

***Institutional Update 2018-2019***

**Redlands Community College(1853)**

**Institutional Update 2018-2019**



## Institution Information

### Instructions

- If the name or mailing address of your institution has changed, contact your institution's HLC staff liaison.
- Enter the **main phone number** that should be used for public contact with the institution.
- Do not enter ampersands or HTML characters.

### Ownership of the Institution

- Ownership of the institution is the full name of an entity that owns or controls the institution. Such entities include the ultimate corporate parent, denomination or other organization. If the institution is a public institution, enter Not Applicable.
- Ultimate corporate parent is a company that controls other, smaller businesses by owning an influential amount of voting stock or control. Parent companies are typically larger firms that exhibit control over one or more small subsidiaries in either the same industry or complimentary industries. Parent companies can be either hands-on or hands-off with subsidiaries, depending on the amount of managerial control given to subsidiary managers.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Institution Information
Name	Redlands Community College
Mailing Address 1	1300 S. Country Club Rd.
Mailing Address 2	
City	El Reno
State	Oklahoma
Country	United States
Postal Code	73036-5304
Main Phone Number	(405) 262-2552
Extension	
Fax	(405) 422-1200
Website	<a href="http://www.redlandsc.edu">http://www.redlandsc.edu</a>

What is the enabling or authorizing legislation for the institution?

- Report the name of the act or statutory citation that enables or authorizes your institution. Contact your institution's in-house legal counsel for the information.

Oklahoma Statute Title 70, section 70-4423

## Contact Information

### Instructions

- Identify if changes to contact information are a New Contact (new person in the role) or Updated Contact (new information for this person).
- If the permanent position is vacant, enter the interim or acting officer. **Do not leave a position blank**; an individual must be assigned to each role.
- In the Suffix field, include designations such as S.J., B.V.M., etc. Do not include academic credentials such as M.B.A., M.S.N, D.B.A, J.D., etc.
- **Check the Not Applicable box under each field that is left blank.** Be sure to do this even if you have no changes for a contact.

### Chief Executive Officer (CEO)

- The principal administrative official responsible for the direction of all affairs and operations of the institution.
- The official who directs the post-secondary education component of the institution, and who may report to a governing board.

### Chief Academic Officer (CAO)

- The senior academic administrator at the institution.

### Chief Financial Officer (CFO)

- The principal administrative official responsible for the finances of the institution.

### Accreditation Liaison Officer (ALO)

- The individual appointed by the CEO to serve as the primary contact between the institution and HLC.
- Serves as the primary contact between the institution and HLC.
- Communicates changes at the institution to HLC and responds to communication from HLC.
- Provides oversight for the currency, accuracy, and timeliness of institutional information submitted to HLC, including the Institutional Update.

### Data Update Coordinator

- The individual appointed by the CEO to be responsible for the accuracy and completion of the Institutional Update.
- Is responsible for the accuracy and completion of the Institutional Update.
- Serves as the contact between the institution and HLC regarding the Institutional Update and is responsible for the timely submission of the Institutional Update.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

**Have you made changes to the Chief Executive Officer contact information below?**

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

**Check the Not Applicable box if you leave any field blank.**

Contact Type	Chief Executive Officer
Prefix	Mr.
First	Jack
Middle	
Last	Bryant
Suffix	
Title	President
Institution Name	Redlands Community College
Address 1	1300 S. Country Club Rd.
Address 2	
City	El Reno
State	Oklahoma
Postal Code	73036-5304
Country	United States
Phone	(405) 422-1258

Extension	
Fax	(405) 422-1202
Email Address	jack.bryant@redlandsc.edu

**Have you made changes to the Chief Academic Officer contact information below?**

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

**Check the Not Applicable box if you leave any field blank.**

Contact Type	Chief Academic Officer (CAO)
Prefix	Mrs.
First	Rose Marie
Middle	
Last	Moore
Suffix	
Title	Chief Academic Officer
Institution Name	Redlands Community College
Address 1	1300 S. Country Club Rd.
Address 2	
City	El Reno
State	Oklahoma

Postal Code	73036-5304
Country	United States
Phone	(405) 422-1262
Extension	
Fax	(405) 422-1450
Email Address	RoseMarie.Moore@redlandsc.edu

**Have you made changes to the Chief Financial Officer contact information below?**

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

**Check the Not Applicable box if you leave any field blank.**

Contact Type	Chief Financial Officer
Prefix	Mrs.
First	Jena
Middle	
Last	Marr
Suffix	
Title	Executive Vice President of Campus Administration and Finance
Institution Name	Redlands Community College
Address 1	1300 S. Country Club Rd.



Address 2	
City	El Reno
State	Oklahoma
Postal Code	73036-5304
Country	United States
Phone	(405) 422-1265
Extension	
Fax	(405) 422-1202
Email Address	jena.marr@redlandsc.edu

**Have you made changes to the Accreditation Liaison Officer contact information below?**

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

**Check the Not Applicable box if you leave any field blank.**

Contact Type	Accreditation Liaison Officer (ALO)
Prefix	Mr.
First	Eli
Middle	
Last	Zucksworth
Suffix	

Title	Athletic Director, Coordinator of Fitness Training, Head Athletic Trainer & Accreditation Liaison Officer
Institution Name	Redlands Community College
Address 1	1300 S. Country Club Rd.
Address 2	
City	El Reno
State	Oklahoma
Postal Code	73036-5304
Country	United States
Phone	(405) 422-1280
Extension	
Fax	(405) 422-1208
Email Address	eli.zucksworth@redlandsc.edu

**Have you made changes to the Data Update Coordinator contact information below?**

(Select one)

- No Change
- Update Contact (new information for this person)
- New Contact (new person in this role)

**Check the Not Applicable box if you leave any field blank.**

Contact Type	Data Update Coordinator
Prefix	Mr.
First	Troy

Middle	
Last	Milligan
Suffix	
Title	Coordinator of Institutional Research & Effectiveness, Institutional Research and Effectiveness
Institution Name	Redlands Community College
Address 1	1300 S. Country Club Rd.
Address 2	
City	El Reno
State	Oklahoma
Postal Code	73036-5304
Country	United States
Phone	(405) 422-1206
Extension	
Fax	(405) 422-1206
Email Address	milligant@redlandsc.edu

## Financial Information

### Instructions

- Only information for the current data collection year can be updated. Data from previous years is for informational purposes only.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	FY 2018	FY 2017	FY 2016
Ending month of fiscal year:	June	June	June
Last completed audit year:	2018	2017	2016
Did you receive your last completed audit within 6 months of the close of your fiscal year?	Yes	Yes	Yes
Was your most recent financial audit UNQUALIFIED?	Yes	Yes	Yes
Did your most recent audit report include a going concern for disclosure?	No	No	No

## Instructions

- **To complete this section, utilize your last complete fiscal year audit.**
  - **Please Note:** Public institutions will be required to submit financial data in two sections. In the first section, institutions will be asked to submit data directly from their audited financial statements, which will include the impact of GASB 68 and GASB 75. (GASB 68 and GASB 75 are Statements on Accounting and Financial Reporting for Pensions issued by the Governmental Accounting Standards Board.) In the second section, institutions are asked to submit data adjusted to exclude the impact of GASB 68 and GASB 75.
- Guidelines and illustrations regarding the financial ratios for public institutions are found in [Strategic Financial Analysis for Higher Education, 7th ed.](#)
- Use HLC's [Composite Financial Index worksheet](#) to calculate this index.
- **Note:** all strength factors are limited to a scale of -4 to 10.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- There are four sections for each year. Be sure to enter all information.
- Only data for the current data collections year can be updated. Data from previous years are for informational purposes only.
- The **Viability** strength factor is set to 10 when there is no long-term debt.

Data submitted in the previous two years are shown.

### Numerator Total

Same total as in viability.

### Change in Net Value

Consolidated amounts should be used, if available.

### Institutional Long-Term Debt

Information not obtained from the financial statements directly since this information is usually contained in the notes.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

## Primary Reserve Ratio Calculation

	FY 2018	FY 2017	FY 2016
Institution unrestricted net assets	-8016455.00	-9523857.00	-11335790.00
Institution expendable restricted net assets	92497.00	153728.00	107428.00
Component Unit (C.U.) unrestricted net assets	60821.00	58092.00	56636.00

C.U. temporarily restricted net assets	193611.00	190340.00	130468.00
C.U. net investment in plant	137500.00	137500.00	137500.00
Numerator Total	-7807026.00	-9259197.00	-11178758.00
Institution operating expenses	13645054.00	14420661.00	14497844.00
Institution non-operating expenses	823626.00	888067.00	1001792.00
C.U. total expenses	65705.00	57870.00	600263.00
Denominator Total	14534385.00	15366598.00	16099899.00
Primary reserve ratio	-0.54	-0.60	-0.69
Primary reserve strength	-4.00	-4.00	-4.00
Primary reserve weight	0.35	0.35	0.35
Primary reserve CFI	-1.40	-1.40	-1.40

### Net Operating Revenue Ratio Calculation

	FY 2018	FY 2017	FY 2016
Institution operating income (loss)	-6612342.00	-6739587.00	-6969583.00
Institution net non-operating revenues	6844957.00	7451103.00	6763023.00
C.U. change in unrestricted net assets	2729.00	1456.00	282367.00
Numerator Total	235344.00	712972.00	75807.00
Institution operating revenues	7032712.00	7681074.00	7528261.00
Institution non-operating revenues	7668583.00	8339170.00	7764815.00
C.U. total unrestricted revenues	68434.00	59326.00	882630.00
Denominator Total	14769729.00	16079570.00	16175706.00
Net operating revenue ratio	0.02	0.04	0.00
Net operating revenue strength	1.23	3.41	0.36
Net operating revenue weight	0.10	0.10	0.10
Net operating revenue CFI	0.12	0.34	0.04

## Viability Ratio Calculation

	FY 2018	FY 2017	FY 2016
Expendable net assets (from Primary Reserve Numerator)	-7807026.00	-9259197.00	-11178758.00
Institution long-term debt (total project-related debt)	29297216.00	34156698.00	32446068.00
C.U. long-term debt (total project-related debt)	0.00	0.00	0.00
Total long-term + C.U. debt (total project-related debt)	29297216.00	34156698.00	32446068.00
Viability ratio	-0.27	-0.27	-0.34
Viability strength	-0.64	-0.65	-0.83
Viability weight	0.35	0.35	0.35
Viability CFI	-0.22	-0.23	-0.29

## Return on Net Assets Ratio Calculation

	FY 2018	FY 2017	FY 2016
Change in net assets plus C.U. change in net assets	1913696.00	2473509.00	1197504.00
Total net assets + C.U. total net assets (beginning of year)	1715580.00	-657574.00	-1855078.00
Return on net assets ratio	1.12	-3.76	-0.65
Return on net assets strength	10.00	-4.00	-4.00
Return on net assets weight	0.20	0.20	0.20
Return on net assets CFI	2.00	-0.80	-0.80

	FY 2018	FY 2017	FY 2016
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Total Composite Financial Indicator Score	0.50	-2.09	-2.45
Comments			<p>As an Institution, Redlands continues to make huge leaps to recover from our previous financial woes. However, several factors contributed to our lower composite financial indicator score during the FY16 fiscal year. A huge factor was due to the State of Oklahoma budget cuts, in which Redlands lost over 16% of our State appropriations. Redlands also purchased two housing apartment complexes which added \$6,000,000 in bond payments to our debt liability. The 2015 GASB 68 &amp; 71 pension requirements also changed our ratios. Lastly, we wanted to point out that in FY15, we had extensive roof damages due to a storm in El Reno and were able to collect over \$2,500,000 in insurance money to assist with roofing replacements. That will also explain why the ratio is so much different than FY15.</p>



## Instructions

- **To complete this section, utilize your last complete fiscal year audit.**
  - **Please Note:** Public institutions will be required to submit financial data twice. The first time, institutions will be asked to submit data directly from their audited financial statements, which will include the impact of GASB 68. (GASB 68 is a Statement on Accounting and Financial Reporting for Pensions issued by the Governmental Accounting Standards Board.)
  - The second instance, institutions are asked to submit data adjusted to exclude the impact of GASB 68.
- Guidelines and illustrations regarding the financial ratios for public institutions are found in [Strategic Financial Analysis for Higher Education, 7th ed.](#)
- Use HLC's [Composite Financial Index worksheet](#) to calculate this index.
- **Note:** all strength factors are limited to a scale of -4 to 10.
- For all entries, if a corresponding number does not apply, enter 0 (zero). Blank entries will not be accepted.
- There are four sections for each year. Be sure to enter all information.
- Only data for the current data collections year can be updated. Data from previous years are for informational purposes only.
- The **Viability** strength factor is set to 10 when there is no long-term debt.

Data submitted in the previous two years are shown.

### Numerator Total

Same total as in viability.

### Change in Net Value

Consolidated amounts should be used, if available.

### Institutional Long-Term Debt

Information not obtained from the financial statements directly since this information is usually contained in the notes.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

## GASB Primary Reserve Ratio Calculation

	FY 2018	FY 2017	FY 2016
Institution unrestricted net assets	4511554.00	3625556.00	2094390.00
Institution expendable restricted net assets	92497.00	153728.00	107428.00

Component Unit (C.U.) unrestricted net assets	60821.00	58092.00	56636.00
C.U. temporarily restricted net assets	193611.00	190340.00	130468.00
C.U. net investment in plant	137500.00	137500.00	137500.00
Numerator Total	4720983.00	3890216.00	2251422.00
Institution operating expenses	14339295.00	14521735.00	15496479.00
Institution non-operating expenses	823626.00	888067.00	1001792.00
C.U. total expenses	65705.00	57870.00	600263.00
Denominator Total	15228626.00	15467672.00	17098534.00
Primary reserve ratio	0.31	0.25	0.13
Primary reserve strength	2.33	1.89	0.99
Primary reserve weight	0.35	0.35	0.35
Primary reserve CFI	0.82	0.66	0.35

### **GASB Net Operating Revenue Ratio Calculation**

	FY 2018	FY 2017	FY 2016
Institution operating income (loss)	-7306583.00	-6840661.00	-7968218.00
Institution net non-operating revenues	6804491.00	7271410.00	6602589.00
C.U. change in unrestricted net assets	2729.00	1456.00	282367.00
Numerator Total	-499363.00	432205.00	-1083262.00
Institution operating revenues	7032712.00	7681074.00	7528261.00
Institution non-operating revenues	7628117.00	8159477.00	7604381.00
C.U. total unrestricted revenues	68434.00	59326.00	882630.00
Denominator Total	14729263.00	15899877.00	16015272.00
Net operating revenue ratio	-0.03	0.03	-0.07
Net operating revenue strength	-2.61	2.09	-4.00
Net operating revenue weight	0.10	0.10	0.10
Net operating revenue CFI	-0.26	0.21	-0.40

## GASB Viability Ratio Calculation

	FY 2018	FY 2017	FY 2016
Expendable net assets (from Primary Reserve Numerator)	4720983.00	3890216.00	2251422.00
Institution long-term debt (total project-related debt)	18692969.00	19972448.00	21594285.00
C.U. long-term debt (total project-related debt)	0.00	0.00	0.00
Total long-term + C.U. debt (total project-related debt)	18692969.00	19972448.00	21594285.00
Viability ratio	0.25	0.19	0.10
Viability strength	0.61	0.47	0.25
Viability weight	0.35	0.35	0.35
Viability CFI	0.21	0.16	0.09

## GASB Return on Net Assets Ratio Calculation

	FY 2018	FY 2017	FY 2016
Change in net assets plus C.U. change in net assets	1178989.00	2192742.00	38435.00
Total net assets + C.U. total net assets (beginning of year)	14965348.00	14849777.00	12734171.00
Return on net assets ratio	0.08	0.15	0.00
Return on net assets strength	3.94	7.38	0.15
Return on net assets weight	0.20	0.20	0.20
Return on net assets CFI	0.79	1.48	0.03

	FY 2018	FY 2017	FY 2016
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Total Composite Financial Indicator Score	1.56	2.51	0.07
Comments			<p>As an Institution, Redlands continues to make huge leaps to recover from our previous financial woes. However, several factors contributed to our lower composite financial indicator score during the FY16 fiscal year. A huge factor was due to the State of Oklahoma budget cuts, in which Redlands lost over 16% of our State appropriations. Redlands also purchased two housing apartment complexes which added \$6,000,000 in bond payments to our debt liability. The 2015 GASB 68 &amp; 71 pension requirements also changed our ratios. Lastly, we wanted to point out that in FY15, we had extensive roof damages due to a storm in El Reno and were able to collect over \$2,500,000 in insurance money to assist with roofing replacements. That will also explain why the ratio is so much different than FY15.</p>

## *Federal Compliance*

### **Instructions**

#### **Accrediting Agencies Reported to HLC**

- Institutions are required to disclose to HLC if another recognized accrediting agency has placed the institution on a sanction or probation, or if it has been subject to an adverse action, including the denial of accreditation or withdrawal of accreditation. HLC policy requires disclosures to be made regarding such actions from any accrediting agency that is recognized by the U.S. Department of Education and/or Council on Higher Education Accreditation (CHEA).
- The data displayed is based on information received by HLC from either the institution or the agency, regardless of status. This list may be incomplete.
- If the institution is on a sanction or probation with a recognized agency that is not listed, if the institution has been subject to an adverse action from another recognized accrediting agency that is not listed, or if the standing displayed with an agency is not correct, please contact [legallaffairs@hlcommission.org](mailto:legallaffairs@hlcommission.org). In the correspondence, please include a copy of the most recent action letter from the agency and the change being requested.
- Institutions do not need to report additional accreditation relationships that are not displayed if the institution is in good standing with the agency.
- An end date is only displayed if HLC has a record of the institution's accreditation relationship with the listed agency having ceased.

#### **Academic Term**

- Adding or modifying the academic term may require prior HLC approval.
- See HLC's website for policies and procedures related to [changing an institution's academic term](#).

#### **Title IV Financial Aid**

- Check with the institution's registrar or financial aid officer for assistance in completing this section. Also see HLC's [Federal Compliance Program Overview](#).
- Adding or modifying clock or credit hours may require prior HLC approval. See HLC's website for policies and procedures related to [changing clock or credit hours](#).
- Identify the institution's FY2016 Three-Year Draft Cohort Default Rate for Student Loans, which is released by the U.S. Department of Education to institutions in February 2019.
- Enter the percentage of first-time, full-time students receiving Pell Grants at your institution. Enter the average amount of grant aid received per student. The Pell Grant information should be from the 2018–19 IPEDS Financial Aid Survey, which covered 2017–18.

#### **Student Achievement**

- Institutions are required to publish student achievement data on the full range of their offerings. Data can be provided at the institutional or the program level, but if provided at the program level, should be provided for all programs. See HLC policy [Public Information \(FDCR.A.10.070\)](#) for more information.
- This information typically includes retention rates, graduation rates, licensure exam pass rates, employment rates, acceptance to further study, or links to the College Navigator website, but in any case should be information appropriate for the institution's mission. Information provided should be clearly labeled on the website and linked from the home page, included within the top three levels of the website, or easily found through a search of related terms on the website.
- In addition, information should be presented in plain language with any technical terms defined and any necessary information on the method used to compile data included.

**Semester:** An academic year that consists of two terms of about 14-17 weeks of instruction. There may be an additional summer semester.

**Trimester:** An academic year that consists of three terms of about 15 weeks of instruction.

**Quarter:** An academic year that consists of three sessions of about 12 weeks each. The range is typically from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.

**Four-One-Four Plan:** The 4-1-4 calendar consists of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.

**Modular:** Courses are typically in 4 to 6 week blocks with specific start and end times (frequently cohort).

**Continuous:** Courses are not defined by specific start dates (usually applies to distance delivery).

#### **Clock Hour Program**

Check with the institution's financial aid officer to determine if the institution offers any programs in clock hours or programs that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing, or other programs in licensed fields.

- Federal Formula for Minimum Number of Clock Hours of Instruction
  - One semester or trimester hour must include at least 37.5 clock hours of instruction.
  - One quarter hour must include at least 25 clock hours of instruction.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

**Please click the button below to view accrediting agencies reported to HLC.**

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Accreditor	Status	Effective Start Date	Effective End Date
Accreditation Commission for Education in Nursing (ACEN)	Warning	03/08/2018	

Academic Term

(Select all that apply)

- Continuous  
 Four-one-four  
 Modular  
 Quarter  
 Semester  
 Trimester

Does the institution have a formal student refund policy?

(Select one)

- Yes
  No

Does the institution report any degree program, certificate or other academic program to the U.S. Department of Education in clock hours for Title IV purposes?

(Select one)

- Yes
  No

If Yes, how many academic programs are reported in clock hours? (select Not Applicable if previous question was answered "No")

Not Applicable

Identify the institution's FY 2016 Three-Year Draft Cohort Default Rate for student loans.

19.80

Enter the percentage of first-time, full-time students receiving Pell Grants.

50.80

Enter the average amount of Pell Grant aid received by these students.

5428.00

Does the institution provide information to students and the public about student achievement?

(Select one)

Yes

No



## *Student Head Count By Level*

### **Instructions**

- Report your numbers as of your institution's **IPEDS Fall 2018** reporting date.
- Enter data as reported in Part A - Fall Enrollment.
- Head count is unduplicated.
- Enter zero if there is no enrollment.
- Do not include undergraduate non-degree/non-certificate seeking students which include dual credit students. Dual credit students will be addressed in a separate section of the survey.

### **Full-Time Degree- or Certificate-Seeking Undergraduate Students**

- See IPEDS data as reported in Part A—Fall Enrollment for Full-time Undergraduate Students, Grand Total (men+women), Total Degree/Certificate-seeking.
- Full-time degree- or certificate-seeking undergraduates are those students enrolled for:
  - Twelve or more semester or quarter credits, or 24 or more contact hours per week each term.
  - 4- or 5-year bachelor's degree programs.
  - Associate's degree programs.
  - Vocational/Technical degree- or certificate-granting programs below the baccalaureate level.
  - Courses creditable toward an associate's or bachelor's degree or toward a certificate below baccalaureate level.

### **Part-Time Degree- or Certificate-Seeking Undergraduate Students**

- See IPEDS data as reported in Part A—Fall Enrollment for Part-time Undergraduate Students, Grand Total (men+women), Total Degree/Certificate-seeking.
- Part-time degree- or certificate-seeking undergraduates are those students enrolled for:
  - Fewer than 12 semester or quarter credits, or fewer than 24 contact hours per week each term.
  - 4- or 5-year bachelor's degree programs.
  - Associate's degree programs.
  - Vocational/technical degree- or certificate-granting programs below the baccalaureate level.
  - Courses creditable toward an associate's or bachelor's degree or toward a certificate below baccalaureate level.

### **Full-Time Degree-Seeking Graduates**

- Enter IPEDS data as reported in Part A—Fall Enrollment for Graduate Students, Grand Total (men+women), Total full-time students.
- Full-time degree-seeking graduates are those students enrolled for:
  - Nine or more semester or quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
  - Any graduate programs.

- Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
- Thesis or dissertation credits.

**Part-Time Degree-Seeking Graduates**

- Enter IPEDS data as reported in Part A—Fall Enrollment for Graduate Students, Grand Total (men+women), Total part-time students.
- Part-time degree-seeking graduates are those students enrolled for:
  - Fewer than 9 semester or quarter credits.
  - Any graduate programs.
  - Any graduate courses creditable toward a graduate degree or post-baccalaureate certificate.
  - Thesis or dissertation credits.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Undergraduate Head Count	563	584
Part-time Undergraduate Head Count	540	501
Full-time Graduate Head Count	0	0
Part-time Graduate Head Count	0	0

## Student Head Count By Category

### Instructions

- Report your numbers based on **IPEDS Fall 2018 reporting date**.
- Head count may be duplicated.
- Include both full and part time students.

**Certificate-Seeking Undergraduates** are students enrolled in a credit-bearing certificate program at the undergraduate level.

**Degree-Seeking Undergraduates** are students enrolled in a degree program at the undergraduate level.

**Post-baccalaureate Certificate-Seeking Students** are students enrolled in a credit-bearing certificate program above the baccalaureate level.

**Post-baccalaureate Degree-Seeking Students** are students enrolled in a degree program above the baccalaureate level.

**Non-degree-seeking Students** are students enrolled for credit who are not recognized by the institution as seeking a degree or formal award.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Certificate Seeking Undergraduate	41	37
Degree Seeking Undergraduate	1062	1048
Post-Baccalaureate Certificate-Seeking	0	0
Post-Baccalaureate Degree-Seeking	0	0
Non-Degree Seeking	826	938

## *Institutional Head Count*

### **Instructions**

- Report your numbers as of your institution's **IPEDS Fall 2018 reporting date**.
- Report unduplicated numbers.
- Enter zero if there are no employees for a category.
- If an employee serves in **more than one category**, report that person in the category used by your institution to classify that person. **Report that person only once**.
- Complete the HLC Student-to-Faculty Ratio Worksheet that applies to your institution's offerings (the actual offerings rather than the institution's Carnegie classification):
  - Institutions with [associate- and/or bachelor-level programs](#)
  - Institutions with offerings that include [graduate programs](#)
- **Institutions offering graduate programs only should enter zero.**

Data submitted in the previous year are shown.

### **Full-time/Part-time Faculty**

- Faculty are employees whose primary responsibilities are instruction, research and/or public service.
- Include both tenure and non-tenure track.
- Full-time faculty on sabbatical should be considered as full-time faculty.
- Adjunct faculty should be counted as part-time faculty.
- Graduate assistants should be counted as part-time faculty.

### **Full-time/Part-time Administration**

Administration includes the following IPEDS categories:

- Management Occupations
- Business and Financial Operation Occupations
- Librarians and Library Technicians
- Archivists, Curators, Museum Technicians
- Computer, Engineering and Science Occupations
- Community, Social Service, Legal, Arts, Design, Entertainment
- Sports and Media Occupations
- Healthcare Practitioners and Technical Occupations
- Student and Academic Affairs and Other Educational Services Occupations

### **Full-time/Part-time Staff**

Staff includes the following IPEDS categories:

- Service Occupations
- Sales and Related Occupations

- Office and Administrative Support Occupations
- Natural Resources, Construction and Maintenance Occupations
- Production, Transportation and Material Moving Occupations

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Full-time Faculty	29	27
Part-time Faculty	56	61
Full-time Administration	48	45
Part-time Administration	45	38
Full-time Staff	21	27
Part-time Staff	44	53
Student-to-Faculty Ratio	23.00	23.00

## Dual Credit

### Instructions

- Report dual credit head count from **IPEDS Fall 2018 reporting date**.
- Provide the best estimate of dual credits awarded for the academic year 2018-2019.
- Head count is unduplicated.
- Enter zero for head count if there is no dual credit enrollment.

Previous year of submitted data are shown.

### Dual Credit

Dual Credit, also called concurrent enrollment, refers to courses taught to high school students for which the students receive both high school credit and college credit.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Total Dual Credit Student Head Count:	819	936
How many dual credits awarded in the academic year 2018-2019?	4165	10345

## *Certificates and Degree Programs Awarded*

### **Instructions**

- Report the numbers from July 1, 2017, through June 30, 2018.
- Enter zero for any category for which no certificates or degrees were awarded.

Data submitted in the previous year are shown.

### **Certificate Program**

- Credit-bearing program culminating in the awarding of a certificate or diploma but not a degree.
- A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.
- Report both graduate level and undergraduate level certificates.

### **Certificates Not Part of a Degree Program**

- Certificates that have a minimum length of 24 semester hours (or 36 quarter hours) where the courses are not part of an already existing degree program.
- This certificate is one that is separate from any degree program offered by the institution.

### **Associate's Degree**

- Programs require the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

### **Bachelor's Degree**

- Programs require the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

### **Master's Degree**

- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level work.
- Programs meet institutional requirements for completion of the degree and culminate in awarding of the degree.

### Specialist Degree

- Programs require the completion of college work beyond the bachelor's degree in a specific field of study.
- Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

### Doctoral Degree

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Graduate Certificates Awarded	0	0
Undergraduate Certificates Awarded	50	69
Total Certificates Awarded	50	69
Of the undergraduate certificates listed above, how many are NOT part of an existing degree program?	0	0

	Current Year	Previous Year
Associate's Degrees Awarded	175	202
Bachelor's Degrees Awarded	0	0
Master's Degrees Awarded	0	0
Specialist Degrees Awarded	0	0
Doctoral Degrees Awarded	0	0



## *Certificates and Degree Programs Offered*

### **Instructions**

- Enter the current number of certificate and degree programs offered.
- Enter zero for any type of program not offered.
- Report degree programs that are offered in CIP-defined fields of study.
- Typically the CIP-defined fields of study correspond to majors and should be carried out up to the fourth decimal point (example: 30.1301 Medieval and Renaissance Studies).
- Do not count sub-fields or concentrations within a major as separate programs.
- Adding or modifying programs at a new degree level may require prior HLC approval. See HLC's website for policies and procedures related to [academic program changes](#).

### **Certificate Program**

- Credit bearing program culminating in the awarding of a certificate or diploma but not a degree.
- A certificate program may require previous college credit for admission and may be at any degree level or pre-associate's.
- Report both graduate level and undergraduate level certificates.

### **Associate's Degree Programs**

- Programs require the completion of at least two years of full-time equivalent college-level work (60 semester credits or 90 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

### **Bachelor's Degree Programs**

- Programs require the completion of at least four years of full-time equivalent college-level work (120 semester credits or 180 quarter credits) in a specified field of study.
- Programs meet institutional requirements for completion of a degree and culminate in the awarding of a degree.

### **Master's Degree Programs**

- Programs requiring 30 semester credits or 45 quarter credits beyond a bachelor's degree.
- Programs require the completion of at least one year of full-time equivalent graduate-level work.
- Programs meet institutional requirements for completion of the degree and culminate in awarding of the degree.

### Specialist Degree Programs

- Programs require the completion of college work beyond the bachelor's degree in a specific field of study.
- Programs are beyond bachelor's degrees and are frequently found in Education and related academic disciplines.

### Doctoral Degree Programs

- Programs requiring 30 semester credits or 45 quarter credits beyond the master's degree.
- Programs include a dissertation or other original project.
- Programs meet institutional requirements for completion of the degree and culminate in the awarding of a degree.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

	Current Year	Previous Year
Total Number Credit-Bearing Certificates Offered	13	14
Associate's Degree Programs Offered	17	18
Bachelor's Degree Programs Offered	0	0
Master's Degree Programs Offered	0	0
Specialist Degree Programs Offered	0	0
Doctoral Degree Programs Offered	0	0

## *Distance Education and Correspondence Education*

### **Instructions**

- Review your institution's distance and/or correspondence education stipulation and confirm that you have reviewed that information. Accreditation Liaison Officers can request the [Institutional Status and Requirements](#) (ISR) report to review all stipulations.
- If the stipulation is not correct, contact [changerequests@hlcommission.org](mailto:changerequests@hlcommission.org).

### **Correspondence Education (federal definition)**

Education provided through one or more courses by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.

### **Distance Education (federal definition)**

Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies used may include:

- The internet
- One way and two-way transmissions through open broadcast, closed circuit cable, microwave, broadband line, fiber optics, satellite, or wireless communication devices.
- Audio-conferencing
- Video cassettes, DVDs and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the above technologies listed above.

### **Distance-delivered Courses**

Distance-delivered courses are those in which all or the vast majority (typically 75 percent or more) of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.

### **Distance-delivered Programs**

Distance-delivered programs are those certificate or degree programs in which 50 percent or more of the required courses may be taken as distance-delivered courses.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

### **Distance Education and Correspondence Education Stipulation**

Approved for distance education courses and programs. The institution has not been approved for correspondence education.

I have reviewed the distance and/or correspondence education stipulation. If incorrect, contact [changerequests@hlcommission.org](mailto:changerequests@hlcommission.org).

X Yes

\_\_\_\_ No

## Branch Campuses

### Instructions

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is reported consistently to the U.S. Department of Education and to HLC. The institution's locations should be reported the same way to the department and HLC.

- Verify the following data points for each branch campus:
  - Campus name
  - Status
  - Address (including city, state, postal code and country)
  - Open date
  - Head count (based on actual or anticipated enrollment for current year)
  - Location type
- The Accreditation Liaison Officer can log in to HLC's [Location and Campus Update System](#) to update the campus name or head count for a listed branch campus, if necessary.
- Adding, closing or relocating a branch campus requires prior HLC approval. See HLC's website for policies and procedures related to [branch campus changes](#).
  - **Note:** HLC does not approve branch campuses or additional locations retroactively; therefore, it is important for institutions and the students they serve that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.
- If other details about the institution's branch campuses need to be updated, contact [changerequests@hlcommission.org](mailto:changerequests@hlcommission.org)

**HLC Dues Calculation:** The number of active branch campuses and additional locations identified at the time of the Institutional Update submission will be used to calculate your institution's annual HLC membership dues. Your institution's dues will **not** be adjusted if changes occur between the submission of the Institutional Update and the mailing of the dues invoice in July.

### Branch Campus

A location of an institution that is geographically apart and independent of the main campus of the institution. HLC considers a location of an institution to be independent of the main campus if the location has all four of the following attributes:

- It is permanent in nature.
- It offers courses in educational programs leading to a degree, certificate, or other recognized educational credential.
- It has its own faculty and administrative or supervisory organization.
- It has its own budgetary and hiring authority.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

Please click the button below to view branch campuses reported to HLC.

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There are no branch campuses.

I have reviewed the list of branch campuses provided and made any necessary changes using the Location & Campus Update System or HLC's institutional change process.

Yes

No

## *Additional Locations*

### **Instructions**

To ensure that students off campus have consistent access to Title IV federal student aid, institutions should work closely with their financial aid offices to make certain that information about off-campus operations is reported consistently to the U.S. Department of Education.

- Verify the following data points:
  - Location name
  - Status
  - Address (including city, state, postal code and country)
  - Open date
  - Title IV eligibility
  - Head count (based on actual or anticipated enrollment for current year)
  - Program type
  - Location type
- The Accreditation Liaison Officer can log in to HLC's [Location and Campus Update System](#) to update the location name, status, head count or programs for a listed additional location, if necessary.
- **Important:** Be sure that the status of each additional location is correct. The number of active additional locations will be used to calculate the institution's HLC membership dues. Inactive and closed additional locations are not included in this calculation.
- Adding or modifying an additional location may require prior HLC approval. See HLC's website for policies and procedures related to [additional location changes](#).
- **Note:** HLC does not approve branch campuses or additional locations retroactively; therefore, it is important for institutions and the students they serve that institutions seek approval well before any students matriculate at a new or relocated campus or additional location.

**HLC Dues Calculation:** The number of active branch campuses and additional locations identified at the time of the Institutional Update submission will be used to calculate your institution's annual HLC membership dues. Your institution's dues will **not** be adjusted if changes occur between the submission of the Institutional Update and the mailing of the dues invoice in July.

### **Additional Location**

A place, geographically separate from any main or branch campus, where instruction takes place and students can do one or more of the following:

- Complete 50 percent or more of the courses leading to a degree program.
- Complete 50 percent or more of the courses leading to a Title IV eligible certificate.
- Complete a degree program that they began at another institution even if the degree completion program provides less than 50 percent of the courses leading to a degree program.
- There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition. An additional location may have five students or 500 students; it might be five miles or 500 miles from the main or other campus.
- An additional location typically does not have a full range of administrative and student services staffed by the facilities personnel; such services may be provided from the main campus or another campus.
- A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video, or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.

- An additional location has active status when students are enrolled. Its status is inactive when students are not enrolled. The status can change between active and inactive without approval from HLC. However, a location may only be classified as inactive with no student enrollment for a maximum of two consecutive years. At that point, HLC will require the institution to close the location.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

**Please click the button below to view additional locations reported to HLC.**

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Name	Status	Address	Open Date	Title IV Eligible	Head Count	Program Type	Location Type
FCI	Closed	Box 1500 El Reno, OK 73036	07/01/19 90	No	None	Adult Degree Completi on	In State
GPCF	Closed	700 Sugar Creek Road Hinton, OK 73047	07/01/20 02	No	None	Adult Degree Completi on	In State

I have reviewed the list of additional locations provided and made any necessary changes using the Location & Confirmation Update System or HLC's institutional change process.

Yes

No



## *Contractual Arrangements*

### **Instructions**

All arrangements previously approved are displayed. Please verify that data shown are correct.

- Verify the following data points:
  - Program name and CIP Code
  - Contractual partner
  - State/country
  - Parent organization or subsidiary
  - Effective start date
  - Head count
- Assure that all contractual arrangements meet the following conditions:
  - The contractual partner is not accredited by a recognized accreditor
  - The contractual partner provides a percentage of the academic content or one or more degree programs of Title IV eligible certificate programs
  - The contractual partner provides academic content not just a course delivery platform
  - Your institution issues the degree or certificate for these programs
- If any information listed is not correct, contact [changerequests@hlcommission.org](mailto:changerequests@hlcommission.org)
- Adding or modifying a contractual arrangement may require prior HLC approval. See HLC's website for policies and procedures related to [contractual arrangements](#).

### **Contractual Arrangements**

An arrangement in which the institution outsources some portion of its educational programs—that is, degrees or certificates offered for academic credit (including instruction, oversight of the curriculum, assurance of the consistency in the level and quality of instruction and in expectations of student performance and/or the establishment of the academic qualifications for instructional personnel)—to:

- An unaccredited institution.
- An institution that is not accredited by an accreditor recognized by the U.S. Department of Education.
- A corporation or other entity.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

**Please click the button below to view contractual arrangements reported to HLC.**

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There are no contractual arrangements.

I have reviewed the list of contractual arrangements provided and made any necessary changes using HLC's institutional change process.

X Yes

\_\_\_ No

## Consortial Arrangements

### Instructions

All arrangements that HLC has individually approved or been notified of by the institution are displayed. Please verify that data shown are correct. (Please note: HLC requires no reporting of a consortial arrangement if 24% or less of the credits in a degree or certificate program are coming from the consortial partner[s].)

- Assure that the consortial arrangements meet the following conditions:
  - The participating organization(s) are accredited by an agency that is recognized by the U.S. Department of Education as an institutional accreditor whose scope of recognition includes the accreditation of degree-granting institutions and covers the full range of academic degrees potentially offered by the institution. By being recognized by the U.S. Department of Education as a gatekeeper agency, the accreditor fulfills specific, federally defined responsibilities within the accreditation process.
  - The participating organization(s) provides a percentage of the academic content of one or more degree programs or Title IV eligible certificate programs.
  - Your institution currently participates in the degree or certificate programs.
- If any information is not correct, contact [changerequest@hlcommission.org](mailto:changerequest@hlcommission.org)
- Adding or modifying a consortial arrangement may require prior HLC approval. See HLC's website for policies and procedures related to [consortial arrangements](#).

### Consortial Arrangements

An arrangement in which an HLC-accredited institution develops an agreement with an institution or group of institutions—that is, the consortial party(ies)—through which the consortial party(ies) agree to provide some portion of one or more educational programs (i.e., degrees or certificates offered for academic credit) offered by the HLC-accredited institution.

If you have additional questions, please review the [Help page](#) (see the question mark icon in the upper right-hand corner). You may also contact HLC by selecting the envelope icon.

**Please click the button below to view consortial arrangements reported to HLC.**

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There are no consortial arrangements.

I have reviewed the list of consortial arrangements provided and made any necessary changes using HLC's institutional change process.

Yes

No

