate is embedded, the degree sheet for the existing program must be included with the proposal.**

Certificate Requirements *

PREFIX AND COURSE NUMBER	COURSE TITLE	CREDIT HOURS
NAL 5123 or	Multicultural Leadership for Native American Organizations	
NAL 5203 or	Grant Writing for Indigenous Communities & Projects	3
NAL 5243	Ethnohistory of Native Peoples	
NAL 5603	Nation-Building in Indian Country	3
Total		6

B. Faculty

The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications, such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program, should be summarized.

- 1) For embedded certificates, it is assumed that there are no significant differences in faculty teaching courses for the embedded certificate. If significant differences will exist in faculty resources, please specify. Select one of the following.

- No significant differences in faculty
- Significant differences in faculty:

- 2) For stand-alone certificates, the institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries.

C. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high-quality program.

- 1) For embedded certificates, it is assumed that there are no significant differences in support resources for the embedded certificate. If significant differences will exist in support resources, please specify. Select one of the following.
 - No significant differences in support resources
 - Significant differences in support resources
- 2) For stand-alone certificates, the proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available.

D. Demand

Proposed certificates should respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate both student and employer demand for the proposed certificate.

1. Certificates must provide specific skills and knowledge that can be readily transferred to the workforce. In the space below, identify the skills and knowledge that the proposed certificate will provide to students.

Professionals working in private industry or the public sector benefit greatly from possessing the cultural acumen, legal and historical perspective to be effective in working with Native American Tribal Nations, organizations, and populations. The purpose of the certificate in Nation-Building is to further prepare students with the perspective, historical knowledge, and leadership skills to be exceptional leaders informed in aspects of Native American Nation-building, honoring the past, shaping the present, and inspiring the future, throughout Indian Country and beyond.

2. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs and courses at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide documentation of survey responses or other data collected indicating student interest in the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Student enrollment in graduate level Native American Leadership programs and emphases, of which Native American Nation-Building is a core premise, has been historically steady, but increased significantly in the 2023-24 academic year. Enrollment in the MS Native American Leadership program, and Native American Leadership emphases within other SE graduate programs consistently averaged 69 students (range of 65-72) in the fall and spring semesters from 2021-2023. And enrollment in graduate programs with a Native American Leadership / Native American Populations emphases increased 23% (to 86) enrolled students in the fall and 32% (to 91) in spring of 2024. Furthermore, students, alumni, and tribal employers have expressed interest in additional graduate level curriculum and training in Nation-Building.

Estimated Student Enrollment Demand (this section is only required if proposed program will be a stand-alone certificate)

Project estimated student enrollment demand for the first five years of the certificate.

Academic Year (e.g. 2022-2023)	Degrees Conferred	Majors (Headcount) Fall Semester (e.g. # in Fall 2022)

3. **Employer Demand:** These certificates should be employer-driven collaborations with industry experts, employers, and local stakeholders that assist in clearly describing all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution’s service area and/or state. Such evidence may include employer collaboration and engagement documents, employer surveys, current labor market analyses, and future manpower projections. The following websites may also provide useful information: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/> and <https://oklahoma.gov/oesc/labor-market/employment-projections.html>. Additionally, workforce demand with corresponding degree production data be obtained by contacting Ms. Cass Minx, Workforce and Economic Development Coordinator at (cminx@osrhe.edu). Where appropriate, provide evidence, normally in the form of letters of support, copies of advisory board minutes, or others stakeholder documents, that demonstrate employers’ preferences for graduates of the proposed program over persons having alternative existing credentials and employers’ willingness to interview, pay higher salaries, support educational costs for graduates of the proposed program. The response should clearly identify positions that graduates produced will be prepared for after completing the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

The Tribal Nations are an economic catalyst and reliable, permanent partner across industries and business sectors in Oklahoma and Nation-wide. “As former Oklahoma Gov. Brad Henry notes, tribal business is the biggest business we have in Oklahoma. “(United for Oklahoma, Economic Impact, 2023)

In 2019, the economic impact of the 39 Tribal Nations in Oklahoma alone accounted for: \$15.6 Billion in positive economic impact in 2019 113,442 jobs supported in the state \$5.4 Billion paid in wages and benefits. Tribal Nations and populations have a significant influence and community presence in Oklahoma and Nation-wide. Tribal Nations and Tribally owned organizations: Generate billions of dollars purchasing products and services for their business operations, actively partner with federal, state, and local governments on a large scale, and produce significant economic results nationally (OK, WA, AZ, CA, NM, MN, MT).

Tribal Nations are actively engaged in:

- Government / Administration
- Education
- Health & Human Services
- Community Development
- Economic Development
- Cultural Preservation
- Workforce Training & Development
- Manufacturing

- Aviation, Advanced Air mobility, Aerospace,
- Banking & Finance
- Natural Resource management
- Green Energy
- Medical technology and medical support services,
- Communications technology,
- Hospitality, Tourism & Entertainment

E. Cost and Funding

The resource requirements and planned sources of funding of the proposed certificate must be outlined below. This is to ensure that the institution and department offering the certificate will be efficient in resource utilization and to assess the impact of this proposed certificate on the institution's overall need for funds.

- 1) For embedded certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the main program and that no new funds are necessary to support the proposed embedded certificate. If additional funding and/or expenses will be required, please specify. Select one of the following.
 - Funding and expenses for the proposed embedded certificate are covered in the budget of the main program and no additional funds are being requested.
 - Funding and expenses for the proposed embedded certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

- 2) For stand-alone certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the department which houses the program and that no new funds are necessary to support the proposed certificate. If additional funding and/or expenses will be required, please specify. Select one of the following
 - Funding and expenses for the proposed certificate are covered in the budget of the department which houses the program and no additional funds are being requested.
 - Funding and expenses for the proposed certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

F. Program Review and Assessment

If the proposed program is an embedded certificate, program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

NOTE: To be considered for State Regents' approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle. The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>.

Date (year) next review for the existing program in which the proposed certificate is embedded is due:

The Native American Leadership program review is due in 2028.

If the proposed program is a stand-alone certificate, please describe the program evaluation procedures that will be used. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by State Regents' policies should be detailed. Program review

procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

G. Electronic Delivery

State Regents' policy (3.17) requires approval for a program that either (1) is offered in such a manner that a student can take 100 percent of the courses **for the major** (excludes general education) through online delivery **OR** (2) the program is advertised as available through online delivery (regardless of percentage available online).

Will this certificate be offered through online delivery or other computer-mediated format or will it be advertised as available through online delivery or another computer-mediated format?

Yes No

If yes, describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) including the major features that will facilitate learning.

Online delivery through the Canvas Learning Management System provided through Southeastern Oklahoma State University.

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

Note: The following responses addressing distance education are **separate from** the program's **electronic delivery approval**.

For the proposed certificate, *including* general education courses, please select the statement that describes the program's distance education availability:

- ALL of the courses in the proposed program can be completed entirely online.
- SOME of the courses in the proposed program can be completed entirely online.
- NONE of the courses in the proposed program can be completed entirely online.

For the proposed certificate, *including* general education courses, please select the appropriate response to each of the following statements:

The program has a mandatory¹ onsite² component: Yes No
The program has a non-mandatory¹ onsite component: Yes No

¹ For the purposes of these questions, a mandatory onsite component refers to a course requirement or activity in which a student **MUST** be physically on campus, such as orientation, laboratory requirements, meeting with faculty and is a part of the student's overall class performance and grade. A non-mandatory onsite component refers to an activity in which the student is **NOT REQUIRED** to participate, such as tutoring, attending events, meeting with advisor and will not impact the student's overall class performance and grade.

² For the purposes of these questions, onsite refers to the physical campus and **NOT** off-campus locations for internships, practica, clinicals, etc.

*Embedded Certificate - New Program Request Form
(created for abbreviated approval process for certificate
coursework existing within a single approved program)*

Southeastern Oklahoma State University
Institution Submitting Proposal

Graduate Certificate in Program and Project Management
Title of Proposed Embedded Certificate

Master of Science in Native American Leadership (112)
Title of Existing Program and State Regents' Program Code

Durant
Location (where the program will be offered)

Online Delivery
Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits)	05.0202
Program Code requested for embedded certificate (if left blank, the next available program code will be used)	138
Academic Unit (e.g. Department, Division, School)	School of Arts and Sciences
Name of Academic Unit	Dept of Art, Communication & Theater
Name of Program Director	Dr. Patricia Hornback
Intended Date of Implementation	Fall 2025
Anticipated Date for Granting First Embedded Certificates	Fall 2025
Specialty Accrediting Agency	N/A
Name and Title of Contact Person	Dr. Jeremy Blackwood, Dean of Graduate Studies, 580-745-2096, jblackwood.se.edu

Date of Letter of Intent [Click here to enter a date](#)
(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval [Click here to enter a date](#)

Signature of President: _____



Date: 1-7-25

Evaluation Criteria for Certificate that is 15 or Fewer Credit Hours

New requests for certificates comprised of 15 or fewer credit hours will be reviewed by State Regents' staff and submitted to the Chancellor for approval as allowed in section 2.8.2 of the Administrative Operations policy. (3.4.4.E.4)

A. Curriculum

***Students must have completed or be enrolled in the Master of Science in Native American Leadership degree. The graduate certificate earned will be a unique concentration of defined specialty courses relevant to the topic of the certificate. No repeat of courses or course substitutions.**

Note: Courses for embedded certificates are anticipated to be existing courses and if new courses are requested additional explanation is required.

Total number of hours required for certificate:	6
Number of credit hours required:	6
Number of hours in related/electives (if applicable):	0
Number of new courses required: 0	

Please either attach the proposed certificate's curricular requirements or use the table below to list the proposed curriculum. Place an asterisk beside new courses. **Additionally, if the certificate is embedded, the degree sheet for the existing program must be included with the proposal.**

Certificate Requirements *

PREFIX AND COURSE NUMBER	COURSE TITLE	CREDIT HOURS
NAL 5123 or	Multicultural Leadership for Native American Organizations	
NAL 5203 or	Grant Writing for Indigenous Communities & Projects	3
NAL 5243	Ethnohistory of Native Peoples	
NAL 5613	Program & Project Management in Indigenous Organizations	3
Total		6

B. Faculty

The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications, such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program, should be summarized.

- 1) For embedded certificates, it is assumed that there are no significant differences in faculty teaching courses for the embedded certificate. If significant differences will exist in faculty resources, please specify. Select one of the following.

- No significant differences in faculty
- Significant differences in faculty:

- 2) For stand-alone certificates, the institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries.

C. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high-quality program.

- 1) For embedded certificates, it is assumed that there are no significant differences in support resources for the embedded certificate. If significant differences will exist in support resources, please specify. Select one of the following.
 - No significant differences in support resources
 - Significant differences in support resources
- 2) For stand-alone certificates, the proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available.

D. Demand

Proposed certificates should respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate both student and employer demand for the proposed certificate.

1. Certificates must provide specific skills and knowledge that can be readily transferred to the workforce. In the space below, identify the skills and knowledge that the proposed certificate will provide to students.

Professionals working in private industry or the public sector benefit greatly from possessing the cultural acumen, legal and historical perspective to be effective in working with Native American Tribal Nations, organizations, and populations. The purpose of the certificate in Program & Project Management is to further prepare students with the program and project management skills to effectively manage programs within Native American industry, communities, and organizations.

2. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs and courses at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide documentation of survey responses or other data collected indicating student interest in the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Student enrollment in graduate level Native American Leadership programs and emphases has been historically steady but increased significantly in the 2023-24 academic year. Enrollment in the MS Native American Leadership program, and Native American Leadership emphases within other SE graduate programs consistently averaged 69 students (range of 65-72) in the fall and spring semesters from 2021-2023. And enrollment in graduate programs with a Native American Leadership / Native American Populations emphases increased 23% (to 86) enrolled students in the fall and 32% (to 91) in spring of 2024. Furthermore, tribal employers, students and alumni have expressed interest in additional graduate level curriculum and training in Program & Project Management.

Estimated Student Enrollment Demand (*this section is only required if proposed program will be a stand-alone certificate*)

Project estimated student enrollment demand for the **first five years** of the certificate.

Academic Year (e.g. 2022-2023)	Degrees Conferred	Majors (Headcount) Fall Semester (e.g. # in Fall 2022)

- Employer Demand: These certificates should be employer-driven collaborations with industry experts, employers, and local stakeholders that assist in clearly describing all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution’s service area and/or state. Such evidence may include employer collaboration and engagement documents, employer surveys, current labor market analyses, and future manpower projections. The following websites may also provide useful information: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/> and <https://oklahoma.gov/oesc/labor-market/employment-projections.html>. Additionally, workforce demand with corresponding degree production data be obtained by contacting Ms. Cass Minx, Workforce and Economic Development Coordinator at (cminx@osrhe.edu). Where appropriate, provide evidence, normally in the form of letters of support, copies of advisory board minutes, or others stakeholder documents, that demonstrate employers’ preferences for graduates of the proposed program over persons having alternative existing credentials and employers’ willingness to interview, pay higher salaries, support educational costs for graduates of the proposed program. The response should clearly identify positions that graduates produced will be prepared for after completing the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

The Tribal Nations are an economic catalyst and reliable, permanent partner across industries and business sectors in Oklahoma and Nation-wide. “As former Oklahoma Gov. Brad Henry notes, tribal business is the biggest business we have in Oklahoma.” (United for Oklahoma, Economic Impact, 2023)

In 2019, the economic impact of the 39 Tribal Nations in Oklahoma alone accounted for: \$15.6 Billion in positive economic impact in 2019 113,442 jobs supported in the state \$5.4 Billion paid in wages and benefits. Tribal Nations and populations have a significant influence and community presence in Oklahoma and Nation-wide. Tribal Nations and Tribally owned organizations: Generate billions of dollars purchasing products and services for their business operations, actively partner with federal, state, and local governments on a large scale, and produce significant economic results nationally (OK, WA, AZ, CA, NM, MN, MT).

Tribal Nations are actively engaged in many industries/ sectors requiring program & project management skills, including:

- Government / Administration
- Education
- Health & Human Services
- Community Development
- Economic Development
- Cultural Preservation

- Workforce Training & Development
- Manufacturing
- Aviation, Advanced Air mobility, Aerospace,
- Banking & Finance
- Natural Resource management
- Green Energy
- Medical technology and medical support services,
- Communications technology,
- Hospitality, Tourism & Entertainment

E. Cost and Funding

The resource requirements and planned sources of funding of the proposed certificate must be outlined below. This is to ensure that the institution and department offering the certificate will be efficient in resource utilization and to assess the impact of this proposed certificate on the institution's overall need for funds.

- 1) For embedded certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the main program and that no new funds are necessary to support the proposed embedded certificate. If additional funding and/or expenses will be required, please specify. Select one of the following.
 - Funding and expenses for the proposed embedded certificate are covered in the budget of the main program and no additional funds are being requested.
 - Funding and expenses for the proposed embedded certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

- 2) For stand-alone certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the department which houses the program and that no new funds are necessary to support the proposed certificate. If additional funding and/or expenses will be required, please specify. Select one of the following
 - Funding and expenses for the proposed certificate are covered in the budget of the department which houses the program and no additional funds are being requested.
 - Funding and expenses for the proposed certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

F. Program Review and Assessment

If the proposed program is an embedded certificate, program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

NOTE: To be considered for State Regents' approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle. The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>.

Date (year) next review for the existing program in which the proposed certificate is embedded is due:

The Native American Leadership program review is due in 2028.

If the proposed program is a stand-alone certificate, please describe the program evaluation procedures that will be used. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level

student assessment requirements as established by State Regents' policies should be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

G. Electronic Delivery

State Regents' policy (3.17) requires approval for a program that either (1) is offered in such a manner that a student can take 100 percent of the courses **for the major** (excludes general education) through online delivery **OR** (2) the program is advertised as available through online delivery (regardless of percentage available online).

Will this certificate be offered through online delivery or other computer-mediated format or will it be advertised as available through online delivery or another computer-mediated format?

Yes No

If yes, describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) including the major features that will facilitate learning.

Online delivery through the Canvas Learning Management System provided through Southeastern Oklahoma State University.

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

Note: The following responses addressing distance education are **separate from** the program's **electronic delivery approval**.

For the proposed certificate, **including** general education courses, please select the statement that describes the program's distance education availability:

- ALL of the courses in the proposed program can be completed entirely online.
- SOME of the courses in the proposed program can be completed entirely online.
- NONE of the courses in the proposed program can be completed entirely online.

For the proposed certificate, **including** general education courses, please select the appropriate response to each of the following statements:

The program has a mandatory¹ onsite² component: Yes No
The program has a non-mandatory¹ onsite component: Yes No

¹ For the purposes of these questions, a **mandatory** onsite component refers to a course requirement or activity in which a student **MUST** be physically on campus, such as orientation, laboratory requirements, meeting with faculty and is a part of the student's overall class performance and grade. A **non-mandatory** onsite component refers to an activity in which the student is **NOT REQUIRED** to participate, such as tutoring, attending events, meeting with advisor and will not impact the student's overall class performance and grade.

² For the purposes of these questions, onsite refers to the physical campus and **NOT** off-campus locations for internships, practica, clinicals, etc.

***Embedded Certificate - New Program Request Form
(created for abbreviated approval process for certificate
coursework existing within a single approved program)***

Southeastern Oklahoma State University
Institution Submitting Proposal

Graduate Certificate in Hospitality Management and Tourism
Title of Proposed Embedded Certificate

Master of Science in Native American Leadership (112)
Title of Existing Program and State Regents' Program Code

Durant
Location (where the program will be offered)

Online Delivery
Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits)	05.0202
Program Code requested for embedded certificate (if left blank, the next available program code will be used)	139
Academic Unit (e.g. Department, Division, School)	School of Arts and Sciences
Name of Academic Unit	Dept of Art, Communication & Theater
Name of Program Director	Dr. Patricia Hornback
Intended Date of Implementation	Fall 2025
Anticipated Date for Granting First Embedded Certificates	Fall 2025
Specialty Accrediting Agency	N/A
Name and Title of Contact Person	Dr. Jeremy Blackwood, Dean of Graduate Studies, 580-745-2096, jblackwood.se.edu

Date of Letter of Intent [Click here to enter a date](#)
(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval [Click here to enter a date](#)

Signature of President:  Date: 1/7/2025

Evaluation Criteria for Certificate that is 15 or Fewer Credit Hours

New requests for certificates comprised of 15 or fewer credit hours will be reviewed by State Regents' staff and submitted to the Chancellor for approval as allowed in section 2.8.2 of the Administrative Operations policy. (3.4.4.E.4)

A. Curriculum

***Students must have completed or be enrolled in the Master of Science in Native American Leadership degree. The graduate certificate earned will be a unique concentration of defined specialty courses relevant to the topic of the certificate. No repeat of courses or course substitutions.**

Note: Courses for embedded certificates are anticipated to be existing courses and if new courses are requested additional explanation is required.

Total number of hours required for certificate: 6
 Number of credit hours required: 6
 Number of hours in related/electives (if applicable): 0
 Number of new courses required:

Please either attach the proposed certificate's curricular requirements or use the table below to list the proposed curriculum. Place an asterisk beside new courses. **Additionally, if the certificate is embedded, the degree sheet for the existing program must be included with the proposal.**

Certificate Requirements *

PREFIX AND COURSE NUMBER	COURSE TITLE	CREDIT HOURS
NAL 5123 or	Multicultural Leadership for Native American Organizations	
NAL 5203 or	Grant Writing for Indigenous Communities & Projects	3
NAL 5243	Ethnohistory of Native Peoples	
NAL 5623	Hospitality Management & Tourism in Indian Country	3
Total		6

B. Faculty

The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications, such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program, should be summarized.

- 1) For embedded certificates, it is assumed that there are no significant differences in faculty teaching courses for the embedded certificate. If significant differences will exist in faculty resources, please specify. Select one of the following.

- No significant differences in faculty
- Significant differences in faculty:

- 2) For stand-alone certificates, the institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries.

C. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high-quality program.

- 1) For embedded certificates, it is assumed that there are no significant differences in support resources for the embedded certificate. If significant differences will exist in support resources, please specify. Select one of the following.
 - No significant differences in support resources
 - Significant differences in support resources
- 2) For stand-alone certificates, the proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available.

D. Demand

Proposed certificates should respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate both student and employer demand for the proposed certificate.

1. Certificates must provide specific skills and knowledge that can be readily transferred to the workforce. In the space below, identify the skills and knowledge that the proposed certificate will provide to students.

Professionals working in private industry or the public sector benefit greatly from possessing the cultural acumen, legal and historical perspective to be effective in working with Native American Tribal Nations, organizations, and populations. The purpose of the certificate in Hospitality Management and Tourism is to further prepare students with the specific skills to be effective leaders in the Native American hospitality and tourism industry.

2. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs and courses at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide documentation of survey responses or other data collected indicating student interest in the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Student enrollment in graduate level Native American Leadership programs and emphases has been historically steady, but increased significantly in the 2023-24 academic year. Enrollment in the MS Native American Leadership program, and Native American Leadership emphases within other SE graduate programs consistently averaged 69 students (range of 65-72) in the fall and spring semesters from 2021-2023. And enrollment in graduate programs with a Native American Leadership / Native American Populations emphases increased 23% (to 86) enrolled students in the fall and 32% (to 91) in spring of 2024. Furthermore, tribal employers, students, prospective students and alumni have expressed significant interest in additional graduate level curriculum and training in Hospitality Management and Tourism.

Estimated Student Enrollment Demand (this section is only required if proposed program will be a stand-alone certificate)

Project estimated student enrollment demand for the **first five years** of the certificate.

Academic Year (e.g. 2022-2023)	Degrees Conferred	Majors (Headcount) Fall Semester (e.g. # in Fall 2022)

- Employer Demand: These certificates should be employer-driven collaborations with industry experts, employers, and local stakeholders that assist in clearly describing all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution’s service area and/or state. Such evidence may include employer collaboration and engagement documents, employer surveys, current labor market analyses, and future manpower projections. The following websites may also provide useful information: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/> and <https://oklahoma.gov/oesc/labor-market/employment-projections.html>. Additionally, workforce demand with corresponding degree production data be obtained by contacting Ms. Cass Minx, Workforce and Economic Development Coordinator at (cminx@osrhe.edu). Where appropriate, provide evidence, normally in the form of letters of support, copies of advisory board minutes, or others stakeholder documents, that demonstrate employers’ preferences for graduates of the proposed program over persons having alternative existing credentials and employers’ willingness to interview, pay higher salaries, support educational costs for graduates of the proposed program. The response should clearly identify positions that graduates produced will be prepared for after completing the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

The Tribal Nations are an economic catalyst and reliable, permanent partner across industries and business sectors in Oklahoma and Nation-wide. “As former Oklahoma Gov. Brad Henry notes, tribal business is the biggest business we have in Oklahoma.” (United for Oklahoma, Economic Impact, 2023)

In 2019, the economic impact of the 39 Tribal Nations in Oklahoma alone accounted for: \$15.6 Billion in positive economic impact in 2019 113,442 jobs supported in the state \$5.4 Billion paid in wages and benefits. Tribal Nations and populations have a significant influence and community presence in Oklahoma and Nation-wide. Tribal Nations and Tribally owned organizations: Generate billions of dollars purchasing products and services for their business operations, actively partner with federal, state, and local governments on a large scale, and produce significant economic results nationally (OK, WA, AZ, CA, NM, MN, MT).

Tribal Nations are actively engaged in:

- Government / Administration
- Education
- Health & Human Services
- Community Development
- Economic Development
- Cultural Preservation
- Workforce Training & Development
- Manufacturing

- Aviation, Advanced Air mobility, Aerospace,
- Banking & Finance
- Natural Resource management
- Green Energy
- Medical technology and medical support services,
- Communications technology,
- Hospitality, Tourism & Entertainment

E. Cost and Funding

The resource requirements and planned sources of funding of the proposed certificate must be outlined below. This is to ensure that the institution and department offering the certificate will be efficient in resource utilization and to assess the impact of this proposed certificate on the institution's overall need for funds.

- 1) For embedded certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the main program and that no new funds are necessary to support the proposed embedded certificate. If additional funding and/or expenses will be required, please specify. Select one of the following.
 - Funding and expenses for the proposed embedded certificate are covered in the budget of the main program and no additional funds are being requested.
 - Funding and expenses for the proposed embedded certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

- 2) For stand-alone certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the department which houses the program and that no new funds are necessary to support the proposed certificate. If additional funding and/or expenses will be required, please specify. Select one of the following
 - Funding and expenses for the proposed certificate are covered in the budget of the department which houses the program and no additional funds are being requested.
 - Funding and expenses for the proposed certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

F. Program Review and Assessment

If the proposed program is an embedded certificate, program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

NOTE: To be considered for State Regents' approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle. The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>.

Date (year) next review for the existing program in which the proposed certificate is embedded is due:

The Native American Leadership program review is due in 2028.

If the proposed program is a stand-alone certificate, please describe the program evaluation procedures that will be used. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by State Regents' policies should be detailed. Program review

procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

G. Electronic Delivery

State Regents' policy (3.17) requires approval for a program that either (1) is offered in such a manner that a student can take 100 percent of the courses **for the major** (excludes general education) through online delivery **OR** (2) the program is advertised as available through online delivery (regardless of percentage available online).

Will this certificate be offered through online delivery or other computer-mediated format or will it be advertised as available through online delivery or another computer-mediated format?

Yes No

If yes, describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) including the major features that will facilitate learning.

Online delivery through the Canvas Learning Management System provided through Southeastern Oklahoma State University.

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

Note: The following responses addressing distance education are **separate from** the program's **electronic delivery approval**.

For the proposed certificate, *including* general education courses, please select the statement that describes the program's distance education availability:

- ALL of the courses in the proposed program can be completed entirely online.
- SOME of the courses in the proposed program can be completed entirely online.
- NONE of the courses in the proposed program can be completed entirely online.

For the proposed certificate, *including* general education courses, please select the appropriate response to each of the following statements:

The program has a mandatory¹ onsite² component: Yes No

The program has a non-mandatory¹ onsite component: Yes No

¹ For the purposes of these questions, a mandatory onsite component refers to a course requirement or activity in which a student MUST be physically on campus, such as orientation, laboratory requirements, meeting with faculty and is a part of the student's overall class performance and grade. A non-mandatory onsite component refers to an activity in which the student is NOT REQUIRED to participate, such as tutoring, attending events, meeting with advisor and will not impact the student's overall class performance and grade.

² For the purposes of these questions, onsite refers to the physical campus and NOT off-campus locations for internships, practica, clinicals, etc.

***Embedded Certificate - New Program Request Form
(created for abbreviated approval process for certificate
coursework existing within a single approved program)***

Southeastern Oklahoma State University
Institution Submitting Proposal

Graduate Certificate in Cultural Resource Management
Title of Proposed Embedded Certificate

Master of Science in Native American Leadership (112)
Title of Existing Program and State Regents' Program Code

Durant
Location (where the program will be offered)

Online Delivery
Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits)	05.0202
Program Code requested for embedded certificate (if left blank, the next available program code will be used)	140
Academic Unit (e.g. Department, Division, School)	School of Arts and Sciences
Name of Academic Unit	Dept of Art, Communication & Theater
Name of Program Director	Dr. Patricia Hornback
Intended Date of Implementation	Fall 2025
Anticipated Date for Granting First Embedded Certificates	Fall 2025
Specialty Accrediting Agency	N/A
Name and Title of Contact Person	Dr. Jeremy Blackwood, Dean of Graduate Studies, 580-745-2096, jblackwood.se.edu

Date of Letter of Intent [Click here to enter a date](#)
(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval [Click here to enter a date](#)

Signature of President:  Date: 1/7/2025

Evaluation Criteria for Certificate that is 15 or Fewer Credit Hours

New requests for certificates comprised of 15 or fewer credit hours will be reviewed by State Regents' staff and submitted to the Chancellor for approval as allowed in section 2.8.2 of the Administrative Operations policy. **(3.4.4.E.4)**

A. Curriculum

***Students must have completed or be enrolled in the Master of Science in Native American Leadership degree. The graduate certificate earned will be a unique concentration of defined specialty courses relevant to the topic of the certificate. No repeat of courses or course substitutions.**

Note: Courses for embedded certificates are anticipated to be existing courses and if new courses are requested additional explanation is required.

Total number of hours required for certificate: 6
 Number of credit hours required: 6
 Number of hours in related/electives (if applicable): 0
 Number of new courses required: 0

Please either attach the proposed certificate's curricular requirements or use the table below to list the proposed curriculum. Place an asterisk beside new courses. **Additionally, if the certificate is embedded, the degree sheet for the existing program must be included with the proposal.**

Certificate Requirements*

PREFIX AND COURSE NUMBER	COURSE TITLE	CREDIT HOURS
NAL 5123 or	Multicultural Leadership for Native American Organizations	
NAL 5203 or	Grant Writing for Indigenous Communities & Projects	3
NAL 5243	Ethnohistory of Native Peoples	
NAL 5643	Native American Cultural Preservation Practicum	3
Total		6

B. Faculty

The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications, such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program, should be summarized.

- 1) For embedded certificates, it is assumed that there are no significant differences in faculty teaching courses for the embedded certificate. If significant differences will exist in faculty resources, please specify. Select one of the following.

- No significant differences in faculty
- Significant differences in faculty:

- 2) For stand-alone certificates, the institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program. Attach faculty vita or provide explicit summaries.

C. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high-quality program.

- 1) For embedded certificates, it is assumed that there are no significant differences in support resources for the embedded certificate. If significant differences will exist in support resources, please specify. Select one of the following.
 - No significant differences in support resources
 - Significant differences in support resources
- 2) For stand-alone certificates, the proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. Describe all resources available.

D. Demand

Proposed certificates should respond to the needs of the larger economic and social environment. Thus, the institution must demonstrate both student and employer demand for the proposed certificate.

1. Certificates must provide specific skills and knowledge that can be readily transferred to the workforce. In the space below, identify the skills and knowledge that the proposed certificate will provide to students.

Professionals working in private industry or the public sector benefit greatly from possessing the cultural acumen, legal and historical perspective to be effective in working with Native American Tribal Nations, organizations, and populations. The purpose of the certificate in Cultural Resource Management is to further prepare students with the perspective, historical knowledge, and leadership skills to be exceptional leaders informed in aspects of Native American Cultural Resource Management, honoring the past, shaping the present, and inspiring the future, throughout Indian Country and beyond.

2. Student Demand: Clearly describe all evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs and courses at the institution, which should be adequate to expect a reasonable level of productivity. If applicable, provide documentation of survey responses or other data collected indicating student interest in the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

Student enrollment in graduate level Native American Leadership programs and emphases has been historically steady, but increased significantly in the 2023-24 academic year. Enrollment in the MS Native American Leadership program, and Native American Leadership emphases within other SE graduate programs consistently averaged 69 students (range of 65-72) in the fall and spring semesters from 2021-2023. And enrollment in graduate programs with a Native American Leadership / Native American Populations emphases increased 23% (to 86) enrolled students in the fall and 32% (to 91) in spring of 2024. Furthermore, the growth and development of tribal cultural centers and related programs and organizations focused on the management of cultural resources continues to increase. Tribal employers, students, and alumni have expressed interest in additional graduate level curriculum and training specifically in Cultural Resource Management.

Estimated Student Enrollment Demand (*this section is only required if proposed program will be a stand-alone certificate*)

Project estimated student enrollment demand for the **first five years** of the certificate.

Academic Year (e.g. 2022-2023)	Degrees Conferred	Majors (Headcount) Fall Semester (e.g. # in Fall 2022)

- Employer Demand: These certificates should be employer-driven collaborations with industry experts, employers, and local stakeholders that assist in clearly describing all evidence of sufficient employer demand, especially in the five workforce ecosystems developed by the State Department of Commerce that includes aerospace and defense, energy, agriculture and biosciences, information and financial services, and transportation and distribution. This demand can be demonstrated in the form of anticipated openings in an appropriate service area and in relation to existing production of graduates for the institution’s service area and/or state. Such evidence may include employer collaboration and engagement documents, employer surveys, current labor market analyses, and future manpower projections. The following websites may also provide useful information: <https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/> and <https://oklahoma.gov/oesc/labor-market/employment-projections.html>. Additionally, workforce demand with corresponding degree production data be obtained by contacting Ms. Cass Minx, Workforce and Economic Development Coordinator at (cminx@osrhe.edu). Where appropriate, provide evidence, normally in the form of letters of support, copies of advisory board minutes, or others stakeholder documents, that demonstrate employers’ preferences for graduates of the proposed program over persons having alternative existing credentials and employers’ willingness to interview, pay higher salaries, support educational costs for graduates of the proposed program. The response should clearly identify positions that graduates produced will be prepared for after completing the proposed program. Lack of sufficient evidence may delay or defer progress of the request.

The Tribal Nations are an economic catalyst and reliable, permanent partner across industries and business sectors in Oklahoma and Nation-wide. “As former Oklahoma Gov. Brad Henry notes, tribal business is the biggest business we have in Oklahoma. “(United for Oklahoma, Economic Impact, 2023)

In 2019, the economic impact of the 39 Tribal Nations in Oklahoma alone accounted for: \$15.6 Billion in positive economic impact in 2019 113,442 jobs supported in the state \$5.4 Billion paid in wages and benefits. Tribal Nations and populations have a significant influence and community presence in Oklahoma and Nation-wide. Tribal Nations and Tribally owned organizations: Generate billions of dollars purchasing products and services for their business operations, actively partner with federal, state, and local governments on a large scale, and produce significant economic results nationally (OK, WA, AZ, CA, NM, MN, MT).

Tribal Nations are actively engaged in:

- Government / Administration
- Education
- Health & Human Services
- Community Development
- Economic Development
- Cultural Preservation

- Workforce Training & Development
- Manufacturing
- Aviation, Advanced Air mobility, Aerospace,
- Banking & Finance
- Natural Resource management
- Green Energy
- Medical technology and medical support services,
- Communications technology,
- Hospitality, Tourism & Entertainment

E. Cost and Funding

The resource requirements and planned sources of funding of the proposed certificate must be outlined below. This is to ensure that the institution and department offering the certificate will be efficient in resource utilization and to assess the impact of this proposed certificate on the institution's overall need for funds.

- 1) For embedded certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the main program and that no new funds are necessary to support the proposed embedded certificate. If additional funding and/or expenses will be required, please specify. Select one of the following.
 - Funding and expenses for the proposed embedded certificate are covered in the budget of the main program and no additional funds are being requested.
 - Funding and expenses for the proposed embedded certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

- 2) For stand-alone certificates, it is assumed that funding and expenses required to offer the proposed certificate fall within the current budget of the department which houses the program and that no new funds are necessary to support the proposed certificate. If additional funding and/or expenses will be required, please specify. Select one of the following
 - Funding and expenses for the proposed certificate are covered in the budget of the department which houses the program and no additional funds are being requested.
 - Funding and expenses for the proposed certificate are NOT covered in the budget of the main program and additional funds are being requested or negotiated with a business partner or other local stakeholder.

F. Program Review and Assessment

If the proposed program is an embedded certificate, program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the embedded certificate program objectives and consistent with the institutional mission, and will be submitted as a component of the routine five-year program review for the main approved degree program.

NOTE: To be considered for State Regents' approval, the program in which the proposed certificate is embedded must be current in the 5-year program review cycle. The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>.

Date (year) next review for the existing program in which the proposed certificate is embedded is due:

The Native American Leadership program review is due in 2028.

If the proposed program is a stand-alone certificate, please describe the program evaluation procedures that will be used. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level

student assessment requirements as established by State Regents' policies should be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.

G. Electronic Delivery

State Regents' policy (3.17) requires approval for a program that either (1) is offered in such a manner that a student can take 100 percent of the courses **for the major** (excludes general education) through online delivery **OR** (2) the program is advertised as available through online delivery (regardless of percentage available online).

Will this certificate be offered through online delivery or other computer-mediated format or will it be advertised as available through online delivery or another computer-mediated format?

Yes No

If yes, describe the delivery method that will be used to deliver the program content (e.g., Blackboard, Desire2Learn, etc.) including the major features that will facilitate learning.

Online delivery through the Canvas Learning Management System provided through Southeastern Oklahoma State University.

IPEDS has expanded the required reporting information regarding distance education in regards to degree programs and now requires information on three aspects of degree programs based on CIP code and degree level groupings. For more information regarding IPEDS reporting, go to the following website: <https://nces.ed.gov/ipeds/use-the-data/distance-education-in-ipeds>.

Note: The following responses addressing distance education are **separate from the program's electronic delivery approval**.

For the proposed certificate, **including** general education courses, please select the statement that describes the program's distance education availability:

- ALL of the courses in the proposed program can be completed entirely online.
- SOME of the courses in the proposed program can be completed entirely online.
- NONE of the courses in the proposed program can be completed entirely online.

For the proposed certificate, **including** general education courses, please select the appropriate response to each of the following statements:

The program has a mandatory¹ onsite² component: Yes No
The program has a non-mandatory¹ onsite component: Yes No

¹ For the purposes of these questions, a **mandatory** onsite component refers to a course requirement or activity in which a student **MUST** be physically on campus, such as orientation, laboratory requirements, meeting with faculty and is a part of the student's overall class performance and grade. A **non-mandatory** onsite component refers to an activity in which the student is **NOT REQUIRED** to participate, such as tutoring, attending events, meeting with advisor and will not impact the student's overall class performance and grade.

² For the purposes of these questions, onsite refers to the physical campus and **NOT** off-campus locations for internships, practica, clinicals, etc.

***Embedded Certificate - New Program Request Form
(created for abbreviated approval process for certificate
coursework existing within a single approved program)***

Southeastern Oklahoma State University
Institution Submitting Proposal

Graduate Certificate in Health Information Systems
Title of Proposed Embedded Certificate

Master of Science in Native American Leadership (112)
Title of Existing Program and State Regents' Program Code

Durant
Location (where the program will be offered)

Online Delivery
Method of Delivery (i.e., traditional only/electronic only/both)

CIP Code (6 digits)	05.0202
Program Code requested for embedded certificate (if left blank, the next available program code will be used)	141
Academic Unit (e.g. Department, Division, School)	School of Arts and Sciences
Name of Academic Unit	Dept of Art, Communication & Theater
Name of Program Director	Dr. Patricia Hornback
Intended Date of Implementation	Fall 2025
Anticipated Date for Granting First Embedded Certificates	Fall 2025
Specialty Accrediting Agency	N/A
Name and Title of Contact Person	Dr. Jeremy Blackwood, Dean of Graduate Studies, 580-745-2096, jblackwood.se.edu

Date of Letter of Intent [Click here to enter a date](#)
(The letter of intent must have been submitted to the Chancellor prior to submitting the proposal)

Date of Governing Board Approval [Click here to enter a date](#)

Signature of President:  Date: 1/7/2025