

Sharing Our Story: The CMN Journey...



COLLEGE OF THE MUSCOGEE NATION EMETAT EVKETECVKET SELF-STUDY REPORT

PREPARED FOR THE HIGHER LEARNING COMMISSION OF
NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS.

IN PREPARATION FOR A COMPREHENSIVE SITE VISIT TO BE CONDUCTED MAY 21-23, 2012

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- SS Appendix 1: NCA 11-040
- SS Appendix 2: Catalog
- SS Appendix 3: Student Handbook
- SS Appendix 4: Sample Diploma
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COLLEGE OVERVIEW



College Overview

The College of the Muscogee Nation Self-Study Report provides specific evidence documented in our history, growth and development in relation to the Higher Learning Commission's Criteria for Accreditation and the CMN Institutional Mission and Goals, and serves as partial fulfillment of the HLC requirements for initial candidacy. This report is the product of the work of all CMN faculty and staff and demonstrates the commitment of the Muscogee Nation and its leaders to building a quality institution of higher education.

2012 CMN Self-Study

The process for developing the Self-Study report resulted in an excellent opportunity for faculty and staff to come together throughout the College to discuss their specific responsibilities within the major functions of the institution and to reflect on the character of CMN. At this time in the candidacy phase, the Self-Study was initiated by the Steering Committee for Pursuing Candidacy. Composed of seven members, each individual was designated as a Team Chair according to the Criterion for Accreditation and other Major Topics of the Self-Study. Everyone in the organization participated in the process as team members and was delegated tasks that would contribute to completion of the Report.

The overall purpose of the Self-Study is to conduct a formal, comprehensive, tribal college-wide process of self-examination in preparation for the scheduled site visit. The Self-Study addresses the five Criteria for Accreditation: Criterion One: Mission and Integrity, Criterion Two: Preparing for the Future, Criterion Three: Student Learning and Effective Teaching, Criterion Four: Acquisition, Discovery, and Application of Knowledge, and Criterion Five: Engagement and Service. Within the Self-Study Report, the College Overview opens the study by providing a background of the College, Muscogee (Creek) Nation, student and college characteristics, the CMN Self-Study process, and Minimum Expectations. The report is concluded with a discussion of Federal Compliance which presents the legal requirements relating to higher education and rules and regulations that affect the administration of the institution as well as CMN students. Minimum Expectations within the Criteria for Accreditation are addressed as a threshold requirement and prerequisite for the Self-Study, Site Review and Candidacy.

College Overview

Writing the Self-Study was a collaborative process that involved the Steering Committee Members who were designated Chairs of selected Criterion Teams. It was the responsibility of each Criterion Chair to monitor and assist CriterionTeam Members with individual assignments for Respective Criteria and Core Components. Following are the names of the Steering Committee and members of the Criterion teams (names of recently hired employees will not appear on this list) and their respective responsibilities:

Steering Committee for Pursuing Candidacy (SCPC)

Dr. James King (Chair)
Dr. Jennifer McAlpin (Co-Chair)
Robert Bible, President
Angela Bunner, Dean of Academic Affairs
Jan Hart, Business Manager
Monte Randall, Dean of Student Affairs
Mekko Tyner, Registrar

College Overview:

James King (Chair)
Jan Hart
Diana Blackwell
Mekko Tyner
Jennifer McAlpin

Criterion 3: Student Learning and Effective Teaching

Angela Bunner (Chair)
Allan Colbert
Karen Haught
Kristal DeArmon

Minimum Expectations Within the Criteria for Accreditation:

Jennifer McAlpin (Chair)
James King
Marissa Parker

Criterion 4: Acquisition, Discovery, & Application of Knowledge

Monte Randall (Chair)
David Tayrien
Kasey Mckenzie

Criterion 1: Mission and Integrity

James King (Chair)
Norma Marshall
Richard Harley
Marissa Parker

Criterion 5: Engagement & Service

Mekko Tyner (Chair)
Jennifer McAlpin (Co-Chair)
Scotty Harjo

Criterion 2: Preparing for the Future

Jan Hart (Chair)
Ronnie Sands
Robert Bible
James King
Daniel Barrett
Tania Walker

Federal Compliance:

Jennifer McAlpin (Chair)
James King
Jan Hart
Angela Bunner
Kathy McCormack

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The Steering Committee set as its first task, the development and adoption of the following Mission and Goals for the Self-Study to prepare for the report and the onsite evaluation for achieving candidacy:

Mission: To promote self-improvement and to prepare for the onsite evaluation for achieving candidacy status, the CMN Self-Study Report will articulate the College of The Muscogee Nation higher education program and unique cultural context within: 1) the Five Current Criteria for Accreditation; 2) the related Core Components; and 3) the Minimum Expectations within the Criteria.

Goal: Engage in collaborative dialogue to strengthen our institutional identity, heritage and effectiveness.

Goal: Examine the internal and external environments and resources to support planned growth and development within the parameters of the CMN Mission.

Goal: Analyze data and relevant information that accurately reflects the college's congruency with each of the five Higher Learning Commission criteria.

Goal: Advance a learning-focused organization by interweaving core values into the self-study process.

Goal: Integrate individual perceptions and concepts of specified institutional functions and responsibilities into the CMN Self-Study Report.

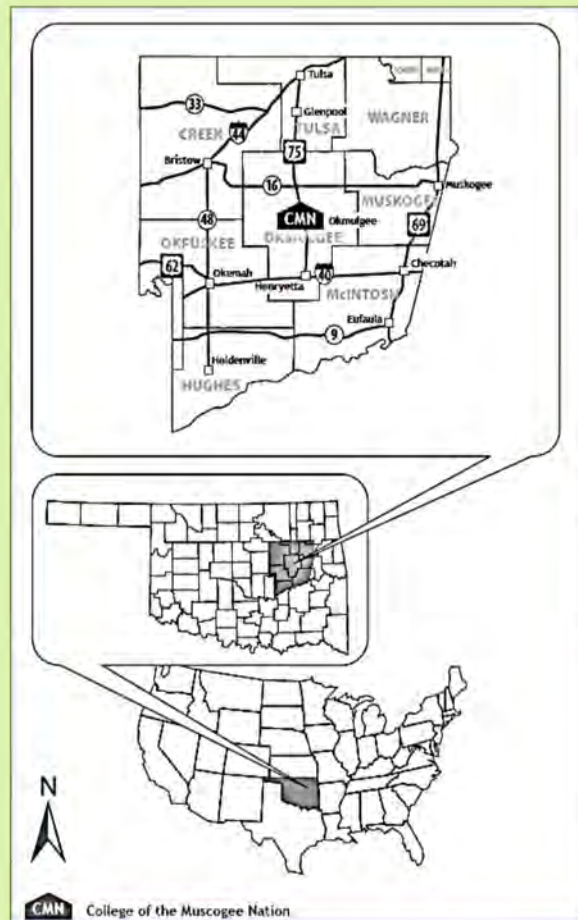
A foundation of these goals is provides an introductory context for the Self-Study. Throughout the Report development process, faculty and staff focused efforts on interweaving and providing a more cohesive Self-Study Report.

College of the Muscogee Nation Background

The College of the Muscogee Nation is a tribal institution of higher education that grants associate degrees in: Gaming, Native American Studies, Police Science, and Tribal Services and certificate programs in Muscogee Language Studies and Gaming. Located within eastern Oklahoma in Okmulgee, the college is placed at the center of the Muscogee (Creek) Nation jurisdictional boundaries with its main facilities on a fifteen acre campus.

College Overview

Figure 1. *College of the Muscogee Nation Campus Location*



Both the College Education/Administration Building and Student Residence Units adjoin Highway Loop 56 and the Student Activity Building is located nearby at 600 N. Mission. CMN functions relating to instruction, academic support, degree advisement, student services, and financial aid, are provided in the 22,000 square foot Education/Administration Building. The college executive function, admissions and records, business affairs and governance responsibilities are also administered from this facility. This first building has a library, 8 classrooms, computer lab, and staff and faculty offices and is located within a short walk to the 16 newly constructed Student Residence Units that will house 64 students. As a significant complement to our existing facilities, future campus development is continuing with the construction of a Student Center. Supported with seed money granted by the Department of

College Overview

Housing and Urban Development (HUD), the Muscogee Nation allocated \$2 Million, and completion of construction is planned for the Spring of 2013. This facility expands the college capacity for becoming a full service institution to meet the needs of the increasing on-campus student body.

The basis for ongoing development of the college originated with a Work Study Committee composed of tribal members and external constituencies who reviewed and assessed the first college feasibility needs survey of Muscogee (Creek) citizens. Their responses were used to determine needs and establish priorities that have been used for much of the development taking place at the College. During the first few years of the College, a formal agreement was approved by the CMN Regents and the OSUIT system in 2011 for CMN to have access to OSUIT facilities, administrative systems, technical support and faculty (see **PIF Appendix E: Updated Agreement**). In the interim as CMN continues its development; financial aid processing, transcripts, and college credit will be provided by the Oklahoma State University system.

Reflective of the college purpose to provide higher education opportunities for tribal citizens, CMN's enrollment continually reflects a majority of Muscogee (Creek) citizens. The uniqueness of the multi-tribal campus enrollment is enhanced with a number of students representing the Cherokee, Seminole, Choctaw, Chickasaw and Diné Nations.

The self-sufficiency of CMN has been reinforced with the: (1) Campus site purchase, (2) Building construction, and (3) campus student housing. Since 2004 the growth and development of this tribal institution has been considerable, from borrowed OSUIT offices/classrooms to our own wonderful facilities. The benefits from college planning and support of our external constituencies are evident.

Relationship with Muscogee (Creek) Nation

The affiliation between the Muscogee (Creek) Nation and the College is explained as the relationship between the government and its higher educational institution and in **NCA 11-040**, "College of the Muscogee Nation Board of Regents" (see **SS Appendix 1.**) Further clarification of the relationship is cited in the Constitution of the Muscogee Nation-Article XIII (MCN Tribal Code [Annotated] p.267) which grants the tribal college appropriate legal status to offer higher learning that meets the educational

College Overview

needs, first and foremost, of the citizens of the Muscogee Nation. The primary responsibility of the tribal government for the College is to provide funding and services for the benefit of Native students. Above and beyond the funding from the Nation, a number of tribal departments provide assistance to the College and its staff in the form of training, career development assistance, risk management services, law enforcement on Indian trust lands, payroll administration, personnel services, and fringe benefit participation for College employees. CMN students benefit from the tribal Employment and Training Program to support their education goals and the college budget, funded by the Nation, supports student scholarships, student employment, and tuition waivers.

Regular communication between the college and the tribal government is initiated through college reports to the appropriate legislative committees to request funding and report on college projects as requested. Interaction is enhanced with the Legislative Branch by having a non-voting ex-officio member attend Regent meetings to act as a liaison between the Board and the National Council. The ex-officio member may participate in discussions at the board meeting but shall not make motions or vote. The significance of this relationship is that even if the Principal Chief and/or the National Council were not personally in support of CMN, our legal status within the Muscogee Nation cannot be revoked by either. Only the citizens, through an appropriate referendum, can amend that authority in the Muscogee (Creek) Constitution.

Governance

The Board of Regents is the governing board of the College as indicated in the Muscogee Nation Constitution, and in the College Charter. Muscogee (Creek) Legislation NCA 11-040 and the **Regent's Bylaws** further clarify the Power, Duties and Responsibility of the Board. Authority flows from the Board to the President to the major functional heads and individual staff based on college policy. A major responsibility of the Board is to employ the President and maintain oversight of the President at all times.

The governance function of the College has been further clarified and strengthened with these legislative amendments that address the following: 1) Reinforce the autonomy of the Board of Regents;

College Overview

2) Delegation of authority to the President to expend funds; 3) Micromanagement; 4) Qualifications of the Board of Regents; 5) Both Chief and Council required to seat Board of Regents; 6) Staff for Board of Regents; and 7) Delegation of authority to the President to hire staff. With these legislative amendments in place, the autonomy of the College is clear.

The CMN institutional and educational integrity is protected at numerous levels within the context of the Muscogee (Creek) Nation. In addition to the governmental standards to which each branch of government adheres, there are tribal traditions on which current tribal law is based. With regard to the Board having the ability to govern, there are checks and balances in place within the tribal government to avoid external interference by elected tribal officials of constitutional entities such as the Tribal College.

Constitutional College of the Muscogee Nation

On November 7, 2009 Muscogee (Creek) citizens voted in support of the College of the Muscogee Nation becoming a constitutional college. Passage of the referendum resulted in the College Board of Regents becoming ARTICLE XIII in the Constitution of the Muscogee (Creek) Nation . Muscogee (Creek) people strengthened the College by vesting CMN with the same Constitutional source of authority as the Executive, Legislative and Judicial Branches. CMN has a firmer foundation with the College legislation backed by the Constitutional Act. As for all boards in the Muscogee (Creek) Nation, even though the Principal Chief appoints with the advice and consent of the National Council, the CMN board remains independent guaranteed by the Constitution, Legislation, and the Muscogee (Creek) Nation Code.

ARTICLE XIII

Section1. *The governing body of the Mvskoke Etlwv Nakcokv Mvhakv Svhlwecvt, otherwise known in the English language as the College of the Muscogee Nation, is hereby vested in the Board of Regents consisting of five members to be appointed by the Principal Chief of the Muscogee (Creek) Nation with the advice and consent of the National Council. The term of said Regents shall be in accordance with the rules set forth in the Charter and the By-laws of the Mvskoke Etlwv Nakcokv Mvhakv Svhlwecvt, the College of the Muscogee Nation. The exception is that the appointed members of the Board of Regents in office at the time of the adoption of this Amendment as provided by law at the time of this Amendment's ratification, shall continue in office during the term for which they were appointed, and thereafter as*

College Overview

provided herein. Members of the Board of Regents of the Mvskoke Etlwv Nakcokv Mvhakv Svhlwecvt, the College of the Muscogee Nation, shall be subject to removal from office only as provided by law for the removal of elective officers not liable to impeachment.

Constitution of the Muscogee (Creek) Nation
2009 Enactment

Partnership with Oklahoma State University

A formal Agreement between the College of the Muscogee Nation and Oklahoma State University defines the relationship between the institutions and the expected roles and responsibilities of each in a manner that both will understand and be accountable for their contributions. Standards are defined and adopted for consistent implementation and to be cognizant of accreditation requirements for each institution. CMN's current partnership with OSU-Institute of Technology and OSU-Oklahoma City is recognized by the Oklahoma State Regents for Higher Education (OSRHE). The Chancellor has provided two letters, with the first stating that "...CMN is operating through a partnership with OSUIT, it is in full compliance with Oklahoma laws and State Regents' policies" which we believe provides sound evidence for the tribal college's partnership and its recognition by the State Regents (see **PIF Appendix M** for recognition received for the partnership from the Oklahoma State Regents for Higher Education.) In another letter, Chancellor Johnson expressed his "unconditional support for the partnership between the College of the Muscogee Nation (CMN), Oklahoma State University – Oklahoma City (OSU-OKC) and Oklahoma Institute of Technology – Okmulgee (OSUIT)..."

The significance of this partnership allows us to extend the benefits of these accredited institutions to our students. Also, of note in this arrangement is that CMN has contributed to an increased retention and graduation rate as well as providing diversity in the curriculum and student body. Within the five (5) years of this formal agreement is a prime example of a mutually beneficial program and support services for students.

College Overview

Muscogee (Creek) Nation

The Muscogee (Creek) Nation is a sovereign nation that has a treaty relationship with the United States government dating back to 1790. Beginning with the **1866 Creek Treaty**, the United States has recognized the right of “the Muscogee (Creek) Nation to erect buildings within the Creek country for educational purposes....” Below are significant aspects of the Muscogee Nation that show the environment in which the College was developed:

- The Muscogee (Creek) Nation is a sound tripartite tribal government. Muscogee people have always maintained a democracy since the 1860’s; originally with a bicameral form of government composed of The House of Kings and The House of Warriors with the Executive Branch headed by the Principal Chief. District courts were located throughout the Nation with law enforcement under the responsibility of the Creek Lighthorsemen.
- MCN has distinct separation of powers among the three branches of government: executive, legislative, and judicial to ensure for the College full compliance with the constitution and laws of the Muscogee Nation.
- The financial ability of the tribal government underscores the stability and inherent capacity within the MCN government to provide funding for the college on a continuing basis. The Muscogee comprehensive tribal budget has grown steadily with the recent 2011 budget being \$205 million, and in comparison the Tribal College budget has grown equally as well, to the current amount of \$3.2 million. Although this appropriation has been growing annually, an analysis of the MCN Comprehensive Annual Budget (CAB) reveals that the 2011 Tribal College budget was just a small fraction (1.5 %) of the financial capacity of the Creek Nation.
- The tribe is substantially vested in and dedicated to the College, it has already provided \$10 million for a fifteen (15) acre campus, its first building, and for student housing; therefore, this capital commitment is not only discussed at Council meetings but provided in actual dollars as well.
- The CMN budget is developed and funded through the budgeting legislation of the government as required by law and in compliance with the Constitution of the Muscogee (Creek) Nation, the Principal Chief is mandated by law to prepare and submit the CAB to the National Council for approval. We are confident in our financial capacity and believe the budgets document our stability which is critical to a new and developing college.

Each of these conditions discussed above show the strength of the viability and financial integrity of the College of the Muscogee Nation and in the future the revenue stream will evolve and diversify as it is established from the continuous funding from the Muscogee (Creek) Nation.

College Overview

Campus

When a student comes to CMN, this is generally their first experience at a tribal college and the unique atmosphere created here. Students are taught by Native (in most cases Muscogee) faculty and learn in classrooms filled with other Muscogee students. Native administrators provide services for students. All across campus there are aspects of Native culture and history which reinforce and validate academic culture with a Native influence.

The campus is designed to educate about Muscogee life. Educational and cultural features range from the development of the Muscogee Garden, the marquee sign accented with native stone and proudly displaying the College name in the Language, and the very building in which classes are held that use Muscogee language and designs. The campus design has buildings configured in a circular pattern with the center of the campus reserved for cultural activities. An intentional fluidity is represented in the architecture of the inaugural building and with the mound simulation surrounding the cultural plaza. This wind-inspired physical setting shapes the campus character. Muscogee oral history tells us that the tribal clans and the mound were at the core of the origination of the Muscogee Creek—these represent our Indigenous roots. On the Western face of the College is a pergola inspired by traditional arbors, with tables and benches below. This is an outdoor gathering place for studying, cedar flutemaking or other activities for students, faculty and staff. The presence of the Muscogee language throughout the campus unites the past, present and future of the College of the Muscogee Nation.

These details merge in providing a cultural atmosphere for classes, administrative offices and residence units. Throughout the spacious hallways and commons area, students can be heard visiting with each other, perhaps sharing a snack or watching the news on the television in the lobby. Sunlight streams in through the glass wall and western entrance which overlooks the grassy clearing, expanse of sky, a small retention pond, and the trees in the distance. In the southwest section of the campus a Muscogee garden is designated for the CMN Native Studies classes to promote an awareness of plants native to the Muscogee Nation and its people. The eastern part of the campus has been landscaped with seven indigenous plant beds, numerous trees and shrubs to accent the natural aspects of the college setting.

College Overview

These physical aspects of the campus echo the social, cultural, and intellectual relationships that form our learning community: one which validates the importance of Mvskoke traditional knowledge and lifeways.

Academic Programs

CMN currently offers four Associate degree programs and 2 certificate programs. Each distinct academic program centers on preparing students for future employment in tribal settings. Although learning can be applied to non-tribal contexts, the specialized education that is required in specific degree programs prepares graduates that are particularly suited for career opportunities in tribal sectors.

The Associate Degree Programs:

- *Gaming*: For students looking to join one of the nation's fastest growing entertainment industries: tribal gaming (61 credit hours).
- *Police Science*: For students pursuing a career in law enforcement (60 credit hours).
- *Native American Studies*: For students seeking employment in tribal language programs, cultural retention, and for continuing their studies in Native history, culture and language (66 credit hours).
- *Tribal Services*: For students seeking a rewarding career in Native American programs and tribal enterprises (66 credit hours).

The Certificate Programs:

- *Gaming*: Designed for students who prefer specialized courses only and not the full spectrum of courses for the Associate degree (24 credit hours).
- *Mvskoke Language Studies*: Designed for students who prefer an in-depth study of the tribal language only (21 credit hours).

Significant Events: 2004-2012

The College has been in existence 8 years and during that period of growth and development many events throughout the nation and world were happening. Understanding that our college exists in a "tribal and global society," events of the College are presented in the context of occurrences throughout the world. The succeeding table reveals those events within the timeframe of 2004 to February 2012.

- First classes Fall 2004
- Academic year 2004-2005, 74 students enrolled in 9 classes
- Tribal Legislation established the Tribal College

College Overview

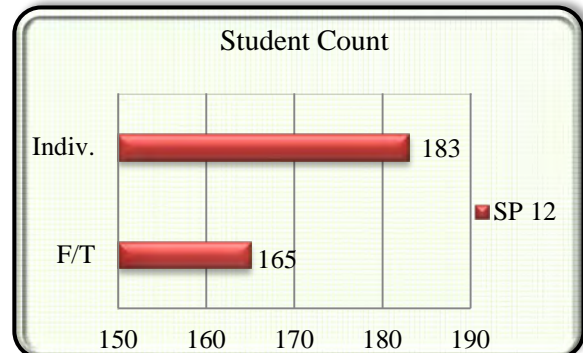
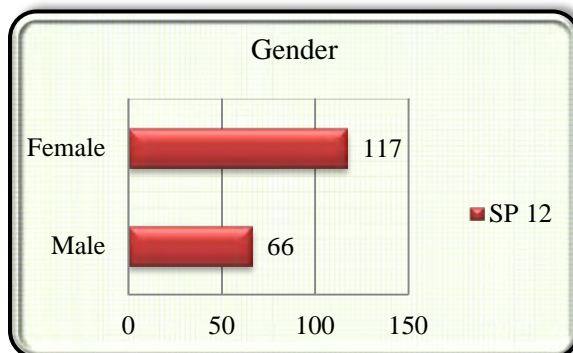
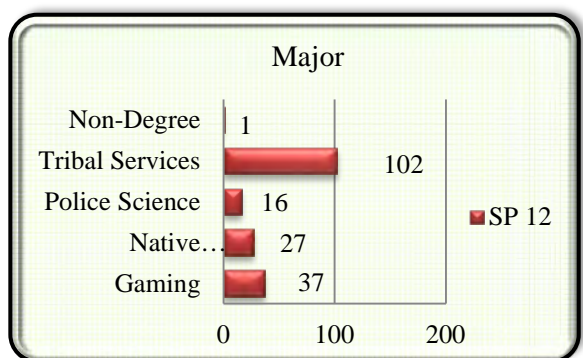
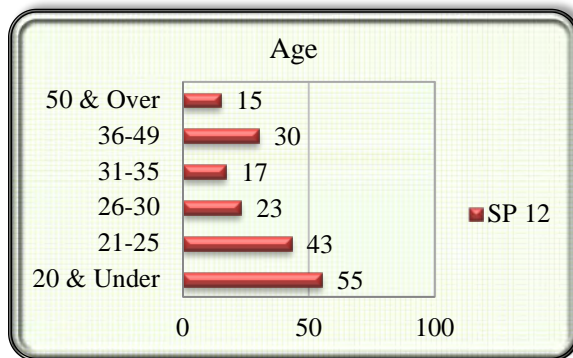
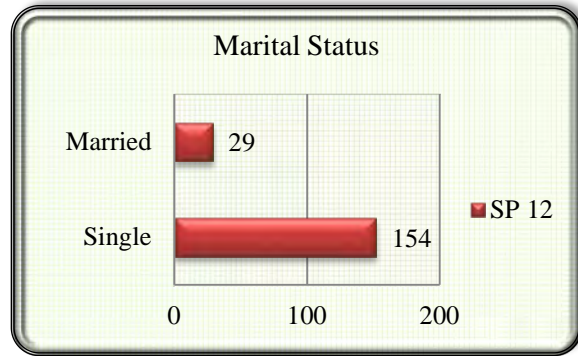
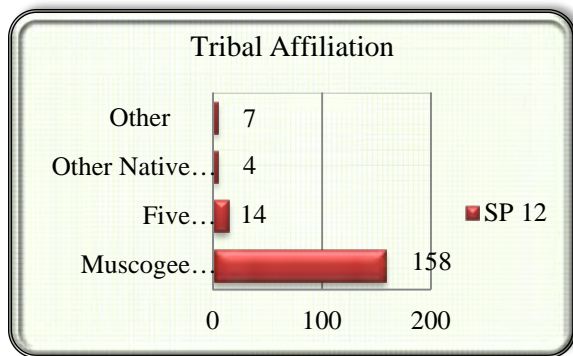
- Board of Regents held its first meeting in February 2005
- First building purchased- the college now had its own location
- Chartered July 2006
- First graduate May 2006 with an A.A.S. in Police Science
- Signed Partnership Agreement with OSU system 2007
- Associate Member, American Indian Higher Education Consortium 2007
- Received HUD grant for first college building on its campus 2007
- Native American Student Association (NASA) organized Spring 2008
- Purchased 15 acres for the tribal college campus-
- First graduation, May 2008: 12 degrees and 1 certificate awarded
- Tribal Constitution amended in 2009 to include CMN
- October 1, 2010 Submitted Preliminary Information Form to HLC.
- December 17, 2010 CMN held a dedication completing Phase I of Campus Construction with the Education/Administration Building—a 22,000 sq. ft. educational facility with 8 SMARTBoard-equipped classrooms, administrative offices, a full library and geothermal heating and cooling—all at an estimated cost of \$6.5 million.
- March 2011, CMN began construction on Phase II of Campus Construction for student housing. The project is 16 two-bedroom units to house 64 students at an estimated \$2.5 million.
- First graduation at the tribal college's own campus was held in April, 2011
- June 7, 2011 HLC approves CMN's Preliminary Information Form and for an On-Site Visit.
- June 14, 2011 CMN applies for "Letter of Intent to Pursue Status".
- September 6, 2011, received \$800,000 grant from the Department of Housing and Urban Development and \$2,000,000 from Muscogee Creek Nation for Phase III of Campus Construction, a 10,500 sq. ft. Student Union/Library building.
- May 21-23, 2012: HLC's official On-Site visit for Self-Study.

Student Profile

One hundred eighty-three (183) students are enrolled in the Spring of 2012. Students enrolled in each degree major are: Tribal Services enrolled the highest number at 102 students (56 %) of the total, followed by Gaming with 37 students (20%). Native American Studies enrolled 27 (15%) of the total; Police Science at 16 (9%) and Non-degree majors had 1 student (>1%) .

College Overview

Chart 1. CMN Student Profile: Spring 2012



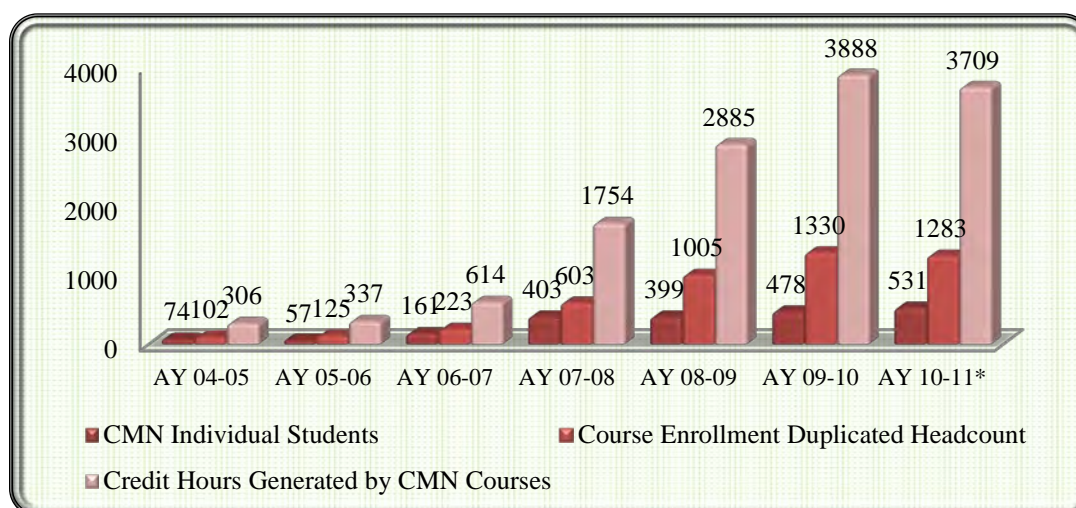
Additional demographic characteristics are: 117 (64%) of the student body during that term were female; 165 (90%) were fulltime and 176 (96%) are Native American, of which 158 (86%) were Muscogee Creek. General characteristics of our student body are as follows: the majority is enrolled fulltime, female, enrolled Muscogee (Creek) citizens and majoring in Tribal Services.

College Overview

Enrollment Trends and Credit Hour Production

In 2004 enrollment consisted of a predominantly part-time student body, with 74 students and a duplicated headcount of 102 generating 306 credit hours. Since 2005 the number of individual students increased from 57 to 161 in 2006; to 403 in 2007; 399 in 2008; 478 in 2009 and 531 in 2010. During that six year period the number of individual students increased 9.3 times from 2005 to 2010.

Chart 2. *CMN Enrollment and Credit Hours by Academic Year*



Since 2005 the duplicated student headcount increased from 125 to 223 in 2006; 603 in 2007; 1,005 in 2008; 1,330 in 2009 and 1,283 in 2010. During that six year period the duplicated student headcount increased more than 10.3 times from 2005 to 2010.

Since 2005 the credit hours generated increased from 337 to 614 in 2006; 1,754 in 2007; 2,885 in 2008; 3,888 in 2009 and 3,709 in 2010. During that six year period the duplicated student headcount increased more than 11.0 times from 2005 to 2010.

When comparing the rate of increase for duplicated headcount and credit hours generated, the data indicates that individual students were enrolling in more courses as the institution developed.

Student Recruitment and Admissions

Many students are usually related to or friends with current students at the Tribal College, and come to us by word-of-mouth. Our enrollment has increased steadily over the course of beginning the

College Overview

college in 2004—endeavoring to make student success, recruitment, and retention a significant part of CMN culture.

Recruitment is one of the main functions of the Dean of Student Affairs as outlined in the CMN Strategic Plan. Along with the Dean of Student Affairs, CMN faculty and staff will engage in student recruitment by participating in high school visits, attendance at college fairs, conferences, and open houses. Recruitment initiatives to increase enrollment will include updating of brochures, videos, and greater visibility within the local community. Increasing visibility includes distributing print media to potential students and their parents; presenting information and videos highlighting the college's programs; sponsoring activities in the community that addresses local needs, documents civic responsibility, and emphasizes CMN Core Values. College of the Muscogee Nation representatives attending recruitment activities provide information about the four (4) degree programs offered at CMN, student life, financial aid, and admission.

Admission to the College of the Muscogee Nation is managed through the CMN Admissions and Records Office. Through a partnership with Oklahoma State University Institute of Technology (OSUIT), students will apply for admission to both CMN and OSUIT. Students may initiate the admission process with any department advisor or with the CMN Admissions and Records Office. An **Advisement and Enrollment Handbook** (see **PIF Appendix 40**) outlines the process and provides a culturally-based perspective. Applicants must submit all additional necessary documents as listed in the CMN Catalog (see **SS Appendix 2**), CMN Student Handbook (see **SS Appendix 3**), and the CMN website. First-time students are expected to meet minimum levels of competency in reading, writing, math, and science. Placement in appropriate classes will be based on scores obtained on the ACT or assessment tests. Students who have attended CMN previously, but have not attended within the last academic year, must re-submit an admissions application and all additional necessary documents. Students who have attended other higher education institutions are considered for re-admission as transfer students. High School students are eligible for concurrent enrollment.

College Overview

Student Retention and Graduation

Native values of community involvement direct Retention efforts at CMN. The College is dedicated to a learning environment and support system that encourages students to achieve their educational goals. Academic advising assists students in clarifying career goals and formulating educational plans to support satisfactory progress toward achieving a degree. Advisors are willing to do more than help students schedule classes; they discuss students' personal, career and educational goals, academic progress, and other issues. Along with instruction where CMN Faculty members acknowledge Native cultural values and integrate this into their teaching, they also consider cultural backgrounds of students when advising.

Within the classroom, active learning strategies are often utilized by selected Native American instructors to connect with Native American students. These strategies include using case studies and role playing to build community within the classroom. Students become more personally engaged in the learning process, thereby positively affecting academic persistence and student connection to CMN.

Another connection, specifically between CMN and at-risk students, occurs when they use the mentoring and tutoring program services. Instructors play a crucial role in identifying and referring students who are at-risk of failing due to absences or poor performance and may benefit from these support services.

The work of faculty has positive implications for the CMN Institutional Persistence Rate (the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled full-time or successfully completed their program.) Thus the Institutional Persistence Rate for the combined years of 2009-10 and 2010-11 is 50.93% (2009-2010 AY is 57.14% and the 2010-2011 AY is 43.94%), as reported in the AKIS (taken from the American Indian Measures of Success [AIMS]-Key Indicator System [AKIS] 2011 Annual Report for the American Indian Higher Education Consortium.)

The College of the Muscogee Nation had 17 graduates in the Spring 2008 semester (for sample diploma, see **SS Appendix 4**), with the majority representing the Tribal Services and Police Science majors. In 2009, 7 graduated with Gaming having its first graduates (3). In 2010 CMN had its highest

College Overview

number of graduates (32), with 23 from the Tribal Services major; in 2011, 28 students graduated. Again, Tribal Services had the highest number with 9. At the time of this writing, we expect an additional 25 students to graduate in the Spring of 2012. Since CMN has increased the number of traditional full-time students, we expect a continual increase in the number of graduates from our programs. In total, we have had 93 graduates with 44% graduating from Tribal Services, with 14% from Gaming, 10% from Police Science, and 9% from Native American Studies.

Table 1. *Graduates by Degree: 2008-2012*

AY	Gaming	Cert Gaming	NAS	Cert MLS	Police Science	Tribal Services	Total
2008				1	10	6	17
2009	3			2		2	7
2010	3		3	3		23	32
2011	5	3	4	7		9	28
2012*	2	2	1	1		3	9
Total	13	5	8	14	10	43	93

* Two terms for a three-term academic year.

Source: CMN Registrar 2/2012

To date, the highest number of graduates is represented by the Tribal Services Program, which has 43 graduates, followed by Gaming with 13, Police Science with 10, and Native American Studies with 8 graduates. Certificate program completion is comprised of 14 in Mvskoke Language Studies and 5 students in Gaming. All degree programs at the College of the Muscogee Nation have graduated at least eight (8) or more students.

Financial Assistance to Students

Oklahoma State University Institute of Technology (OSUIT) provides Title IV financial aid advising, processing, and disbursement of Federal and State Need-Based Aid to CMN students since OSUIT is an accredited institution. Once the CMN Police Science Degree Program is finalized with the OSU-OKC campus, OSU-OKC will be processing Title IV aid for CMN Police Science students, as CMN students will be dually enrolled with OSU-OKC. In the interim as the College of the Muscogee Nation continues its development, we act as a liaison to the student who is engaged in federal and state

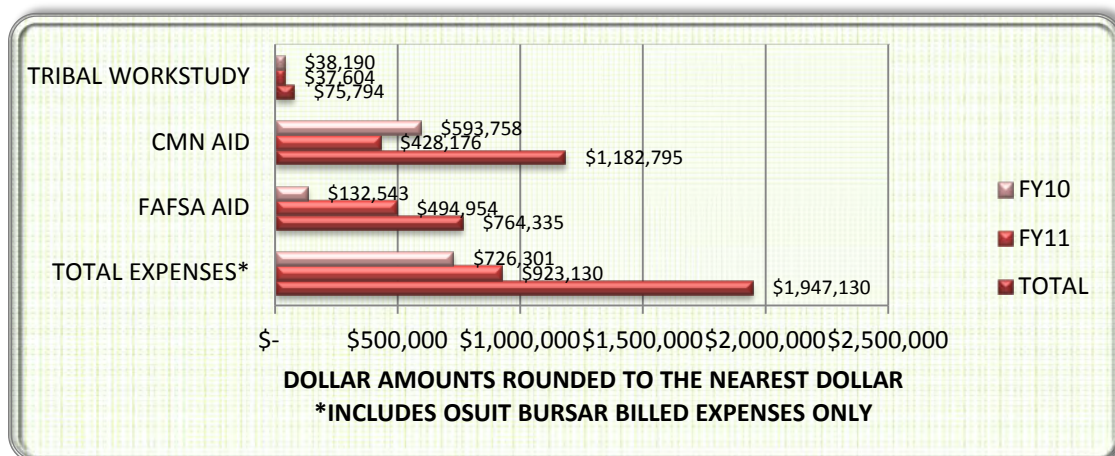
College Overview

financial aid processing provided by the U.S. Department of Education and the Oklahoma State University system.

For all students enrolled in federally-recognized tribes, financial assistance may be available through the CMN Scholarship (for citizens of the Muscogee Nation) or CMN Tuition Waiver/Grant (for enrolled members of other federally recognized tribes), Tribal Work Study Employment, and/or additional tribal funding. Eligibility Requirements for the CMN Scholarship and the CMN Tuition Waiver/Grant are available on our website and a detailed explanation is available on the applications. These requirements have been approved by the Board of Regents to ensure that they are in keeping with the MCN legislation for these funds. Processing of the CMN Scholarship and Tuition Waiver/Grant applications takes place in the offices of the Dean of Student Affairs and the Financial Aid Coordinator. The Business Office processes applications for Tribal Work Study positions. The Muscogee (Creek) Nation Employment and Training Office offer incentive funding for Muscogee students who attend the tribal college, and this program is administered off-campus. Other tribes have additional funding for which CMN students may be eligible.

Tribal support for students is shown in the chart below for the funding programs that are administered by CMN in relation to billed expenses and FAFSA Aid for Fiscal Years 2010 and 2011 with an aggregate for the two-year timespan:

Chart 3. *Financial Assistance to CMN Students FY10-FY11*



College Overview

Nearly two million dollars in billed expenses have been generated by tribal college students since fiscal year 2010. Our scholarship and tribal work study funds have paid the majority (over 2 million dollars) of these billed educational expenses. Need-based financial aid through FAFSA has comprised almost 1.2 million dollars since fiscal year 2010. These dollar figures demonstrate the significant support of Creek tribal funding for our students.

Students who do not meet the CMN scholarship and tuition waiver requirements due to special/extenuating circumstances may complete a Request for a Special Consideration to help meet the student's financial needs. All Requests are processed through the Special Consideration Committee chaired by the Dean of Student Affairs (members: Dean of Academic Affairs, Registrar, Financial Aid Coordinator, and a Faculty Representative) to determine how the issue will be addressed. This exercise of professional judgment may vary with each individual situation, and decisions in regard to the student's need will be determined by the Special Considerations Committee. The student may, but is not required to attend. In order for the student to receive funds, often times the Committee adds conditions such as tutoring in addition to monitoring of attendance and academic progress by a designated Dean. As we prepare for administering our own FSA programs, this process is in keeping with US DoE requirements for administering funds and the student is informed in writing and has the option of accepting or rejecting the conditions. Documentation of this process is kept safe and secure in the fireproof locking cabinets for Student Financial Aid records in the Dean of Student Affairs office.

Employee Demographics

Of the 28 employees, 7 are faculty and 21 are staff, 9 of whom are administrative staff and 12 are support personnel. Faculty have the responsibility of teaching a minimum of four classes per semester, advising the students in their degree program, scheduling classes for their respective degree programs, and serving on committees. Some of the teaching loads are reduced for faculty depending on their other college responsibilities. The faculty profile is as follows: 3 males and 4 females, 6 are Native Americans of whom 4 are Muscogee (Creek). The average age for all CMN staff is 43.04, while the average age for faculty is 47.0.

College Overview

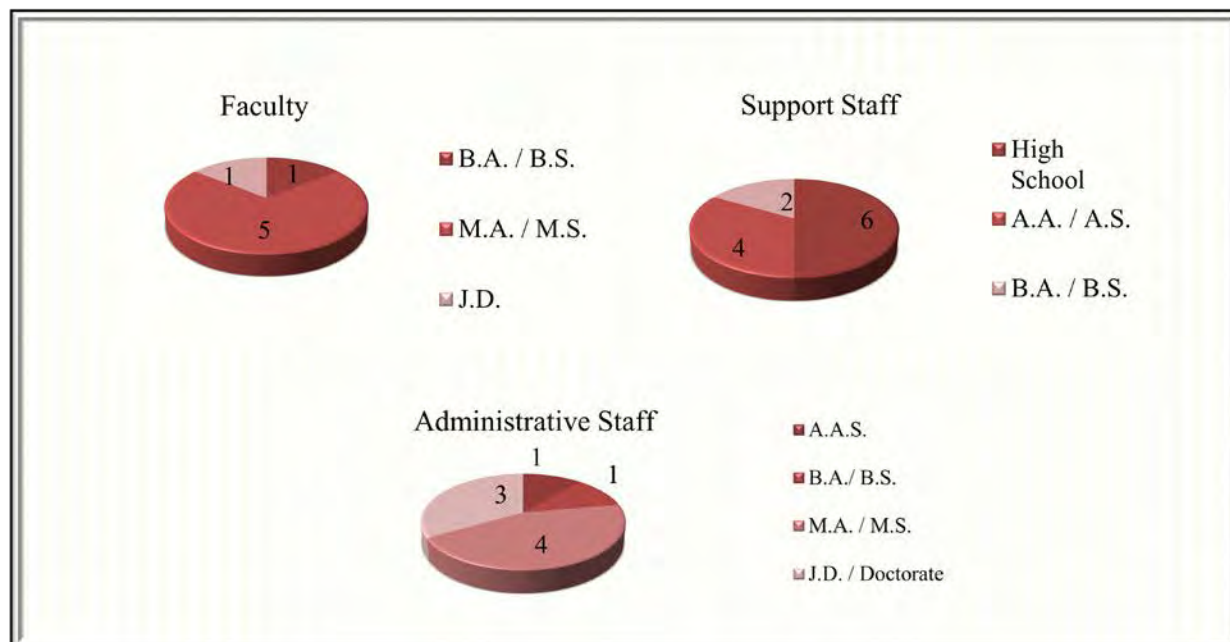
Table 2. *Faculty and Staff Demographics*

Classification	Number	Gender Male Female	Ethnicity NA* C* AA*	Average Age	Avg. Length of CMN Employment
Administrative Staff	9	5 4	9 -- --	45.78	4.08 years
Faculty	7	3 4	6 1 --	47.00	2.44 years
Support Staff	12	6 6	11 -- 1	36.33	0.83 years
Total	28	14 14	26 1 1	43.04	2.45 years

* NA=Native American; C=Caucasian; AA=African American

Of the 21 staff, 9 are administrative staff and 12 are support personnel. The staff has the responsibility for the day to day operations of the college including a wide range of responsibilities for: implementing administration processes, maintaining business operations, and providing for a safe, secure, clean and healthy campus. The staff profile is as follows: 11 males and 10 females, 18 are Native Americans of whom 15 are Muscogee (Creek), 2 are Caucasian and 1 is African-American.

Chart 4. *Education by CMN Job Classification*



Educational attainment of faculty and staff is as follows: 2 Doctorates, 2 Juris Doctorates, 8 Masters, 5 Bachelors, 4 Associates and 7 High School Diplomas. With regard to residence, 23 live within

College Overview

the boundaries of the Muscogee (Creek) Nation, the primary service area of the college and 5 live outside the boundaries.

Preliminary Information Form

Because the College of the Muscogee Nation is committed to the values of the Higher Learning Commission, we continue to seek opportunities for institutional improvement and effectiveness. In our efforts toward initial candidacy we will strengthen CMN in whatever ways are necessary to meet and fulfill the Minimum Expectations within the Criteria for Accreditation. Just as we appreciate the growth stimulated by the “weaving together of our stories” as we complete the Self-Study Report for Initial Candidacy, we draw on the foundational documents of the tribal college. The 848 page Preliminary Information Form (PIF) and Appendices are referenced throughout this document by electronic means wherever possible by hyperlink to our virtual resource room located at the CMN Office of Institutional Effectiveness Resources webpage: <http://www.mvsktc.org/emetatevketecvket/> . Paper copies of these documents are available in our physical resource room for the additional convenience of our faculty, staff, constituencies, and the site review team.

In the HLC response letter dated June 7, 2011, CMN was informed that the documentation we provided in the PIF was sufficient to warrant an on-site visit, if we should continue to pursue affiliation with the Commission. **Comments by the Eligibility Reviewers** in the Summary Analysis of the Evidence were made regarding our assets and significant support from both OSUIT and the Muscogee (Creek) Nation. Additional favorable comments were provided for each Eligibility Requirement, citing the examples of evidence. We continue to develop the following facets of institutional growth in relation to HLC Reviewer’s Comments (shown in bold italics) based on Conclusions and Analysis in response to the PIF:

- ***Policy for reserves and endowment***
In response, carryover funds will be designated for future reserves as a college foundation is developed.
- ***Clarifying learning outcomes that are not easily measured, like “understand”***

College Overview

In response, learning outcomes have been modified, and made publicly available on our website, in classrooms and in faculty offices.

- ***Revising our Catalog to reflect our affiliation with OSUIT that allows CMN students to receive federal financial aid***

In response, the electronic Catalog has been revised and made available on our website.

- ***Tracking academic and non-academic grievances***

In response, academic and non-academic grievances are filed in the Dean of Student Affairs' office.

- ***Linking planning to budgeting***

In response, Muscogee Nation government planning processes are followed when developing a budget for the College.

- ***Completion of Student Housing***

In response, construction of student housing has been completed and students are now occupying the units.

- ***Development of a comprehensive assessment program***

In response, an Assessment Committee has been established to plan a comprehensive assessment program.

- ***Development of a Student billing process***

In response, the Business Office has coordinated with the Housing and Financial Aid Offices to employ a coordinated billing system using *Empower*, the integrated student data system.

- ***Development of a disaster plan***

In response, the MCN Risk-Management Department has included the Tribal College in their Emergency Alert System (EAS).

HLC Criteria for Accreditation

In light of the overview provided here regarding CMN's journey thus far, we present our 2012 *Emetat Evketecvket* (Self-Study) response to the Criteria for Accreditation in partial fulfillment for the requirements to earn Initial Candidacy. Further, in-depth documented selected evidence that has been previously presented in the CMNPIF to support the Criteria for Accreditation is designated accordingly in the Self-Study.

We understand that this crucial report development process provides the basis for evaluating, from our own perspective, our strengths and areas for improvement as we emerge. It is our intent that the

College Overview

format in which we present evidence to the Higher Learning Commission fulfills the Criteria for Accreditation and is navigable and as seamless as possible for our Site-Review Team.

College Overview

Table 3. *College of the Muscogee Nation Accreditation Planning Schedule*

	2009		2010		2011		2012		2013		2014		2015		2016	
Activities	JAN	JUN	JAN	JUN	JAN	JUN	JAN	JUN	JAN	JUN	JAN	JUN	JAN	JUN	JAN	JUN
Interview Letter	X															
Interview Documents	XXX															
HLC Interview	X															
HLC Approval	X															
Letter of Intent		X														
Response from HLC		X														
Steering Committee			XXXX	XXXX		XXXX	XXXX	XXXX								
Prelim Info Form		XX	XXXX	XXXX	XXXX											
Appendix Items		XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX								
PIF Decision						X										
Self-Study						XX	XXXX									
Site Review							X									
Anticipated Candidacy								XXXX	XXXX	XXXX	XXXX	XXXX	XXXX			
Anticipated Self Study											XXXX	XXXX	XXXX	XXXX	XXX	
Anticipated Site Review															X	
Anticipated Accreditation																XXX

College of the Muscogee Nation

**Minimum Expectations within the Criteria
for Accreditation**

College of the Muscogee Nation

Minimum Expectations within the Criteria for Accreditation

Minimum Expectations within the Criteria for Accreditation	Related Criteria and Core Components	Location in the Self-Study
Part 1. Fiduciary Responsibility		
The institution has the legal documents required to confirm its status as an institution of higher education (public, non-profit, for-profit).	Criterion: 1 Core Components: 1d, 1e	In Core Component 1d: <i>College of the Muscogee Nation Board of Regents</i> ; it is indicated that Article XIII of the Tribal Constitution, NCA 11-040 Tribal Legislation and the Board of Regents Bylaws are legal documents that confirm our status as an institution of higher education. In Core Component 1e: <i>Legal and Fiscal Integrity</i> ; it is indicated that NCA 11-040 "...The books and records of the Board shall be audited each year by an independent Certified Public Accountant in accordance with generally accepted auditing procedures." CMN audits for 2007-2010 are referenced. According to the Eligibility Reviewers' Analysis of the Preliminary Information Form, "The College has strengths in their legal status...." (Summary Analysis of the Evidence, Comments: June 6, 2011)
The institution has legal authority to grant degrees and meets the legal requirements to operate as an institution of higher education wherever it conducts its activities.	Criterion: 1 Core Component: 1e	In Core Component 1e: <i>Legal and Fiscal Integrity</i> ; it is indicated that the College Charter supports the fact that the institution has the authority to award degrees and certificates.
The institution understands and abides by local, state, and federal laws and regulations applicable to it (or bylaws and regulations established by federally sovereign entities).	Criterion: 1 Core Component: 1e	In Core Component 1e: <i>Adherence to Tribal, Local, State, and Federal Laws and Regulations</i> ; applicable laws and regulations that affect a Tribal institution of higher education are presented.
The institution has a governing board that possesses and exercises the necessary legal power to establish and review the basic policies that govern the institution. — The board provides oversight of the institution's finances as well as its academic and business operations. — The board is sufficiently autonomous from the administration, ownership, and other related entities to assure the integrity of the institution and to allow the board to make decisions in the best interest of the institution. — The board authorizes the institution's affiliation with the Commission.	Criteria: 1, 2 Core Components: 1c, 1d, 1e, 2a, 2d	In Core Component 1c: <i>Mission Support</i> ; it is indicated that the foundation of the Mission is grounded in the belief of and support evidenced by the Board of Regents and other entities. In Core Component 1d: <i>College of the Muscogee Nation Board of Regents</i> ; it is indicated that the Board provides oversight of the institutions finances, and has sufficient autonomy of the Board and has authorized affiliation with the Higher Learning Commission.
The institution has a qualified Chief Executive Officer, Chief Financial Officer and Chief Academic Officer (titles may vary).	Criterion: 1 Core Component: 1d	In Core Component 1d: <i>President</i> ; the qualifications for the Chief Executive Officer of the College, Robert Bible, President are presented. In Core Component 1d: <i>Administrative Staff</i> ; the qualifications for the Chief Financial Officer of the College, Jan Hart, Business Manager and the Chief Academic Officer, Angela Bunner, Dean of Academic Affairs are presented.
The institution has a published conflict of interest policy for the governing board and the senior administrative leadership.	Criterion: 1 Core Components: 1d, 1e	In Core Component 1d: <i>College of the Muscogee Nation Board of Regents</i> ; Conflict of Interest references for the Legislation and Personnel Policies are provided for the governing Board and Administrative Leadership.
The institution defines and applies minimum qualifications for administrators.	Criterion: 1 Core Component: 1d	In Core Component 1d: <i>Administrative Staff</i> ; four department heads consist of the Registrar, the Dean of Academic Affairs, the Dean of Student Affairs, and the Business Manager and their position descriptions are referenced.
The institution follows established administrative policies and	Criterion: 1	In Core Component 1d: <i>College of the Muscogee Nation Board of Regents, Organizational Chart, President,</i>

College of the Muscogee Nation

Minimum Expectations within the Criteria for Accreditation

Minimum Expectations within the Criteria for Accreditation	Related Criteria and Core Components	Location in the Self-Study
procedures.	Core Component: 1d	<i>Administrative Staff, Faculty, and Students</i> ; have established Administrative policies and procedures identified as 1) Board of Regents Handbook and Board of Regents By-Laws, 2) Organization Chart by Function, 3) Legislation By-Laws Article XV-Duties of the President , 4) Policies for Personnel, Procurement, and Travel, 5) Faculty Handbook, 6) Student Handbook, 7) Student Housing Handbook.
The institution evaluates its governance and administrative structures and processes regularly.	Criterion: 2 Core Component: 2c	In Core Component 2c: <i>Assessment Plan, Graduate/Alumni Surveys, Staff Performance Appraisals, Faculty Evaluations, and Instructor Course Evaluation</i> ; lists several instruments that are used to evaluate the governance and administrative structures and processes regularly.
The institution presents to the Commission a clear and complete description of its relationship to any corporate parent or other related legal entity to which the institution is subject.	Criterion: 1 Core Components: 1d, 1e	In Core Component 1d: <i>College of the Muscogee Nation Board of Regents</i> ; the Board of Regents is identified in Article XIII of the Tribal Constitution and in Tribal Legislation NCA 11-040 as the governing body of the College of the Muscogee Nation which enables the Board to act independently and in concert with all of the Muscogee (Creek) Nation branches of government.
The institution documents outsourcing of services in written agreements, including agreements with parent or affiliated organizations.	Criterion: 1 Core Component: 1c	In Core Component 1c: <i>Mission Support</i> ; the College has an agreement with the OSU System which documents our partnership arrangements consistent with our Mission.
The institution addresses diversity of students and staff within the values and purposes of its mission.	Criteria: 1, 5 Core Components: 1b, 5a	In Core Component 1b: <i>Student Demographics</i> ; the student characteristics for Academic Year 2010 are presented in relation to Gender, Tribal Affiliation, Major, Age, and Marital Status.
The institution responds to complaints and grievances, particularly those of students, in a timely manner.	Criterion: 1 Core Component: 1e	In Core Component 1e: <i>Adherence to Tribal, Local, State and Federal Laws and Regulations</i> ; a general description of the student grievance procedures is provided. See Federal Compliance Section for more specific details.
Part 2. Public Information		
The Board has adopted and published statements of mission, vision, values, goals and organizational priorities that together clearly and broadly define the organization's mission.	Criterion: 1 Core Component: 1a	In Core Component 1a: <i>Website Resources</i> ; it is indicated that both Mission documents and statements of the institution are well publicized. More in depth information pertaining to the presence of the Mission of our Institution is located in Core Component 1c.
The institution presents itself accurately and honestly to the public: — The institution advertises only programs it actually provides. — The institution's catalog, with full descriptions of programs and admission requirements, is accessible to the public. — The institution portrays its accreditation status clearly to the public, including the status of its branch campuses and related entities and its specialized and professional accreditations. — The institution communicates to its constituencies and applicants any Public Disclosure Notice it receives from the Higher Learning Commission.	Criterion: 1 Core Components: 1d, 1e	In Core Component 1e: <i>Accurate and Honest Presentation</i> ; it indicates that CMN advertises programs for four Degrees and two Certificates with program descriptions and admission requirements. Also in this Core Component it is referenced that CMN's Accreditation status is clearly presented in its Catalog to the public.
The institution presents itself clearly and honestly to students and applicants: — The institution provides students clear, timely, and accurate	Criteria: 1, 5 Core Components: 1d,	In Core Component 1e: <i>Clear and Fair Policies</i> ; it is indicated that the Tribal College provides clear information to the students on the website and in the Catalog regarding 1) all cost such as tuition, fees, training, and incidentals 2) timelines for refunds 3) The process for admission 4) Policies on the acceptance of credits and 5) the additional services that the College offers and how to access them.

College of the Muscogee Nation

Minimum Expectations within the Criteria for Accreditation

Minimum Expectations within the Criteria for Accreditation	Related Criteria and Core Components	Location in the Self-Study
<p>disclosure of all costs: tuition, fees, training, and incidentals.</p> <p>— The institution provides students timely and accurate information on its refund policy.</p> <p>— The institution explains clearly to applicants its requirements for admission to particular programs or majors as well as to the institution.</p> <p>— The institution explains clearly to applicants in advance of enrollment its policies on acceptance of transfer credit.</p> <p>— The institution clearly indicates to students what services it provides and how to access them.</p>	1e, 5b	
<p>The institution includes on its Web site a telephone number that includes an option to speak with a representative of the institution.</p>	<p>Criteria: 1, 5</p> <p>Core Components: 1e, 5b</p>	<p>In Core Component 5b: <i>Community Engagement</i>, it is indicated that the address www.mvsktc.org/contact.html provides telephone numbers and email addresses for faculty and staff.</p>
Part 3. Programs and Instruction		
<p>The institution follows established academic policies and procedures that reflect commonly accepted practice in higher education:</p> <p>— Faculty have primary authority for the assignment of grades.</p> <p>— The institution has clear published policies on student academic load.</p> <p>— Syllabi are provided for all courses offered.</p> <p>— Residency requirements for each program are stated.</p> <p>— The institution has formal, written agreements for managing internships and clinical placements.</p>	<p>Criterion: 3</p> <p>Core Components: 3b, 3c</p>	<p>In Core Component 3b: <i>Qualified Faculty and Responsibilities</i>, it is indicated that faculty assign grades and they provide Syllabi to each student in their classes.</p> <p>In Core Component 3c: <i>Academic Advisement</i>, it is indicated that advisors make students aware of student academic loads and residency requirements, which are available in the Catalog.</p>
<p>The institution maintains a practice of regular academic program reviews that include attention to currency and relevance of courses and programs.</p>	<p>Criteria: 2, 3, 4</p> <p>Core Components: 2c, 3c, 4c</p>	<p>In Core Component 2c: <i>Assessment Plan</i>, it is indicated that Academic Affairs has participated in a Post-Audit Review of the Gaming Degree, an assessment function.</p>
<p>Assessment provides evidence of student learning:</p> <p>— Programs, majors, degrees and general education have stated learning outcomes.</p> <p>— Processes for assessment of student learning are in effect.</p>	<p>Criterion: 3</p> <p>Core Component: 3a</p>	<p>In Core Component 3a: <i>Assessment of Student Learning</i>, it is indicated that learning outcomes have been developed for General Education, Degree, and Certificate programs and the processes for assessing student learning.</p>
<p>The institution follows appropriate policies for academic level and program requirements:</p> <p>— The institution clearly differentiates its learning goals for undergraduate, graduate, and post-baccalaureate programs by identifying the expected learning outcomes for each.</p> <p>— No graduate program is composed primarily of courses that are available for both graduate and undergraduate credit.</p> <p>— Credits earned in remedial courses do not receive degree credit.</p> <p>— The institution conforms to commonly accepted minimum program length: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, 30 semester credits beyond the bachelor's for master's degrees, 30 semester credits beyond the master's degree for doctorates. Any exception to these minima must be</p>	<p>Criteria: 3, 4</p> <p>Core Components: 3a, 3b, 4b</p>	<p>In Core Component 3a: <i>Assessment of Student Learning</i>, it is indicated that credits earned in remedial courses do not receive degree credit.</p> <p>In Core Component 4b: <i>General Education for Associate Degrees</i>, it is indicated that CMN General Education requirements exceed the commonly accepted minimum program length of 60 semester credits for an Associate's Degree. Based on the traditional distributed curricula (15 semester credits for technical associate's degrees, 24 for transfer associate's degrees), each of the degree and certificate programs meet the General Education requirements. Semester credits are based on the standard of 800 minutes of instruction per credit hour.</p>

College of the Muscogee Nation

Minimum Expectations within the Criteria for Accreditation

Minimum Expectations within the Criteria for Accreditation	Related Criteria and Core Components	Location in the Self-Study
<p>explained and justified.</p> <p>— The institution maintains a minimum requirement for general education for all of its undergraduate programs whether through the traditional distributed curricula (15 semester credits for technical associate's degrees, 24 for transfer associate's degrees, and 30 for bachelor's degrees) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any exceptions are explained and justified.</p> <p>— The institution assigns credit values to courses based on commonly accepted ascriptions for traditional classroom learning, distance learning, hybrid programs, and compressed schedules. (<i>Note: This item will incorporate whatever definition of a credit hour results from the federal regulatory process in progress during 2010.</i>)</p>		
Students have access to the resources necessary to support learning and teaching (e.g., research laboratories, libraries, performance spaces, clinical practice sites) and those resources are appropriate for the institution's mission and programs.	<p>Criteria: 3, 4</p> <p>Core Components: 3c, 3d, 4d</p>	In Core Component 3d: <i>Library</i> , it is indicated that CMN is fully committed to providing the resources necessary to support student learning and effective teaching and that the collections holdings are related to the four degree programs and two certificate programs.
Students have access to guidance in the use of research and information resources.	<p>Criterion: 4</p> <p>Core Component: 4d</p>	In Core Component 4d: <i>Computer Usage Policy</i> , it is indicated that the effective application of the Computer Usage Policy is supported by the Information Literacy training and orientation, which is a required component of CMN's English Composition 1 and College Cornerstone courses in addition to the Computer Literacy and Applications course. Supporting Information is provided in Core Component 4b: <i>Information Literacy</i> .
Faculty members at the institution are available for student inquiry and mentoring.	<p>Criteria: 3, 4</p> <p>Core Components: 3c, 4d</p>	In Core Component 4d: <i>Faculty Handbook</i> , it is indicated under <i>Academic Responsibility</i> in the Handbook, Faculty members have responsibilities to their discipline and to the advancement of knowledge generally, they shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they have practice intellectual honesty. Most importantly, faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning independence of mind while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as intellectual leader and counselor.
The rigor of programs is consistent wherever and however curricula are delivered (on the main campus, at additional locations, by distance delivery, as dual credit, etc.).	<p>Criterion: 4</p> <p>Core Component: 4c</p>	In Core Component 4c: <i>Curricula</i> , it is indicated that our goal is to maintain the rigor of all courses offered whether on the main campus, at Creek communities, or online courses-all coursework is consistent with approved syllabi. All courses/instructors are evaluated by the students.
Part 4. Faculty		
Faculty members possess an academic degree one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process.	<p>Criterion: 3</p> <p>Core Component: 3b</p>	In Core Component 3b: <i>Qualified Faculty and Responsibilities</i> , it is indicated that all full-time faculty possess an academic degree one level above the level at which they teach.
Faculty members teaching at the doctoral level have a record of recognized scholarship, creative endeavor, or achievement in practice commensurate to doctoral expectations.	<p>Criteria: 3, 4</p> <p>Core Components: 3b, 4a</p>	Does not apply.

College of the Muscogee Nation

Minimum Expectations within the Criteria for Accreditation

Minimum Expectations within the Criteria for Accreditation	Related Criteria and Core Components	Location in the Self-Study
The institution has a process for assuring that faculty members are current in their disciplines.	Criteria: 3, 4 Core Components: 3b, 4a	In Core Component 3b: <i>Organizational Support for Faculty</i> indicates that position descriptions for instructors indicate that "Instructors will remain current in their field through professional development and as a scholarly academic leader." In Core Component 3b: <i>Professional Activities</i> , it is indicated that beginning in 2012, funds have been allocated up to \$100 per year for all faculty and administrative staff to obtain membership and participate in a professional organization directly related to his or her function at the tribal college.
All faculty members are evaluated regularly in accordance with established procedures.	Criterion: 3 Core Component: 3b	In Core Component 3b: <i>Qualified Faculty and Responsibilities</i> , it is indicated that, comparable to other institutions of similar mission and capacity, an effective faculty evaluation process is in place. As defined in the <i>Faculty Handbook</i> , the purpose of the Faculty Review and Evaluation process is to encourage and assist all members of the faculty to develop and perform to the best of their ability.
The institution has a sufficient number of faculty members to carry out the administrative roles of faculty, in particular oversight of the curriculum and assurance that students meet program requirements.	Criteria: 2, 3 Core Components: 2b, 3b	In Core Component 3b: <i>Qualified Faculty and Responsibilities</i> , it is indicated that the institution has a sufficient number of faculty members comprised of one full-time, permanent faculty member per degree program and two additional full-time, permanent faculty for General Education/Core subjects. The Faculty Council Bylaws provide faculty a collaborative opportunity to exercise oversight of the curriculum.
Part 5. Student Support Services		
The institution provides student support services consistent with the type of students admitted: — Qualified staffing is provided for the student services offered. — Appropriate academic advising is provided. — Financial aid advising clearly and comprehensively reviews the student's eligibility for federal assistance and scholarships and the student's debt capacity. — Timely and accurate transcript and records services are maintained.	Criteria: 3, 5 Core Components: 3d, 5c	In Core Component 5c: <i>Student Support Services</i> , it is indicated that the institution has qualified staffing for student services, appropriate academic advising is provided, financial aid advising, and transcript and records services are maintained.
The institution assures the quality and integrity of its admissions function.	Criterion: 1 Core Components: 1c, 1d	In Core Component 1d: <i>Administrative Staff</i> , it is indicated that Admissions, a critical function of the institution, is administered through the Office of Admissions and Records with the Registrar as the head. The admission requirements for students is included in the Catalog and in the Student Handbook. The College seeks to admit students in a manner to best meet their educational needs, to ensure success, and to allow students to grow in a holistic manner.
The institution maintains contact information for student support services on its Web site for its main campus, off-campus locations, branch campuses, and online delivery. Contact information is also provided for students to use should a service not be readily available.	Criteria: 1, 5 Core Components: 1d, 5c	In Core Component 1d: <i>Communications</i> , it is indicated that the College goal is to maintain regular and clear communication with CMN personnel, students, tribal communities and higher education entities. The primary source of communication to our constituencies is through the college website, www.mvsktc.org . Contact information is also provided for students to use, should a service not be readily available.
Part 6. Resources		
The institution is fiscally viable.	Criterion: 2 Core Component: 2b	In Core Component 2b: <i>Budget Development and Budget Overview</i> , it is indicated that the Budget Overview presented by Function (i.e., instruction) provides a 4 year review of the college budgets demonstrating that CMN is fiscally viable.
The accredited entity has an external financial audit by a certified public accountant or a public audit agency. For private institutions the audit is annual; for public institutions it conforms with state practice.	Criterion: 2 Core Components: 2b, 2c, 2d	In Core Component 2b: <i>Audits and Current Budget</i> , it is indicated that in accordance with the tribal college legislation, the Board of Regents is to have annual audits conducted and provide to the Executive and Legislative branches. Since 2005, the College of the Muscogee Nation has had annual audits conducted. Until 2010, the audits were conducted under the umbrella of the Muscogee (Creek) Nation; this year the annual audit is conducted separately from the MCN with auditors procured by the CMN Business Office. CMN is an unaccredited institution.

College of the Muscogee Nation

Minimum Expectations within the Criteria for Accreditation

Minimum Expectations within the Criteria for Accreditation	Related Criteria and Core Components	Location in the Self-Study
The institution's resources are adequate to ensure the quality of the academic programs and services it claims to provide.	Criterion: 2 Core Component: 2b	In Core Component 2b: <i>Budget Development and Budget Overview</i> , it is indicated in the CMN Budget Overview 2007-2010 that the funds appropriated for Instruction and Academic Affairs are adequate.
The institution maintains an annual statement of revenue and expense.	Criterion: 2 Core Components: 2b, 2c	In Core Component 2b: <i>Audits and Current Budget</i> , it is indicated that the Annual Audits provide a Statement of Revenues, Expenditures and Changes in Fund Balance for the fiscal year.
The institution has a prepared budget for the current year and the capacity to compare it with budgets of previous years.	Criterion: 2 Core Components: 2b, 2c	In Core Component 2b: <i>Budget Development and Budget Overview</i> , it is indicated in a table that the Budget Overview presented by Function (i.e., instruction) provides a 4 year review of the college budgets. In Core Component 2b: <i>Audits and Current Budget</i> : it is indicated that the College has a current, prepared budget totaling \$3.2 million for 2010, the highest appropriation received since the College opened with a \$25,000 appropriation in 2004.
The institution has a system of ongoing planning and a current operational plan.	Criterion: 2 Core Components: 2b, 2c	In Core Component 2c: <i>Planning System</i> , it is indicated that the planning system resulted in the development of the Strategic Plan, Unit Plans, Master Site Plan and Landscaping Plan for the College of the Muscogee Nation.
The institution's planning processes are linked with its budgeting process.	Criterion: 2 Core Components: 2b, 2c	In Core Component 2b: <i>Budget Development and Budget Overview</i> , it is indicated that the Budgets for the Tribal College are developed by following budget policy of the tribal government. Every fiscal year the College prepares its budget consistent with requirements provided by the Controller. The budget for the college is based on historical costs and functional activities planned for the future fiscal year. Upon completion, the College budget is reviewed and approved by the Board of Regents.
The institution maintains systems for collecting, analyzing, and using institutional information.	Criterion: 2 Core Components: 2a, 2d	In Core Component 2a: <i>Strategic Planning</i> , it is indicated that the data analysis is conducted to support the documentation of student and college needs for grant funding and special projects, as well as for projecting fiscal needs. The majority of student data is collected through the Empower Student Information System in the Registrar's Office. Types of student data collected are: Admissions Information, Enrollment Data, Grade Reports, Transcripts, and Graduation Data to assess the constructs of student performance, enrollment tracking, and graduation information. The Registrar's Office prepares the AKIS report which includes American Indian Measures of Success, an Annual Report is submitted to AIHEC for inclusion in their Congressional Report.
The institution has a process for regular review of its physical infrastructure at all locations.	Criterion: 2 Core Component: 2b	In Core Component 2b: <i>Facilities and Maintenance</i> , it is indicated that the process for regular review of the CMN physical infrastructure is participated in by the following: 1) CMN Administrative Staff, 2) CMN Maintenance Personnel, 3) MCN Risk-Management and 4) MCN Construction Services. It is the goal of these individuals to assess the College facilities and campus to ensure that it is well-maintained, safe, secure, and clean. The intent of this process is to contribute to an environment supportive of learning.
The institution's facilities are compliant with the Americans with Disabilities Act.	Criterion: 1 Core Component: 1c	In Core Component 1c: <i>Mission Support</i> , it is indicated that in order to make our campus accessible, Pre-Construction meetings were held with the Architect to express our concern for being barrier-free for all. This was integrated into the design of our campus and facilities, thus we are in compliance with the Americans with Disabilities Act (ADA).
The institution's facilities are compliant with state and local regulations to ensure health and safety.	Criterion: 1 Core Component: 1c	In Core Component 1c: <i>Mission Support</i> , it is indicated that City Safety Inspectors, State Fire Marshall and CMN Risk-Management personnel confirmed that the campus facilities met acceptable local and state standards of construction, which resulted in a Certificate of Occupancy.



MISSION AND INTEGRITY



Criterion One: Mission and Integrity

Criterion One: Mission and Integrity

Core Component 1a: *The organization's mission documents are clear and articulate publicly the organization's commitments.*

For Muscogee people the Constitution of the Muscogee (Creek) Nation is the supreme document under which its citizens are governed, with Article XIII devoted solely to the College of the Muscogee Nation Board of Regents. This enactment for the College increases the validity of the college and strengthens its mission documents. Both mission documents and statements of the Institution are well publicized in the Constitution, on the college website, college catalog, posted in the building, and have been displayed on the college marquee sign.

Figure 2. *CMN Marquee at East Entrance Displaying Core Values*



Mission documents for the college are Cultural Context, Mission Statement, Philosophy, Vision Statement, Core Values and Goals. In 2005, College staff began work on the mission documents starting first with Mission Statement, which is the cornerstone for the College and other mission documents to be developed. In 2006, the Philosophy, Vision Statement, and Goals were developed from transcribed discussions of faculty, staff, and Regents. From a survey of students and discussion with faculty, staff and Regents in 2008, the Core values were documented to reflect Muscogee values, language and higher

Criterion One: Mission and Integrity

education. The commitment of CMN to students, learning, teaching, and Muscogee culture, language, and community is clearly presented in the mission documents which are provided to the public.

Learning Outcomes

The learning outcomes have evolved over time. Initially, faculty participated in training sessions to develop the learning outcomes framework for each of the degree and certificate programs in addition to the general education learning outcomes. Subsequent writing sessions ensued to further develop and give form to culturally-relevant learning outcomes. In the PIF feedback from HLC, we received guidance to clarify instances in which the word “understand” was used and instead identify more measurable outcomes.

After collaboration with the Dean of Academic Affairs and faculty, revisions to the learning outcomes were made. These revised learning outcomes are available on our website’s [Academics](#) page in addition to being posted in the respective degree coordinator’s offices and in the classrooms. In the opinions of the faculty and Dean of Academic Affairs, this revision process has strengthened and clarified the learning outcomes for the degree and certificate programs.

The learning outcomes are intended to articulate the knowledge, skills and values of the students after completing the degree program. Therefore, CMN is dedicated to providing an environment in which the development of social, political and principled values is nurtured. Each of the four degree program learning outcomes provide opportunities for students to further develop the general education facets and also acquire a deeper understanding of the specific fields in which they specialize. Assessment of student learning provides feedback in relation to determining what a student learns, such as giving immediate competency feedback in math courses and refining writing skills in the portfolio process. Each of these specialized degree programs and their respective learning outcomes are designed to not only prepare graduates for careers but to also promote service in social, economic, and cultural contexts: in other words, their professional and civic lives.

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Website Resources

The CMN website is the primary vehicle for making information regarding the college available to the public. It is intended to provide practical information for the public and students that is helpful to pursuing their higher education goals at CMN. The website also enables us to update our information and forms in addition to receiving public and student feedback in a timely manner that is easily accessible. Mission documents are clear and publicly articulate our cultural context, including the mission, vision statement, core values, institution goals, philosophy of general education and philosophy of assessment of student learning, in addition to the learning outcomes.

To enhance one's ability to navigate CMN Website Resources; Computer Literacy, Information Literacy, SMARTBoard training, iPad training and technical assistance provide support accessibility for our students, faculty and staff. Throughout our campus, we provide a wireless network to ensure high-speed access to all forms of information. Workshops and seminars on FAFSA completion which require competent knowledge of website resources are regularly scheduled and include student, faculty, and staff participation. Our most recent improvement to our website is that the CMN Online Public Access Catalog (OPAC) information has been uploaded to CMN's website and is now accessible to all who have computer access.

Core Component 1b: *In its mission documents, the organization recognizes the diversity of its learners, other relevant constituencies, and the greater society it serves.*

Student Demographics

For the most recent academic year (2010-11), an average of 177 individual students attended CMN of which an average of 144 students attended fulltime. Females attending averaged 109 for the year while male enrollment averaged 68. Tribal affiliation for students going to CMN for the year included Muscogee (Creek), which averaged 153, other Five Civilized Tribes were 12, other Native Affiliations were 8 and Non-Native numbered 4.

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Average enrollment for one academic year for the CMN degree majors were as follows: Gaming with 31, Native American Studies with 25, Police Science having 7 and Tribal Services with 100. Non-degree students averaged 12. For the three terms, the average number in the respective age ranges include: 20 years and less at 39, 21-25years at 38, and 26-30years with 30 students. For the three highest age ranges, the enrollment average is as follows: the 31-35 age range included 23 students, 36-49 age range was 29 and for 50 and over, the average equaled 16. The average number of single students was 135 and 41 was the average number for married students.

Table 4. *Student Demographics AY 2010-2011*

Student Demographics AY 2010-2011					
		Fall	Spring	Summer	Average
Student Count					
	Full-time	180	150	102	144
	Individual	220	174	137	177
Gender					
	Male	84	68	52	68
	Female	136	106	85	109
Tribal Affiliation					
	Muscogee (Creek)	192	150	118	153
	Five Civilized Tribes	16	13	7	12
	Other Native Affiliation	9	7	8	8
	Non-Native	3	4	4	4
Major					
	Gaming	36	30	28	31
	Native American Studies	30	23	24	25
	Police Science	9	8	4	7
	Tribal Services	122	102	77	100
	Non-Degree	23	11	4	12
Age					
	20 & Under	52	42	23	39
	21-25	47	39	28	38
	26-30	44	25	23	30
	31-35	24	25	21	23
	36-49	31	30	27	29
	50 & Over	22	13	15	16
Marital Status					
	Single	166	135	106	135
	Married	54	39	30	41

Criterion One: Mission and Integrity

When the Tribal College moved from OSUIT to the CMN campus, a reduction in spring enrollment shown above was experienced due to OSUIT students not continuing their enrollment in CMN sections once the move was made.

Native Language and Cultural Support

In the college mission documents, aspects of Native Culture, Language, Values, and Self Determination are emphasized and conveyed through the curriculum. Native language and cultural support is provided in a variety of ways with the curriculum being the primary mode of emphasis. Considering that the majority of students have had limited exposure to Native-related courses in non-tribal educational institutions, it is clear that Native history, language, and culture in the curriculum address this student need and are consistent with the College mission documents.

Opportunities to shape CMN Mission documents have been facilitated in regular classes. For example, in the Beginning Mvskoke Language class, students participated in a discussion and survey that focused on Muscogee values. This particular class activity had students engage with each other by talking about what was learned from elders and what they had most practiced themselves in their everyday lifestyles. From this discussion, a number of core values emerged. This process resulted in a set of Muscogee Core Values which were used as a primary mission document alongside the Mission Statement on which the Beginning Muscogee Language course fulfills its learning objectives. This activity is a perfect example of the correlation between mission documents and the teaching and learning of students. The presence of the Mvskoke Language is a requirement in all of the degree programs at the Tribal College.

Additional examples of mission support include: students conducting research beyond the textbook through interviews with tribal elders and tribal community leaders who are knowledgeable in the oral traditions of our history and everyday lifestyle. Faculty members encourage students to access every avenue in learning and using cultural components which will assist the students in their careers and daily lives.

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Figure 3. *Mvskoke Books*



Mentoring faculty leaders strengthen students academically to reach their educational and career aspirations. Class discussions which focus on contemporary issues challenge students to develop informed opinions about their roles as citizens of the Muscogee (Creek) Nation within a global context. Guest speakers share life experiences and true accounts from intergenerational teachings, providing a rich heritage and oral history that explains more about how the Muscogee Nation came into being. This unique college experience welcomes student involvement by conveying acceptance and respect—directly related to the mission documents.

Residence Life

The College of the Muscogee Nation is a residential campus offering modern, clean, safe and comfortable accommodations for the single Student-Resident. The Student Housing Complex is comprised of co-ed housing units which provide furnished bedrooms, living areas, and private baths. Some of the ways in which we provide a positive learning environment for Student-Residents includes the use of the Mvskoke language and coordinating activities that provide opportunities for social interaction and personal growth. Professional and paraprofessional staff live in and/or work in the housing units to make on-campus living a pleasant and educational experience. The housing staff integrates the Muscogee values of communal living by ensuring each Student-Resident is responsible for his/her actions (core value *Fvtcety*-integrity). More detailed information regarding student rights and responsibilities is

Criterion One: Mission and Integrity

available to students in the Student Handbook and a contract for each Student-Resident details specific policies pertaining to Residence Life, in addition to the **Student Housing Handbook** (see **SS Appendix 5**).

In addition to the Dean of Student Affairs, CMN Student Housing staff includes: the Housing Manager, *Ohhecv*, is a full-time professional staff member who manages the office and housing units 24 hours a day, 7 days a week when in session. Resident Assistants (RAs), *Ohhecv Emvnicv*, are Student-Resident employees assigned to specific areas within the housing units. Each RA is selected based on leadership, enthusiasm, sensitivity, responsibility, knowledge about CMN, and the ability to relate to others. All Student-Residents have a voice in the Student Housing Organization (SHO), cultural programming, and Unit improvements. The SHO serves as the unifying body for the Student-Residents by promoting leadership and community involvement.

Student-Residents and Housing Staff are a multi-cultural community of individuals. Residents in Housing have an opportunity to live in this student community environment and accept the responsibility for being a member of such a group. To help ensure that residents can exercise their rights as individuals, while at the same time ensuring that the rights of those around them are upheld, certain basic policies have been established to facilitate mutual respect and consideration among fellow residents. These rights and responsibilities are outlined in the Student Housing Handbook.

Standards of Student Conduct

The College of the Muscogee Nation core values: *Vrakkueckv* (Respect), *Fvtcetv* (Integrity), *Mecvlke* (Responsibility), *Eyasketv* (Humility), and *Hoporenkv* (Wisdom) direct the actions of CMN Faculty/Staff who, in turn, exemplify these values for students. Students accept responsibility to comply with the College's policies and are expected to respect the rights and property of CMN and their fellow students. These values are traditional for Muscogee people thus shape the cultural context of the College—which is one defined, overall, by respect for *all* people, regardless of ethnic or cultural background. The implications of this are extended into greater society as CMN students carry these values and impress them throughout their future experiences.

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The **Standards of Student Conduct** and policies of the Student Handbook describe the process of handling inappropriate student behavior on campus and at college sponsored activities. Inappropriate behavior as defined by the Student Handbook includes, but is not limited to the following: swearing, obscene language or gestures, threatening, physical aggression, verbal aggression, unreasonable noise or other actions that make others feel uncomfortable. Due Process for complaints associated with inappropriate behavior is described in detail by these policies.

In addition, students must also abide by institutional regulations and tribal, federal, and state laws. Failure to meet standards of conduct may result in disciplinary action. All proceedings for disciplinary action will be convened under the direction of the Dean of Student Affairs. Academic issues are the responsibility of the Dean of Academic Affairs.

Community Activities

The college recognizes the diversity of its learners and relevant constituencies by participating in local, surrounding community and tribal activities. Local community activities in which the college participates include: Relay for Life, Red Ribbon Week, Walk a Mile in Her Shoes, Domestic Violence Prevention, Canned Food Drive, and the Pink Party. Another activity the college has participated in through the Native American Student Association (NASA) is Clean Up the Loop. Highway Loop 56 is where the College and other institutions of higher education are located, and this Adopt-a-Highway program provided an excellent opportunity for community service.

Representatives have traveled to Creek communities such as Eufaula, Okmulgee and Tulsa to provide information about the college. In addition, we have visited schools including Okmulgee, Ryal and Preston to demonstrate stickball with the younger students and to share their experiences as college students and encourage younger students to consider higher education. Faculty and students network with Okmulgee High School to educate the students about Native American and Mvskoke cultural ways. The students are active with the Oklahoma Native American Students in Higher Education (ONASHE) by attending and hosting meetings and conferences.

Criterion One: Mission and Integrity

College students participate in activities like working at the concession stand at the Muscogee (Creek) Nation Omniplex. NASA has attended the Creek Nation Youth Wellness summer camp and interacted with the campers by playing icebreaker games and informing them of the College. The Challenge Bowl is an activity in which faculty and staff participate by acting as judges. This annual competition involving many schools from throughout the Creek Nation provides students with opportunities to demonstrate their knowledge of Creek legends, history, language and government.

***Core Component 1c:** Understanding of and support for the mission pervade the organization.*

Mission Support

The foundation for the Mission of the College of the Muscogee Nation is grounded in the belief of and support evidenced by the Board of Regents, Tribal Government's Legislative and Executive Branches, and most importantly, Creek Citizens. Belief in the Mission of the College encourages financial, political, and personal commitments. Even though CMN has a Partnership Agreement with the OSU System, the Mission is consistent and remains the same.

An important aspect of Mission Support is to make the College accessible to all students and community members, regardless of health conditions or physical ability. Pre-Construction meetings were held with the Architect to express our concern for being barrier-free for all. This was integrated into the design of our campus and facilities, thus we are in compliance with the Americans with Disabilities Act (ADA). Safety Inspectors, State Fire Marshall and CMN Risk-Management personnel confirmed that the campus facilities met acceptable standards of construction, which resulted in a Certificate of Occupancy—a very important phase in the support of the CMN Mission.

Political support is advocated not only by the Muscogee Nation but also by the other "Five Civilized Tribes" through a resolution of support that recognizes the mission of the college in meeting the needs of American Indian Students in Northeast Oklahoma. The Oklahoma Board of Regents of Higher Education values our mission to serve American Indian Students in this region while the American Indian Higher Education Consortium provides political and collegial support to the College on a National level.

Criterion One: Mission and Integrity

Personal support of the mission is evident in many of the faculty and staff that work for the College, as well as the students who attend. Just as importantly, Muscogee (Creek) families encourage each other to attend the Tribal College. That a grandmother would entrust her granddaughter to the tribal college to prepare her before transferring to a “mainstream” university speaks volumes. Muscogee people are looking to this college for the future.

Presentation of the Mission

The college mission is the primary document for communicating the purpose and direction that CMN has chosen. Presentation of the mission to the students, community, Muscogee Nation and higher education associates is initiated electronically, through the CMN website. In addition the Catalog includes the mission and core values that are posted throughout the College’s Education/Administration Building as well. Specific examples of presenting the mission are in the following descriptions:

- To increase awareness of our Mission and Core Values, we have printed, framed, and proudly display these statements throughout the building.
- The student respondent for graduation has been nominated by faculty and staff and then chosen by committee with regard to how he or she exemplifies our core values.
- The Core Values have been woven into a traditional Mvskoke Hymn to reinforce understanding of their meaning, and is sung at the beginning of Tribal Services classes .
- Booklets of Post-It Notebooks have been printed with our Emetat Evketecvket (Self-Study) Site Visit Poster Logo, Mission Statement, and Core Values—these are distributed to Citizens of the Muscogee Nation, students, visitors, representatives of other tribal colleges, and faculty and staff of the tribal college.

Figure 4. *CMN Student Reads Mission Statement and Core Values*



Criterion One: Mission and Integrity

Consistency of Mission and Goals

The mission, first adopted by the College Regents, served as the source from which college goals were developed. The uniqueness of the college is reflected both in the mission and goals reinforcing the primary focus of the institution. Subsequent comparative references document the consistency between the mission and goals.

Chart 5. *Consistency of Mission and Goals*

Phrases from Mission	Goals
Offer exemplary academic programs that meet student, tribal, and societal needs	Goal 1: Offer academic degree programs that are unique and reflect Mvskoke culture, history and language
Institution of Higher Education for the Muscogee (Creek) Nation	Goal 2: Create educational opportunities that are accessible to the Native community and tribal members
Emphasizing Native culture, values, language and self-determination	Goal 3: Provide co-curricular activities that respect tribal traditions and culture
Lifelong learners for personal growth, professional development, and intellectual advancement	Goal 4: Develop quality educational programs that give students a scholastic foundation to pursue higher academic degrees or to achieve their career objectives
Positive learning environment	Goal 5: Maintain a focused learning environment in a safe and secure campus

Tribal Support

Both the executive and legislative branches of the Muscogee (Creek) Nation have demonstrated their support through enabling legislation they adopted to establish the college, tribal funding to sustain the college and its students, and special funding for capital needs. In addition, the National Council and Principal Chief willingly amended the enabling legislation to strengthen the foundation of the college.

Support for the college not only involved the elected leadership but was extended to the tribal communities and their Muscogee (Creek) citizens who demonstrated their approval of CMN by voting to include the college in the Constitution as Amendment XIII. Through this validation of the college by tribal members, college authority comes from the people who have spoken for CMN to be included in the supreme document of the Muscogee (Creek) Nation.

Criterion One: Mission and Integrity

***Core Component 1d:** The organization's governance and administrative structures promote effective leadership and support collaborative processes that enable the organization to fulfill its mission.*

College of the Muscogee Nation Board of Regents

The Board of Regents is identified in Article XIII of the Tribal Constitution and in Tribal Legislation NCA 11-040 as the governing body of the College of the Muscogee Nation which enables the Board to act independently and in concert with all of the Muscogee (Creek) Nation branches of government. The Board also has legal authority to confer degrees that are granted by the Tribal College. Legal power for oversight of the institutions finances by the Board is indicated in Section 4-111.A. which provides responsibility for fiscal affairs of the Board and all ventures under its management and to oversee and control the financial business affairs. In addition, bylaws and policies protect the Board from external influences that authorizes them to act solely in the best interest of the College and to refrain from micromanagement of CMN daily operations. Title 31 Chapter 1 under the heading, "Removal of Officers" protects the college from unlawful action of board members.

Within the legislation which serves as the foundation for the Bylaws, Sections 4-107, B. 7 and 4-111 D. both delegate authority to the President for expenditure of funds and hiring. Also, in Section 4-107, B. 16 specifically states, that the Board "will abstain from the involvement in day to day operations." Bylaws for the CMN are consistent with the legislation. Should conflicts arise for the Board or College, there are remedies within the laws, policies and precedents in the tribal courts to ensure that the Board and the College administration are able to act in the best interest of the College. In the NCA 11-040 Legislation and Policies address Conflict of Interest in the following sections 113.E.2. (prevention of nepotism) and 113.F. (procurement policies and procedures). In addition these are addressed in the **Personnel Policies and Procedures**, Section 403 Chapter C Title 2, and apply to all Administrators.

The Regents hold public meetings on the second Monday of every month to act on items for the operations of the College. Reports may also be also be given by student organizations, new employees, or administrative departments. All new policy and procedures or revisions to current policies are approved by the Regents in the monthly meetings.

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Figure 5. *CMN Logo*



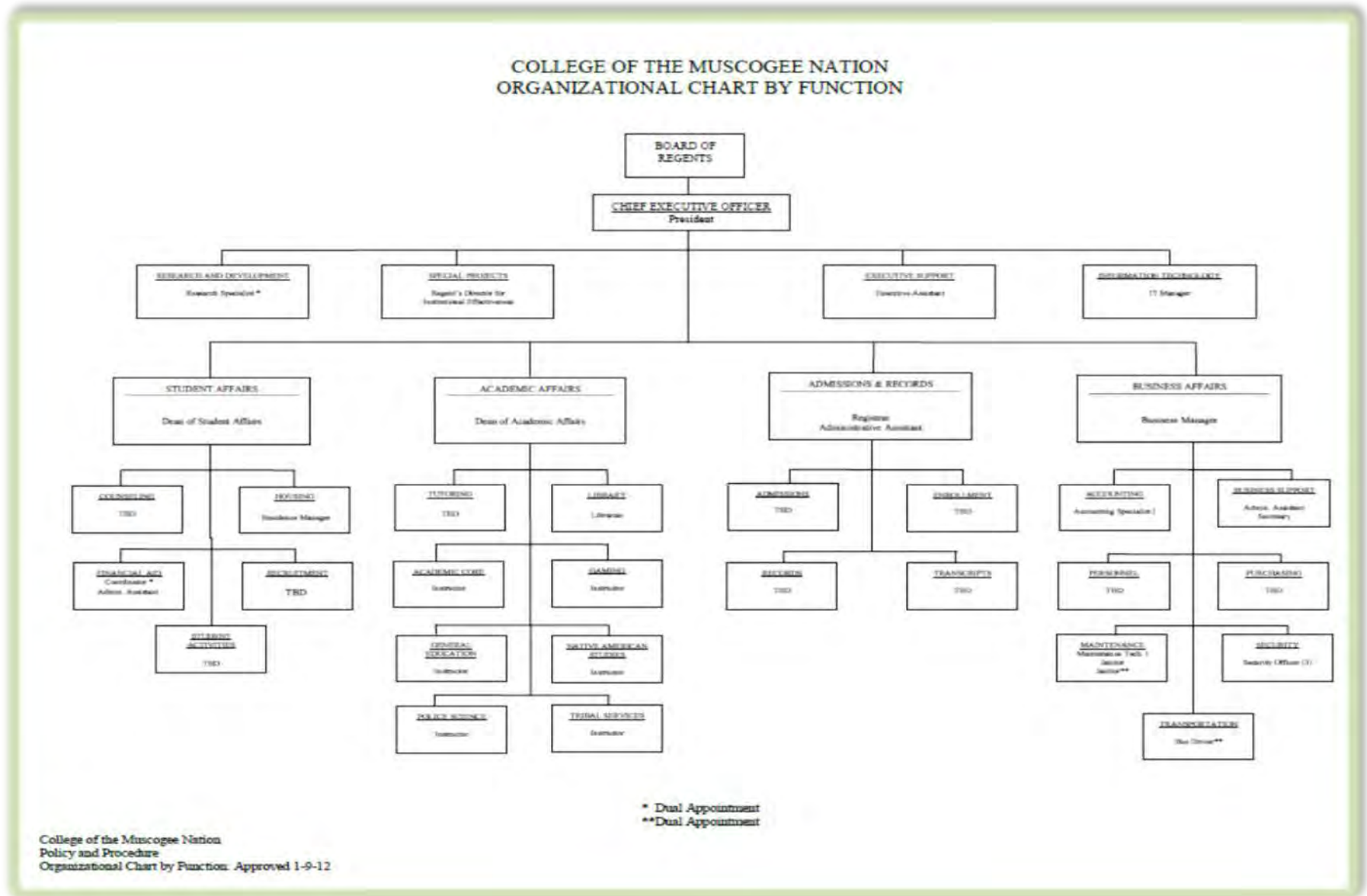
All members of the Board of Regents for the College of the Muscogee Nation are appointed by the Principal Chief with the approval of the Muscogee National Council and serve five-year terms. No Regent may be seated until the National Council confirms the Principal Chief's appointment. All terms are staggered which ensures stability within the Board and College. The Board of Regents, all citizens of the Muscogee Nation, is the only Board within Muscogee (Creek) Nation where all members are required to have at least a Bachelors' Degree. The Board determines management policy, employs personnel and has responsibility for general governance, which includes the authority to make decisions affecting institutional integrity. Thus, the letters from the CMN Board of Regents to HLC dated **March 30, 2011** and **June 14, 2011** document this authorization to seek affiliation with the Higher Learning Commission.

Organizational Chart

The Organizational Chart, developed according to the traditional functions of an institution of higher education, was recently updated. The chart was designed by function and position title to avoid having to change the chart due personnel leaving and being hired. The main purpose of the Chart is to graphically depict the relationships between the different functions and staff and to provide everyone at the College a visual representation of the coordination and interaction among positions within the organization. The revised Organizational Chart was adopted by The Board of Regents, January 9, 2012.

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Chart 6. CMN Organizational Chart



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President

The Board of Regents acquires its authority to hire, evaluate, and dismiss the chief executive officer from Section 4-111. D. of the Tribal College legislation which states, “Employ a president, who shall have the authority to hire dean(s), administrative staff, and other employees who shall be primarily responsible for carrying out the day-to-day operations of the College, subject at all times to oversight by the Board” (see **SS Appendix 6**).

Further, in the Personnel Policies, Performance Evaluation procedures are addressed in Chapter F. Title 1. Standards and in regard to dismissal, it is presented in Chapter E. Separation, Title 2 Discharge. The evaluation of the President was conducted February 18, 2010.

The President is accountable to the Board of Regents. In Article XV- Duties of the President of the College: The President of the College shall be the Executive Officer of the Board through which the Board carries out its program and exercises its policies and shall be appointed by and serve at the pleasure of the Board of Regents. Also, in the Bylaws in Article VI – Powers, 6.4, President is referenced as being “subject at all times to oversight by the Board.”

The President is the main person who prepares the Board regular monthly meeting agenda with input from the Board. In addition, the President provides reports to the Board at their regular monthly meeting. Items on the agenda generally relate to Policy, Budget, Employment, Curricula, Organization Operations, Executive Functions and Grants.

Much of the President’s contact with the Board is generally through the Board Chair, first, and then if needed other members will be contacted. The President strives to keep the Board informed of important issues that may affect the operation and organization of the College. The frequency of communication with the Board varies depending on the number and importance of issues that may arise during the semester. Often faculty and staff are requested by the President to report updates at board meetings.

The President of the College, Robert Bible, has served as the Chief Executive Officer since July of 2009 (see **SS Appendix 7**). President Bible comes to the college from the public schools having served

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several years in an administrative capacity as Vice-Principal of one of the largest school districts in Oklahoma and more recently, as the Superintendent, the Chief Executive for Checotah Public Schools. Mr. Bible has a Master's Degree in Education with an emphasis in School Administration from Northeastern State University. Also, he has 18 credit hours above his Master's in School Administration from Northeastern and 3 credit hours from Oklahoma State University in Educational Leadership. He has participated in President's Fundraising Academy sponsored by the Council for Resource Development. Robert also serves on several committees that promote college networking such as EPSCOR Broader Impact Committee, Oklahoma Diversity Officers/Practitioners Committee, and with AIHEC he serves on the Membership and Accreditation Committee.

Administrative Staff

In accordance with the recently adopted Organizational Chart, the administration consists of three Professional staff: Regents Director of Institutional Effectiveness, Research Specialist, and Manager for Information Technology; four Department Heads: Dean of Academic Affairs, Dean of Student Affairs, Business Manager, and Registrar; and Executive Support: Executive Assistant. CMN administrative staff manages each of their areas of responsibility in a flexible manner, involving the participation of others, including faculty and other staff to address institutional issues including college proposal development and financial aid; and for College special activities such as a building dedication and graduation commencement. A significant amount of training is provided by the administrative personnel for the faculty and other staff. Training such as College Policy and Procedures, Development of Learning Outcomes, Self – Study Development, Academic Advisement, Financial Aid (FAFSA), FERPA and Student Records provide documentation of the collaborative efforts of the administrative staff.

Admissions, a critical function of the institution, is administered through the Office of Admissions and Records with the Registrar as the head. The admission requirements for students is included in the Catalog and in the Student Handbook. The College seeks to admit students in a manner to best meet their educational needs, to ensure success, and to allow students to grow in a holistic manner.

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Administrative Staff –Department Heads consist of the Registrar, the Dean of Academic Affairs, the Dean of Student Affairs, and the Business Manager. Each Administrator is responsible for those employees in their respective departments, and each has appropriate educational and/or experience qualifications for a two-year tribal college. Position descriptions for the President, Dean of Academic Affairs and the Business Manager, are located in the Self-Study **SS Appendix 8**.

The Business Manager of the College, Jan Hart, has served as the Chief Financial Officer since March of 2008 (see **SS Appendix 9**). Ms. Hart comes to the College from the Personnel Office of the Muscogee (Creek) Nation and from the private sector. Jan has a Bachelor's of Science and Business Education from Northeastern State University which she received in 1992. She is a member of the National Association of College and University Business Officers (NACUBO) and a member of the Society for Human Resource Management.

The Dean of Academic Affairs of the College, Angela Bunner, has served as the Chief Academic Officer since 2006 (see **SS Appendix 9**). Previously Dean Bunner had served seven years as a public school teacher, one year as adjunct instructor and Curriculum Specialist/Instructor for CMN. Ms. Bunner has participated in the Harvard Institute for Higher Education Management Development Programs and the Oxford Round Table: Diversity and National Interest. Ms. Bunner chairs many committees for the Tribal College including; the Graduation Committee, Academic Affairs/Curriculum Committee and is a member of the Steering Committee for Seeking Candidacy with the Higher Learning Commission.

Faculty Council

As described in the **Faculty Council Bylaws**, the purpose of the CMN Faculty Council is to provide a general forum for faculty involvement in policy formations, implementation and to facilitate communications between faculty, staff, and administration. The Council shall consider and make recommendations to the President concerning such areas as curriculum, enrollment management, academic standards, academic support activities, and other matters of common interest which are not excluded by law or prior agreement. Membership is for full-time instructional and non-instructional

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faculty holding academic rank. Faculty members have at least one meeting during the fall and spring semesters. Officers include Chairperson, Vice Chairperson, and Secretary.

In consideration that the Faculty Council was organized only in June 2010, the first events were designed to introduce the faculty organization to the college, to promote collaboration among faculty and interaction with students and staff. Events sponsored to support students were the Mvskoke Hymn Singing for the Council House Ceremony, Chili Cook-Off, and the Tee Shirt Swap Day. Remaining tee shirts were donated to MCN Children and Family Services and MCN Re-Integration Services. It is anticipated that these social events will serve as a catalyst for future business relating to the primary purpose of the organization.

Faculty

The College of the Muscogee Nation faculty is currently comprised of 6 regular and 12 supplemental faculty. Regular faculty includes those members of the faculty who are full-time employees of the College and who hold the title of Instructor. Supplemental faculty consists of: 1) adjunct faculty who hold part-time appointments that are made of one year or less or 2) visiting faculty who are employed by the College to teach and/or perform research and are on leave from another institution of higher education or professional practice.

Regular faculty is responsible for a variety of functions at CMN in addition to instruction and curriculum development to ensure the integrity of the academic process. As indicated in the Faculty Handbook and the Advisement and Enrollment Handbook as well as position descriptions of Faculty/Instructor, roles and responsibilities of the faculty include the following:

- **Advisement:** All faculty are assigned students to whom they are to assist in selecting courses to satisfy their degree or certificate requirements and to ensure satisfactory progress toward completing their degree.
- **Degree Coordination:** Respective degree program coordination includes: recommending appropriate texts for courses, monitoring syllabi for consistency with the text, and recommending courses to be offered for the upcoming semester schedule.
- **Syllabus Development:** Faculty are required to develop course syllabi in their assigned degree area that include clearly defined objectives, assignments, grading criteria, schedule and institutional requirements.

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- **Recruitment:** Faculty work with the Dean of Student Affairs who contacts prospective schools, organizations, community centers and various Muscogee (Creek) Nation departments to schedule a recruitment time and date.
- **Committee Assignments:** Faculty serve on various committees to facilitate communication, coordination and decisions relating to major functions of the College, in addition to the academic responsibilities of curriculum and degree program development.
- **Selection of Courses:** Each term, faculty are involved with the selection of courses which will comprise the schedule for the upcoming terms.
- **Selection of Adjunct Faculty:** Regular faculty are integral to recruiting and selecting adjunct / supplemental faculty for the respective degree programs. In addition, regular faculty serve as mentors and coordinators for supplemental faculty and provide a communication point between the Academic Dean and Adjunct Faculty.

Adjunct Faculty are often identified for consideration by Regular faculty to fill openings for adjunct positions. An Adjunct Handbook is available for Supplemental Faculty and there is an Annual Back-to-School All Faculty/Staff Meeting each Fall to provide updates and share basic practical information for CMN Employees. This meeting also serves a social purpose—as refreshments are provided for everyone in attendance.

Students

Students are the center of the work at CMN, which is to help its students achieve their academic and career goals by providing a quality learning environment sensitive to our rich tribal culture, language and history. The Native value of *mecvlke* (responsibility) is an integral aspect of CMN leadership reflective of traditional teachings by Muscogee (Creek) elders. Students are guided by Faculty and Staff members through every aspect of their education beginning with admissions and advisement and culminating at graduation.

The Student Handbook identifies the Core Values in which all students are responsible for upholding. Student Rights and Responsibilities listed in the Handbook are supported by the Administration. Students are encouraged to take an active role in the leadership and the collegial spirit of providing a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence which meets the student, tribal, and societal needs.

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Student government is one way in which representation of the student voice can be achieved, and we anticipate that this will become a solid feature of Student Life in the near future. At this time, the Native American Student Association (NASA) communicates with CMN faculty and staff on a regular basis through daily conversation and NASA meetings. Select student leaders have the opportunity to participate in tribal government venues such as mediating the debate between candidates for the office of Principal Chief of the Muscogee Nation. Another example is the trip to Washington D.C. with the Academic Dean. Details about this trip are located in the “Student Leadership” section of this Report.

A typical day for a full-time student-resident may begin at 7:30 am with a short shuttle ride to the OSUIT Commons for breakfast at the cafeteria, returning in time for class at 9 am. A copy of the OSUIT/ CMN shuttle van schedule with pickup times is available to students in the lobby. There are 13 daily trips Monday through Thursday, 9 trips on Friday, and 10 trips on weekends and/or holidays.

On campus, students can access computers and free printing in the computer lab or the Library to prepare for coursework and complete class assignments. Classes often include lectures using the SMARTBoard, discussions and small-group assignments related to the curriculum and supplemented by guest speakers. Examples of guests range from the Muscogee National Council providing information on Tribal Law to tribal elders sharing cultural stories. Students may decide to participate in co-curricular activities which could include a Native American Student Association (NASA) meeting and a stickball game outside or a board game and snacks in the evening. A Student Center, once completed, will offer additional activities for student residents.

External Linkages

Linkages outside the college structure and within the tribal government are initiated in several ways. By law a non-voting liaison from the National Council attends Board of Regents meetings to enhance the natural relationships that exist between the college and branches of Creek government as well as the service programs of the various tribal departments. Formal communication with the legislative branch is handled through the Human Development Committee and with the executive branch through the Office of the Principal Chief. These relationships improve communication to build and fund college programs at arm’s length without micromanagement or interference in CMN programs and services. Lines of communication with tribal chartered communities assist the college in contacting tribal citizens

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throughout the Muscogee Nation. Communication with the elected leaders of the communities has resulted in classes being offered at Creek Community Centers in Muskogee, Tulsa, and Oklahoma City.

An external relationship exists between CMN and its partner institution, the OSU System including OSUIT and OSU-OKC to support institutional development. This relationship is formalized by a cooperative agreement between the two institutions. Regular monthly steering committee meetings are held between the two institutions to maintain interactive communication at a high level.

Other external linkages include tribal colleges throughout the nation and Oklahoma and are enhanced by our associate membership in the American Indian Higher Education Consortium. As CMN has gained recognition, other higher education institutions throughout the state contact CMN to recruit its students and to establish articulation agreements. It is our intent to participate as a contributing member in the network of state institutions.

Area public schools have become more aware of the College and often invite faculty, staff and students to present to their student body and/or Native students on topics relating to tribal history, culture, language and the college in general. College staff actively participates in college fairs and give personal tours to schools that visit CMN. Through these contacts, the college sphere of established linkages is growing consistently.

During the early years of the institution, CMN began meeting with the Oklahoma State Regents for Higher Education (OSRHE) Chancellor and staff to provide updates of college progress. We have meetings with OSRHE staff on a continuing basis to facilitate their awareness of CMN and to enhance our linkages to the structure of higher education in Oklahoma. Of significance, as a developing institution we have participated in all of the Annual Conferences of the Higher Learning Commission since 2005 to increase our knowledge of accreditation and institutional improvement. We envision the linkage with HLC as a critical relationship that will advance the progress and performance of CMN.

More recently, we have been establishing a relationship with the US Department of Education Federal Student Aid programs to become familiar with the rules and regulations and build professional rapport. Our DoE-FSA Liaisons have provided guidance and support to assist in our preparation for

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candidacy and the application to participate in Title IV Funding. CMN financial aid staff has attended both state and federal financial aid training sessions and conferences. More meetings will be scheduled with DoE staff for establishing participation with federal and state need-based financial aid.

Communications

It is our goal to maintain regular and clear communication with CMN personnel, students, tribal communities and higher education entities. The primary source of communication to our constituencies is through the college website, www.mvsktc.org. Contact information is also provided for students to use, should a service not be readily available. Regular contact among faculty and staff in regard to activities, programs and events is conducted on the electronic Outlook Calendar, which is updated daily. We also have a shared network on which each function of the college can share the most recent forms and information for internal use. Updates are entered on a daily basis.

Communication with students is provided through flyers posted on the bulletin boards and in the library. Student forms are available at the reception desks. Major events and activities are regularly posted on the College Electronic Marquis Sign at the entry to the College to apprise students and staff of important dates and deadlines.

The college has access to and has used the Communications Department which publishes “The Muscogee Nation News” twice per month with a circulation of 8,500. This Department also produces a weekly radio program, “Mvskoke Radio” on KOKL 1240 each Wednesday at 9:30 a.m. and a weekly television program, “Native News Today” on Channel 19, which airs Saturdays at 2:00 p.m. The College Regents and staff have published articles about the Tribal College, higher education issues and accreditation in the newspaper and have had news segments on the radio program and the tribal television programs.

Roles and Responsibilities

Individual functions of CMN personnel are initiated by position descriptions. Within the descriptions are the general summary, principal duties and responsibilities which include functions and Tribal College-specific functions, standard for merit performance, job specifications including minimum

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and preferred requirements and special considerations, licensure (if appropriate), disclaimer, public relations, organization chart, and College policies. Further clarification of staff roles and responsibilities is provided in the organizational chart that is functionally organized and shows staffing relationships.

The leadership of CMN believes that roles and responsibilities with grounding in a well-defined organization chart and position descriptions are the tools in which effective collaboration can be achieved. At the implementation level the President, Professional Administrative staff and the Heads of the different functional departments promote the use of these tools to guide employees through the intricacies of an institution of higher education. Faculty and staff are provided access to the organizational chart, their position descriptions, and handbooks appropriate to their classification to help them fully understand what is expected of them at the College.

Core Component 1e: *The organization upholds and protects its integrity.*

Legal and Fiscal Integrity

As an institution we value integrity and recognize the importance of being accountable to and maintaining the confidence of the Muscogee community. Therefore, actions are taken to safeguard the integrity of the institution both for fiscal and legal affairs.

An important characteristic of maintaining our fiscal integrity is practiced by the Business Affairs office in implementing fiscal control that ensures purchasing, property management and accounting is consistent with the policies of the Muscogee (Creek) Nation and adheres to Generally Accepted Principles of Accounting. As set forth in the NCA 11-040 "...The books and records of the Board shall be audited each year by an independent Certified Public Accountant in accordance with generally accepted auditing procedures." The independent auditors report's states that audits are conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. These paper copies of the annual audits (see **2010 Audit** in **SS Appendix 10** and see **2009, 2008, 2007 Audits** in **PIF Appendix 36**), are distributed to the Board of Regents, Muscogee (Creek)

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Nation Controller, the Principal Chief, and the National Council. Electronic copies of the audit are provided to the CMN faculty and staff; available on request to the general population and provided on the CMN website.

In relation to legal integrity, the College Charter (Article V. Purposes and Powers) enables the College to provide curricula and academic programs awarding degrees and certificates. To further ensure legal stability and fiduciary responsibility, the Regents have retained an attorney who is consulted when an opinion is needed or a legal issue is to be discussed. For more technical issues relating to Indian tribes, the College utilizes the MCN Attorney General to answer questions relating to Indian related items such as sovereignty, trust lands, and tribal procedure.

Adherence to Tribal, Local, State, and Federal Laws and Regulations

Tribal legislative powers and duties describe the roles that CMN governance and administration adhere to in terms of the College's functional framework. As we carry out the mission of the Tribal College, we adhere to construction and safety codes—the fire marshal and city of Okmulgee inspect our campus, in addition to other facilities managers/inspectors. Muscogee (Creek) Nation Construction Services and Risk Management have inspected our facilities numerous times throughout the phases of construction and occupancy. Since much of our construction is funded by federal sources, all construction is done in compliance with tribal, state and local regulations to ensure the building is built to construction standards. Furthermore, we integrate “green” practices such as geothermal heating and cooling and energy-efficient lighting systems. Other energy-saving features include automatic start and stop faucets, low flow toilets, and vestibules at the main entrances to reduce the loss of conditioned air.

The College of the Muscogee Nation and OSUIT will provide reasonable accommodations to ensure that students with documented disabilities have a fair opportunity to perform in class. Each syllabus contains a statement regarding accommodations, with contact information for further help. Students are to advise the instructor of such disability and the desired accommodations at the first class of each semester. Instructors will, if possible, make necessary accommodations in the classroom at that time. Additional accommodations and support for students with documented disabilities are provided through

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the Dean of Student Affairs and/or the OSUIT System Office of Student Disability Services/ADA.

Students with documented disabilities are asked to make requests for services prior to the start of classes.

It is the responsibility of the student to bring forth documentation of a disability before services can be initiated.

CMN faculty and staff have participated in mandatory training for the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99) which allows us to comply in full with FERPA. The College affirms its commitment to an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. CMN will not tolerate nor condone any form of sexual misconduct, physical, mental, or emotional in nature. Students of the College are expected to report incidents of sexual harassment, sexual violence, or assault, or harassment based on gender or sexual orientation. We understand and abide by the knowledge that sexual harassment is a violation of section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 (42 U.S.C. S2000e. Et. Seq.), and Title IX of the Educational Amendments (20 U.S.C. 1681, et. Seq.) and is punishable under federal law. Public notices are in common work areas for employees and bulletin boards in the hallways of the Tribal College. The College of the Muscogee Nation is committed to a standard of conduct which prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and faculty on campus premises with any College sponsored activity or event on or off campus. Any written grievance received by the College of the Muscogee Nation will be acted on or action will be initiated by the Dean of Student Affairs within ten (10) working days barring extenuating circumstances. If the grievance is not satisfactorily resolved or rectified within a reasonable amount of time after following the above steps, the grievance may be given to the President for further resolution. For further description of the process see the Federal Compliance section.

The Tribal College will abide by the OSUIT policies and procedures regarding these issues, thus our new Education/Administration building and Student Residence Units are alcohol and smoke-free. The preceding policy has been adopted to ensure compliance with both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

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The College of the Muscogee Nation is in compliance with tribal, state, and federal equal opportunity and affirmative action laws and regulations. Although we do have a “Muscogee (Creek) Preference” in hiring, this is in keeping with the legal rights of the Muscogee (Creek) Nation. CMN is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable tribal, federal, and state laws; this includes appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, or sexual orientation. CMN abides by the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as the implementing regulations of the Department of Education (34 CFR Parts 100, 106 and 104, respectively).

Clear and Fair Policies

With regard to policies that affect students, clear and fair policies have been developed and are addressed in the College Catalog with regard to College Services, Student Life, Admission, Financial Aid, Academics and the Degree Programs. In the College of the Muscogee Nation Student Handbook, standard policies are presented as Student Rights and Responsibilities, Due Process, and Student Services at CMN. Both the Student Handbook and Catalog are available online on the College website.

The Tribal College provides information to the students regarding all cost such as tuition, fees, training, and incidentals in the Catalog and website. Specific timelines for refunds are provided to students on the website and Catalog and also through flyers, the marquee sign, and emails. The process for admission is clearly explained and the application is available on the website and by request through mail or in person. Policies on the acceptance of credits are explained in the Catalog and in person through the advisement process. In the Student Handbook, the additional services that the College offers are clearly indicated with information on how to access them.

CMN has received checklists from our DoE Federal Student Aid Liaison for our Region regarding specific requirements related to eligibility to participate in Title IV funds including Satisfactory Academic Progress, Admissions, the Clery Act, Consumer Information, and RT24 (Return of Title IV Funds). Our policies are intended to work in tandem with and support compliance with legal requirements

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for higher education institutions. As we come closer to eligibility for Title IV funding, we will request a visit from the Institutional Improvement Specialist for our region and from the Management/ Program Analyst for Small Under-Resourced Schools Division of the US Department of Education / Federal Student Aid Program.

Both the CMN Personnel Policies and Faculty Handbook provide essential information for personnel as they fulfill their responsibilities at CMN. All faculty have a copy of the Faculty Handbook while an electronic copy is available on the shared drive and hard copies of the Personnel Policies are available upon request from the Business Office, Library and the shared drive as well.

A pocket-sized Employee Handbook is given to every employee at the time of employment. In addition, every employee is provided an orientation by the Business Office to give each a clearer understanding of their positions.

Co-curricular Activities

Students have embraced opportunities of college life by being involved with the Student Housing Organization, Native American Student Association and other College activities. Students who participate and are involved in college activities impact other students and the campus community. As an example, the CMN NASA has won honors as top Student Organization two consecutive years (2009 and 2010) on OSUIT's Campus. Students in the organization are involved in community, OSUIT, CMN and Muscogee (Creek) Nation activities.

Students exhibit *vrakkueckv* (Respect) for the College through their participation in activities such as the Muscogee (Creek) Nation Festival by working in the College booth and participating in OSUIT organizational activities such as the October Carnifall, a community event for organizations to raise funds. In November, Native American Heritage activities such as traditional Stomp Dances and stickball games are sponsored. Year-round use of the language is encouraged throughout the campus; in the commons, under the arbor, in class and in the hallways. Through this process students are learning the Core Value-*Fvtcetv* which is "Integrity" where they become accountable for their actions and to be fair and honest citizens.

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Accurate and Honest Presentation

In our Catalog and on our Website, the public is made aware that a student earning an unaccredited CMN degree may have courses transferred to an accredited institution via an OSUIT transcript. When students complete courses, they will be dually transcribed on both a CMN and OSUIT transcript. Because of our commitment to students in obtaining their educational goals, we recognized the importance of our courses needing to be transferrable via our agreement with the Oklahoma State University system. Thus, CMN students will be able to transfer coursework to any institution accepting courses from Oklahoma State University, which is indicated in our Agreement and Catalog.

CMN advertises its four Degree Programs and its two Certificate Programs on the website and in the Catalog. A full description of each program and the admission requirements is also included in the Catalog and is accessible to the public. Degree and Certificate plans are available to show course requirements for general education, core and specialization components. Course descriptions are provided for all of the courses in the Catalog.

To facilitate transfer of courses, intentional planning and collaboration was the basis of the course numbering system in order to be consistent not only with our partner institution, but also commonly held practices in higher education. Thus, the Tribal College has made honest efforts to ensure a smooth process for transferring unaccredited courses.

Timely Response to Complaints and Grievances

A valuable part of our institutional integrity is the integrity of the relationship between students and employees. Therefore, the College of the Muscogee Nation has formulated grievance policies and responds accordingly.

As found in the Student Handbook, a grievance is a claim by a student, a group of students, a CMN employee, or the student government regarding alleged improper, unfair, unsuitable, arbitrary, or discriminatory treatment by another member of the CMN community. When a claimant and perpetrator cannot reach a reasonable resolution through discussion, students may submit a written grievance to the Dean of Student Affairs who will meet with both parties separately to hear issues of the grievance. All

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parties will be notified in writing of what action, if any, shall be taken—all records will be kept confidential in the Dean of Student Affairs' Office. Students may appeal the decision of the Dean of Student Affairs through a Formal Hearing conducted by the Dean of Academic Affairs.

Any member of the College of the Muscogee Nation community (student, faculty, and/or staff) may file a grievance against a student. Grievances should be submitted within 30 days of the incident, and will be resolved as soon as possible. To date, all grievances have been resolved within ten working days after the grievance has been submitted to the Dean of Student Affairs.

Employee grievance procedures are found in the **CMN Personnel Policies** which were adopted by the CMN Board of Regents. Since 2005, MCN has provided personnel services and policies for College employees. Employee grievances are dealt with through the Business Affairs Office in conjunction with the President. Forms to file an employee grievance are available from the Business Manager, who acts in a Human Resources/Personnel capacity.



PREPARING FOR THE FUTURE

Criterion Two: Preparing for the Future

Criterion Two: Preparing for the Future

Core Component 2a: *The organization realistically prepares for a future shaped by multiple societal trends.*

Strategic Planning

Strategic planning began with the Tribal College Work Study Group in 2003. This group, composed of Muscogee (Creek) citizens, tribal employees, tribal leaders and Oklahoma State University Executives provided a broad spectrum of representation for the structure of the planning process. Organized to determine the feasibility and to initiate a **Strategic Plan** for the proposed institution, stakeholders were selected to form the fourteen member Work Study Group. Their first plan of action was to assess needs data and select priorities to be considered when developing the Tribal College. Internal and external environments and available resources were analyzed which revealed that tribal and intertribal support was essential for the proposed college to be successful. Therefore, in 2003 a **Resolution of Support** was obtained from the Intertribal Council of the Five Civilized Tribes (Cherokee, Choctaw, Chickasaw, Muscogee (Creek), and Seminole Nations).

During the first few years of development the College of the Muscogee Nation planning, implementation of services and academics were ongoing. The planning activities were affected by an evolving organization climate, limited faculty/staff, and minimal funds and facilities. Thus, the planning process was designed to best fit the ever changing college environment.

In addition, the Group reviewed the Tribal College Checklist developed by the Bureau of Indian Affairs for tribes wanting to build a college and assessed the potential for establishing a Tribal College. A study was organized according to twelve Tribal College Work Statements addressed by quantitative and qualitative data that, when summarized, provided a list of priorities for developing the institution.

With regard to planning the first scheduled task was to begin the data and resource analysis process, this event took place the first three years of college development from 2003 through 2006. In 2004 the feasibility of the institution was assessed utilizing the data and resource analysis. From 2005 to the present,

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the Strategic Plan (2007-2012), Unit and Master Site plans (see **SS Appendix 11**) were formulated to provide focus for the college. Planning was a continuous process with the intent of updating the Strategic Plan in five year cycles.

Planning for CMN has been an effective strategy for its initial development and growth. As an example, the planning process for the College of the Muscogee Nation which began in 2003 with the Tribal College Work Study Group resulted in baseline research and determination of the potential for the proposed Tribal College. One year before CMN opened its doors feasibility was established with the Strategic Plan being initiated. The Board of Regents adopted the Strategic Plan in August of 2007. In addition to the Strategic Plan, Unit Plans for the major college functions, and plans for the Master Site and Landscaping for the new campus have been developed.

The fundamentals for planning are in place and provide clarity for the many functions and activities at this newly developing institution. Additional data analysis is conducted to support the documentation of needs for grants and special projects, as well as for projecting fiscal needs for submission to the National Council. The majority of student data that can be used for planning purposes is collected through the Empower Student Information System in the Registrar's Office. Types of student data collected are related to the constructs of student performance, enrollment tracking, and graduation information. The Registrar's Office prepares the AKIS report which includes American Indian Measures of Success, an Annual Report is submitted to AIHEC for inclusion in their Congressional Report.

In regard to Information Technology, a strategy has been developed to analyze and design the CMN information technology vision, strategy, and infrastructure to provide a current technology environment for the campus. Academic planning utilizes the New Program Request process to establish the need and feasibility for proposed degree programs such as the Associate Degree in Gaming. In a follow-up planning activity a Post-Audit Review of the Gaming Degree Program was completed to document areas of effectiveness in relation to goals for enrollment, graduation and plans for meeting determined degree program goals.

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A function of planning is continued clarification of the comprehensive process stated in terms of clear events and timeframes. Through this process of planning the College is more capable of addressing the Native higher educational needs of a changing society. Thus, one of the primary functions of the President is to update the planning process to maintain strategic goals that will be compatible with the CMN mission. To ensure accountability, the President is given, in the Board of Regents Bylaws, the responsibility to propose long range plans for College programs, recommending to the Board from time and time such changes in programs and services as he or she deems desirable to fulfill and is consistent with the scope of the mission, stated philosophy and goals of the College.

Campus Environment

The campus was planned to welcome students from the Muscogee Nation and affiliated tribes and acknowledge that their participation and support enriches our college. Likewise, we acknowledge the educational and cultural needs and contributions of those from a variety of backgrounds. No matter the students' cultural background, we seek to promote the development of self and community within our academic curriculum. In addition, many CMN students may have previously lacked sufficiently equitable opportunities to succeed in higher education; therefore, faculty, staff and administrators understand the importance of working together to create a culturally-sensitive campus environment that will support student success.

When stepping onto the CMN campus grounds, a person is met with smiling faces, a welcoming handshake, and helping attitudes. Through conscientious practice of the Core Values and Mission Statement, the Tribal College campus is a positive environment for student achievement supported by tribal cultural features evident not only in the people on campus, but also in the building.

In all coursework and degree programs, students benefit from the support provided as they experience the integration of Native culture into their academic pursuits to prepare students for future contributions to their tribe and civic communities. Learning opportunities at CMN have resulted in students participating in tribal government, volunteer activities in Creek communities, and outreach to local schools.

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These are perfect examples of how the environment at the College of the Muscogee Nation has engaged students for a future shaped by multiple societal and economic trends.

Course Design

Courses are designed from a sequencing process that reflects a broad institutional perspective compatible with mission documents and learning outcomes. The Academic Affairs Department strives to achieve congruency among all courses initiated by the appropriate degree plan and course descriptions in the Catalog. When designing the course the following criteria are considered: Text(s); Course Competencies and Assessment of Competency; Course Activities; Grading Criteria and Course Schedule.

The practical nature of the course design process takes into consideration the following: needs of the students enrolled in the program and an examination of its learning outcomes. When those factors have been analyzed the faculty member determines how student learning will be measured and begins planning for the curriculum of the proposed course and how it will contribute to favorable student learning. To ensure consistency among the courses the Academic Dean discusses the design with the appropriate faculty member and reviews the completed syllabi. The Academic Dean convenes a committee to audit syllabi to verify their accuracy and consistency.

Service Learning

An essential component of preparing students for the future is to strengthen their ability to contribute to the communities in which they live and work, which is correlated with their ability to be lifelong learners. Thus, we not only teach subject matter and provide experience working in communities, as in our Service Learning courses, but our faculty and staff also nurture students' ability to learn and their abilities to engage in relationships that strengthen community—in all settings, including their professional and civic lives. We understand that a constant recognition and practical application of academic learning in community settings makes this possible.

The Service Learning component of the Tribal Services Degree Program and the Native American Studies Degree Program is one form of experiential learning in which students plan, implement and participate in a tribal community service project. Students develop a portfolio of their service learning

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experience that addresses local needs, documents civic responsibility, and highlights project achievements. Community agencies with which Service Learning students participate follow the Agreement provided in the **Service Learning Handbook (PIF Appendix 26)**. Progress reports and student evaluations of the participating Agency are also included in the Handbook. Four *Service Learning Toolkits* are available in the Library for student use, in addition to those on hand for Instructor use. These include a textbook and other resource materials.

Campus Organizations

The College of the Muscogee Nation's charter, legislation, and mission provide for an environment of learning and teaching excellence which nurtures the development of student leadership. The Strategic Plan with regard to students focuses on the development of student organizations and activities which prepare students for future involvement in community and civic activities. As CMN enrollment increases in the next phase of the Strategic Plan campus student organizations will play a central role. The foundation of these organizations is based on commonly-accepted tenets of student rights and responsibilities in higher education, are made available to students and others in the Student Handbook and in the bylaws (in process) of the Student Housing Organization, the **bylaws of the Native American Student Association (NASA)**, and any future campus organizations. A summary of these basic tenets is that individual students and student organizations are provided the right to assemble. They shall be free to examine and to discuss all questions of interest to them and to express their opinions in an orderly means. Student leadership is and will continue to be supported through student organizations that provide opportunities for learning outside of the classroom.

Organizations such as NASA focus on students sharing cultural experiences with each other. NASA provides a support system to help students through the college experience in addition to being a social outlet, while also reaching out to local communities and campus organizations at other colleges. Elections are held each academic year for leadership roles in both NASA and the Student Housing Organization, and regular meetings are scheduled. Trips and activities are also a feature of these organizations.

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Figure 6. *NASA Students in Washington, DC—2012*



These are important benchmarks for the College's capacity to foster and sustain campus organizations, however the establishment of a budget process independent of OSUIT is the next crucial phase. Within the next academic year (2012-2013), future development of student organizations includes a CMN Student Senate. The purpose of the Student Senate will be to represent students; to provide a means of governance for student organizations, student input, and participation in the affairs and activities of students as provided by a draft of the **CMN Student Senate Bylaws** and the Student Handbook. The Student Senate will serve the students as a forum to address concerns, to promote policies, to encourage community service, and to develop leadership. The Student Senate shall be the official representative body of the student body, and in that capacity shall have the authority to consult with faculty and administration in accordance with the students' rights listed in the Student Handbook.

Cultural Events

An example of one of the ways in which the College of the Muscogee Nation encourages lifelong learners is the many cultural events for students and community members that we host. As a tribal college, we are committed to the perseverance and maintenance of Mvskoke culture in the face of cultural loss. Pum Opunvkv Vcayecvkes (Preserving Our Language) is vital to the College's mission of emphasizing native culture and language. The Faculty Council has implemented **Mvskoke Creek Wednesday** to promote the use of the Mvskoke language and familiarity with the core values with students, faculty and staff.

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Many events take place during Native American Heritage Month in November, including a social Stickball game. Stickball is a traditional game played by many different tribes and is still played at the Mvskoke Cuko-rakko (Ceremonial Grounds). Also, during the month a stompdance demonstration is held to share the cultural of the este-Mvskoke (Muscogee People). In addition, the college created the NASA garden so students can learn and grow traditional foods. In February of 2011, Students gave a cedar flute recital as a capstone of an eight week course on cedar flutemaking. Not only did the students learn how to make cedar flutes, but they also learned how to play the flutes as well.

The College is an active participant in the Oklahoma Native American Students in Higher Education (ONASHE) association. **ONASHE** hosts student meetings and a spring conference, providing cultural and social activities like hand games and storytelling for students to learn from each other's tribal culture. Other cultural events include presentations like "**The Freedmen Saga in the Dawes Commission**" in observance of African American History Month.

According to AIHEC: "Each of these institutions was created and chartered by its own tribal government for a specific purpose: to provide higher education opportunities to American Indians through programs that are locally and culturally based, holistic, and supportive." Our membership with AIHEC is also another way in which we put our mission statement into action. This membership and the many events like those listed above continue to strengthen our institution academically and culturally, making the College more viable for the future.

Technology

Fiber Optics funding for the tribal college was approved unanimously by the tribal National Council and supplemented by a grant from University of Oklahoma (OU) and the National Science Foundation to purchase and install IT equipment for student housing, enhancing our capacity to provide a technologically supported education for our students. In addition, OSU/EPSCoR committed to fund half of the IT Manager's annual salary.

Distance learning curricula are available to citizens living in all regions of the country as well as in local Creek Chartered Communities. In addition, support services such as the telephone system, computer

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lab and servers, security system, interactive telecommunications, and SMARTBoards for all classrooms accommodate appropriate classroom learning technology. The capacity of our fiberoptics is 10gb backbone with a 40mb internet line; thus allowing for increased capacity needs in the future.

The College uses a manual backup system with Backup Exec 12. External hard drive backups are changed daily throughout the week. They are taken off campus employing an offsite storage method which is vital in the event of a natural disaster, thus ensuring continued operation of crucial systems. Our off-site back-up storage location enables replication in close proximity a mile away (at our Student Activities Building located at 600 N. Mission.)

Eight servers are used on campus. Two of the most important servers in the network are a Dell PowerEdge R710 2008 Primary domain controller, and a Secondary backup Dell PowerEdge R710 2008 domain controller which is configured for redundancy. Hosting a public website from within the local network required a little more preparation and segmenting. A Dell PowerEdge 1950 windows server running Internet Information Services (IIS) on a 2003 Operating System hosts the www.mvsktc.org website. Employee documents are backed up nightly on the CMN server. In addition, a decommissioned domain controller now connects us to Muscogee Creek Nation's Access Control System (ACS) for additional security.

For the future of technology at the College, virtualization will be introduced. Virtualizing services allow an organization to grow resources without the bulk cost of multiple servers. There is also an added layer of security using multiple virtual servers. Since the data is not directly written to the virtual server with the Operating System (OS), data can be hosted from another virtual hard drive, or from a network share located on a different server. As the College grows in number and the need increases for data services and resources, a stronger more reliable backup and disaster recovery method will need to be employed. Plans are to have multiple points of storage rather than just one copy of important data. Dropbox.com is used to save and share important documents that may need to be accessible even if flash drives are not available.

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Through the partnership with OSUIT, CMN has access to OSUIT's digital resources. Tribal College employees are allowed limited access into OSUIT's Student Information Systems (SIS), to facilitate enrollment and advisement. CMN instructors also have access to Desire2Learn, a classroom management software or Learning Management System (LMS) for online teaching. CMN is evaluating products that have the best adaptation qualities for our students, instructors, and the College. Particularly, ease of LMS integration with email and multi-media collaboration (audio/visual/textual/chat) are priorities.

CMN has begun document imaging for the Toknawa Vnickv (Financial Aid and Scholarship Office) files. Student records, student data, and multimedia files are transferred to a digital format, added to the data pool and thus to the backup.

Core Component 2b: *The organization's resource base supports its educational programs and its plans for maintaining and strengthening their quality in the future.*

New Employee Orientation and Employee Benefits

The employment function is provided under the auspices of Business Affairs of the College and hiring is conducted in accordance with the MCN Personnel Policies and Procedures adopted by the Board of Regents in 2004. On their first day of employment a new employee receives an orientation from the MCN Personnel Office staff that provides information about the Muscogee Nation and their general policies. The College Business Office and the appropriate supervisor also provide an orientation. General topics covered in the College orientation includes but is not limited to: job description, organizational chart, insurance benefits, other benefits, CMN web site address, email address, employee forms, key checkout, employee agreements, office procedures, and other information pertinent to their position. The second part of the CMN orientation is provided by the appropriate administrator for the area in which they are employed to acquaint the individual with the department, functionally-related employees and his/her duties.

All fulltime hourly, salaried, and management employees of the College are provided with the opportunity to participate in the following benefits: F.I.C.A., State Unemployment Insurance, Workers'

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Compensation, Comprehensive Health and Life Insurance, 401K and a Career Development Plan. Part-time and temporary hourly, salaried and management classification employees have less than the full range of benefits available. Included in the benefit package provided by the Nation are thirteen (13) paid holidays, annual leave, sick leave, bereavement leave and personal leave.

The fringe benefits equal 49.7% of the individual's direct salary which is a recruitment feature that future employees find very attractive and influences their decision to accept employment with the College. CMN's goal is to provide an orientation process that is informative, communicating the value placed with each employee in addition to generous benefit packages. We recognize that retention of quality employees through competitive salaries and generous benefits helps to ensure a successful future for the Tribal College.

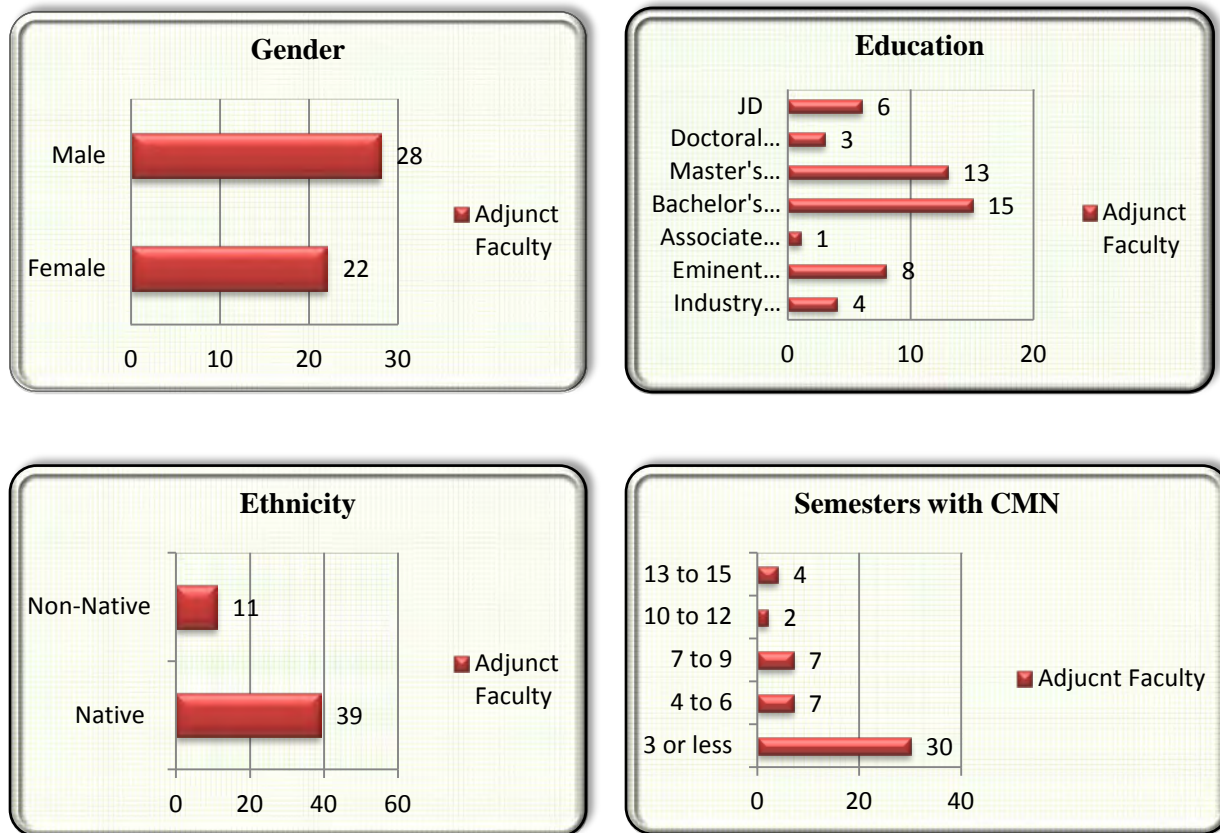
Adjunct Instructors

As in all areas of college or university instruction, adjunct faculty members continue to play a very significant role in the quality of instruction provided at the College. Adjunct Instructors are a valuable resource, and are paid \$500.00 per credit hour. To strengthen the efficacy and in recognition of the importance of those who serve as adjunct faculty, they are included in meetings, attend graduation, and participate in many College functions. All faculty and staff meetings are held in Fall of each academic year to discuss such topics as: accreditation planning, lesson planning, syllabi, inclement weather and emergencies.

At present the four Degree Programs utilize the following number of instructors: the Gaming Degree—three, Native American Studies Degree—five, the Tribal Services Degree—three instructors, while the Police Science Program does not require any adjunct instructors at this time. Since opening in 2004, adjunct faculty have taught some of the courses. Following are the characteristics of adjunct faculty:

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Chart 7. *Adjunct Faculty: 2004-2011*



The full-time Instructors who coordinate the degree programs recruit adjuncts who can fill positions when needed for that specific semester. Each adjunct teaches no more than 9 semester credit hours. While adjunct instructors are accessible to students by either coming early to class or staying after class to meet with students. Student access can also be secured through telephone contact and email.

The following qualifications are what the four full-time instructors look for in seeking out an adjunct to fill a position for their respective degree courses or general education instruction:

1. Earned bachelor's degree with a minimum of eighteen (18) college credit hours in their specialized area or discipline, preferably a Master's Degree.
2. Knowledge and experience in the educational processes of teaching Native American students preferred.

Adjunct instructors attend a yearly meeting with all faculty and staff and further communication occurs primarily through the full-time instructors and the Dean of Academic Affairs. Adjunct employees are

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also part of the OSUIT system, and, in fact, are paid by OSUIT. Coordination of assessment takes place in meetings for English Composition coursework and all syllabi are reviewed for approval by the CMN Dean of Academic Affairs in addition to OSUIT's Executive Vice President of Academic Affairs.

Enrollment determines the number of adjunct faculty employed to teach for the term. As enrollment has increased, CMN has consistently met the academic needs of students through the willingness of adjunct faculty to provide instruction. The scope of our course offerings has expanded over time to include additional sections not only in our specialization courses, but also in general education. As an example, in Fall of 2011, Biology was taught for the first time by a CMN Instructor, thereby making it possible for a CMN student to earn one of our four degrees by taking all courses via CMN. As we continue to strengthen our educational programs, we look forward to further developing a strong relationship with adjunct faculty.

Faculty Equipment and Technology

CMN's technological resources strengthen educational programs both in the classroom and throughout the campus. Faculty has access to networks and the iCloud through their iPads, desktop computers, and the classroom computers to which the SMARTBoards are connected. Faculty communication with student residents is facilitated by technologically-equipped residence units. Each have telephones, cable, and Ethernet connections.

In preparation for future administration of student data and records, we recognize that we will need to secure the tribal college website as we interface with the Empower system and the course management software in addition to the Business Management systems.

Figure 7. *IT Manager and Assistant in the IT Room*



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In the classroom environment, CMN purchased 9 SMARTBoards for the 8 classrooms and 1 for the conference room. Instructors can write out problems on the touch screen, display anything the computer can display, and record teaching sessions for later use. The instructors are using the technology, but as they continue exploring the full features which are included, this will further develop their teaching capacity.

Another important technology is the Multi-Function Printer (MFP), which includes availability of fax, copy, print, and scan features which allow faculty to communicate with students and colleagues efficiently and effectively. Digitizing documents and files reduces the burden of paper recordkeeping and assists in the collaborative administration of the teaching, advising, and student services functions.

Safety Training

Safety training supports the effectiveness of each employee to be able to work in a safe environment and to be aware of any health issues or concerns. To this end a Safety Manual that contains basic safety information has been provided to each employee. In addition, each employee is given the opportunity to participate in safety training, available monthly with certified safety instructors through our partner institution. Safety training establishes employee awareness of safe habits for individuals in the work place and that the College is a safe haven for students, faculty, staff and guests.

Training services for the faculty and staff are designed to insure knowledge of hazards or unsafe situations or conditions and what to do in case of crisis situations. In cooperation with OSUIT and MCN training has been offered in the following areas: Fire Safety, Active Shooter, Ladder Safety, Blood Pathogens, Heat Stress, Office Safety, Men & Depression and CPR. Safety training has been selected to support the fire extinguishers and defibrulators placed in the building and Emergency Exit Plans displayed in classrooms and lobby. CMN is committed to the safety of everyone on and off our college campus.

Professional Development

Opportunities for professional development at the Tribal College are valued and recognize such that faculty and staff must participate in activities to maintain and upgrade their knowledge and skills in their functional responsibilities. Faculty and staff have access to the benefits that support professional development and as a partner of OSUIT, our personnel often times participate in their activities and

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training. The kinds of professional development in which CMN personnel have participated are evident as referenced in the curriculum vita of faculty and staff. Some examples of the types of training include fund raising, NACUBO seminars, student records systems, financial aid, and website software. Professional development relating to faculty includes new coursework implementation, student portfolio process, Native language development, and gaming seminars. For support staff, they have attended training related to administrative assistant skills, website development, student records, and safety.

It is important that ongoing professional development be supported on a regular basis to facilitate the professional growth of CMN Personnel. The goal of CMN professional development is to prepare employees of the organization for the future and in turn, maintain and strengthen the capacity of individuals and the institution.

Workstudy for Students

Maintaining and strengthening the quality of our educational programs in the future rests, in part, with our ability to provide students with opportunities to develop intellectually and gain work experience. One way in which we do this is to provide opportunities for part-time student employment through the tribal work study program.

The requirements for the work study positions are as follows: student must be a full time Tribal College student and maintain a minimum 2.0 grade point average per semester. Since these positions help teach students responsibility, accountability and what will be required of them in the workforce; we also require that they set an example for their classmates by attending class, dressing appropriately and maintaining confidentiality.

The College offers part time positions in the Library, Reception Area, Admissions and Registration, and other areas. Resident advisor positions have also been recently created since opening the Student Residence Units. Once we gain eligibility to participate in Title IV funding, these positions may be funded by the Federal Work-Study program, thus eligibility will also be determined by financial need. At this time, however, the positions are funded from the Tribal College's annual appropriation from the Muscogee (Creek) Nation and are considered part-time tribal employee positions. In Fiscal Year 2010, \$38,190 was

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spent for salary and fringe benefits for these student employees and in FY 2011, \$37,604 was spent--for a total of \$75,794 for the two years. See Chart 3: *Financial Assistance for CMN Students FY10-FY11* in the *College Overview* section of the Self-Study Report. This resource base is an important way that CMN supports our students and co-curricular educational programs.

Budget Development and Budget Overview

Budgets for the Tribal College are developed by following budget policy of the tribal government. According to tribal law an Executive Order from the Principal Chief's office directs the Controller to initiate the budgeting process which includes the college. Every fiscal year the college prepares its budget consistent with requirements detailed in the Budget Call from the Controller. Basic costs considerations for the budget includes fringe benefit rate, indirect cost rate, travel for in state and out of state, per diem, and other overhead costs. The budget for the college is based on historical costs and functional activities planned for the future fiscal year. Upon completion, the College budget is reviewed and approved by the Board of Regents before it is submitted to the Tribal Executive Budget Committee. The Committee under the direction of the tribal Controller reviews and adjusts, if necessary budgets for departments and constitutional agencies such as the College, within the parameters of the Tribal Comprehensive Annual Budget. All budgets are reviewed and approved by legislative committees and the full National Council. When the budget becomes operational, it is entered into the system with appropriate account numbers.

The Budget Overview presented by Function (i.e., instruction) provides a 4 year review of the college budgets demonstrating that CMN is fiscally viable. During a four year period from 2007 thru 2010 the budget, overall, increased by \$847,247. For specific budget functions, increases were: Instruction-\$226,823; Academic Affairs-\$113,980; Student Affairs-\$30,687; Business Affairs-\$118,036; and Scholarships-\$441,163. The only function experiencing a decrease was Operations-(\$108,442). For 2010 the budget functions received: Scholarships—the highest allocation—with Business Affairs, Instruction, Academic Affairs, Student Affairs, and Operations following respectively.

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Table 5. *College of the Muscogee Nation Budget Overview: 2007-2010*

	2007	2008	2009	2010
MCN Appropriation	1,610,345	1,610,345	2,382,592	2,432,592
Grants				25,000
Total Budget	1,610,345	1,610,345	2,382,592	2,457,592
Appropriation % of Budget	100%	100%	100%	98.9%
By Function, in dollar amount:				
Instruction	170,964	272,217	326,343	397,787
Academic Affairs	167,712	142,685	157,449	281,692
Student Affairs	145,687	127,660	152,446	176,374
Business Affairs	550,944	622,746	772,500	668,980
Operation	283,288	175,037	240,941	174,846
Scholarships	291,750	270,000	732,913	732,913
Total	1,610,345	1,610,345	2,382,592	2,432,592
By Function, % of Budget:				
Instruction	10.6%	16.7%	13.7%	16.4%
Academic Affairs	10.4%	8.9%	6.6%	11.6%
Student Affairs	9.0%	7.9%	6.4%	7.2%
Business Affairs	34.2%	38.7%	32.4%	27.5%
Operation	17.6%	10.9%	10.1%	7.2%
Scholarships	18.2%	16.9%	30.8%	30.1%
Total	100%	100%	100%	100%

As noted in the College audit, the College of the Muscogee Nation receives an annual appropriation from the Muscogee (Creek) Nation. The legal budget adopted by the College and all unencumbered budget

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amounts lapse at year-end, except for continuing appropriations, which automatically carry over. These carry over funds will be utilized for future construction costs and for reserves and endowments.

Audits and Current Budget

Specifically the annual audit of tribal college financial records is to determine if the college is in compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB circular A-133, audits of States, Local Government, and Non-Profit Organizations.

In accordance with the tribal college legislation, the Board of Regents is to have annual audits conducted and provide to the Executive and Legislative branches. The audits provide a Statement of Revenues, Expenditures and Changes in Fund Balance for the fiscal year. Since 2005, the College of the Muscogee Nation has had annual audits conducted. Until 2010, the audits were conducted under the umbrella of the Muscogee (Creek) Nation; this year the annual audit is conducted separately from the MCN with auditors procured by the CMN Business Office.

The current budget for the College totals \$3.2 million for 2010, the highest appropriation received since the college opened with a \$25,000 appropriation in 2004.

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Table 6. *Current Budget – 2011*

LINE ITEMS		CURRENT BUDGET (FY 11)
<u>PERSONNEL</u>		
Personnel	Salary & Wages - Full-Time	\$917728
Personnel	Salary & Wages - Part-Time	\$43890
Fringe	Full-Time	\$440510
Fringe	Part-Time	\$4674
<u>TRAVEL</u>		
Travel		\$71674
Mileage		\$9288
<u>SUPPLIES</u>		
Supplies		\$119329
<u>OTHER</u> (direct cost-reproduction, printing, advertising, consultant, misc.)		
Expense Account		\$1000
Staff Development		\$750
Conf/Seminars/Meetings		\$1000
Software/Licenses		\$15000
Educational Materials		\$5750
Vehicle Lease		\$15402
Transportation		\$1000
Fuel Purchases		\$10000
Memberships/Fees		\$16000
Publications/Periodicals		\$8000
Printing/Publishing		\$8400
Textbooks		\$4200
Advertising		\$13000
Postage		\$100
Equipment Main/Repair		\$25000
Survey		\$1000
Library Services		\$7500
Contractual <\$5K		\$5000
Legal Services <\$5K		\$2000
Storage-Offsite		\$780
Grounds Maintenance		\$4500
Donations/Contributions		
Stipends/Honorariums		\$6000
Youth/Student Activities		\$6000
Training/Tech Assistance		\$35000
<u>BUILDING OPERATIONS & MAINTENANCE</u>		
Office Rent/Lease		
Office Rent/Lease-Offsite		\$19077
Utilities		\$87100
Bldg Maint/Repairs		\$4836
<u>TELEPHONE</u>		
Telephone/Fax On Site		\$37500
Communications-Other		\$12000
TOTAL DIRECT		\$1959988
<u>INDIRECT COST @ 9.0% OF TOTAL DIRECT</u>		
Administrative Cost	21%	\$231921
Indirect Costs		\$0
		\$2191909
<u>CLIENT SERVICES</u> (pass thru-scholarships, grant awards, direct asst etc)		
Scholarships		\$822913
Tuition/Books/Fees		\$90000
<u>CONTRACTUAL</u> (contracts in the amount of \$5,000.00 and above)		
Contractual		\$90000
Legal Services >\$5K		\$6000
Financial Audit >\$5K		\$8000
Architect & Engineering		\$10000
Renovations		\$0
<u>CAPITAL EXPENDITURES</u> (equipment purchases of \$5,000 per item)		
Vehicles		\$60000
Equipment		\$0
TOTAL BUDGET		\$3278822

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Facilities and Maintenance

The College of the Muscogee Nation strives for excellence in every aspect of college life, including maintenance and janitorial. By doing this, CMN encourages staff to go above and beyond standard requirements. CMN has 3 full-time maintenance and facility personnel on-hand every day to perform any duty that arises. Whether it is a light fixture, sprinkler system or any number of other problems, CMN takes the stance of being pro-active in order to maintain our facilities in top condition for current and future students.

The quality of the educational experience of our students is enhanced by the constant attention of the maintenance staff; making sure that all areas of the building are safe and clean for those using any of our facilities. All classrooms and offices are vacuumed, dusted, and sanitized at least once per week. Bathrooms are cleaned and sanitized twice per day. Campus grounds including the lawn and plant beds are cared for weekly during the growing season and as needed during the winter. Parking lots and walkways are cleared during winter weather. CMN strives to create a healthy and clean learning experience for its students.

The process for regular review of the CMN physical infrastructure is participated in by the following: 1) CMN Administrative Staff, 2) CMN Maintenance Personnel, 3) MCN Risk-Management and 4) MCN Construction Services. It is the goal of these individuals to maintain a College and a campus that is safe, clean and an environment supportive of learning.

Facility for Student Activities

The Board of Regents recognizes the importance of student activities as a part of the co-curricular program on campus. The Administration Building located at 600 N. Mission in Okmulgee was designated as the Student Activity Center in the spring of 2011. This provides a location for student meetings to be held and for related activities such as building parade floats, and fundraisers for student clubs. The 3,000 square foot facility was renovated in in the fall of 2008 and is held in trust under the Muscogee Nation for the tribal college.

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The location has a conference room, storage space and restrooms for the students. Remodeling has been in progress to make the space more useable for the students. With the growth of the College, additional organizations will have access to the facilities. Future plans include the development of a Student Center on campus that will house student organizations. Until that time students will have priority use of this facility.

Library

The Library supports its educational programs by providing students, faculty, and staff with access to books, periodicals, electronic resources, and multimedia materials. A steady increase in the number of holdings highlights CMN's diligence in supporting the academic needs of the school. Evidence of this increase is emphasized by the addition of approximately 450 books, periodicals, and DVDs recently added to the collection that directly reinforce the curriculum and enhance research. A complete list of holdings is available on our [Online Public Access Catalog \(OPAC\)](#) through our website. The Library provides students with access to thousands of materials on-site, as well as many more materials available through the school's Inter-Library Loan capabilities.

Continuing collaboration between faculty, administration, and the librarian help ensure the collection contains the materials necessary for full academic support. A librarian is on-staff ten hours each day classes are held to assist with the reference needs of students, faculty, staff, and Muscogee (Creek) community members. The College has funded the librarian's attendance in local, regional, and national conferences including the following:

- American Indian/Native American/First Nation Studies in Oklahoma: Contemporary and Future Issues Academic Conference – Rogers St. University/November 19, 2010 (Included a break out session for librarians)
- Oklahoma Library Association's 2011 Annual Conference March 30 – April 1, 2011 Tulsa, Oklahoma.
- 21st Annual Tribal College Librarians Professional Development Institute: June 6 – 10, 2011 Bozeman, Montana
- Oklahoma Library Association's iCon Conference – August 4 – 5, 2011/Midwest City, Oklahoma (technology conference specific to libraries)

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Continuing education provided by conferences allows the librarian to be current regarding trends in the field of academic librarianship, further demonstrating the librarian's and CMN's commitment to a solid educational foundation.

The library will strengthen its support of CMN's educational programs in the future by continuing to allocate the funds necessary to build its collections. Most recently, the library has received a donation of the Bureau of American Ethnology Annual Reports from 1881 to 1933 detailing many tribes and customs, in addition to philanthropic access to AnthroSource, an online database of the American Anthropological Association holdings. With an ever-increasing reliance on electronic resources, the library will continue to augment its holdings in this area. Also, the library will continue to write grant proposals to fund additional materials and technological advances. Continuing education for the librarian will also remain a high priority, as will continued active participation in library related committees. A new Student Center, which will house a new location for the library with an increase in the square footage of usable space, has already received 2.5 million dollars in funding. Every effort will be made to ensure the new library facilities will continue to provide students with a welcoming environment in which to research and learn.

Core Component 2c: *The organization's ongoing evaluation and assessment processes provide reliable evidence of institutional effectiveness that clearly informs strategies for continuous improvement.*

Planning System

The process for developing the Strategic Plan was organized into three phases. The First Phase began with the Needs Analysis; designed to obtain input from tribal target groups and to determine the level of need for a Tribal College. Appropriately, the Second Phase focused on the due diligence of a Tribal College Work Study Group that incorporated into their discussions the requirements of higher education affiliates, federal agencies and the higher education system within the state. Concluding the process, the Third Phase identified priorities based on findings generated in Phases One and Two that were stated in a series of Strategic Goals and Objectives for the CMN Strategic Plan. This phase culminated in the

Criterion Two: Preparing for the Future

development of the Strategic Plan, Unit Plans, Master Site Plan and Landscaping Plan for the College of the Muscogee Nation.

Assessment Plan

With the development of the College of the Muscogee Nation, assessment is becoming a more organized and integrated process for determining College and student performance levels. Currently, the College has a number of assessment instruments and methods for measuring the performance of students and the institution- the administration of the instruments is the responsibility of different departments. The various departments currently perform the following Assessments:

- A. Academic Affairs: Needs Assessments, Course Tests, Course Assignments, Grade Reports, Student Portfolios, Course Evaluations, Service Learning Evaluation, Faculty Evaluations, Tutoring Evaluations, Course Syllabi Audits, New Program Requests, Post-Audit Program Reviews, Library Presentation Evaluations, and Library Use Data.
- B. Student Affairs: Financial Aid Information, HUD Compliance Reports, Graduate Exit Survey, Student Recruitment Data, and Alumni Survey.
- C. Business Affairs: Budget Development, SEBA-Budget Report, Annual Audit, Staff Evaluations, Safety Hazards and Accident Reports.
- D. Registrar: American Indian Measures of Success Report, Course Enrollment, Grade Reports, Transcripts, Credit Hour Production, Degree Checks, GPA Verification for Awards.
- E. Regents (Governance): Enabling Legislation Amendments, Adopted By-Laws (revised)

Additionally, cooperative assessment functions between CMN and OSUIT will become the sole responsibility of CMN as progress through the candidacy is completed. These assessment functions include:

- F. Partner Institution: Campus Crime Report, IPEDS, Accident and Safety Reports, Academic Placement Testing, Ability to Benefit Test, Satisfactory Academic Progress Report, Early Alert for Monitoring Student Academic Performance.

The Assessment Committee will be convened and follow a four-step plan to develop the assessment program that includes: Reviewing Current Assessment Resources, Developing an Assessment Strategy, Developing and Coordinating Resources, and Implementing the Approach. This process is articulated in a flow chart that guides the approach to coordinated implementation. The responsibility for initiating the Assessment Plan for the College will be the responsibility of the Assessment Committee.

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Graduate/Alumni Surveys

An important component of CMN assessment is to determine the perspectives of CMN graduates and alumni. Therefore, the intent of the Graduate and Alumni surveys are to obtain feedback from our recent graduates and alumni about the impact of their CMN experience and future plans. These surveys are a first step in the ongoing assessment process and evaluation system currently being developed at and by the College of the Muscogee Nation. The information presented in these findings reflects the result of two separate surveys: one for Spring 2011 Graduates and one for Alumni of CMN who have graduated since the first graduation in 2007. All of the respondents volunteered to participate during the week of April 18 through April 22, 2011.

Results from the Graduate Survey indicate that 60% of CMN graduates are planning on continuing their education, and majoring in either Native American Studies, Business Administration, Gaming or Social Service. Ninety-five percent (95%) of the graduates indicated that they were more culturally aware and strengthened academically as a result of their CMN experience and intend to find work within a tribal setting and rated their level of satisfaction with their overall experience at CMN at 4.74 on a scale of 1 through 5.

Conclusions support the validity of the College curriculum with a tribal emphasis since the majority of Graduates plan on seeking employment in tribal-related enterprises. Based on the Graduate response, the College of the Muscogee Nation is successfully providing a culturally-relevant and supportive learning environment emphasizing native culture, values, language, and self-determination, in accordance with the Mission of the Tribal College. CMN was well received by the Graduates, rating the Tribal College at a very high level of satisfaction.

Alumni participating in the survey were 71% Muscogee (Creek), 57% female, between the ages of 22 and 29, and reside in Okmulgee. When asked why they attended CMN, alumni rated Native American faculty and courses relating to Native American issues as the reasons. Ease of commuting and the fact that courses were scheduled at convenient times are also factors in attending.

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Alumni responses providing strong indicators of institutional effectiveness were: 1) the majority (67%) indicated they would continue their education, 2) felt strongly that the education provided at CMN further enables them to pursue future plans and 3) the Native American presence was a factor when students were deciding to attend CMN.

Recommendations included that CMN should develop and maintain activities which aid in the transition of graduates to Bachelor's degree programs and should invest in career development, networking and placement opportunities, particularly in tribal settings. In addition, CMN should continue supporting NASA, co-curricular activities, and expanding service learning opportunities which are linked to academic persistence. We will also maintain focus on Mvskoke cultural and language competency development through our curricular and co-curricular educational opportunities and should further develop distance learning through interactive televised coursework and online learning to increase course accessibility. Campus-wide activities that provide opportunities for students to interact with each other and all faculty and staff, including the President, should occur at least once per academic year. This information resulting from the Surveys has prompted the Fall Back to School Event, which will become a CMN tradition.

Since CMN has established a process for surveying graduates and alumni on an annual basis, the Dean of Student Affairs will administer the graduate and alumni surveys in the future. Dissemination of the results of the surveys are and will continue to be distributed to all faculty and staff, in addition to the Regents. Also, an electronic version of the [Survey Report](#) is available on our Institutional Effectiveness webpage. In these ways, CMN seeks to engage in continuous improvement based on the feedback from one of our most important constituencies—our students.

Staff Performance Appraisals

CMN Policy states that all non-faculty/support employees of the College of the Muscogee Nation are formally evaluated by their supervisor at least once a year on job performance, career development activities, and community service activities. Currently the evaluation process involves a standard tribal reporting form and requires a one-on-one review and subsequent signatures by both parties. There are two

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separate forms, one for Managerial/Supervisory Performance Analysis and one for Non-Supervisory employees called the **Performance Appraisal Form**.

This system provides administration an opportunity to make known the goals of the College and what is expected of an employee toward the attainment of the objectives and goals. These reports are reviewed by the administrative personnel and are placed in the individuals file in the Personnel Services Office. The Evaluation of Faculty is a shared responsibility of Faculty and the Dean of Academic Affairs and will be discussed in the succeeding Self-Study Report section under *Faculty Evaluations*.

Faculty Evaluations

The purpose of faculty review and evaluation is to encourage and assist all members of the faculty to develop and perform to the best of their ability.

The **Faculty Evaluation Report** utilized is a professional portfolio completed by faculty members that affords them the opportunity to perform a self-assessment of their contributions to the organization. Completed Evaluation Reports including the self-assessment are shared with the Academic Dean to review and provide feedback with the respective faculty member. This review and self-evaluation process is an annual occurrence. As stated in the section 8.1 and 8.2 of the CMN Faculty Handbook the specific requirements of the process are as follows:

8.1 Purpose

The purpose of the faculty review and evaluation is to encourage and assist all members of the faculty to develop and perform to the best of their ability.

8.2 Guidelines for Faculty Evaluation

Evaluation of faculty is a shared responsibility of faculty and the Dean of Academic Affairs to assess the performance of faculty in relation to: (1) Teaching; (2) Contributions to the Institution, Profession and Tribal Community; (3) Tribal Cultural Enrichment. Faculty will provide summary evidence for each of the three areas listed in a Professional Report. The Academic Dean will provide the Professional Report to faculty at the appropriate date. Faculty will submit their Professional Report for faculty evaluation to the Academic Dean to be assessed; and presented and discussed with each respective faculty member. Following is a brief presentation of sample data/information to be provided in each of the three areas:

Teaching:

- Teaching load by semester (Courses, location of courses)
- Self-evaluation of Teaching
- Evaluation of Teaching by Students

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Student projects guided

Contributions to the Institution, Profession, and Tribal Community:

- Committee Service in the College
- Participation in Student Recruitment
- Student Advisees
- Higher Education (Professional, tribal, etc.)

Tribal Cultural Enrichment:

- Sponsor Student Cultural Events and Organizations
- Upgrade fluency in the Native Language
- Participate in tribal cultural-related activities
- Develop articles on the Tribal Culture
- Incorporate Tribal Culture, Language and History into the Curriculum

This Evaluation Report has been correlated with the Mission Statement to render results to determine specific contributions of faculty to fulfilling the mission. From a broader perspective this assessment tool is one part of faculty assessment that includes Instructor/Course Surveys completed by students which together provide a comprehensive evaluation of faculty.

Instructor and Course Evaluation

For the Instructor and Course Evaluation process, **Instructor/Course Surveys** were designed to provide data that will determine a student's opinion regarding the effectiveness of the instructor and the course. The survey is composed of Likert Scale items and an open-ended item for comments. The section for the open-ended comments gives students an opportunity to express themselves openly giving feedback with respect to the instructor as well as their thoughts on the class.

The surveys are normally administered on or near the 12th week of the term. Final enrollment totals for each course provide the correct number of surveys sent to each class. An envelope containing surveys and "Instructions to Facilitator" make up the class packets. In-class administration requires that the facilitator explains the survey and thanks students for giving their class/instructor feedback. The instructions explain that the survey is important to the continued success of the class as well as the school. To ensure confidentiality during this process, the instructor leaves the room prior to the surveys being distributed and completed. Typically the process takes only about 15 minutes.

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The Facilitator seals the envelope when all completed surveys are returned, and delivers to the appropriate office or if after regular working hours to their mailbox. To ensure proper distribution a label placed on the outside of the envelope that includes the course number, course name and section number, instructor's name and date in which to be returned and the number of students in the class.

Returned surveys are tabulated by class that includes the ranking of items by weighted mean. A two-page report provides the quantitative data and qualitative data showing the student comments. When scores for all courses have been obtained for the semester a cumulative semester total is calculated. Instructors are provided an opportunity to view the results and/or comments after grades are submitted to the Registration Office.

For 2010-11 Academic Year Instructor Course Survey results are presented for the 11 survey items by weighted mean and rank. The weights (1-5) for the survey are based on degrees of agreement or disagreement with accumulative averages or means calculated for all classes for the respective terms.

Table 7. *Instructor/Course Survey Results by Term*

College of the Muscogee Nation OSUIT INSTRUCTOR/COURSE SURVEY					
Survey Items	Weighted Means				Rank
	FA10	SP11	SU11	Ave.	
I. As a student in this class					
1. I attended class regularly	4.25	4.46	4.53	4.41	10
2. I prepared for each class	4.28	4.40	4.47	4.38	11
II. At the beginning of the course					
3. The instructor explained the syllabus thoroughly	4.54	4.73	4.65	4.64	7
III. Throughout the semester					
4. The instructor was well prepared for each class	4.75	4.65	4.55	4.65	6
5. The instructor was patient with students in class	4.79	4.73	4.72	4.75	1
6. The instructor treated all students equally	4.73	4.72	4.72	4.72	2.5
7. The instructor returned graded work as promised	4.67	4.66	4.52	4.62	8.5
8. The instructor's attitude toward the subject matter was enthusiastic	4.64	4.70	4.69	4.68	4
9. The instructor responded to students questions in a manner that was respectful	4.70	4.72	4.74	4.72	2.5
IV. Summary of course					
10. The instructor was excellent.	4.66	4.66	4.53	4.62	8.5
11. Overall, I would recommend this instructor to other students.	4.69	4.66	4.62	4.66	5
Cumulative Weighted Means	4.61	4.64	4.61	4.62	

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Core Component 2d: *All levels of planning align with the organization's mission, thereby enhancing its capacity to fulfill that mission.*

Strategic Plan Overview

The purpose of the Strategic Plan is to provide direction for the tribal college's development and to provide baseline information for future planning efforts as the college continues to grow. Priorities will be identified to serve as milestones for assessing achievement during the College's early years. It is anticipated that the Strategic Plan will be instrumental in achieving meaningful results and shaping long range growth. CMN Planning is based on an analysis of internal and external environments and available resources. In order for traditional planning to be effective, it was revised to best fit the environment of the College.

The process for developing the strategic plan began with the Needs Analysis; designed to obtain input from tribal target groups and determine the level of need for this tribal college. External stakeholders were involved as members of a Tribal College Work Study Group to provide input into the report that summarized institution feasibility and resulted in Goals and Objectives. This process resulted in the Strategic Plan, consisting of College Unit Plans, the Master Site Plan and Landscape Plan. Contained in this plan is a timeframe for primary growth that will be the source for effective tribal college planning.

Funded Projects

The College received funding from several federal sources for construction projects through the eligibility of the Muscogee (Creek) Nation. For each building project the College averaged more than 1.8 Million federal dollars for each, beginning with Education/Administration Building receiving \$1,733,058; Student Residence Units \$2,855,850; and the Student Center (to be constructed) receiving \$1,014,000 with all three totaling \$5,659,908 for two completed projects and for one being planned. Other grants provided for programmatic purposes; CMN has received grants for its IT department, tutoring for students, and funds to upgrade the library resources. Grants such as those listed below address the growth and development of the College to match increases in enrollment.

Criterion Two: Preparing for the Future

Table 8. *Funded Projects: External Grants*

Project	Funding Source	Dollar Amount
<u>Education / Admin Bldg</u>		
	HUD- ICBDG: (Building)	\$800,000
	Department of Energy-ARRA: (Geothermal)	\$752,076
	Fed. Hwy. Admin.: (Parking & Driveways)	\$180,982
<u>Student Resident Units</u>		
	HUD-ICDBG: (Infrastructure)	\$800,000
	Department of Energy- ARRA: (Geothermal)	\$246,000
	HUD: NAHASDA (Construction)	\$1,809,850
<u>Student Center-Future</u>		
	HUD-ICDBG: (Construction)	\$800,000
	Department of Energy- ARRA: (Geothermal)	\$214,000
<u>Other</u>		
	Oklahoma EPSCOR: (IT Specialist)	\$25,000
	Bank Topeka: (Tutoring)	\$25,000
	Inst. of Museum and Library Svcs: (Holdings)	<u>\$7,000</u>
	TOTAL	\$5,659,908

The significant amount of funding provided by the Muscogee (Creek) Nation leveraged federal funds for the tribal college building program. The Executive and Legislative branches of the tribal government have delivered on their promise to support the College. For every dollar (\$1.00) received from the federal government the Muscogee (Creek) Nation provided \$1.80. This demonstration of collaboration between the Tribal and Federal governments has enabled the College to develop without incurring any debt.

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Table 9. *Funded Projects: MCN*

Project	Funding Source	Dollar Amount
<u>Admin Building</u>		
	MCN: (Administration Building)	\$175,000
<u>Campus Site</u>		
	MCN : (15 Acre Site)	\$225,000
	MCN: (Infrastructure)	\$1,999,700
	MCN: (Construction Services)	\$231,687
<u>Education / Admin Bldg</u>		
	MCN: (Construction)	\$4,300,000
	MCN:(Furnishings)	\$317,213
<u>Student Resident Units</u>		
	MCN Proceeds of Sale: (Construction)	\$690,150
<u>Student Center-Future</u>		
	MCN: (Construction)	\$2,000,000
<u>Other</u>	MCN: (Fiber optics)	\$300,000
	TOTAL	\$10,238,750

Committee Structure

College committees are designed to improve communication, coordination and pool judgments on major functional elements to achieve for the tribal college shared decision- making and a consensus within the parameters of the CMN Mission. Each committee chair facilitates the group's work to accomplish objectives and tasks within a reasonable timeframe.

It is the responsibility of the committee chair to prepare an agenda for each meeting and to maintain a file relating to work of the committee. The chair will designate a committee member to keep notes.

Committees are encouraged to meet only when necessary and if possible once per year. The following

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committees and its purpose have been identified for the College of the Muscogee Nation (the committees are neither mutually exclusive nor exhaustive):

Academic Affairs/Curriculum: The purpose of the Curriculum Committee is to review /approve course and degree revisions and new courses and degree programs before being submitted to the tribal college Regents and external entities.

Members:

Dean of Academic Affairs, Chair
Regents Director of Institutional Effectiveness
Faculty Representative
Librarian

Accreditation: The purpose of the Accreditation Committee is to prepare and plan the development of documents and tasks relating to accreditation requirements.

Members:

Regents Director for Institutional Effectiveness, Chair
President
Dean of Academic Affairs
Dean of Student Affairs
Business Manager
Faculty Representative
Librarian
Research Specialist
Tribal College Regent

Publications/Website: The purpose of the Publications/Website Committee is to facilitate the development of publications including forms and maintenance of the tribal college website.

Members:

Research Specialist, Chair
Regents Director of Institutional Effectiveness
Registrar
Faculty Representative
Librarian

Facilities and Vehicles Committee: The purpose of the Facilities and Vehicles Committee is to promote proper care and maintenance of the tribal college buildings, grounds and vehicles.

Members:

Business Manager, Chair
Faculty Representative
Business Affairs Administrative Assistant
Dean of Student Affairs

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Special Events Committee: The purpose of the Special Events Committee is to plan and facilitate special events for the tribal college.

Members:

Dean of Student Affairs, Chair
President
Executive Assistant
Faculty Representative (Sponsor of a student organization)
Research Specialist
Administrative Assistant for Academic Affairs
Librarian

Student Services Committee: The purpose of the Student Services Committee is to plan, design, implement and evaluate student services (i.e., financial aid, scholarships, recreation, student registration, auxiliary services etc.). This committee will also hear grade appeals.

Members:

Dean of Student Affairs, Chair
Faculty Representative (Sponsor of a student organization)
Librarian
Research Specialist
Student Representative

Executive Committee: The purpose of the Executive Committee is to plan and implement the major functional responsibilities of the tribal college (i.e., budget, site planning, equipment, major proposals, etc.).

Members:

President, Chair
Dean of Academic Affairs
Dean of Student Affairs
Business Manager
Regents Director of Institutional Effectiveness

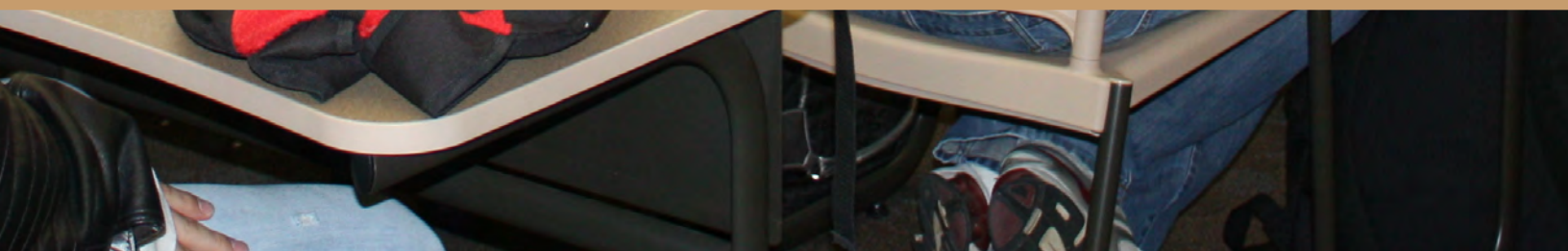
The established committees listed above, often meet for a single purpose such as the Student Services Committee meeting to hear Grade Appeals. Also, some established committees have sub-committees such as Graduation that meet as a function of the Special Events Committee to plan commencement activities. Additional committees are organized to address special issues and needs of the College. For example, standing committees have been organized and meet on an as needed basis such as the Partnership Steering Committee, Requests for Special Consideration for Funding, Graduation, and Student Residence Discipline.

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Ad hoc committees address unique one-time issues including Steering Committee for Pursuing HLC Candidacy, Residence Rates and Financial Aid Packaging, and Construction and Project Reporting. To coordinate work and improve communication, some committees involve other staff from tribal programs and departments for completing reports to federal agencies, discussing construction issues, and program funding. As the Tribal College continues to mature, the College Standing Committees will become increasingly more active.



STUDENT LEARNING AND EFFECTIVE TEACHING



Criterion Three: Student Learning and Effective Teaching

Criterion Three: Student Learning and Effective Teaching

Core Component 3a: *The organization's goals for student learning outcomes are clearly stated for each educational program and make effective assessment possible.*

Assessment of Student Learning

Assessment in CMN classrooms takes place in a variety of ways including quantitative and qualitative measures. Quantitative measures include testing, quizzes, and writing assignments; whereas, qualitative approaches such as class participation and observation of presentations are also used to assess students.

The primary method for establishing student assessment in college classes is directly related to the course objectives that are clearly identified in the syllabus, correlated with the text, and presented to the students at the beginning of the course. Grading criteria are quantified for students according to points assigned to the list of assessment tasks. In order for students to have a broader perspective of how assessment tasks fit into overall coursework, specific assignments are identified in the course weekly schedule to assist students with the planning of their studies.

Tests for the respective classes are designed by faculty to measure student achievement in relation to course goals and learning outcomes which have been developed for General Education, Degree, and Certificate programs. The Academic Dean reinforces the need for faculty to design appropriate tests that are good measures of achievement. The Dean arranged for Dr. Linda Avant; Executive Vice President for OSUIT to present an in-service training session faculty on the topic of Test Design and Measurement.

COMPASS, an academic placement test for reading, math and writing skills (English) is an important part of assessment in that it determines placement in remedial classes during a student's first semester of enrollment. All first time students at CMN are required to take the COMPASS assessment, except students with ACT scores of 19 or above in each of the sub-test areas and certain college transfer students; and meet the minimum required scores in the respective subjects.

CMN offers remedial/developmental courses for math, which includes zero level classes for Math Fundamentals, Algebra Fundamentals, and Intermediate Algebra. In addition to the Math classes, other

Criterion Three: Student Learning and Effective Teaching

remedial/developmental courses include Reading, English, and Science for which students do not receive degree credit. Student pass rates are provided in the table below.

Table 10. *Remedial/Developmental Courses Attended by CMN Students*

Year	Semester	Course # and Title	Number of Students	Number of Students Passed
2008	Spring	Math 0143; Math Fundamentals	11	4
	Summer	Math 0153; Algebra Fundamentals	6	5
	Fall	Math 0143	16	9
		Math 0163; Intermediate Algebra	3	0
2009	Spring	Math 0153	14	9
		Math 0163	5	5
	Summer	Math 0153	10	5
		Math 0163	8	4
	Fall	Math 0143	30	28
		Math 0163	16	11
2010	Spring	Math 0143	10	8
	Summer	Math 0153	23	20
		Math 0153	6	2
		Math 0163	19	11
	Fall	Math 0143	21	15
		Math 0163	17	9
2011	Spring	Math 0143	20	10
		Math 0153	15	6
	Summer	Math 0153	10	5
		Math 0163	6	3
	Fall	Math 0143	19	10
		Math 0153	8	5
		Math 0163	8	4
		TOTAL	301	188

For the four Academic Years a total of 301 students have taken 23 classes of which 188 or 62% have passed. A description of the 3 Remedial/Developmental Courses follows:

Math 0143: Math Fundamentals emphasizes areas of mathematics that may be directly applied to practical, real-world situations. It will prepare students for entry into a college-level mathematics course, placing emphasis on math at the pre-college level. Topics covered include application of adding, subtracting, multiplying and dividing with whole numbers, fractions and decimals, problems with percent, ratio, and proportion. This competency-based course and the

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student's COMPASS Test Scores determine placement. This course will not count toward graduation or any degree program.

Math 0153: Algebra Fundamentals emphasizes areas of elementary algebra that will be directly applied to practical and real-world situations. It is designed to build on skills learned in basic math to establish a foundation in algebraic concepts and problem solving to prepare students for entry into a college-level algebra course. This competency-based course and the student's COMPASS Test Scores determine placement. This course will not count toward graduation or any degree program.

Math 0163: Intermediate Algebra is a review of fundamental operations of algebra involving first degree equations, equations with two variables, and systems of equations and inequalities. One year of high school algebra is recommended. This is an excellent refresher course for those needing Math 1513. These courses do not affect the student's GPA.

Program Level Assessment

The Associate of Applied Science Degree in Gaming Program was assessed using the **Post Audit Report** to determine progress and its current status (see **PIF Appendix 28**). The assessment was prepared for the Oklahoma State Regents for Higher Education, who approved the program. Required in the report were enrollment and graduation numbers to demonstrate progress and provide the following: 1) Background from 2006-2010; 2) Any problems or disconnects; 3) Assurance of a Seamless Path to the Success of the Gaming Program; 4) New Program Leadership; 5) Marketing Efforts and 6) Formal Request. The primary purpose of this process is to determine the viability of the Gaming Degree. The results of the assessment revealed that the program needed to continue and that time would be given to increase enrollment and the number of graduates. A follow-up report will be submitted to update the Oklahoma Regents on progress of the Gaming Program.

Course Level Assessment

Each term all course syllabi are submitted to the Executive Vice President of OSUIT for approval to ensure quality and consistency with their institutional standards. In addition to that regular process, CMN audits the syllabi for quality and internal consistency, as well. The purpose of the audit is to determine if the: (1) **Syllabus** Course Description matches the Catalog Course Description; (2) Each objective must have compatible methods of assessment; (3) Assessment of Competencies are consistent

Criterion Three: Student Learning and Effective Teaching

with the grading tasks; Points should be given for each grading task as well as percentages; (4) Course Outline Assignments include the Syllabus Assessment Competencies/Grading Tasks; and (5) Consistent format, spelling and grammar.

Any deficiencies found in the Syllabi are brought to the instructor's attention for corrections. Faculty are requested to note changes in text editions and reflected in the syllabus. Text changes are to be discussed with the Academic Dean prior to ordering the text. Any substantive revision for a course must be submitted to the Curriculum Committee and approved. Students are given the opportunity each term to evaluate each class in which they are enrolled through the Instructor/Course Survey.

Institutional Level Assessment

College wide assessment involves all aspects of the institution including the business function as well as the program function. Specifically the annual audit of tribal college financial records is to determine if the college is in compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB circular A-133, audits of States, Local Government, and Non-Profit Organizations.

In accordance with the tribal college legislation, the Board of Regents is to have annual audits conducted and provide to the Executive and Legislative branches. Since 2005, the College of the Muscogee Nation has had annual audits conducted. Until 2010, the audits were conducted under the umbrella of the Muscogee (Creek) Nation; this year the annual audit is conducted separately from the MCN with auditors procured by the CMN Business Office.

Quarterly reports are provided to the Board of Regents and the MCN Executive and Legislative Branches for their information and review. The report includes tribal college program information that describes achievements of all departments and key individuals of the College. This report activity is an excellent opportunity for staff to assess each quarter by identifying their individual achievements. Both the audit and quarterly report are interrelated to reporting information related to learning outcomes.

First, the audit validates the expenditure of funds that support teaching and learning. Second, the reporting of quarterly activities verifies the teaching achievements of faculty and associated staff.

Criterion Three: Student Learning and Effective Teaching

Information from assessments of student learning, program level and course level are also considered as a major contributor to institutional wide assessment.

Student Data Collection Process

The majority of student data is collected through the Empower Student Information System in the Registrar's Office. Types of student data collected are: Admissions Information, Enrollment Data, Grade Reports, Transcripts, and Graduation Data. Information relating to Financial Aid and Student Housing are being added to the list of student data and should be completely online in the fall of 2012. The Empower Student Information System (SIS) has fourteen modules. The modules are: Admissions Tracking, Student Billing, Student Records, Financial Aid, Student Housing, Protective Services, Degree Audit, Alumni Development, Human Resources, Payroll/Personnel, Intern/Job Placement, Inventory Control, Executive Information, and Processing Manager.

Data from the Registrar's Office can assess student's performance, enrollment tracking, and graduation information. Much of the information from the Registrar's Office is used to prepare the AKIS report which includes American Indian Measures of Success as it relates to our student body. The report is prepared on an Annual basis and submitted to AIHEC for inclusion in their Congressional Report.

Core Component 3b: *The organization values and supports effective teaching.*

Qualified Faculty and Responsibilities

In order to build a faculty of the highest qualifications, extreme care is taken during the employment process to follow the requirements of the position descriptions and procedures for selection. Position descriptions for fulltime faculty have preferred requirements of a Master's degree in the field or related field in which they will instruct. Additional required qualifications include emphasis on related work experience in higher education, teaching experiences, tribal organizations and knowledge of the Muscogee language. Applicants must also adhere to the mission of the College through emphasizing native culture, values, language and self-determination (see [faculty vitae](#)).

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Applicants are screened in accordance with the specifications of the position description and interviewed by a committee that has the responsibility to select the most qualified individual. Qualified faculty is retained through competitive salaries and benefits, comparable to other institutions of similar mission and capacity and an effective faculty evaluation process. As defined in the *Faculty Handbook*, the purpose of the Faculty Review and Evaluation process is to encourage and assist all members of the faculty to develop and perform to the best of their ability.

All full-time faculty possess an academic degree one level above the level at which they teach . Within the current faculty, four (4) have required Master's degrees, one (1) holds a Juris Doctorate and one (1) has a Bachelor's degree and is currently enrolled in a Master's program having already completed twenty-four (24) graduate hours. All faculty teach in fields in which they have eighteen (18) credit hours in the specific or related field. The institution has one full-time, permanent faculty member per degree program and two additional full-time, permanent faculty for General Education/Core subjects.

In addition to these very important qualifications, a majority of CMN faculty are also Muscogee (Creek), and know the students' families, communities, and cultural heritage. Being able to relate to the students in these ways sets the stage for faculty to effectively teach and mentor the students.

Faculty has primary authority for the assignment of grades, as noted in their position descriptions and in course syllabi. Faculty is required to provide a syllabus for each student in the class.

Organizational Support for Faculty

In the phrase "... personal growth, professional development, and intellectual advancement" of the Mission Statement, it applies to both students and faculty. Consistent with the mission, position descriptions for instructors indicate that "Instructors will remain current in their field through professional development and as a scholarly academic leader." Considering the emphasis on growth and development of faculty, they are well aware of their need to maintain their knowledge base in their teaching area.

The College recognizes that, in order for faculty to develop professionally and be effective instructors - support and professional development opportunities must be provided. Examples of support include faculty participation in the MCN's Career Development Program which reimburses individuals

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who enroll in college courses, graduate or undergraduate. Faculty are included in training provided through the OSUIT and CMN relationship. Examples include Portfolio Networking between English Composition instructors of OSUIT and CMN, and training in the computerized Math Programs.

Organizational support provided by CMN included SMARTBoard Training, purchasing of iPads for faculty and technical assistance to those who needed tech support and travel to national and in state conferences relating to their area of teaching. Sabbatical Leave is provided however, not automatically guaranteed. Although faculty is fully aware of this opportunity no one has applied for the program. Some of the faculty and the Dean of Academic Affairs participate in the tribal Career Development Program and are given released time to attend classes.

Professional Activities

The College of the Muscogee Nation considers the faculty as a valuable resource for the organization. Quality instruction is vital to the sustainability of the institution. Therefore, faculty and Staff are encouraged to take advantage of and participate in activities that promote staff, student and instructional improvement. These activities assist in advancing institutional effectiveness that ultimately reinforce student success by helping to make teaching more effective. Beginning in 2012, funds have been allocated up to \$100 per year for all faculty and administrative staff to obtain membership and participate in a professional organization directly related to his or her function at the tribal college.

Faculty participate in in-house, state/local, and national professional activities. Examples of these activities include the following: Setting up your Classroom in D2L; *Academic Information all Faculty Must know for 2011-2012* (attendance policy, withdrawals, cancellations, drops, new processes); training for teachers of Mvskoke language; sessions at OU Native American Studies to discuss American Indian College Student Life and the development of an appropriate model of college student accountability, recruitment, retention and placement for tribal colleges in Oklahoma; and the Oklahoma Center for Community and Justice Trialogue 2012 series.

Adjunct instructors are given the opportunity to attend the in-house professional development activities, as well. By fostering an occasion to attend specialized activities that promote professional

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growth, it helps to ensure quality programs and institutional awareness to the evolving needs of the students and the programs.

Full-time faculty are involved in a variety of associations, specific to their disciplines. For instance: The Gaming Degree Coordinator is a member of the Oklahoma Indian Gaming Association (OIGA) and the National Congress of American Indians (NCAI); the Academic Core Instructor is a member of the Public Relations Society of America (PRSA) and the Native American Journalist Association (NAJA); the Police Science Degree Coordinator is a member of the Oklahoma Bar Association (OBA); the Librarian is a member of the Oklahoma Library Association, the American Library Association, the Association of College and Research Libraries (subsidiary of ALA), the Oklahoma Library Association's Tribal Libraries Ad Hoc committee, and the Tribal College and University Library Association; and all of the faculty are members of the Oklahoma Native American Students in Higher Education (ONASHE) and the American Indian Higher Education Consortium (AIHEC) by virtue of our institutional association.

In a recent article published by the *Tribal College Journal*, CMN's Dean of Student Affairs, Monte Randall (v.23:2, 2011) describes a 2010 Project Management / Service Learning course which is "designed to provide the students with experience in project design, management, communication, and accountability while also providing a service to the community (p. 35)." In this project students connected the Elderly Housing clients of the Muscogee Nation to the internet by installing wireless access and providing computer laptop training for elderly residents. Dean Randall effectively communicates the importance of community services and project management opportunities like these to build the tribal college, and develop future leaders. The article is an excellent example of a Service Learning Project that demonstrates effective teaching.

Competitive Salaries

It is the goal of CMN to provide a compensation system that will attract, reward and retain qualified personnel. Salaries have been established to reduce attrition of quality employees and in doing

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so must be competitive with other institutions in our region. The salary schedule is based on a principal of the positive correlation between salary and quality of employee.

We are fully aware that the loss of one quality employee from among our limited number of staff can have a significant effect on the development of our newly established tribal college. One person that leaves the college who has multi-functional responsibilities must be replaced and trained. Hypothetically, if the College of the Muscogee Nation had hundreds of employees, the loss of an employee could be easily replaced by one of the many employees from which to choose. However this is not the case, CMN has only 28 employees all of whom multi-task major college functions, with each composed of numerous specific tasks (i.e., Faculty provide academic advisement, enroll students, coordinate degree programs, recruit students, schedule classes for their respective degrees, serve on tribal college committees, participate in professional development, and support student activities as well as having a full teaching load).

We understand that valid and competitive salaries are based on a comparison of other like institutions' salaries that are compensated to their faculty and staff. Due to the tribal college's unique characteristics which include: age of the institution, size of enrollment and being a tribal college all add to the difficulty in comparing wages. CMN salaries have been compared on a preliminary basis and we will continue searching salary data to establish a viable salary program for our employees. Because replacing employees is an expensive and time consuming task, we do our best to retain our employees with competitive salaries. Following is the wage and salary policy under which we operate:

- (a) To establish **wage and salary ranges** (see **PIF Appendix 33**) that reflect the monetary value to the tribal government of individual jobs, as determined by the formal system of continuing job descriptions, job evaluation and review, considering the duties and degree of responsibility of each job.
- (b) To establish and maintain justifiable and realistic monetary differentials between job levels.
- (c) To ensure that, for comparable jobs, salary and benefits are equal to or better than average wage and salary and benefits offered by other employers providing similar employment.

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- (d) To adjust wage and salary ranges when shifting economic and competitive factors, determined by periodic local and national surveys, warrant.
- (e) To encourage superior performance by adjusting wage and salary rates of each employee on the basis of his or her individual performance as determined by a systematic program of performance appraisal.
- (f) To ensure that compensation is not influenced by race, color, religion, sex, age, or national origin.
- (g) To publish the objectives and policy upon which the compensation program is based and to provide information to employees about the wage and salary structure and administration as it affects them individually.

Core Component 3c: *The organization creates effective learning environments.*

Classrooms

The philosophy of the Department of Academic Affairs is that physical environment has a vital role in promoting student success in the classroom. Consequently, faculty is encouraged to arrange their classroom that best fits their teaching and student comfort levels. For example, faculty rearrange student seating that suits the teaching and student needs. Some faculty expressed that an arrangement can yield better class participation and provides opportunities for students to work together in small groups.

Figure 8. *CMN Students in Mvskoke Language Class*



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Along with the fluorescent lighting, natural lighting is provided by 21 panes of windows that form the west wall of the classrooms. With the addition of carpet and geo thermal heating and cooling a quiet, more calming learning environment is created and supports effective teaching.

All CMN classrooms are equipped with a computer, lecture table, SMARTBoard and a built-in overhead projector for use in presenting PowerPoint lectures and other visual media.

Online Courses

An important step toward creating an effective learning environment is for courses to be accessible; which was recognized by the Native American Studies Department as the first degree program to initiate online courses with the Beginning Mvskoke Language and the Intermediate Mvskoke Language. Online courses exist to serve students who are unable to attend the traditional classroom setting.

CMN offers the distance learning through the Desire 2 Learn (D2L) Online Classroom of OSUIT. Students enroll through the easily accessible OSUIT website <http://www.osuit.edu>. Regular communication and coordination between both OSUIT and CMN helps to create and maintain an effective physical and virtual learning environment.

To participate in classes the student must have access to a computer with hardware and software needed for the course, access to the Internet and ability to run Desire 2 Learn with capability for Microsoft Office, Adobe Reader, and Windows Media Player. Instructors expect students to have basic computer literacy and applications, working knowledge of MS Word, basic D2L skills, and ability to upload and download information and send information to instructor via electronic mail (e-mail).

In CMN classes, PowerPoint presentations have recorded narration of the Mvskoke language to explain each component of enunciation, sentence structure, word order, and descriptive terminology. Audio files and video files are included in weekly folders along with the class assignment throughout the term.

When a student takes an online course they can expect regular communication between student and instructor. The class includes a discussion board topic which is given to students for comment and

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monitoring by the instructor. Assignments are given and records of past assignments are kept, and documents are received and returned. The instructor provides and receives student feedback, tests are administered, and labs may be completed online. The electronic classrooms are made to be effective and efficient for student and instructor interaction via computer with internet access. Just like a more traditional classroom environment, online course instructors are evaluated for their performance and effectiveness.

Gaming Mentorship Program

In consultation with the College, the Gaming Operation Authority Board (GOAB) developed a mentorship program for Muscogee (Creek) Nation Gaming Enterprise Native employees to give them an opportunity to broaden their work experience while obtaining an associate degree in Gaming. The program was based on a need for upper level Native employees within the Muscogee (Creek) Casinos. During the academic year, student-employees who were selected for the program, were provided a salary, work experience in selected departments of an operating casino (i.e., Food and Beverage, IT, Surveillance, etc.) and released time for attending classes at CMN.

Beginning in the spring semester of 2010, four individuals were chosen by the Gaming Enterprise Board to enter into their mentorship program. At present, of the four candidates; one has graduated, two are scheduled to graduate spring of 2012, and one withdrew from the program. The future of the mentorship program is being discussed to determine feasibility for the fall of 2012.

Tutoring Program

The CMN learning environment has been enhanced by the Federal Home Loan Bank grant funding to establish a college tutoring center for students attending CMN. The purpose of the program is to focus on providing academic support to students increasing their ability to succeed as they pursue their higher education degree.

Tutoring services are provided by two types of tutors: Peer tutors who are enrolled students with a minimum GPA of 3.0 and Mentor tutors who are citizens from the community and have at least a bachelor's degree. The two types of tutoring that are available include: by appointment, designed for a

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student needing more in-depth service; the second type of tutoring is the shorter walk-in service for more immediate needs. For scheduling appointments, one of the main tutors schedules times for students. To make the most of their time students are asked to have prepared questions for each scheduled tutoring session.

Walk-in students are served on a first-come, first-served basis. Time allotments for tutoring may be restricted if other students are seeking help at the same time. The program currently uses three locations; the library, computer lab and the conference room with the library serving as the main site where hours are listed. The writing lab is accessible through the OSUIT Learning Resource Center where students may drop-in and access writing resources. Feedback may be obtained throughout all stages of the writing process.

Individuals with experience in tutoring have been employed to work with the project. Throughout the term of the project, 4 mentor tutors have provided student's assistance in Math, Science, Reading, Comp I and II, Speech, Medical Coding and Billing, and Power Point. Four peer tutors have provided assistance to students in Math, Reading and Writing.

Students with Disabilities Accommodations

Academic accommodations are provided to students with disabilities to promote independence and academic progress. Assistance is based on each student's individual need and is designed to remove barriers that hinder learning, thereby providing an equal opportunity for academic success.

To initiate accommodations, students must self-identify or disclose a disability to the Dean of Academic/Student Affairs. Once services have been requested, a student must provide current documentation no older than three years from a qualified professional stating the nature and severity of the disability, diagnostic procedures used, and recommendations for assistance. Student will complete a "Request for Accommodations" which lists the specific academic support services needed. The services requested are subject to approval by the Dean of Academic/Student Affairs. This request must be submitted each semester to continue accommodations. Instructors will be contacted to activate and adopt

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accommodations for each class. The College of the Muscogee Nation is in compliance with the Americans with Disabilities Act, Title II, and Rehabilitation Act Section 504.

In addition, CMN coordinates with the OSUIT Office of Student Disability Services to provide accommodations and support for students with documented disabilities. Services may include assistance with college procedures, academic counseling, adaptive equipment, and auxiliary aids. Students are encouraged to make requests for accommodations prior to or at the beginning of each class in which he/she is enrolled. The 21,000 square foot facility for the College of the Muscogee Nation has been designed to accommodate the Americans with Disabilities Act guidelines. Some of the guidelines addressed are turning radii clearances in the restrooms as well as maneuvering clearances throughout the buildings. Other stipulations are outlined in the ICC/ANSI A117.1-2003 and the IBC 2006 Building code.

Residential Housing

In the PIF we referred to our upcoming move to our new campus facilities. This move has since taken place, and our next phase of development is evident with the construction and opening of our Student Residence Units. In laying the groundwork for the new Student Residence Units, college administrative planning was facilitated by the Dean of Student Affairs and selected faculty and staff. The committee address Admission, Student Resident Policies and Procedures, Meal Arrangements, Student Activities, Security, Federal Reporting Requirements and Billing Processes—all of which comprise support systems for this expansion of our college.

That the College is now a residential campus for single Student-Residents, we hope to see findings consistent with statistics showing that students who live on campus have higher GPAs compared to students who live off campus. Certainly living on campus gives students the opportunity to be close to their classes, faculty, library, and brings them closer as a part of their campus community.

Each person living in CMN Housing has the responsibility as a citizen in the housing community to stand up for his/her own rights. Rights such as privacy, rest, cleanliness, a safe environment and a positive academic learning environment remain important to the Student Housing program. Student-

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Residents must work with the Housing Manager as well as his/her peers to ensure the protection of those rights by following the policies outlined in the Student Housing Handbook.

Figure 9. *CMN Residence Units*



The Housing Manager is a full-time professional staff member who manages the Housing Office and housing units and is on call 24 hours a day, 7 days a week when CMN is in session. The Housing Manager's primary responsibilities include but are not limited to, working with program development, advising Student-Residents, supervising and training resident assistants, working with Student-Residents and/or visitors who have violated housing policies, serving as an information and communication center for Student-Residents and visitors, assisting Student-Residents with lost keys, maintenance, repairs, mail and packages, and reporting emergencies.

A process is in place to handle incidents that involves CMN Security and Muscogee Nation Lighthorse as primary enforcement. OSUIT, Okmulgee City Law Enforcement and Emergency Response Agencies are available for immediate assistance should an emergency occur. In addition, because HUD is the federal funding source for the CMN Residence Units this federal agency has regulatory responsibility with regard to rental policies.

Counseling Services

Because effective learning environments are multi-dimensional and address the whole student—not just intellectually and physically but also emotionally, CMN recognizes the importance of the

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availability of counseling services for our students. Our Student Handbook (available on our website) offers contact information, in addition to flyers and listings in our “Student Resources Handbook” which is available in the Library, with the Dean of Student Affairs, the Registrar, the Dean of Academic Affairs, the President’s Office, and in the Financial Aid Coordinators’ Office. Below is an excerpt from the CMN *Student Handbook*:

In-depth services are available at local agencies or the Muscogee (Creek) Health Administration. Further information may be obtained by calling Health Administration at 918-756-4333 or 800-782-829 ext.287.

Information for drug and alcohol abuse counseling is available through the Dean of Student Affairs. CMN employees and students may receive drug and alcohol counseling, treatment, rehabilitation, or reentry programs through community resources. More information is available in the Student Resource Handbook (available in the library, Deans' offices, the Financial Aid Office, and with academic advisors) and the local telephone directory. (SHB 22)

This passage is intended to provide information and guidance to CMN students, faculty, and staff when situations arise that may call for these services. The Dean of Student Affairs makes the decision to refer students for counseling. Students can also access OSUIT Counseling, MCN Behavioral Health and Okmulgee County (CREOKS) Mental Health Services by self-referral.

Often times students will “visit” with faculty and staff on a less-formal basis, however, needed support is gained within the tribal college setting. Staff often articulate the importance of building supportive relationships with students, and faculty advisers provide a more holistic approach to academic advisement, as seen in the following section. The Native American Student Association (NASA) advisor often acts in a mentoring capacity for students as well.

In the Fall 2011 term, CMN wrote a letter of support for The Muscogee (Creek) Nation Behavioral Health Department indicating it’s endorsement for their application for a Suicide Prevention Grant entitled “Guarding the Future.” As a result of the grant being received, Behavioral Health included CMN into its Suicide Prevention Program. The grant and partnership with Behavioral Health has provided CMN an opportunity to expand our suicide prevention capacity. Professional Development Opportunities are available for faculty and staff through the QPR (Question, Persuade, Refer) Suicide

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Prevention Training. A mandatory training for all faculty and staff occurred in the Spring 2012 term, coinciding with the opening of the CMN campus residence units. The grant also provides an on-site counselor available every Wednesday from 1:00 PM - 5:00 PM.

Academic Advisement

At CMN, faculty plays a critical role not only in the academic advisement of students but also in their success after CMN. The faculty role as academic advisors is an essential part of their commitment to CMN and its students and is consistent with the core value *Mecvlke* (Responsibility). All faculty is given an *Advisement and Enrollment Handbook* (see **PIF Appendix 40**) that guides the advisement process and answers any questions that may arise during advisement. As academic advisors, faculty is charged with, but not limited to, meeting with their students to review their degree plans and compare transcripts (see **SS Appendix 12**) and the upcoming class schedule (see **SS Appendix 13**) to select and schedule proper courses for their advisees. Advisors also may address academic problems as they arise, ensuring the students' satisfactory progress toward completing their degree and aiding in the transfer to four-year colleges and universities. Students are made aware of information in the Catalog relating to student academic load and program residency requirements.

Of utmost importance in this one-on-one relationship with students is that faculty guide and assist students in making timely academic progress toward the degree or certificate program. Faculty are also degree-program coordinators and in this capacity they are expected to schedule courses in a manner in which students can meet associate's degree program requirements within a two-year time period. As mentors, faculty is responsible for assisting students with defining career goals, encouraging cultural awareness and developing critical-thinking skills. Academic advisement occurs continuously throughout each semester. Students are required to meet with faculty prior to enrolling for each semester. This required advisement meeting allows faculty to make sure that students are "on the right track" toward degree completion and future success. The student-friendly atmosphere of CMN makes academic advisement a relaxed and productive process for all students and faculty.

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Technology Utilization

The College of The Muscogee Nation (CMN) strives to keep up with new technology, while working to update technology for staff and students and maintaining an awareness of technology innovations. The college has classroom technology that involves iPad2s and SMARTBoards. Although instructors are using the technology, the IT staff encourages them in exploring the full features which are included. This new interactive technology allows the instructor to create content that is more visual appealing to the students. Different classes are able to buy add-on modules to build the educational tools needed to enhance the way information is taught.

Podcasting is another technology that CMN is considering to host video or audio features. The IT manager set up CMN for publishing podcasts through iTunes U. Public or private podcasting will be possible as progress continues on the development of this instructional function.

Students are given access to work on any computer within the media Lab and/or library. Currently there are 44 computers available to the students. CMN has 32 media lab computers and 12 wireless computers located in the library. The computer lab is open 48 hours per week Monday through Thursday and on request, while the Library is open 52 hours per week. The library has an online searchable electronic catalog system for the students' access to be used in two different ways. A Web search is available through the www.mvsktc.org website, which makes the catalog accessible anywhere there is internet access and there is also a standalone computer located in the library for public use that has been dedicated solely to the library database.

Students living in the residents units can access to the wireless internet 24/7 outside in three seating areas, allowing fresh air and relaxed outdoor working. Residents also have internet delivered to their dorm rooms with two Ethernet connections in each bedroom and one in the living area near the television of each resident unit. Each unit is also provided with a phone serviced by MCN's VoIP telephony.

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Campus Safety

Safety is a priority on the campus of The College of the Muscogee Nation. As communicated by the Safety Officer to everyone; “thinking safety” is an attitude that can and should be developed to the point that it has a positive impact on how we approach every job, every task. The **Safety Manual** is an integral part of campus safety and copies have been provided to all faculty and staff for their reference and recognition of key safety points regarding their work at the College. The Tribal College has the following safety related equipment and items on its premises:

Education/Administration Building:

1. First Aid Kits located in the Library, Print Room, Maintenance Room and Instructor Office 102
2. Fire Extinguishers located in the North, South and Service Entry Hallways
3. AED Heart Defibrillator located in the South Hallway
4. Eyewash Station located in the Janitor Closet
5. Sharps disposal containers located in each Restroom
6. Material Safety Data Sheets (MSDS) located in the Maintenance Room
7. Emergency Exit Signs in Classrooms and Emergency Exit Plans near doorways throughout the building
8. Classroom Fire Sprinklers and Fire Alarm System throughout the building
9. Fifteen CPR Certified personnel and one First Responder on Faculty

Residence Units:

1. First Aid Kit located in the Resident Manager’s Unit
2. Fire Extinguishers located in the Resident Manager’s Unit
3. Fire Sprinklers and Fire Alarm System throughout the Units
4. Security Cameras
5. Adequate Exterior Lighting
6. Privacy Fencing
7. Speed Bumps
8. Fifteen CPR Certified personnel and one First Responder on Faculty
9. Landline Telephones for Emergencies
10. Resident Manager and RA’s CPR Certified

As a necessary part of the Safety Program, the Safety Officer schedules safety training with OSUIT and MCN and requests that everyone participate, as their schedule permits. Safety is important to all at the tribal college and most importantly, CMN students. An excellent safety program supports a positive learning environment for students and a feeling of security as well.

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With regard to safety, CMN accesses the control system to manage lockdown times and to manage access badging at the doors. The current ACS uses employee badges to gain entrance to the main building. Current residents units will all be installed with a wireless ACS Proximity Lock. Future students will be issued badges allowing only authorized resident accounts access in to their dorm rooms and the laundry room. This same badging technology serves a dual purpose which will allow students to access funds attached to their student account. The ACS can be used to take time and attendance, but is not currently being used. Two 2008 R2 PowerEdge 2970 Windows servers host the IP Surveillance camera System. One server connects the 19 interior and exterior cameras to the surveillance program while the other is storing recordings. When the residence units are finished there will be additional 4 to 5 cameras on campus. These cameras are in place for security of CMN faculty, staff and Students.

***Core Component 3d:** The organization's learning resources support student learning and effective teaching.*

Library

CMN is fully committed to providing the resources necessary to support student learning and effective teaching. The library makes a wide range of materials available to students, faculty, staff, and Muscogee (Creek) citizens. A Collection Development Policy provides that feedback from faculty and students ensures books, periodicals, electronic resources, and audio/visual materials are available to fully support the curriculum and research needs of the College. In addition to numerous materials available on-site, the library's Inter-Library Loan capabilities support CMN's educational programs by providing students with access to resources from other colleges. The library's **Handbook** was designed to ensure the library's policies and procedures are readily available to the patrons.

Our **collection holdings** are related to the academic programs that we currently offer and include an extensive collection of Native American resources, course specific journals, a copy of all current textbooks (course reserves), electronic resources, reference materials, and audio/visual materials. The library also houses an extensive collection of tribal newspapers as well as the CMN archives.

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The library strives to increase its holdings on a regular basis. Evidence of this is underlined with the addition, during the 2010/2011 academic year, of approximately 450 books, DVDs, and periodicals to the collection. These materials all directly support the curriculum. The materials were added to the library holdings with an Institute of Museums and Library Services grant as well as generous donations from the National Museum of the American Indian. The impact of the added materials is highlighted by a 42 percent increase in the number of general collection circulations during the academic year. The increase would have been even larger; however, closure of the library due to the move to a new facility and severe weather reduced circulations during several weeks. In the following table a three year summary is provided for the library collection.

Table 11. *CMN Library Collection Headings*

Academic Year	2008/2009	2009/2010	2010/2011
Books and Serial Back files	2070 CMN 9,000 OSUIT	1250 CMN 9,000 OSUIT	3000 CMN
Current Serial Titles	22	25	23
Online Serial Titles	30 OSUIT	30 OSUIT	28,306 OSUIT
Electronic Databases	--	--	21 CMN 32 OSUIT
Audio-Visual Materials	92	120	222

Implementation of a Collection Development Policy and a Deselection (weeding) Policy, the library's collection is more focused and current. A 3600 square foot area serves approximately 5500 patrons a year. The staff consists of a full-time librarian as well as two work study students who keep the library open Monday through Thursday 8 am to 8pm and Fridays 8am-12noon. Library usage patterns are tracked and changes in the library's hours can quickly be adjusted to support the needs of the College and its students.

The staff are in the Library twelve hours each day classes are held. Quiet study areas, twelve fully equipped computers, six circulating lap-top computers, an on-line catalog, a scanner, a mobile television/DVD player, and a cost-free printer/copier are available for student use. There is seating available for 32 in the library. Many of CMN students are single parents with limited transportation and

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monetary funds; therefore, the library also provides a small collection of children's books. Constant collaboration and continuing education allows the librarian to stay current in the field of library science, ensuring the library continues to provide useful resources.

The available circulating lap-top computers are also essential to commuting students and those who often lack access to a computer at home. The entire campus is equipped with Wi-Fi technology allowing students to utilize the lap-tops in locations most convenient to them. The lap-top computers and Wi-Fi technology help reduce the digital divide faced by many of CMN's students.

The CMN Library equips our students with the tools necessary to succeed academically as well as in the work-force. The library provides culturally enriching items such as Muscogee Artifacts, regalia, and books. Welcoming students in their Native Language and providing the needed academic support encourages student excitement in the library, which creates a circle of use. In addition to materials used to support the curriculum and research needs of the College, the library is building a popular fiction collection through donations to support reading for pleasure, which in turn supports life-long learning.

Table 12. *CMN Library Service Statistics: 2008-2011*

Academic Year	2008/2009	2009/2010	2010/2011
Public Service Hours (per week)	53	56	48
Reference Transactions (per week)	20	20	50
Hours staffed by professional librarian (per week)	53	40	40
Inter-Library Loan	--	--	--
Provided to other libraries	--	--	--
Received from other libraries	--	--	--
Computer Workstations in Library	22	22	14
For library patrons	20	20	12
For library staff	2	2	2
Information Services to Groups	16	5	13
Number of Presentations	16	5	13
Number of patrons served by presentations	250	100	105
Circulation Transactions	260	744*	1017
General Collection Transactions	160	294*	417
Reserve Transactions	100	450	600
Library Space (square feet)	2000	2000	3600
Library Committee	Yes	Yes	No

*Upon further self-study the library noticed a discrepancy with the circulation transactions submitted in the Preliminary Information Form. The library utilized the integrated library system to determine the updated circulation statistics.

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We teach the necessary information literacy skills to ensure students thrive in a global economy. Providing library tours, electronic database workshops, and reference helps to ensure the CMN library gives its students academic support. In the past the library has provided instruction for the Freshman Composition II class as well as the College Cornerstone class. However, in the 2010/2011 academic year, the library has provided four additional classes and a total of approximately 105 students with information literacy instruction. The library continually assesses the effectiveness of its information literacy instruction by having students anonymously rate how helpful the sessions are and provide feedback. Results of this Survey appear in the “Information Literacy” section of the Criterion 4 Core Component 4b narrative. Utilizing the assessment results allows the librarian to make timely changes in the information literacy sessions. The library also provides opportunities for feedback in the form of a prominent suggestions box. Suggestions are analyzed on a regular basis. The librarian also informally surveys students regarding library services. A more formal survey is being prepared, which will allow the librarian to analyze in-coming students’ knowledge of libraries and the services they offer.

The addition of an Online Public Access Catalog (OPAC) supports academics by allowing students the ability to search the CMN Library holdings while on campus as well as off-site via the College’s website, which further supports distance learners. Students are also able to access high quality online academic databases through both CMN’s website and Oklahoma State University’s Institute of Technology (OSUIT). These databases give students access to the types of academic materials needed to succeed at the college level. CMN is able to provide access to these electronic databases through participation in the Oklahoma State Department of Libraries Digital Prairie program. A few of the relevant electronic databases we are able to provide our students via the Digital Prairie program include: Academic Search Premiere, MEDLINE, Topic Search, Bibliography of Native North Americans, Newspaper Source Plus, and ERIC. As CMN becomes increasingly autonomous, it will continue to strengthen its access to the academic databases vital to college libraries in the information age. The librarian is currently researching which databases will best fit the library’s mission. In addition, the librarian continually evaluates database feedback from librarians in similar institutions.

Criterion Three: Student Learning and Effective Teaching

Figure 10. *Spring 2011 CMN Students in the Library.*



The librarian is a member of the Faculty Council as well as the Website/Publications Committee. This campus participation allows the librarian to remain in-sync with the needs of instructors and students. Additionally, due to the librarian's work hours, she is in the unique position to interact on a daily basis with part-time adjunct faculty who often teach during the evening. This interaction also strengthens the library's ability to support its educational needs. Collaboration and networking with other professionals in the field via local, regional, and national conferences as well as participation in library related committees and active utilization of list-servs allows the librarian the opportunity to maximize the library's objective of supporting the College's curriculum and research needs.

The librarian is a member of the American Library Association, the Association of College and Research Libraries, the Oklahoma Library Association, the Oklahoma Library Association's Tribal Libraries Ad Hoc Committee, as well as the Tribal Colleges and Universities Library Association. In June of 2011, the librarian was able to participate in the Tribal College Librarians Institute in Bozeman, Montana. This Institute allowed the librarian to network with other librarians and the information gained was invaluable. CMN's librarian learned from other Tribal College librarians about overcoming the particular challenges. As technology continues to play a larger role in librarianship, CMN is dedicated to ensuring its librarian is knowledgeable in that field. Evidence of this dedication was emphasized with the

Criterion Three: Student Learning and Effective Teaching

librarian's participation in the Oklahoma Library Association's iCon conference in August of 2011, which was a technological conference specifically for librarians.

The librarian is committed to ensuring CMN's student body, faculty, staff, and Muscogee (Creek) Nation citizens are aware of the services the library can provide. The librarian communicates with the Muscogee (Creek) Nation Tribal Library and the Okmulgee Public Library to create greater community involvement. The CMN library and its staff are fully dedicated to providing its patrons with access to a wide range of quality materials in a variety of formats. The librarian is diligently working to improve the library and its offerings every year, ensuring the library remains a vital part of the College's highest priority.

Library Expenditures

The College of the Muscogee Nation is resolute in providing students, faculty, and staff with the tools necessary for success. The Library has continued to thrive during an economic downturn. The move to our new location afforded the College with the opportunity to outfit the library with state-of-the-art materials, in addition to new furniture and new computers. Additions to the library's collections have created a dramatic increase in the number of circulations. Clearly there has been an increase in the expenditures from FY 2008 to FY 2010 in the amount of \$68,869. Due to the lack of historical costs associated with library development, line items in the budget for Library Services continue to have expenditures exceeding budgeted items.

Table 13. *CMN Library Expenditures FY 2008-2010*

Year	FY 2008	FY 2009	FY 2010 *
Salaries for Library Staff	62,521	67,123	79,806
Materials Expenditures	3,214	13,650	6,597
Other Library Expenditures	19,843	6,800	44,750
Library Technology Expenditures	20,090	-	43,384
Library Expenditures	105,668	87,573	174,537
Total Educational and General Expenditures	1,549,000	1,917,000	2,276,000
Total Library Expenditures as Percentage of Total Educational and General Expenses	6.82%	4.57%	12.04%

*This includes expenses for remodeling the library

Criterion Three: Student Learning and Effective Teaching

Computer Lab

CMN has a computer lab complete with SMARTBoard technology, 32 computers, and a printer for which services are accessible free of charge. The computers are equipped with the software Microsoft Office Suite 2010 that includes Word, Power-Point, Excel, Publisher, etc. The computer lab is designed to serve as a useful resource tool to support academic and technological skills of the CMN community as they complete assignments related to work.

The lab is maintained by CMN's IT Specialist. A posted schedule of computer classes delineates times when the computer lab is reserved for instructional purposes and is thus unavailable to students not enrolled in the class. Any school-related material may be printed free of charge to the student (i.e. class assignments, journal articles, and other research material), but recreational (non-school related) printing is prohibited.

Tutoring Services

Academic support is provided to improve a student's ability to succeed in their coursework to complete their higher education degree. Students may access tutoring services through a personal request or referral by faculty and/or staff. If a student recognizes that they have academic deficiencies, students may directly request a tutor in the library or through the Project Director.

Students placed on academic notice will be referred by faculty for tutoring, or should a student be placed on academic probation, a contract is signed between the student and advisor outlining the hours and days a student is required to attend tutoring sessions. If a student is placed on financial aid suspension for not meeting the minimum GPA requirement, students may be recommended to take tutoring to help raise that grade point by the Special Considerations Committee. This process is to assure that students have access to tutoring when needed.

Implementation of the tutoring program has been successful for CMN and its students. Generally, 5 students per week take advantage of the free service. It is our goal to have the best possible atmosphere creating opportunities for students to succeed.



ACQUISITION, DISCOVERY, AND
APPLICATION OF KNOWLEDGE



Criterion Four: Acquisition, Discovery, and Application of Knowledge

Criterion Four: Acquisition, Discovery, and Application of Knowledge

***Core Component 4a:** The organization demonstrates, through the actions of its board, administrators, students, faculty, and staff, that it values a life of learning.*

Muscogee Scholarship Program and Request for Special Consideration

The Muscogee Scholarship Program funds help enrolled citizens of the Muscogee (Creek) Nation and all other enrolled members of a federally recognized tribe pay for tuition, fees, books, supplies and on-campus living expenses associated with the educational certificate and degree programs that are offered at CMN. For students who are enrolled citizens of tribal nations but do not meet the other eligibility requirements, a Request for Special Consideration may be utilized. This process is described further in subsequent paragraphs of this section.

This scholarship program is a direct result of actions that demonstrate the value and support of learning within not only the CMN Board of Regents but also the Muscogee Nation. Startup funds for the CMN Scholarship and Tuition Waiver/Grant were legislated February 1, 2007. Council member Keeper Johnson, also ex-officio CMN Regent, sponsored and shepherded the bill which was passed by Muscogee (Creek) Nation tribal government with a majority of 24 in favor, 0 against, and 0 abstentions. Thereafter, the funds were included in the Comprehensive Annual Budget, beginning with FY 2008.

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Table 14. *Educational Expense Category and Aid by Term: Fall 2009 - Fall 2011*

Term	Tuition & Fees	Books & Supplies	Housing	Meal Plans	Fees	Total Expenses	FAFSA Aid	CMN Aid
FA 2009*	\$265,674					\$265,674		\$265,674
SP 2010	\$83,949	\$36,563	\$65,862	\$18,253	\$4,539	\$209,166	\$15,229	\$193,937
SU 2010	\$170,987	\$24,719	\$45,311	\$9,640	\$804	\$251,461	\$117,314	\$134,147
FA 2010	\$235,592	\$34,442	\$46,030	\$16,782	\$816	\$333,662	\$187,699	\$145,963
SP 2011	\$249,067	\$32,181	\$54,936	\$19,142	\$6,158	\$361,484	\$188,405	\$173,079
SU 2011	\$166,661	\$25,936	\$24,873	\$7,584	\$2,930	\$227,984	\$118,850	\$109,134
FA 2011**	\$194,298	\$29,594	\$53,463	\$19,970	\$374	\$297,699	\$136,838	\$160,861
TOTAL	\$1,366,228	\$183,435	\$290,475	\$91,371	\$15,621	\$1,947,130	\$764,335	\$1,182,795

*Line Item Educational Expenses for 2009 not tabulated **70% of student payments processed for FA 2011 on the date of 11/3/2011

Academic Progress requirements, he or she must appeal with the OSUIT Office of Student Financial Services first and then be denied before becoming eligible to complete the CMN Request for Special Consideration. Students who are ineligible for Title IV due to loan default may submit the Request, but consideration will only be given if there is documentation that the student has contacted the loan servicer and is attempting loan rehabilitation.

The chair of the Special Consideration committee is the Dean of Student Services. Other members include the Registrar, the Financial Aid Coordinator, a Faculty member, and the Dean of Academic Affairs. The committee reviews the Request for Special Consideration materials provided by the student, the student's academic record, and any other pertinent information such as attendance history. The student may attend the meeting, but this is optional. Although the method of evaluating the Request is loosely based on the Department of Education's Federal Student Aid definition of "Professional Judgment," the committee can exhibit a greater span of judgment with Muscogee Scholarship funds than with U.S. Title IV funds if it is determined to be appropriate in the particular situation—because the funding is from the Muscogee (Creek) Nation, and it is legislated that the funds be "administered through the College of the Muscogee Nation" ([NCA 07-015 § 2-502.C](#)).

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Often, additional student responsibilities are included as a condition for the approval of a Request for Special Consideration. Some of the most common conditions include that the student attend tutoring, make satisfactory academic progress for the term, complete outstanding assignments within a particular timeframe to be determined by the Committee, and/or meet with the Dean of Student Affairs on a regular basis, etc. The Committee has found that this process has the potential to become an effective method for retaining students who are struggling to attain their academic goals. These conditions are included in the written notification of the Committee's decision, and all of the committee members who participated sign the notification. It is then presented to the student to sign, if he or she agrees with the conditions. A copy of the form will be kept in the student's CMN *Toknawa Vnickv* (Financial Aid) file. In some situations, students may submit a Request for Special Consideration for more than one consecutive term. There is no limit to how many terms a student may submit a Request, however it is unlikely that a Request will be approved if the previous conditions are not satisfied by the student.

The Request for Special Consideration process, at its best, can act as a catalyst for additional support for a student by faculty, and staff—not to mention the call for a reaffirmation and deeper commitment from the student based on valuing the power of education.

Degree Programs

Consistent with the College charter designating the Regents as the governing body for the institution that provides curricula and academic programs for awarding degrees and certificates; four associate degrees and two certificate programs were approved. Supportive of that decision, the Needs Assessment results were used to establish the need for the programs of study that would reinforce a life of learning and focus on the pursuit of academic and professional careers by tribal citizens. The four Associate degree programs are: Gaming, Native American Studies, Police Science and Tribal Services. Each of these degree programs exceed the General Education minimum requirements of the Oklahoma State Regents for Higher Education.

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The Gaming Degree is a 61-credit hour program that focuses on casino operations, marketing, management, hospitality and customer relations. Students can expect to gain a well-rounded educational experience in courses relating to Native American gaming law, Native American gaming regulations, and casino operations.

The Tribal Services Degree, a 66 credit hour program emphasizes administration and human services in the tribal organization. Courses were designed to address the specialized educational needs of individuals who plan to work for a tribal government. Courses as part of this degree plan include tribal government, Indian land issues, and project management and grant writing.

The Native American Studies Degree is a specialized 66 credit hour program that focuses on Mvskoke Studies and language or an alternative program for other tribal groups. The courses for this degree study the intricacies of the tribal language and/or historical aspects of the tribal community.

The Police Science Degree is a 60 credit hour academic program designed for tribal law enforcement officers or for students wanting to pursue a career in law enforcement. Students receive college credit for CLEET classes completed and participate in specialized courses relating to Federal Indian Law, tribal court, tribal government and tribal language.

Concurrent Enrollment

The value that the College places on a life of learning extends to the secondary schools. As an example, a high school junior or senior may enroll concurrently at the College of the Muscogee Nation provided that they meet the admissions requirements. Concurrent students must be able to satisfy all curricular requirements for graduation from high school (including curricular requirements for college admission) no later than the spring semester of their senior year. Concurrent students are required to submit an official High School Transcript and ACT scores along with the signed Concurrent Application.

To be enrolled as a concurrent student at the College, Juniors must have a composite ACT score of 21; Seniors must have a composite score of 19 AND both must earn a score of 19 or higher on the ACT subject test for the area(s) in which they want to enroll. Subject tests include English, reading,

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mathematics and science reasoning. An ACT subject score of 19 in reading is required for enrollment in any subject area other than English, mathematics and science reasoning. Institutional secondary testing may not be used for placement.

Table 15. *CMN Concurrent Enrollment: 2007—2012*

	Fall	Spring	Summer	Total
2007-2008	1	1	1	3
2008-2009	2	2		4
2009-2010			1	1
2010-2011	3	3		6
2011-2012		2		2
Total	6	8	2	16

Enrollment of high school students at CMN since 2007 has totaled 16 students. This program is an excellent opportunity for students to experience higher education. Concurrent enrollment has an additional benefit which is that it supports recruiting of students who may not have considered attending college.

Also, concurrent students may not enroll in remedial (zero-level) coursework offered by colleges designed to remove high school deficiencies. A high school student may enroll in a combined number of high school and college level courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work. A student may enroll in a maximum of nine semester credit hours during a summer semester without being enrolled in high school classes during the summer term.

Courses in Muscogee Communities

The College of the Muscogee Nation offers courses throughout the greater Muscogee Nation boundaries. By doing so, it allows opportunities for more tribal citizens to participate in CMN courses.

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The off-site locations also create a relaxed learning environment that supports personalized attention with a smaller instructor-to-student ratio. Off-site locations utilized are listed below:

- The Muscogee Creek Indian Community Center, Muskogee, OK
- The Oklahoma City Creek Indian Community Center, Oklahoma City, OK
- The Tulsa Creek Indian Community Center, Tulsa, OK
- Hanna High School, Hanna, OK
- Tulsa River Spirit Casino, Tulsa, OK

Courses at these locations are attended by both degree or certificate-seeking students and students who may be initially interested only in the particular subject area, wanting to engage in lifelong learning. These courses are one of the ways in which CMN reaches out to constituents. Community participation is a crucial part of the tribal college in our duty to make higher education opportunities accessible to Muscogee citizens and their communities, throughout their lives.

Service Learning

Valuing a life of learning is at the foundation of the Service Learning courses, a form of experiential learning. In this course students plan, implement and participate in a tribal community service project. Service learning assists students in applying knowledge to service action that addresses real problems in their own communities.

At CMN, the community is an integral part of the institution and is a valuable component of our Service Learning activities. Here at the College, each student who reaches their final 12 hours or their last semester must enroll in this class related to Service Learning which for the Tribal Services degree is titled *Project Management: Service Learning* or for Native American Studies-Mvskoke Language Studies *Mvskoke Literacy Project (Service Learning)* or for Mvskoke Studies, *The Contemporary Mvskoke Community (Service Learning)*.

Again, it is important that each student recognize the importance of giving back to their community by volunteering their skills as a student in preparation for future service in a community. These students nearing graduation have selected projects within tribal departments such as Tribal Planning, National Council, Health Department, Housing Department, and Lighthorse Police Office.

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Some students have selected Creek Chartered Communities including Duck Creek, Glenpool, Morris, Okmulgee, and Weleetka.

Projects such as power points that explained the goals and procedures of the National Council; tribal election candidate forums organized by students; and assisting a community in the process of becoming a chartered community were provided. Other activities involved volunteering in libraries, assisting in summer youth camps and preparing Native language curriculum materials. This sampling of projects students have chosen for their service learning shows the broad scope of activities. From education to becoming employed in a casino or a tribal program, service learning has become very important to these students; a capstone highlighting their academic program.

Public Acknowledgement of Student Achievement

The CMN Website, the Tribal College Journal (TCJ) and the Muscogee Nation News are all important venues in which student achievement is acknowledged. The college's website features news stories regarding a variety of achievements, including the following:

- Mvskoke Community Gardens Service Learning Project: On Good Friday, April 22, 2011 the students of the College planted their first Mvskoke Community garden.
- Alumnus working with Choctaw Language Revitalization Program: Alumni Adrian John and his co-worker Brandon Whiteeagle paid CMN a visit on Wednesday, July 6, 2011 to speak about the importance of language classes.
- Graduation: For the first time, the new campus of the College hosted CMN's third graduation ceremonies on April 22, 2011.
- Cedar Flute Recital: CMN Cedar Flutemaking class performs with flutes handmade in the Spring of 2011—not only did they learn to make their flutes, but also played.
- Poetry Contest Winner: Tribal Services and Native American Studies major Tricia Fields is published in the Tribal College Journal.
- Native American Student Association (NASA) Activities: The National Holiday Parade Award, Council House Hymn Singing, Canned Food Drive, ONASHE participation are just a few of the NASA Activities that are an important part of CMN.
- Organizing and facilitating the Muscogee (Creek) Nation Principal Chief candidate forum: Spring 2011 Tribal Services Students facilitate forum for upcoming election for MCN's Principal Chief.
- Voter Registration Drive: In conjunction with the candidate forum, Spring 2011 Tribal Services Students assist over 50 Muscogee (Creek) citizens to register to vote in the 2011 election.

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Figure 11. *Cvpofuce Vhocetv*



Above: Working in the Garden, Spring 2011 (*Pictured Left to Right: Chelsea Artussee, Daniel Roberts, Mia Torres, Mekko Tyner and Conner Matheney*). Right: CMN Poet, Tricia Fields, Fall 2009.

Core Component 4b: *The organization demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry are integral to its educational programs.*

General Education for Associate Degrees

General Education coursework is the cornerstone for the degree programs. The purpose of the General Education component of all degrees at CMN is to prepare students to be lifelong learners and gain a broad, interrelated appreciation of cultural, economic, political, tribal and social contexts. Students participate in broad and extensive experiences, which are both rich and important in preparation for living in a tribal and democratic society. Based on the traditional distributed curricula (15 semester credits for technical associate's degrees, 24 for transfer associate's degrees), each of the degree and certificate programs meet the General Education requirements.

Taken as a whole, General Education courses provide the opportunity for the development of individual talents and a satisfying educational experience at the College of the Muscogee Nation. Students completing the General Education component will:

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- Communicate effectively with written, oral and visual communication skills and become more proficient in a Native language.
- Demonstrate a proficiency and ability to engage in the processes of intellectual inquiry and quantitative reasoning.
- Articulate the values inherent in Native culture and to be aware of other cultural traditions, values, and beliefs.
- Recognize complexities of citizenship and processes for making informed choices as engaged tribal citizens in a diverse world.

Each degree's General Education Component requires that students' complete 27-39 general education credit hours depending on the degree program in addition to the core and specialization requirements. These requirements exceed the commonly accepted minimum program length of 60 semester credits for an Associate's Degree. Semester credits are based on the standard of 800 minutes of instruction per credit hour.

These courses establish a framework for the curriculum that supports their academic preparation for the degree they are seeking. The rationale for the general education requisites is to foster intellectual growth through informed understanding and critical thinking skills. The Philosophy of General Education is included in the Catalog and in the Faculty Handbook.

Student Awards

The Native American Student Association (NASA) is an organization for Native American students to take part in traditional activities, fellowship together, while reaching out to the college and local communities. NASA became an official OSUIT/CMN student organization July 1, 2008. The organization gives Native American students a support system to help them through the college experience as a social outlet. In 2009, NASA received the Outstanding Student Club Award at the OSUIT President's Round Table Luncheon on November 4th. "We know what we can do," commented Tenetke Harjo, NASA President, "now everybody else knows what we can do." The club earned the award by hosting more campus and community events, with more member participation, than any of the other 18 organizations on the OSUIT campus. NASA took part in 35 total activities over the past year, including

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co-hosting a powwow, constructing floats for two parades, setting up booths at Carnifall and Relay for Life, creating two teams to walk in the Relay for Life, volunteering at the Native American Musical Festival in Tulsa, attending two higher education conferences, giving stickball and stomp dance demonstrations, and holding several fundraising events such as Indian taco sales and raffles. The Native student organization's 13 community-wide events were 6 more than any other club at OSUIT.

NASA members have actively attended the Oklahoma Native American Students in Higher Education (ONASHE) meetings and participated in many conference activities. ONASHE sponsors statewide meetings throughout the academic year for all Native American students to become familiar with each other. Most recently, CMN students have continued to bring home awards: for the Spring 2012 meeting, CMN was honored by the 2012 Outstanding Organization award, 2012 Up and Coming Female Leader (Amber Lankford), and the 2012 Up and Coming Male Leader (Conner Matheny). In Spring of 2011, CMN Student Dustye Monahwee was honored by being presented with the 2011 Bradley H. Wahnee Award. In September 2010, CMN students were thrilled to learn that they had won awards for both the 2010 Chili Cook-off Award (recipe by Windell Alfred) and 2010 Storytelling Award (Raychelle Flake). Additionally, at the previous ONASHE Conference in 2009 awards include the 2009 Outstanding Organization, 2009 Up and Coming Female Leader (Sanica Lining) and the Bradley H. Wahnee Memorial Award (Amy Williamson).

Figure 12. *NASA Receives 2009 Outstanding Student Club Award*



OSUIT President's Round Table Luncheon November 4th, 2009.
Pictured L to R: Dustye Monahwee, Sanica Lining,
Tenetke Harjo, Raychelle Flake, and Amy Williamson.

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The students of the College of the Muscogee Nation represent the institution in a professional manner reflective of the core values. Academic awards are bestowed upon students who portray CMN and Muscogee (Creek) values of honor, integrity, responsibility, humility, and wisdom. The Registrar's Office has awarded 27 students from Spring 2008 to Summer 2011 with a certificate in recognition of being named to *Vrakkuecetv Etohkvlketv* (Honor Roll) for maintaining a 3.5 grade point average upon graduation. Additionally, the Registrar's Office has awarded 22 students from spring 2008 to summer 2011 with a certificate in recognition of being named to *Nakcokv Mvhakv Svhlwecvt Ohhecv Vrakkuecetv Etohkvlketv* (President's Honor Roll) for maintaining a 3.75 grade point average upon graduation.

Opportunities for Co-curricular Involvement

As stated in the Student Handbook, individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. Students have the right to assemble, to select speakers, and to discuss issues of their choice. However, CMN Faculty/Staff will ensure a reasonable time, place, and manner restrictions are set in order to maintain the regular class schedules and the rights of other students on campus.

Student life offers student-centered services necessary to provide an environment that supports positive individual growth while encouraging participation of our students through social, recreational, cultural, civic, and wellness activities. One example is the presentation, open to the public, scheduled on Wednesday, February 22, 2012 by Ron Graham entitled: "The Freedmen Saga in the Dawes Commission" in observance of African-American History Month. This is an integral part of the campus setting to encourage exploration of a breadth of knowledge and learning opportunities to coordinate with curricular learning.

The Native American Student Association (NASA) enhances student development and initiative. NASA provides opportunities for students to share cultural experiences with students that have common interests. In conjunction with NASA students participate in off-campus co-curricular activities such as the

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American Indian Higher Education Consortium (AIHEC) and the Oklahoma Native American Students in Higher Education (ONASHE) Conferences. Students attending these conferences also participate in the annual hand game and knowledge bowl competitions. Students are encouraged to accept leadership positions for planning and participating in these state and national student organizations.

Most recently four CMN students and the Dean of Academic Affairs attended the 2012 Winter American Indian Higher Education Consortium (AIHEC) Meeting, in Washington, D.C. from February 13-16. The purpose was to meet with the Oklahoma state congressmen in order to advise them of Tribal Colleges and Universities' (TCUs) priorities and garner their support for TCU funding. Meetings were scheduled with Oklahoma Senators Jim Inhofe, Tom Coburn and House Representatives Dan Boren and Tom Cole. This experience provided an excellent opportunity for the students to not only understand the legislative issues concerning Tribal Colleges and Universities, but to get involved in matters that impact the sustainability of TCU's. The students took advantage of their meeting time with the congressmen to educate and update them in regards to Tribal Colleges by providing the elected officials reports on the "pulse" of their constituents. These students' advocacy efforts allowed their voices to be heard and will possibly contribute to legislation that can shape the future of TCUs. This annual meeting was an excellent co-curricular opportunity for CMN students to practice and strengthen their civic responsibilities and leadership skills.

Information Literacy

According to the American Library Association, the ability to recognize the need for, find, access, and utilize information is a vital skill for those living in the 21st century. The College of the Muscogee Nation (CMN) is dedicated to ensuring our students are equipped to not only live, but to excel in the Information Age. The library presents information literacy instruction by providing library tours, electronic database and plagiarism workshops in a variety of classes. Ensuring new students receive information literacy instruction is accomplished by providing all sections of the College Cornerstone class with information sessions led by the librarian.

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In the 2010-2011 academic year, the library has provided seven classes with information literacy instruction. The library continually assesses the effectiveness of its information literacy instruction by having students anonymously rate how helpful the sessions are and provide feedback on a paper **Assessment of Information Literacy Instruction** form. Utilizing the assessment results allows the librarian to make timely changes in the information literacy sessions. The instrument, which is administered at the end of each presentation, is one page and takes no more than five minutes for students to complete.

The instrument has five Likert-style items, one closed-response, and one open-response item for which students can rate the instruction. Following are the items that are included in the instrument:

Likert (*Strongly Agree, Agree, Undecided, Disagree, or Strongly Disagree*)

1. The presentation was:
 Interesting
 Organized
 Useful
2. I am more comfortable using the Library resources:
3. I believe I will use the Library more frequently:

Closed-response

4. I currently use the Library for:

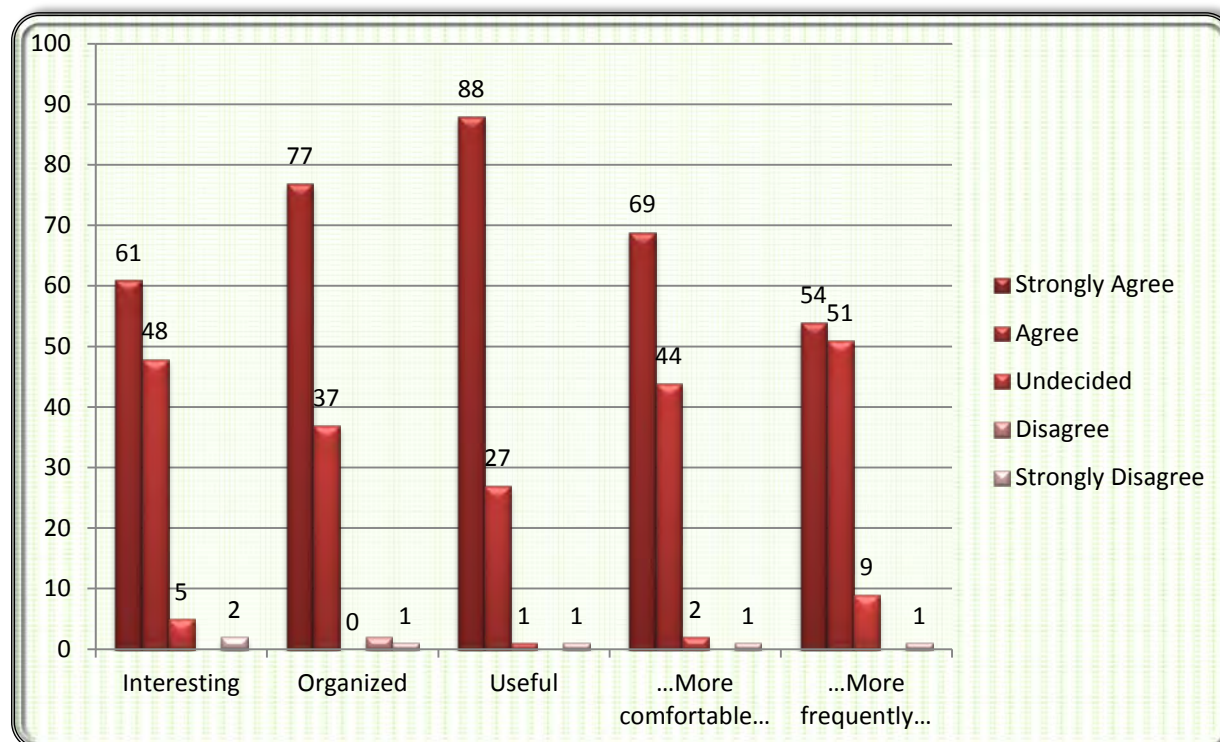
Open-response

5. Other comments:

The Assessment was administered to 129 students in the Summer and Fall terms of 2011. In general, the responses were very favorable. The item on the instrument that received the highest rating was that the training was useful. The next highest rated items were that the presentation was well-organized and that students were now more comfortable using the Library resources. Students also indicated at a lesser level of agreement that the presentation was interesting and that students believe they will use the Library more frequently. Following is the chart that summarizes the results from the Information Literacy Training Assessment.

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Chart 8. *Student Evaluation of Information Literacy Training Usefulness*



By providing instruction in how to best utilize the library's on-site collection, academic databases, and materials available through Inter-Library Loan, students are better prepared for the academic requirements during their time at CMN and these information literacy skills increase the student's access to learning and inquiry. The library connects with Muscogee culture, values, language, and self-determination by providing students with access to culturally relevant materials and displays of Muscogee artifacts, regalia, and books.

Creating a positive learning environment by welcoming students in their native language "Hensci!" (Hello!) and offering support and encouragement reinforces students when utilizing the library's resources. This learning environment and the connection to students' cultures, values, and languages all foster life-long learning. Currently, most CMN classes require some type of research/library component, further increasing opportunities for information literacy instruction.

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We will remain dedicated to strengthening the scope and frequency of opportunities to educate and support the information literacy of CMN students via continued classroom and library training workshops. In addition, the library will continue to increasingly align its information literacy instruction with the Association of College and Research Libraries' standards.

Core Component 4c: *The organization assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.*

Needs Assessment

Prior to the tribal college opening its doors, the feasibility and basis of the curriculum was assessed through a needs survey of tribal citizens. In 2003 the Tribal College Work Study Group agreed that the future college should be based on the survey results for identifying preferences of the tribal population when considering tribal college attendance. Specific information relating to the need and design of the curriculum was incorporated into the instrument so that citizens participating in this study not only helped to document demographic characteristics of potential students but also provided information relating to academic choices and student service needs.

The development of the academic curriculum and student service programs were designed to be consistent with the needs expressed by the Needs Assessment respondents. For example, college finance related items were a primary need issue. Specifically, receiving financial aid and distance from home to college were major factors affecting whether or not they would attend college. Their responses imply that the familiar cultural environment increases potential students' comfort in a college setting and may have affected their choice to attend the Tribal College, as well. For the respondents, academic issues were also a factor of need, but not rated as high as money-related items. Business related courses were preferred by a clear majority of those responding to the survey.

Curriculum decisions were affected by responses of survey participants from the two most highly populated counties, Okmulgee and Tulsa and from the rural counties within the tribal jurisdiction. Tribal citizens from the more populous areas selected courses in the business major, implying that the

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availability of private sector employment influenced their choice of courses. On the other hand, in the rural counties, tribal citizens selected health related majors, indicating a relationship between academic courses and availability of employment, since rural counties tend to have hospitals and clinics that need health professionals. Other courses that were selected by the respondents included education, engineering, fine arts, psychology, and natural resources. These were almost equally distributed. The results from the assessment generated three considerations to guide us in our curriculum choices:

1. The curriculum for the tribal college should have academic degree programs in business and health that is sensitive to tribal needs.
2. The success of degree programs will be determined by the ability of tribal graduates to obtain employment and/ or the marketability for their careers.
3. The tribal college will have the ability to support tribal identity and to bring together groups of students who share similar academic ideals. In the same instance, the curriculum will be of high quality and accredited.

From the very beginning, this proactive approach of matching citizen needs identified in the survey with curriculum design was critical in building usefulness into our programs of study. Now that we are experiencing the fourth annual graduation of our students, the opportunity to evaluate the efficacy of the educational experiences we provide by how well-prepared alumni are when they enter the workforce. This is the next step in validating the usefulness of the curriculum.

Curricula

Degree plans are composed of three curricula groups: 1) General Education, 2) Core, and 3) Specialization. In General Education, students will experience courses relating to basic skill competencies for communication, problem solving, and computation. These courses are a prerequisite for satisfactory performance in upper level classes and in promoting lifelong learning. Core courses are required common subjects relating to the degree that will provide a fundamental knowledge base for the specialized coursework. As a student's studies become more clarified in the Specialization, courses focus more on preferred career interests within the degree program. The design of the curricula is to provide an

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intentional transition between the three groupings of subject matter that will advance students through logical progression of studies from General Education to Core to Specialization.

The curriculum is such that it exposes students to global issues, a diverse society and the world of advanced technology. Further, at the College we believe that the Service Learning Course of the Degree Specialization will contribute to a student's ability to participate in the communities in which they live and work and become lifelong learners: thus, we not only teach subject matter but provide experience working in communities. Our faculty and staff also support a students' ability to learn and their abilities to engage in relationships that strengthen community – in all settings, including their professional and civic lives.

It is our goal to maintain the rigor of all courses offered whether on the main campus, at Creek communities, or online courses. For courses on the main campus and in Creek communities, instructors follow approved syllabi that determine course competencies, assessment of competencies, course activities, assignments, grading scales, and the course outline. For online courses instructors follow a standard syllabus, operational support and training of the Course Management software (D2L) and regular communication/feedback between students and instructors relating to discussion boards, assignments, and tests. A critical feature is that students have more laboratory time to view and review language curriculum through the online classroom. All courses/instructors are evaluated by the students.

Our learners are more likely to flourish when one has opportunities to experience success in a supportive and respectful environment. Experiences outside the curriculum like college work study opportunities that CMN provides, are sometimes students' first experience with work, result in most of the student employees developing not only their academic and professional skills, but also their work habits and ethics. Together, the curriculum in addition to other college experiences, offer a student an excellent opportunity to develop as a whole person, make positive contributions to themselves, their families and their communities, and achieve their career goals.

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New Program Request

The purpose of the **New Program Request** (see **PIF Appendix 19**) is to assess its usefulness and whether or not we have the resources to deem a program feasible. Community support and demand for the program are grounded in the Needs Assessment (see previous sections) and the determination that the proposed program serves the mission of CMN. The Curriculum must have clear goals and objectives in addition to course descriptions and academic standards. Members of the Curriculum Review Committee include the Dean of Academic Affairs (Chair), Regents Director of Institutional Effectiveness, Faculty Representative, and the Librarian.

The form that CMN has adopted is approved by the Oklahoma State Regents for Higher Education and is intended to present evidence that the proposed degree program embodies the viability and higher learning mission of the institution. In addition to the succeeding considerations mentioned above, there are specific features to consider. These include unnecessary duplication, faculty requirements, cost and funding of the program, the process for program evaluation and assessment, in addition to the evaluation plan for the proposed program. The CMN Gaming Degree Program is an example of a successful request. While other program feasibility is based on the Needs Assessment results and were approved by the Board of Regents, New Program Requests were not submitted for the Police Science, Native American Studies, and Tribal Services programs.

Actions in the approval of new programs are “subject to a stipulation regarding the program’s ability to attain specified goals that have been established by the institution ” and must contain education components situated within tribal contexts. This distinguishes our curriculum from other public institutions. More specific features that are a priority for CMN programs include that course descriptions have information literacy requirements to prepare students to be proficient in technological skills required in almost every work setting.

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Course Evaluations

Course evaluations are an opportunity for students to provide evaluative feedback relating to the course(s) in which they are enrolled. Considering that students are the best source for determining the usefulness of courses offered, the survey responses are considered in that perspective. In particular, the usefulness of a course is determined through a calculation of the Cumulative Weighted Mean of overall responses that consider several aspects of course instruction. Overall survey responses for 2010 Fall, Spring and Summer terms revealed the following:

Table 16. *Survey Responses for Academic Year 2010-11*

Year/Term	Weighted Mean*
2010/Fall	4.61
2011/Spring	4.64
2011/Summer	4.61
Cumulative	4.62

*Weighting of 1 for Strongly Disagree on a continuum thru 5 for Strongly Agree

Responses to the items on the survey indicate students believe the course has a high degree of usefulness, indicated by a Cumulative Weighted Mean of 4.62 for one year. For individual faculty members this process is an excellent opportunity to review student opinions of their course and instructional delivery and, in this case, the usefulness of the class. Instructors are encouraged to modify their instruction consistent with the feedback received from students, thus improving their quality of instruction.

Mentors

An excellent example of the college offering a useful curriculum and preparing students for the society in which they will work is evident in the mentoring program of the tribal casino. In consultation with the tribal college, the Creek Nation River Spirit Casino planned and organized a mentor program for

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employees. The program consisted of two basic requirements for participants who were students of CMN and employees of the casino. First, with an emphasis on broad casino work experience, participants are exposed to different major functions of the casino by shadowing managers of respective departments. The second component requires the participant complete their CMN associate in applied science degree in Gaming while continuing the mentor aspect of the program. Within the 2011 academic year, three program participants will graduate and their employment with the casino will be upgraded.

Another activity relating to this specific core-component is provided in the tutoring program. In 2010 the college received \$25,000 in funding for tutoring services. Within the program, the college provides mentor tutors who live in the community and are selected for their work experience and college degrees. Development of this aspect of the tutoring program was designed to give students an opportunity to work with successful professionals while being tutored. For many CMN students, this arrangement facilitates their contact with a person who has these qualifications and experience. This project was planned to help further a student's experience and preparation for a global, diverse and technological society through tutoring services.

Tutors

With the initiation of the JOBS grant, one of the first tasks was to select tutors that would be effective in their work with CMN students. A Bachelor's Degree and/or relevant experience in the curriculum in which they are tutoring served as criteria for screening mentor tutor applicants for this position as well as experience in tutoring. The primary intent of the selection was to find someone who has a successful career, work experience and use their work background for the benefit of students in the tutoring program. Observation of the selected mentor tutors have revealed that they are at ease in working with students and have established positive relationships. As experienced educators they have the ability to break down material which helps students grasp subject concepts.

Peer Tutors must be enrolled CMN students and must demonstrate scholastic ability as documented by a minimum GPA of 3.0. Applicants for this position provide an unofficial copy of their

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academic transcript, documenting that their earned GPA in the area in which they wish to tutor meets minimum criteria, and a letter of recommendation. An interview with the applicant is also conducted to determine if their academic experience would be an asset to the tutoring program. Observation of peer tutors have revealed that they are able to establish positive interaction with peers, have a familiarity with the course curriculum and instructors and are accessible to students.

Gaming Advisory Committee

In 2006, a Gaming Advisory Committee was formed for the purpose of assisting with the design of the Gaming Associate Degree and Certificate Programs and to determine feasibility and need for the program. Members of this committee represented the college, Tribal Gaming Commission and management of the Tribal Casinos.

Planning meetings were held to discuss the feasibility of the degree, review other college gaming/casino degree programs, and conduct a needs assessment of casino employees. Based on results from the planning meetings, a curriculum discussion was held to select courses for the degree Core and Specialization. A New Program Request was completed and submitted for approval to the Oklahoma State A&M Regents and the Oklahoma Regents for Higher Education, the coordinating board for all colleges and universities in Oklahoma. Approval was received for the degree in 2007. The CMN Gaming Advisory Board concluded its responsibilities and will reconvene at a later time to review progress and performance of the degree.

Core Component 4d: *The organization provides support to ensure that faculty, students, and staff acquire, discover, and apply knowledge responsibly.*

Student Handbook

The College of the Muscogee Nation maintains current publically-stated policies and procedures in the Student Handbook . Policies that define the responsible use of knowledge include:

- FERPA
- Student Rights and Responsibilities
- Student Code of Conduct

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- Due Process
- Computer Usage Policy
- Admissions, Registration, Financial Aid and Graduation

The Student Handbook outlines student rights and responsibilities with regard to student conduct and academic integrity. The Student Handbook is also a guide to access resources necessary to support learning and teaching. Students are expected to respect the rights and property of the College of the Muscogee Nation as well as the rights and property of fellow students. Traditional *Mvskoke* teachings charge us with seeking the virtues of *Vrakkueckv* (respect), *Fvtcetv* (integrity), *Mecvlke* (responsibility), *Eyasketv* (humility), and *Hoporenkv* (wisdom). These core values promote the responsible and ethical use of knowledge. The Student Handbook defines Academic Misconduct as: includes, but is not limited to, dishonest conduct during completion of assignments, examinations and tests, plagiarism, disruption of instructional activities, and altering of any student academic records.

The Student Handbook is available online and paper copies have been distributed to students, faculty and administrative staff. A laminated copy is located in the Library, in which the Librarian is available to provide guidance in the use of the information contained therein; and/or to check out for in-library use.

Faculty Handbook

The College **Faculty Handbook** is the primary policy document relating to Faculty in its role of carrying out the instructional function of the College. The handbook, which communicates details of faculty responsibilities and organizational procedures necessary to support instructional effectiveness, is provided to faculty at the beginning of their employment. With the issuance of the Faculty Handbook to all fulltime faculty each instructor has access to existing procedures and right to due process, in addition to the faculty council bylaws and the handbook amendment/revision processes.

Under *Academic Responsibility* in the Handbook, it is recognized that Faculty members have responsibilities to their discipline and to the advancement of knowledge in general. It is understood that they shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge

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and practice intellectual integrity. Most importantly, faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning independence of mind while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as an intellectual leader and counselor.

The document provides guidance to those who have the crucial responsibility of teaching and who have essential leadership responsibilities at our institution; however, it defines limits for applying knowledge responsibly. Faculty members are the core of the College, and this role is substantiated in the policies of the handbook. Both the Faculty Handbook and the Faculty Council provide a foundation supportive of the basic tenets of Higher Education, such as academic freedom.

Academic Dishonesty

Academic dishonesty is defined to include but is not limited to dishonest conduct in the completion of assignments/tests, plagiarism, disruption of instructional activities and altering academic records. At CMN, academic life is based on *fvtcetv* (integrity), one of our core values. Academic dishonesty is a blatant disregard toward all five of the Core Values of CMN and is not tolerated. Because academic dishonesty can have detrimental effects on the reputation of an academic institution, CMN deals with it very seriously. In doing so, CMN provides its academic dishonesty policy via hard copy and the CMN website to its administrators, faculty, staff and students, current and future, through the *2010-2012 Catalog*, and the CMN *2010-2012 Student Handbook*. Also, all faculty have a section regarding academic dishonesty in their *syllabus*. These documents clearly state the established policy and procedures of CMN regarding academic dishonesty, although to date, there has not been an occasion to initiate these procedures.

If faculty knows that academic dishonesty has occurred, then said faculty member has three (3) courses of action. One, faculty can give the student a “zero” grade on the assignment/test, require the student redo the assignment/test, or require the student complete an additional assignment/test. Two, faculty can request that the student be dropped from the class by providing written recommendation to the

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Academic Dean describing the occurrence(s) and providing supporting documentation. The request shall also state what grade the student should receive, a failing grade (F) or an administrative withdrawal (AW). Three, in cases of extreme or recurrent occurrences of academic misconduct, faculty must request that the student be suspended from CMN by submitting a written recommendation to the Academic Dean describing the incident(s) with supporting documentation. If faculty has recommended to the Academic Dean either option Two or Three above, then it is the responsibility of the faculty member to inform the student and advise the student as to what course of action will be taken. If the student believes that the charge of academic misconduct is unwarranted, then the student has the right to appeal the action.

If the student wishes to appeal the charge of academic misconduct, the student must file a written appeal. The appeal must be filed within ten (10) working days of notification and submission of said charge to the Academic Dean. A committee consisting of the Academic Dean, two (2) faculty members and a student member hear the appeal, and both the student and faculty member shall be present during said hearing. After the hearing, the committee will issue its decision in writing and provide said decision to both the student and the faculty member.

Student Rights and Responsibilities

When a student attends CMN, he or she has an opportunity to become acquainted with traditional Mvskoke values, including CMN's Core Value of *vrakkueckv* (respect), and with the Student Rights and Responsibilities that have been adopted by the CMN Board of Regents. These are also in direct compliance with policies established by the Oklahoma State Board of Regents of Higher Education. Since this is the first time away from home for many of our students, we want them to be aware of what we expect from them and what they can expect from us.

While at CMN, students have the right to observe religious and cultural beliefs, the right to intellectual freedom, and the right to due process. At the same time, CMN expects its students to attend class on a regular basis, refrain from deception and academic dishonesty, and adhere to the standards of student conduct. In addition to privileges, regulations are also contained within the student rights and

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responsibilities. A student's unfamiliarity with the established student rights and responsibilities is not a reason for the student to engage in inappropriate behavior. Behavior is the responsibility of the student. Any and all inappropriate behavior will be handled by the applicable functional department. At CMN, we want our students to grow not only academically, but also individually in our student-friendly tribal college atmosphere.

Muscogee (Creek) Nation Personnel Policies (Adopted)

The College Board of Regents adopted **Personnel Policies and Procedures** from the Muscogee (Creek) Nation (MCN) at its first meeting February 2005. In order to promote employee awareness of the policies and procedures, an Employee Handbook (pocket-size) highlighting those areas that affect day-to-day employment is given to each new employee at orientation. The policies and procedures are updated regularly to stay current of any changes in law and to safeguard the integrity of employee rights. Any changes that are made are sent electronically to all department managers who then provide copies to employees as needed.

The CMN shared drive, accessible to each and every employee, provides a complete Policy and Procedure Manual and makes related forms available to employees for such activities as purchasing, leave, etc. The ease of accessibility of these policies is important as CMN is a new institution and faculty and staff may need to refer to the documented policies more often in order to become familiar with them.

Computer Usage Policy

CMN is committed with protecting the tenets of intellectual freedom and providing students with the tools necessary for scholarly pursuits, while protecting the rights of others. Computers are available for student use in the library. Laptop computers are also available for student use and may be checked out from the library. The effective application of the Computer Usage Policy is supported by the Information Literacy training and orientation, which is a required component of CMN's English Composition I and College Cornerstone courses in addition to the Computer Literacy and Applications course.

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When students enroll, they are required to read and sign the Internet, E-mail, and **Computer Usage Policy** agreement before access is granted. The library retains a copy of each student's signed policy agreement. A copy of the agreement will also be placed in each student's file in the registrar's office.

Use of CMN's computers, networks, and Internet access is a privilege granted by the college. Any student who violates the Computer Usage Policy may have his or her network ID, password, and/or E-mail address removed from the server without notice. Students who violate the policies may also be referred to legal authorities if deemed necessary.

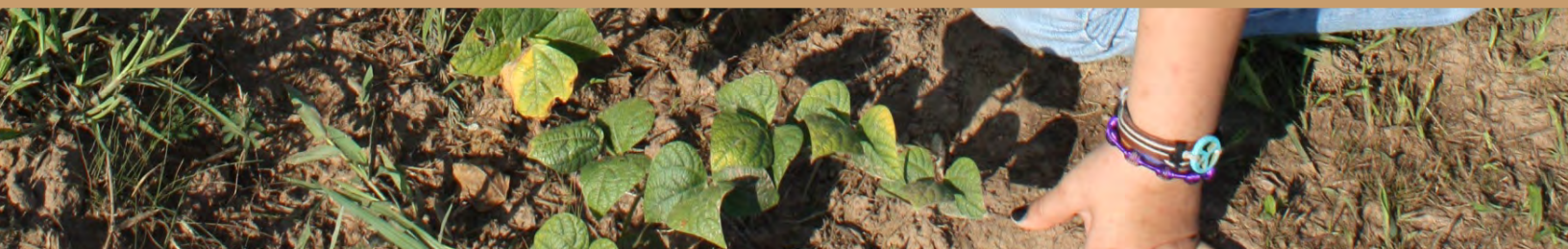
Institutional Review Board

An Institutional Review Board has been established to determine if requests for research abide by professional standards of conduct and practice. Therefore, an **Institutional Review Board (IRB) Handbook** for guidance in this determination process was adopted July 26, 2010 by the Board of Regents for appropriate guidance of the IRB. Members of the IRB Committee follow the procedures that reflect federal regulations listed in Title 45 Code of Federal Regulations Part 46 (45 CFR 46) Protection of Human Subjects. The College is guided by the principles set forth in the Belmont Report and the requirements of the Code of Federal Regulations (45 CFR 46).

Approval for conducting research with human subjects must be obtained from the IRB prior to the recruitment and any involvement of subjects. Faculty, adjunct faculty, staff or other researchers outside the institution who wish to undertake research involving human subjects as part of their duties, and students who wish to conduct research as part of class requirements shall be subject to the same rules regarding IRB submission of their research proposal. It is policy that the research results will be shared with the College of the Muscogee Nation.



ENGAGEMENT AND SERVICE



Criterion Five: Engagement and Service

Criterion Five: Engagement and Service

***Core Component 5a:** The organization learns from the constituencies it serves and analyzes its capacity to serve their needs and expectations.*

Needs Assessment

An analysis of tribal citizen respondent data from the Needs Assessment was conducted to develop the degree programs and set priorities for developing the College. Three hundred eighty-six (386) individuals participated from the majority age range between 18 and 35. All of the counties (tribal districts) were represented.

The majority of respondents was female, from the traditional college going age group of 29 years of age or less, and had accomplished an education level that could be considered pre- college and indicated that they were ready for college attendance. Most respondents had the potential to be candidates for degree programs, many of whom noted they would attend a tribal college.

Following is a list of Findings generated by the Needs Assessment Study and the CMN Response to those Findings:

- 1) Financial aid must be accessible and adequate for students attending the tribal college including federal funding as well as tribal and private scholarships.

CMN Response to need: In the current budget \$912,013 has been provided for a scholarship fund for Muscogee (Creek) students and tuition/books/fees for other Native students. Work study positions are also available. All students are required to complete a FAFSA application.

- 2) The tribal college will have the ability to reinforce tribal identity and to bring together groups of students who share similar academic ideals. In the same instance, the curriculum will be of high quality and accredited.

CMN Response to need: Degree programs include Muscogee Language in General Education requirements and Native /Tribal Specific Courses in the Degree Core.

- 3) Courses from the tribal college should be offered in a location that minimizes distance from home of the majority of students and minimizes the amount of travel to attend classes.

CMN Response to need: The Tribal College has been located in Okmulgee at the center of the Muscogee Nation and is easily accessible.

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- 4) At a minimum, the curriculum for the tribal college should have academic degree programs in business and health that is sensitive to tribal needs. Other degree programs should be considered as the tribal college matures and becomes more established.

CMN Response to need: Degree programs have been designed for tribal staffing needs.

- 5) The success of degree programs will be determined by the ability of tribal graduates to obtain employment and/or the marketability for the higher level careers. In addition, a student must be given an opportunity to upgrade their skills and to reach their individual potential.

CMN Response to need: Not only have degree programs been designed for tribal manpower needs but the hiring practices of the MCN states that the tribal college will be given equal consideration as accredited institutions are given in the hiring process. CMN will sponsor a Resume Writing Seminar, Interviewing Skills Training, and Career Day for all students and alumni seeking employment with the Muscogee Nation. Currently the College has several alumni employed in tribal programs or enrolled in bachelor degree programs.

As the College has progressed the importance of the Needs Assessment has been recognized and has provided the necessary guidance in decision-making. With the results CMN has been better prepared to address the needs of its students. In addition, the first needs study has been supplemented with survey data for proposals to fund service and capital needs of the College. For the future, the initial Needs Assessment will be replicated to provide up to date data for evaluation and analysis.

Tribal Government Relationship

Four points of relationship exists between the College and the tribal government. The first two points are the Committee for Human Development of the National Council and Principal Chief of the Executive Branch, both of whom the College maintains a line of communication to each. The third point is the Administration, under the umbrella of the Executive Branch, which provides a close relationship with the tribal programs that provide services to CMN students. The fourth point of relationship is the Creek Chartered Communities composed of tribal members who have regular contact with the College through their elected officers and their students who attend CMN.

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Classes for Tribal Communities

It is the goal of the College to serve Muscogee citizens throughout the area by taking higher education to the tribal communities. For tribal communities taking the initiative to request classes in their community centers, the College has a policy established for their requests. When a community requests a class it must be supported by a documented interest and need. Classes must have at least 10 students and a site for the class. The community assists in finding an instructor with qualifications to teach the course. Instructional systems and academic programs within the College are thus coordinated to meet the needs communicated to CMN by its constituencies.

Core Component 5b: *The organization has the capacity and the commitment to engage with its identified constituencies and communities.*

Community Engagement

The College of the Muscogee Nation provides opportunities for local communities to experience the College through various outreach events such as high school recruitment, open house, and the campus building dedication. The College website www.mvsktc.org/contact.html is also an effective way of engaging the community by providing faculty and staff telephone numbers and email addresses. Personal contact includes representatives of CMN routinely making visits to local high schools to talk with students about admissions, financial aid, and degree programs. The Dean of Student Affairs schedules tribal higher education programs to tour the CMN campus.

Chart 9. *Selected CMN Campus and Community Events since Dedication Ceremony*

Term	Year	Event	Organization
Fall	2011	CMN Dedication/Grand Opening Ceremony	College of the Muscogee Nation
		Meeting/Tour	Okmulgee Area Development Corporation
Spring	2011	NASA Meetings	Native American Student Association (NASA)
		SMARTBoard Training	SMART Technologies
		Custodian Training	Murphy Janitorial Supply
		Training	AED Emergency Management
		Training	ATT

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		Tour	Okmulgee Rotary Club
		Meeting	Ted Tamage, Telephony Department MCN
		Meeting	Signs Today
		Meeting	Bixby Telephone Company
		Meeting	Suddenlink
		Graduation Committee Meeting	CMN
		Technology Grant Meeting	Dr. Henry Neeman, OU
		CMN First Onsite Graduation	CMN
		Shots Fired Training	Devon DeBock, OSU Institute of Technology
Term	Year	Event	Organization
		Website Meeting	Sywan Shih, OSUIT
		Data Retrieval Training	EMPOWER
		Meeting/Tour	Leadership Okmulgee
		Audit	Arledge & Associates
		Flute Recital	CMN Flutemaking Course
		Blanket Presentation Honoring of Dr. King	CMN Faculty
		Tour	Michael Green, Author
		Meeting	Peak-Up Time, Travis Flake
		SAP Processing Training	EMPOWER
		Tour	Clark County, Las Vegas, Nevada, School District
		Employee Training	River Spirit Casino
		Data Base Research & Library Tour	Oklahoma Library Association's Tribal Libraries
Summer	2011	Training	Oklahoma State Department of Libraries
		Seminar	Pawnee Nation College
		President Bible Interview	Tulsa People Magazine Interview
		Employee Training	River Spirit Casino
		Meeting	Oklahoma Diversity Officers and Practitioners Consortium
		Meeting	MCN Tribal Health
		Meeting	Kiowa Gaming Commission (KOBCC)
		Tour	Eufaula Dorm Committee, MCN
		iPad Training	Richard Harley, IT Manager, CMN
		Native American High School Students Tour	Oklahoma India Missionary Conference N.E. Region
		Meeting/Tour	Jim Thorpe Foundation
		Sign Up	Keepseagle VS. Vilsack Class Action Suite
		Tour	Lou Watkins, Oklahoma Regents for Higher Education
		Meeting	Joe Mitchell, Natural Resources Conservation Program
		Poarch Creek Youth Tour	Poarch Creek Youth, Florida

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		Wireless Access System Meeting	Mike Shumaker, Simplex Grinnell
		CPR Training	James Nichols, MCN
		Tour	Rehoboth Baptist Church, Perry GA.
		FAFSA Workshop	CMN
		Steering Committee Meeting	OSUIT/CMN Administration
		Voter Registration	MCN Election Board
		Meeting	Ted Tamage, Telephony Department MCN
		Employee Training	River Spirit Casino
Term	Year	Event	Organization
		Tour	Kickapoo Tribe of Oklahoma College Immersion Camp. Program Director, Jamie Trevino
		Tour/Visit	John Gritts, US Department of Education William Mendoza, WHITCU, and Helen Littlejohn
		Tour	Youth Wellness Program, MCN
		Meeting	Dr. Jerry Bread, OU
		Tour	Norman Public School
		Visit/Tour	Eastern Oklahoma Workforce Board
		Art Presentation	Marybeth Nelson, Artesian
Fall	2011	Grand Opening of Student Housing	CMN
		Continuing Education	RiverSpirit Casino
		Meeting	Nationwide Communications
		Nicaragua Delegation Tour/Visit	Tulsa Global Alliance
		Newsletter Meeting	Division of Health MCN
		Meeting/Tour	Dr. Phyllis Fife, Native American Studies, NSU
		FAFSA Workshop	CMN
		Website Meeting	Sywan Shih, OSUIT
		Student Housing Billing Meeting	CMN
		Visit/Tour High School Seniors	Porter High School Seniors
		Tour/Workshop	Native American History Library
		Tour	OSUIT Administration
		Electronic Data Base Workshop	Utilization of Community Resources Course
		FERPA Training	Registration Office
		Steering Committee Meeting	OSUIT/CMN Administration
		Visit/Tour	Oklahoma Library Association Tribal Libraries AD Hoc Committee
		Newsletter Meeting	Division of Health, MCN
		Meeting	Ted Tamage, Telephony Department MCN
		Meeting	Carla Firestone, COX Communications
		Preliminary Info Form Meeting/Tour	Pawnee Nation College
		Program Meeting	Dr. Britten Gildersleeve, OSU Writing

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			Program
		Meeting	Indian Country Interior Solutions
		Tour/Visit	JOM National Conference Representatives
		Annual SPOOK WALK	Child Care MCN
		Evaluation/Tour	Dr. James Wickstead, OSU-EPSCoR
		Meeting	Beck Design Inc.
		Meeting	Behavioral Services, MCN
		President Robert Bible: Interview	Jason Salsman, Communications Department, MCN
		MLA Workshop, CMN Library	Karen Haught, Librarian CMN
Term	Year	Event	Organization
		Shots Fired Workshop	Devon DeBock, OSUIT
		Sam's Club Sign-Up	Carman Tiger, Sam's Club Representative
		NSU Articulation Agreement Meeting	Dr. Martin Tadlock, Interim President, & Dr. Phyllis Fife, Director, Native American Studies, Northeastern State University
Spring	2012	JOM Career Day	CMN
		FAFSA Workshop	CMN
		Fiber Optic Meeting	Ted Tamage, Telephony Department, MCN
		Steering Committee Meeting	OSUIT/CMN Administration
		Student Resident Luncheon	CMN
		Website Meeting	Sywan Shih, OSUIT
		Graduation Committee Meeting	CMN
		Student Housing Billing Meeting	CMN
		Meeting/Tour	Jessica Johnson, Training & Development Manager, RiverSpirit Casino
		Freedmen Presentation	Muscogee Creek Indian Freedmen Band
		NSU Articulation Agreement Meeting	Dr. Martin Tadlock, Interim President, & Dr. Phyllis Fife, Director, Native American Studies, Northeastern State University
		Meeting/Tour	Muscogee Women's Leadership Initiative (MWLI)
		Housing Meeting	CMN Housing Authority

Our facilities are open to the public for events like the claims meetings for the Keepseagle Class Action Settlement with the U.S. Department of Agriculture and employee training for Tulsa's River Spirit Casino. We often provide tours for student groups from within the region and from places as far away as Poarch Creek, Alabama. The MCN Summer Youth Program held its' annual event in the CMN

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Education/Administration Building. The Oklahoma Library Association's Tribal Libraries Ad-Hoc Committee met here for a tour of the facilities and their monthly meeting. The Oklahoma State Department of Libraries held training to present the use of digital resources specific to American Indian Studies. In other examples of building collegiality, Pawnee Nation College's staff visited the College of the Muscogee Nation for a presentation regarding the process of submitting the Preliminary Information Form.

The College of the Muscogee Nation dedicated its inaugural building on Dec. 17, 2010, with an open house celebration. All citizens of the Muscogee Nation were invited to attend by a notice in the tribal newspaper. Designed to represent the dignity of Muscogee people, the building portrays the balance between traditional academic features and Native culture— and establishes the campus as distinctly Muscogee. About 300 people from across Oklahoma attended the dedication. As a highlight of the dedication program, a time capsule containing early college memorabilia and cultural items was sealed in the center of the cultural plaza and will be opened on the college's 50th anniversary.

Figure 13. *Welcome Back Student Event: Fall 2011*



Local Native American vendors have visited our campus with handmade jewelry, art and food. Our Library hosts a public display with Muscogee Art and Historical Items in various genres and forms. In the Fall of 2011, a Food Sovereignty Exhibit was developed by students in the Native American Studies Program and there is a Traditional Mvskoke Apron Exhibit that will travel to other local venues in addition to the Campus.

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The CMN Mission Statement clearly directs us to serve communities on local, tribal, state, and national levels. Perhaps the most cogent way we can serve the community is to present ourselves clearly and honestly to students and applicants with regard to costs, refund policy, admissions requirements, policies on transfer of credit, and the services we provide or make more accessible.

In addition, Co-Curricular activities not only provide opportunities for students to put into practice the academic skills they have developed in the classroom, but to also serve communities. These initiatives address local needs and encourage students to make a commitment to the community. In the past, students have provided computer lessons, a general election candidate forum, reading programs, and Muscogee language lessons to the community.

CMN's faculty and staff are involved personally in community and tribal activities such as the MCN Diabetes Prevention Walking Program, Oklahoma Diversity Officers and Practitioners Consortium, Language Revitalization Program, and MCN Tribal Health Suicide Prevention meetings are examples of community services that help to create and strengthen a sense of connection between communities and the Tribal College.

Student, Faculty and Staff Interaction

As members of a distinct Native American tribe with a robust culture both CMN faculty, staff and students engage in shared interests through cultural activities such as Muscogee (Creek) hymn signing, stompdance, flute making, and stickball. Faculty, staff members and students enjoy opportunities to visit with one another on the same level, often times as learners.

Figure 14. *2011 Stickball Game*



Criterion Five: Engagement and Service

The Native American Studies Service Learning class provided a unique opportunity to bring CMN faculty, staff and students together to plant a community garden. Although the garden was initially a class project, CMN faculty and staff assisted with the work needed to keep the garden weeded and watered during the long summer days. The Registrar and former Instructor, a student of the class and was very instrumental in the success of the garden. For the Muscogee Nation News, he wrote the following on the Garden Project in the Mvskoke language with English translations.

Hofonvnke , Pum estvlke enlokce hompetv vhocakvtes. Yv mucv nettv pumMvhakv Svhlwecvt enlocke hompetv vhocakes. Hiyomat, enlocke hompetv mon cvpofuce vcayecis. Pakse, cvppucetakat enlocke hompetv vhocvkvres mon vcayecvkvres. Tasahce-Rakko pale-hokkolen hokkolohkaken, Heret Flite Mvskoke Etlwv Nakcokv Mvhakv Svhlwecvt Cokv Hecvkat cvpofucen vhocevnks. Enhvteceskv, ekvnv em vtelekmicetv etetakuecevnks. Momen tvkpecuce korrevnks.

(Long ago, Our People grew crops for food. Today our college is growing crops for food. Now crops for food and gardens are sacred. Tomorrow, my sons will grow crops for food and it will be sacred. On Good Friday, April 22, the students of the College of the Muscogee Nation planted their garden. First, the ground had to be tilled and prepared. Swallows were dug.)

Tuccenen ewvnwv vhocevnks. Tuccenen ewvnwat vce cvlvtwe, cuse, mon tvlako omvtes. Momen tvlak-cupko, tomatv, homv-welvnvto, homv-lane, mon tvhvyv vhocevnks. Hvtvm, Ke-Hvse vhocetv nettv omcevnks. Fepe, kepalv, mon cvstvlv vhocevnks.

(Three sisters were planted. Three sisters are flint corn, pumpkin and beans. We also planted purple hull peas, tomatoes, banana peppers, bell peppers, and squash. Again, in May, we had a plant day. Gourds, strawberries and watermelon were planted.)

--Mekko Tyner, *Hiyuce* 2011

A flute making class taught by a Muscogee (Creek) artisan provided CMN faculty members the opportunity to participate in the class with several students and learn the intricate details of carving traditional cedar flutes. Faculty and students listened to recorded flute songs and discussed the methods of flute playing. The class held a flute recital inviting everyone to attend and view the beautiful flutes. Before an audience for the first time, each student and faculty member played songs on their personally

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carved flute. It is this type of sharing that personifies the commitment of our students and faculty to learn together within the college community.

Muscogee (Creek) Communities

In the Muscogee (Creek) Nation, there are a total of twenty-five active chartered communities. All but one of the communities is within the tribal boundaries. Here within these communities, the College utilizes its strength in recruitment to reach out to these communities and to share the mission of the College. Communities often invite faculty/staff to their meetings to give presentations about the College. The success of our relationship with the communities is reflected in the many CMN students coming to us from these communities.

The College has the capacity to provide quality academic higher learning that is characterized by culturally relevant core values shaping the institutional character and also providing a positive learning environment. Students feel comfortable not only in the classroom but as they seek help in administrative offices as well. With this in mind, the College of the Muscogee Nation endeavors to reach out to these communities where a total of 70 public high schools comprised of 47 in the more urban areas north of the college and 23 in the predominantly rural area south of the college within the tribal jurisdiction. To strengthen the relationship with citizens from Muscogee Communities, on line courses are being developed recognizing that this mode of instructional delivery provides another option for Creek citizens to participate in CMN classes.

If communities request classes for their members, then faculty or staff attend the community meeting to discuss the process for enrollment and related logistics. Courses within the communities follow the policies and calendar of the institution. The appropriate course coordinator or the Academic Dean will visit on site during the term. A very positive feature of classes in community locations is a more relaxed familiar learning environment for students.

Student Leadership Opportunities

The Native American Student Association (NASA) facilitates interactions between students, faculty and the community through co-curricular activities. These activities can foster a support system

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for students that has a positive effect on academic persistence. Students can hold positions of leadership as either the president, vice-president, secretary or treasurer of student associations. Examples of NASA Activities which provide opportunities for students to emerge as leaders include serving as volunteers in the Muscogee (Creek) Nation's Challenge Bowl. Native student teams representing public schools, chartered communities and tribal towns participate in the annual knowledge competition with questions ranging from current events, geography, language, history, government and tradition/culture.

Students also take part in the American Indians in Higher Education Consortium (A.I.H.E.C.) and the Oklahoma Native American Students in Higher Education (O.N.A.S.H.E.) conferences, both held yearly. Additionally, plans for a Student Senate are being prepared for these student organizations and will be governed by student officers of the Senate and will be implemented to provide a unified voice for all CMN student organizations.

Figure 15. *CMN Students Discuss Plans for NASA Activities*



As the College of the Muscogee Nation grows, so will the opportunity for student leaders. Student housing has already brought with it the Student Housing Organization which provides a means for student-residents to voice their concerns about on-campus issues and plan the programs and activities for residential life. These examples of leadership are reflected into the college setting and help to create a more solid foundation for the student organization to build upon.

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***Core Component 5c:** The organization demonstrates its responsiveness to those constituencies that depend on it for service.*

Partnership Agreements

A natural relationship exists with Oklahoma State University Institute of Technology and Muscogee (Creek) Nation with both located in Okmulgee, the Capital of the Muscogee Nation. In addition, the Nation employs numerous graduates of the OSUIT while on the other hand OSUIT employ many tribal members. This interaction is a perfect setting for both OSUIT and the College of the Muscogee Nation to have an established arrangement that will benefit each institution. CMN has access to OSUIT's facilities, administrative systems, faculty and expertise in maintaining an institution of higher education (see PIF **Appendix E** for the **Updated Agreement** between the College of the Muscogee Nation and Oklahoma State University-Okmulgee now named Oklahoma State University Institute of Technology, December 21, 2010).

In addition, as CMN continues its development; financial aid processing, transcripts, and credit will be provided by the Oklahoma State University system. OSUIT, in turn, will benefit by the enrollment numbers produced by CMN, the tuition and fees paid by CMN students, and the cultural diversity Muscogee students bring to the OSUIT campus.

Tribal Support

CMN supports the tribal community and in turn, communities support the College. Throughout the Muscogee Nation, the College is responding to the needs of tribal citizens and programs whether it be to provide meeting rooms for tribal programs, classes in the Creek Communities, presentations at public schools, and/or serving on committees and advisory boards. The Tribal College often hosts other organizations for meetings, provision of services, and business meetings.

The College is a community-oriented institution and stresses the importance of a community presence within the College and its activities. Through our availability to the community and tribal government we receive extensive support from our tribal citizens.

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Student Support Services

The Dean of Student Affairs is responsible for Student Support Services on campus. Specific activities include Student Life, *Toknawa Vnickv* Financial Aid/Scholarships, Student Residence Units, and Student Discipline. The Dean was employed in the Spring term of 2011, coming to Student Affairs from the Faculty, where he served as Instructor and Coordinator for the Tribal Services Degree Program. He earned a Bachelor's Degree in Business Administration from a Tribal University, Haskell Indian Nations, and earned a Master's Degree from the University of Oklahoma in Native American Studies. The Financial Aid Coordinator has over ten years of experience in higher education with more than eight years of experience in administering financial aid. She has earned degrees from the following institutions: 1) B.A. English, Northern Illinois University 2) M.Ed. Bilingual and Multicultural Education / ESL, Northern Arizona University and 3) Ph.D. Educational Policy Studies / Native American Higher Education, University of Illinois at Urbana-Champaign.

Academic Advisement is a faculty responsibility for the respective degrees of the College: 1) Gaming, 2) Native American Studies, 3) Police Science, and 4) Tribal Services and Certificate Programs in Gaming and Mvskoke Language. Guidance for Academic Advisement is provided in the *Advisement and Enrollment Handbook*, which has been distributed to all faculty and the offices of the Registrar, Academic Dean, and Student Affairs Dean.

The Financial Aid Coordinator in the Office of Student Affairs processes CMN Scholarships, which contribute significantly to a student's total cost of attendance. Given our status as a non-accredited institution we coordinate with our partner, the OSU system, to provide administrative support in the processing of Title IV funding. We currently discourage Tribal College students from borrowing, as our CMN Scholarship funds meet the billed expenses of students that grant aid does not pay, thus making it unnecessary in many cases for students to borrow from student loans. Ways that borrowing is discouraged includes a "Statement of Understanding Regarding Financial Aid" that is a part of the CMN Scholarship and Tuition Waiver/Grant applications and support for students who are currently in default status to make proper arrangements for student loan rehabilitation.

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In the Office of Admissions and Records, student transcripts and records are maintained. The partnership between the OSU system and CMN allows for a student to receive a transcript from the OSU institution and CMN. The dual transcript will be recognized by both institutions. A student earning an unaccredited CMN degree may have courses transferred to an accredited institution by an OSU transcript.

Accessible to the Community

CMN welcomes inquiries on our website, where we provide an email address to request further information, a phone number to call or the physical address to stop by our campus for a visit in person. **Directions to the campus** are provided through Google Maps on the “Contact Us” page of the College’s website. OSUIT and the College of the Muscogee Nation alternate hosting our steering committee meetings and staff of the OSRHE has offered to be available during our site visit to represent their perspective. We maintain a close working environment with tribal members by frequent communication and look forward to developing close relationships with broader communities as we continue to grow.

Campus Security

Employees and students have the right to feel safe and secure in their environment at the College. Because CMN is a tribal college open to the public, all persons have free access during campus operating hours. The campus is well lit and secure with security cameras monitored at all times. Security officers are available upon request to escort students and/or employees to their vehicle.

The College is preparing for compliance with The Student Right to Know and Campus Security Act. Reporting processes are being developed to monitor criminal activity that will be used in publishing an annual campus crime report (incident reports, judicial hearings, notification.) The Tribal College is currently maintaining campus crime statistics; however, until accreditation is granted CMN will use policies and procedures of the OSUIT system and a copy of their campus crime report will be available to the CMN students and employees.

Together with CMN security and Muscogee (Creek) Nation Lighthorse tribal police, CMN reserves the right to address any alleged violations of laws occurring in or on CMN property. Information

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will be exchanged to maintain a cooperative effort in preventing campus crime and to further the CMN's commitment to a safe and secure campus.

Job responsibilities of CMN Campus Security are to observe activity and traffic in and out of the buildings on the CMN campus and Residence Units, lock all doors at designated times and periodically check doors, patrol the Building, campus and Residence Units. Security investigates any suspicious activity and makes decisions accordingly. While on patrol officers are watchful for potential dangers such as fire hazards, vandalism, unlocked doors, etc. Also, as necessary CMN security will assist Lighthorse tribal law enforcement. Communication will be maintained with proper officials and their respective supervisor when bad weather threatens the region and the safety of our students and employees.

Figure 16. *CMN Security Officer and Vehicle*



Core Component 5d: *Internal and external constituencies value the services the organization provides.*

External Program Support

The Tribal College has received valuable support from a number of agencies and individuals throughout the region and country. Within the Muscogee Nation recognition of the value of CMN services has come from the public schools that invite College staff and faculty to their activities and from Creek Communities that support our College Events and our Service Learning students. Our neighboring institutions of higher education value our services and as a result have provided grant proposal letters of

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support and involved CMN personnel in their activities. In recognition for the services CMN provides the Great Plains Coca-Cola Bottling Company contributes to the scholarship fund annually.

Recognition of the value of the services CMN provides is evidenced by the NSF/EPSCOR programs from the state's two research institutions; Oklahoma State University and University of Oklahoma that have expressed their confidence by awarding two grants to the college for IT services. The Chancellor and staff of the Oklahoma State Regents for Higher Education have been supportive of the tribal college through their requested participation of CMN in their grant application for At Risk Native American youth. Institutions such as Northeastern State University are developing Articulation Agreements with the college.

Nationwide, the College has received grants from the Department of Housing and Urban Development, Federal Roads Program, and the Department of Energy all which acknowledges the college's credibility and values our services. Additional grants from the Joint Opportunities for Building Success (JOBS) program and the Institute of Museum and Library Services Native American Library Services Program for tutoring and library resources respectively. The value of CMN services has also been recognized by the American Indian Higher Education Consortium (AIHEC) through granting associate membership in their organization of 38 tribal colleges.

Public Participation

A major example of public participation is that the Regents are selected from among the tribal public and approved by the Executive Branch-Principal Chief and Legislative Branch-National Council both of whom are responsible to Creek citizens by reporting back to tribal communities. Board meeting agendas, posted publically five days prior to meeting are open to the public and anyone may place items on the agenda prior to the public posting. Visitors are given the opportunity to speak at the Regents' meetings. From time to time individuals have come to meetings and presented information relating to items on the agenda or have spoken on a variety of topics at the meeting.

Public participation is requested and welcomed at all of our campus community events. Graduation, Building Dedications, Recitals, Displays, and Stickball games are just a few examples of

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campus events that are open to the public. Public participation is requested by assessment tools that have been used in the past, like the Needs Assessment and those instruments that will be used in the future for our Assessment program. The CMN website gives the public access to Tribal College information as well as a hyperlink for the public to request and receive specific information about the College.

Cultural Courses

The value internal constituencies place on our cultural courses is exhibited in the classes in which students enroll and the participation of faculty, staff and regents in the cultural courses. For example, the many students that enroll at each level of the Mvskoke Language classes value the opportunity to learn about the everyday cultural lifestyle of the Mvskoke people from the traditional into the contemporary setting. A clear example of faculty valuing what we do is evident when they teach cultural skills (making river cane flutes, making sticks for stickball) voluntarily on their own time.

Figure 17. *Mvskoke Basketweaving Class*



In addition, some faculty and staff participate in language and creative arts classes alongside CMN students; in fact a CMN faculty member, now registrar, received his certificate in the Mvskoke Language. Students appreciate the challenge of preparing and delivering speeches in the Mvskoke Language.

The value that external constituencies place on our cultural courses is recognized in the willingness of tribal artists and artisans to serve as adjunct instructors. Mvskoke Arts classes include: Shell Carving; Basketry; Pottery; Cedar Flutes and Bamboo Flutes. The eminent scholars share their

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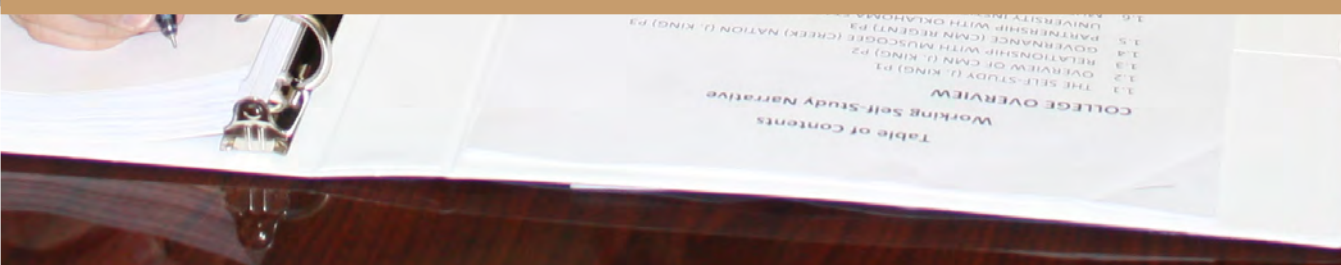
specialized skills to perpetuate the utilitarian as well as the beautiful representation of the symbolic tribal designs and artifacts that represent the Mississippian culture, Southeast Ceremonial Complex, and the Southeast Woodland people. Students from the communities enroll in these special opportunities to learn and experience traditional Mvskoke Arts.

Volunteer Activities

Volunteer activities by CMN faculty and staff members have been well received by the communities that CMN serves. As part of the greater Muscogee community, faculty and staff volunteer for tribal activities including the Annual Festival, Challenge Bowls, Relay for Life and Muscogee Princess Pageant. In addition, College faculty and staff volunteer for committees such as: Jim Thorpe Award, OSUIT President Search, Advisory Council on Indian Education, Muscogee Language Revitalization, Tribal Capital Improvements Planning, and ONASHE Planning Committee. CMN recognizes the need for volunteer service and the importance of giving back to the community as citizens of a tribal and global society.



FEDERAL COMPLIANCE



Federal Compliance

Introduction

The College of the Muscogee Nation does not process Title IV Federal Student Aid at this time.

Federal Student Aid is processed for our students through our partner institution, OSUIT. As we continue to prepare for candidacy and eligibility to participate in Title IV funding, we are developing our administrative and institutional capabilities in various ways, which can be seen in the steps below:

1. Develop administration and coordination of financial aid processes with our partner, OSUIT—an accredited institution participating in Title IV programs
 - FAFSA completion workshops for CMN students on the CMN campus
 - Regular meetings with OSUIT Student Financial Services personnel and Bursar personnel to improve CMN payment process and minimize over-packaging of Title IV aid
 2. Develop CMN Toknawa Vnickv / Financial Aid Handbook detailing awarding policy and processes for the CMN Scholarship and Tuition Waiver/Grant: In addition to describing and developing the framework for administering Title IV aid, once we are eligible
 - Revise and develop forms required for **CMN Scholarship** and **Tuition Waiver/Grant** application and administration
 - Develop CMN **Statement of Understanding Regarding Student Loans** (and overpackaging for CMN students)
 - Develop **Request for CMN Special Consideration** forms and process to award funds if the student does not meet the stated eligibility requirements for CMN Aid
 3. Training in Denver, CO (4/2010) with the US Department of Education Federal Student Aid Special Initiative Services Management and Program Analyst for Tribal Colleges and Universities. A copy of the 2009-10 FSA Handbook was provided in addition to training related to the following:
 - General Policy and Procedure Overview
 - Summer Pell Awarding Policy Development
 - Satisfactory Academic Progress
 - FAFSA Completion
 - Professional Judgment
 - R2T4 (Return of Title IV Funds)
 - FISAP (Fiscal Operations Report and Application to Participate)
 4. Continue to develop Professional Judgment process for Special Conditions
 5. ISIR/Financial Aid & Bursar Training on Empower 9/2011
 6. Attend FSA 2011 Conference in Las Vegas 12/2011
- Steps 7-13 are yet to be completed at this date:*
7. Complete Federal Compliance reporting mechanisms
 8. Submit Self-Study 3/2012
 9. HLC Site Visit
 10. Candidacy status with HLC conferred

Federal Compliance

11. CMN continues to work with DoE FSA Liaisons in accordance with the FSA New School Guide and submit Application to DoE
12. CMN Attends DoE Financial Aid Training and additional Empower Training
13. CMN Receives Federal School Code and is eligible to participate in Title IV Funding

With these steps complete, the purpose and goal of the College of the Muscogee Nation *Toknawa Vnickv* (Financial Aid and Scholarships) Office will be prepared to make educational opportunities financially accessible to the Native community and tribal members, by providing assistance and education for federal, state, and tribal / institutional sources of financial assistance.

Address Relationships between Credits, Program Length, and Tuition

Term hours earned for major programs are comparable with good practice in higher education, and mirror those of our partner institution, OSUIT, which operates on a trimester calendar system. All CMN course work is transcribed by OSUIT in semester credit hours. One credit hour equals 800 minutes of instruction and CMN's four Associate degree programs range in length from 61 – 66 credit hours, consistent with Associate's transfer degrees at other institutions. The certificate programs range in length from 21-24 credit hours, again consistent with other institutions.

As a tribal college, it is anticipated that as we continue to develop, our degree and certificate program requirements will be compared with our peers' to maintain academic consistency. CMN's credits and program length meet the requirements as stated by HLC's *Minimum Expectations within the Criteria for Accreditation*: Part 3. In addition, CMN programs conform to the requirements of State Regents policies on credits and program length.

Tuition and Fees: According to **HLC PIF Reviewer's Comments** regarding Eligibility Requirement10, "The College follows approved tuition/fees and refund policies of OSUIT through the partnership with OSUIT. These have been approved by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Oklahoma State Regents for Higher Education. There are no differential charges for the academic programs offered by the College." Tuition and fees for a trimester period is based on OSUIT rates and upon the number of term hours in which the student enrolls. Tuition and fees for Audited courses is the same rate as courses taken for credit. Tuition and enrollment fees for

Federal Compliance

Oklahoma resident students are \$135.00 per semester hour. Additional fees include Remedial Supplementary Fee, \$18.50 per credit hour; Advanced Standing Examination Fee, \$5.00; Late Enrollment Fee, \$10.00; Off-Campus Electronic Media Fee, \$25.00 per credit hour. Additional non-resident tuition is \$177.00 per credit hour. Tuition and/or other fees may change after the printing of the CMN catalog so notice of any change(s) will be posted where appropriate and on the web (Catalog p.7).

Tuition and fees due to CMN are paid at the OSUIT Bursar's office, with checks made payable to OSU Institute of Technology for courses offered by CMN. Federal financial aid disbursements are issued through the OSUIT Bursar's office and CMN financial aid is managed by the CMN *Toknawa Vnickv* Financial Aid/Scholarships Office and disbursed through the OSUIT Bursar's office. Accounts are payable for the fall, spring and summer sessions by the first day of each class. A late payment penalty of 1% per month is assessed on delinquent accounts. Students who have not received a completed financial aid award in advance or who are not paying their account in full at the time of regular enrollment will be required to meet with a Financial Aid Counselor to complete the FAFSA or make financial arrangements. CMN and/or OSUIT reserve the right to withhold grades, academic transcripts and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

CMN Scholarship/Tuition Waiver monies are remunerated after all other forms of Financial Aid have been utilized and paid directly to OSUIT Bursar's Office. Information relating to the tuition, financial aid and billing process is provided in the *Toknawa Vnickv* Financial Aid section of the CMN Catalog, website, or Student Handbook or the CMN *Toknawa Vnickv* Financial Aid Office.

Student Complaints

Student incident reports are on file with the Dean of Student Affairs. Students have the right to use the grievance and grade appeal procedures as outlined in the Student Handbook. Consistent with the student right to due process, the following procedures are available for resolution of student issues and concerns.

Federal Compliance

A grievance is a claim by a student, a group of students, a CMN employee, or the student government regarding alleged improper, unfair, unsuitable, arbitrary, or discriminatory treatment. Initial grievances should be directed to the party(ies) involved, and if not resolved, further inquiries may be directed to the Dean of Student Affairs. All grievances should be made within the same semester, or within a similar reasonable timeframe for proper follow-up. There are several ways a student can approach their concerns regarding a grievance:

- If the grievance is regarding another student, the student should:
 1. First discuss the concern with the student. If discussion is not possible or the grievance is unable to be resolved at that level, the student should then;
 2. The written grievance is then submitted to the Dean of Student Affairs. The Dean of Student Affairs will discuss the issue with the student to determine what the next step should be. The Dean of Student Affairs makes a decision and will then notify, in writing, all parties involved of the decision and whether or not further action shall be taken.
 - a. Any member of the College community (student, faculty, staff, or guest) may file a grievance against a student.
 - b. A grievance must be submitted in writing, ideally within 30 days of the incident, but at least within the same semester or a similar timeframe.
 - c. Sufficient detail must be given in order to make an appropriate determination of whether disciplinary action may or may not be warranted.

If the student appeals the decision of the Dean of Student Affairs, there will be a Formal Hearing. The student will be referred to the office of the Dean of Academic Affairs, who will set the Formal Hearing date and describe the formal hearing procedures to the student. A seven step process is used to address Formal Appeal Hearings:

- a. The Dean of Academic Affairs will put in place an ad hoc committee comprised of one faculty member, a second faculty or staff member, and a student, and chaired by the Dean of Academic Affairs, who is non-voting.
- b. The hearing will proceed even if the student(s) is/are not present. However, a student may have a designated representative present, who is not legal council.
- c. The student will be provided an explanation of the allegations made against him or her.

Federal Compliance

- d. A summary of the facts and information which substantiate the allegation will be provided.
- e. If applicable, the student and/or CMN is given the opportunity to refute the allegations by giving his/her account of the incident or circumstances involved with the allegation(s).
- f. The Committee makes a decision for action or non-action.
- g. The Committee's decision is final and all parties will be notified in writing of the decision.

Disposition of charges will be handled by the Dean of Student Affairs who will notify the student in writing of charges against him or her. The written notice will be hand-delivered directly to the student or mailed to the student's local address on file in the Registrar's Office.

Possible sanctions include, but are not limited to:

- Probation from CMN clubs or activities;
- Suspension from CMN and/or OSUIT;
- Expulsion from CMN and/or OSUIT;
- Financial restitution to injured party;
- Community Service;
- Other appropriate sanctions as determined.

Non-compliance with sanctions may include, but is not limited to:

- Mandatory counseling;
- Expulsion from CMN.

- If the grievance is regarding an employee of CMN, the student should:
 - 1. First try to meet with the employee to discuss and resolve the issue. If a meeting is undesirable or does not resolve the issue, the student should;
 - 2. Submit a written grievance to the Dean of Student Affairs or in situations of conflict of interest, submit to the Dean of Academic Affairs.
 - 3. The appropriate dean and the student determine if a meeting with the employee and/or the employee's supervisor is necessary.
 - 4. Should such a meeting be necessary, the appropriate Dean notifies the employee and the employee's supervisor in writing of the grievance and the purpose of the meeting.
 - 5. After the meeting, the appropriate Dean will notify the student(s) in writing of the decision and the supervisor will notify the employee in writing of the decision and any repercussions or sanctions.

Federal Compliance

Any written grievance received by the College of the Muscogee Nation will be acted on or action will be initiated by the Dean of Student Affairs within ten (10) working days barring extenuating circumstances. If the grievance is not satisfactorily resolved or rectified within a reasonable amount of time after following the above steps, the grievance may be given to the President for further resolution.

These procedures are to be used when a student has a concern about his/her treatment at the College. The objective of the procedures is to resolve problems as quickly and efficiently as possible at the level closest to the student so that student progress may continue. The student may have a representative in attendance for any and all such meetings, barring legal counsel. Nothing within this process precludes a student from seeking legal counsel.

A student must first discuss his/her grade with the instructor prior to the grade appeal process. A student may appeal a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consulting with the instructor. The Grade Appeals Process must be formally initiated from the student with a written appeal to the Degree Program Coordinator within four months after the original grade is awarded. If no resolution is achieved or if the Degree Program Coordinator is the instructor of the course grade in question, the student must submit the written appeal to the Academic Dean for presentation and discussion with the Grade Appeals Committee. The instructor who has issued the grade in appeal will not sit on the Grade Appeals Committee. The decision of the Grade Appeals Committee is final and the student and the instructor will be notified in writing by the Grade Appeals Committee Chair.

Data is available for the incidents that have occurred and reported with the Dean of Student Services. Once required, we will report these incidents within the federal requirements.

Transfer Policies

CMN accepts course credits from other regionally accredited institutions of higher learning. This is disclosed to students and to the public in our Catalog and Student Handbook. These documents are available in paper form and distributed to students and laminated copies are available in the Library. The policies are also available electronically on our website.

Federal Compliance

Transfer of Course Credits

CMN reserves the right to determine for itself those credits it will accept in transfer to meet the graduation requirements. Courses will not be accepted in transfer and applied to degree programs until approval has been granted by the Registrar.

Transfer credit will not be evaluated until an official transcript from issuing school(s) has been received by the Registration/Admissions office. Although all courses may be transferred into CMN, no more than one-half (50%) of the degree may be transfer credit. The last 15 credit hours earned for any CMN degree must be taken in residency.

Transcripts

The partnership between the OSU system and CMN allows for a student to receive a transcript from the OSU institution and CMN. The dual transcript will be recognized by both institutions. The OSUIT Registrar's Office will provide up to 10 copies of the student's OSUIT transcript upon the student's request. The Tribal College Registration Office will provide CMN transcripts. All transcripts will be withheld if the student has outstanding financial obligations.

Verification of Student Identity

Because of our partnership with OSUIT, students are dually enrolled and we use OSUIT's Student ID system. We have purchased a Fargo HDP 5000 ID System so that we may produce IDs for our students, independently of OSUIT. The projected implementation of this system is Spring 2012. There is no additional fee for Student IDs, however there is a replacement charge for lost IDs.

In addition, we verify citizenship with the Muscogee (Creek) Nation or other federally recognized tribe as part of our application process for admission and receipt of the College of the Muscogee Nation Scholarship or Tuition Waiver/Grant. These files are securely kept in locking fire-safe filing cabinets in our file room.

Title IV Program and Related Responsibilities

In keeping with the 2011 updated Department of Education *Title IV Program and Related Responsibilities* requirements CMN presents the following:

Federal Compliance

1. General Program Responsibilities: Because we do not yet administer Title IV funding, we cannot report information regarding the status of our federal programs. However, we are in communication with the Department of Education and have attended training for tribal colleges in Denver, Colorado and the FSA Conference in Las Vegas, Nevada.
2. Financial Responsibility Requirements: At this time, the Department of Education has not yet reviewed the A-133 portion of the audit nor any other part of the audits for the College of the Muscogee Nation.
3. Default Rates: As a tribal college, we do not plan to participate in student loan programs. We currently discourage students from borrowing, as our CMN Scholarship funds meet the billed expenses of students that grant aid does not pay, as long as the billed items are necessary for obtaining a degree or certificate with the tribal college. Ways that borrowing is addressed include a “Statement of Understanding Regarding Financial Aid” that is a part of the CMN Scholarship and Tuition Waiver/Grant applications and support for students who are currently in default status to make proper arrangements for student loan rehabilitation.
4. Campus Crime Information and Related Disclosure of Consumer Information: Pursuant to the “Campus Crime Awareness and Campus Security Act of 1990,” the College of the Muscogee Nation, when required to upon participation in Title IV funding, will monitor criminal activity and annually publish a campus Police Crime Report. In keeping with the “Student Right to Know Act,” CMN will provide information concerning the completion or graduation rates of certificate or degree seeking full-time students upon candidacy. At this time, the Dean of Student Affairs office compiles statistics, but does not yet distribute them publicly.
5. Satisfactory Academic Progress and Attendance Policies: The satisfactory academic progress of students is tracked at the end of each semester by our partner, OSUIT. Students are notified of their status. An Academic Progress statement may be found on the college’s website and was approved in a July 2009 Recertification Audit. When a student’s eligibility for Federal Student Aid is suspended, an appeals process is in place for the College of the Muscogee Nation Scholarship and Tuition Waiver/Grant. A five-member committee chaired by the Dean of Student Affairs and comprised of the Registrar, Dean of Academic Affairs, Financial Aid Coordinator and a faculty member makes decisions on all CMN Scholarship and Tuition Waiver/Grant appeal requests.

Attendance is tracked, following the end of the first ten days of each semester (the free drop and add period). The Dean of Academic Affairs monitors the campus’s Early Alert System and accepts referral information regarding student attendance. In the event of absences, a student’s aid is appropriately adjusted by our partner institution, OSUIT.

6. Contractual Relationships: CMN does not contract any services to a third party vendor.
7. Consortial Relationships: CMN has agreements through the OSU System via OSUIT and OSU-OKC.

Federal Compliance

Institutional Disclosures and Advertising and Recruitment Materials

Our Catalog clearly states both in paper form and online that our accreditation status with the Commission is as follows:

CMN currently enjoys a partnership with the Oklahoma State University system to transcript courses. Through this partnership, students are dually enrolled with CMN and OSUIT. Students may take classes at either school with those courses transcribed through OSUIT. Thus, a student earning an unaccredited CMN degree may have courses transferred to an accredited institution via an OSUIT transcript.

Relationship with Other Accrediting Agencies and With State Regulatory Bodies

CMN has no relationship with other accrediting agencies. Since beginning the college, meetings have been held to inform the Oklahoma State Regents for Higher Education Chancellor and staff about the progress of CMN. On May 21, 2010 the OSRHE Assistant Vice Chancellor for Academic Affairs sent a letter to the CMN President stating that, "...CMN is operating through a partnership with OSUIT, it is in full compliance with Oklahoma laws and State Regents' policies."

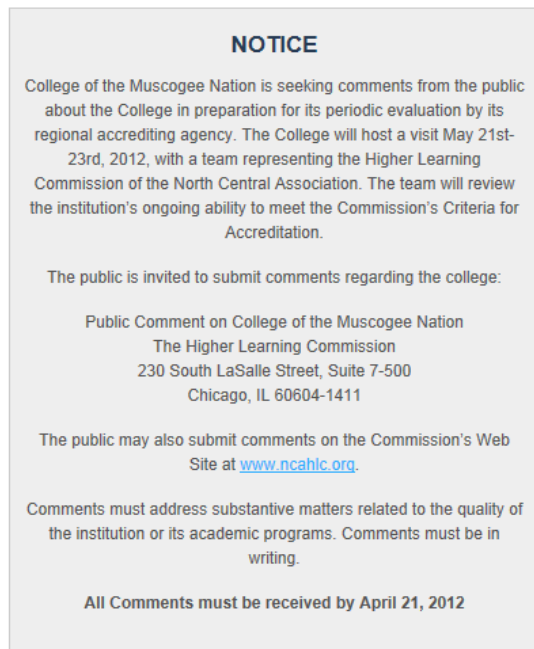
Our status within the Oklahoma System was further clarified as follows, "Once CMN achieves candidacy status with the Higher Learning Commission of the North Central Association of Colleges, it will be recognized (as approved by the Chancellor) as an accredited Tribal College operating as a stand-alone entity. It is important to note that this agency does not interfere with the day-to-day operations of accredited colleges and universities operating in Oklahoma."

Federal Compliance

Public Notification of Comprehensive Evaluation Visit and Third Party Comment

The College of the Muscogee Nation's Public Notification of Comprehensive Evaluation Visit and Third Party Comment was publicized for two months in the Muscogee Nation News and on the College's website.

Figure 18. *Public Notification of Comprehensive Evaluation Visit and Third Party Comment*



As seen above, we have used the prescribed format available on the Commission's website under the section entitled, "Third Party Comment." A student luncheon in the fall 2011 term and spring 2012 term has been held for students to discuss the site visit and solicit comments.

In accordance with Higher Learning Commission policy, a public notification of the evaluation visit and request for third party comment was issued January 2012 and has been posted through the end of March. The Muscogee Nation News and the College of the Muscogee Nation website, www.mvsktc.org both serve the Muscogee Nation and other patrons.



COLLEGE OF THE MUSCOGEE NATION
MVSKOKE ETVLWV NAKCOKV MVHAKV SVHVLWECVT
1200 HIGHWAY LOOP 56
OKMULGEE, OK 74447

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Preserving the Past,
Cultivating Futures.

Sharing Our Story: The CMN Journey...



COLLEGE OF THE MUSCOGEE NATION EMETAT EVKETECVKET SELF-STUDY REPORT APPENDIX

Self-Study (SS) Appendices

- SS Appendix 1: NCA 11-040
- SS Appendix 2: Catalog
- SS Appendix 3: Student Handbook
- SS Appendix 4: Sample Diploma
- SS Appendix 5: Student Housing Handbook
- SS Appendix 6: Board of Regents By-Laws (Amended)
- SS Appendix 7: Vita for President
- SS Appendix 8: Position Descriptions for President, Business Manager and Dean of Academic Affairs
- SS Appendix 9: Administrative Staff-Department Heads Vitae
Business Manager
Dean of Academic Affairs
- SS Appendix 10: 2010 Audit
- SS Appendix 11: Master Site Plan
- SS Appendix 12: Transcript
- SS Appendix 13: Class Schedules
- SS Appendix 14: Glossary of Acronyms

SS Appendix 1:

NCA 11-040—A Law of the Muscogee (Creek) Nation Amending MCNCA Title 18, Chapter 4, Entitled
“College of the Muscogee Nation Board of Regents”



NCA 11-040

CLASSIFICATION: #18. EDUCATION

A LAW OF THE MUSCOGEE (CREEK) NATION AMENDING MCNCA TITLE 18, CHAPTER 4, ENTITLED "College of the Muscogee Nation Board of Regents"

Be it Enacted by the National Council of the Muscogee (Creek) Nation:

SECTION ONE. FINDINGS. The National Council finds that:

A. The operations of successfully establishing and operating a College require expertise in Education and other relevant areas that are benefited by the oversight of the Board of Regents.

B. The College of the Muscogee Nation Board of Regents shall be independent and function without interference from other branches of government of the Muscogee (Creek) Nation, but shall abide by the established laws of the Muscogee (Creek) Nation.

SECTION TWO. AMENDMENT. MCNCA Title 18, Chapter 4 is hereby amended to read as follows:

§4-101. Short Title.

This Chapter shall be entitled " College of the Muscogee Nation Board of Regents" and shall be codified as Chapter 4 in Title 18, "Education," of the Code of Laws of the Muscogee (Creek) Nation.

§4-102. Definitions. For purposes of this chapter, the following words shall have the following meanings:

A. "Agreement" means the Memorandum of Agreement between the College of the Muscogee Nation Board of Regents and Oklahoma State University-Okmulgee.

B. "Board" means the College of the Muscogee Nation Board of Regents.

C. "Nation" means the Muscogee (Creek) Nation.

D. "Regent(s)" means individual member(s) of the College of the Muscogee Nation Board of Regents.

E. "College" means the College of the Muscogee Nation.

§4-103. Establishment of the College of the Muscogee Nation Board of Regents.

The College of the Muscogee Nation Board of Regents is hereby established as an independent agency of the Muscogee (Creek) Nation. The Board shall establish an institution of higher education to provide collegiate level education to tribal members and non-tribal members.

§4-104. Fiscal Year of the College of the Muscogee Nation Board of Regents.

Initially, the fiscal year of the College of the Muscogee Nation Board of Regents shall coincide with the fiscal year of the Muscogee (Creek) Nation which shall begin on October 1st and end on September 30th of the following year. However, if the Board determines that the fiscal year of the College of the Muscogee Nation Board of Regents would be better suited to coincide with other institutions of higher education, then the Board shall seek National Council approval to change its fiscal year.

§4-105. Registered Office and Agent of College of the Muscogee Nation Board of Regents.

A. **Registered Office.** The registered office of the Board shall be located at the Muscogee (Creek) Nation Tribal Complex, Loop 56 and Highway 75 (P.O. Box 580), Okmulgee, Oklahoma 74447.

B. **Registered Agent.** The registered agent of the Board shall at all times be the person holding the office of Board Chairperson but only for the duration of his/her term of office.

§4-106. Charter.

The Principal Chief shall grant, prepare, issue and execute to the College of the Muscogee Nation Board of Regents a "Charter of Formation" for the Oklahoma Tribal University College of the Muscogee Nation.

§4-107. Purpose and Authority of College of the Muscogee Nation Board of Regents.

A. **Purpose of the College of the Muscogee Nation Board of Regents.** The purpose of the Board is to evaluate the possible establishment of an institute to provide collegiate level education to Muscogee (Creek) Nation citizens and other interested persons.

B. **Authority of College of the Muscogee Nation Board of Regents.** The Board is hereby authorized to do the following:

1. Adopt and use an official seal;
2. Enter into agreements, contracts, partnerships, cooperative projects and/or any other appropriate relationship with any federal, tribal, state or municipal government, or with any agency or authority of any such government, or with any person, partnership, corporation, college, university or any other legal entity and agree to any conditions attached to federal financial assistance or contract subject to the terms of this chapter;
3. Apply for grants and financial assistance as necessary for the furtherance of the College;
4. Coordinate and partner with other institutes of higher learning;
5. Enter into Co-Chartering, Transfer and/or Articulation Agreements with other institutes of higher learning;
6. Acquire personal property of any kind, including funds, securities and other intangible property or property rights and to own and hold same in its own name, separate and apart from the property and assets of the Muscogee (Creek) Nation;
7. Expend funds appropriated by the Nation; provided the Board may delegate its power to the President to expend up to one hundred thousand dollars (\$100,000) for the benefit of the college.
8. Sell, lease, exchange, transfer and/or, assign personal property of any kind owned by the Board.
9. Borrow money; provided that the notes and other obligations of the Board shall not be debts of the Muscogee (Creek) Nation and shall not create a lien or any other encumbrance on any property or assets of the Muscogee (Creek) Nation and any such obligations shall so state on their face;
10. Pledge the assets and receipts of the Board as security for debts;
11. Employ personnel and establish compensation, benefits and conditions for employment and delegate to such personnel any powers and/or duties as the Board may deem proper, subject to the terms of this chapter;
12. Employ consultants, attorneys, advisors, planners and any other experts, as deemed necessary, by written contract in accordance with tribal and federal law;
13. Open and maintain, in the name of the, accounts in any financial institution whose deposits are insured by an agency of the United States government.
14. Enter into partnerships, joint ventures or other arrangements with any person, government, governmental agency or authority, college, university or any other legal entity to effectuate the purposes of the Board, subject to the provisions of this chapter; and

15. Purchase insurance from any stock or mutual company for any property or against any risk or hazards.
16. Will abstain from the involvement of the day to day operations.

§4-108. Board of Regents.

A. College of the Muscogee Nation Board of Regents. The College of the Muscogee Nation Board of Regents is hereby established.

B. Qualifications. A Regent must be a citizen of the Muscogee (Creek) Nation, have at least five (5) years of educational, professional and/or related experience, and possess at a minimum a Bachelor's Degree from an accredited college or university.

C. Composition and Terms. The Board shall be comprised of five (5) tribal citizens who shall serve staggered terms. Within ninety (90) days of enactment of this Law, the Principal Chief shall make the following nominations with terms as follows:

1. One nomination to end on September 30, 2005;
2. One nomination to end on September 30, 2006;
3. One nomination to end on September 30, 2007;
4. One nomination to end on September 30, 2008; and
5. One nomination to end on September 30, 2009.

Thereafter, the terms for said positions shall not exceed six (6) years and shall end on September 30 of the appropriate year. The date on which appointments are made shall have no effect on the ending dates of the Regent's term of office.

D. Appointments. All Regent nominations shall be made by the Principal Chief subject to National Council confirmation by Tribal Resolution. No Regent shall be seated without the National Council majority confirmation. At the expiration of a Regent's term, said Regent shall hold over in office until a new Regent has been nominated and confirmed, provided that no Regent shall hold over in office for more than ninety (90) days.

E. Regent Officers. The Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The term of office shall be for two (2) years. The Chairperson shall preside over all Board meetings and shall execute all documents on behalf of the Board.

F. Ex-officio Member. The Human Development Committee Chairperson or his/her designee shall serve as an ex-officio member to the Board in order to act as a liaison between the Board and the National Council. The ex-officio member may participate in discussions at the Board meeting but shall not make motions or vote.

G. Board Office. The Nation shall provide the Board with a permanent office in which to conduct meetings and other Board business. The Nation shall charge the Board rent for said space in accordance with established federal guidelines.

H. Stipend and Mileage. Regents shall receive a monthly stipend of Five Hundred Dollars (\$500) for attendance at Board meetings and meetings dealing with the Board and the future formation of the College. Regents shall receive mileage reimbursements for Board meetings and meetings dealing with the Board and the future formation of the College, mileage shall be calculated using the allowable GSA rate. Regents shall turn in attendance and mileage reports to the Nation's Controller no later than the fifth day of the month following the scheduled meetings. The ex-officio Board member may receive mileage from the National Council budget in accordance with National Council Policies and Procedures.

I. Travel. With respect to overnight and/or out-of-state travel, the Board shall follow the Nation's travel policies.

J. Removal. A Regent may be removed from office as provided for in Muscogee (Creek) Nation Code Annotated Title 31, § 1-101, et seq., entitled "Removal of Officers."

K. Vacant Seat on Board. The seat of a Regent may be declared vacant based on failure to attend three (3) consecutive duly convened regular monthly meetings of the Board, except for situations where said Regent has informed the Chairperson of his/her absence from the meeting and the absence is recorded as "excused" in the Board meeting minutes. The declaration of vacancy shall be effected by National Council approval of a Tribal Resolution declaring a vacancy based on Section 110.K. of this Act, submitted to the National Council by the Principal Chief, Second Chief or a National Council Representative, a copy of which shall be mailed to the last known address of the Regent.

L. Vacancy. If a vacancy shall arise on the Board, the Principal Chief shall make a nomination to fill said vacancy pursuant to this section. The vacancy shall be only for the remainder of the vacant term.

§4-109. Meetings of Board; Open Meeting Requirements.

A. Regular Meetings. Regular meetings of the Board of Regents shall occur bi-monthly at the Board's offices located within the jurisdiction of the Muscogee (Creek) Nation. The date and time of such regular meetings shall be set by the Chairperson, provided that proper notice is given according to the provisions herein. The Board shall adopt procedures not inconsistent with this subsection governing its meetings, which

shall address, among other matters, the election of a Chairperson, Vice-Chairperson and Secretary.

B. Notice of Meetings. The Chairperson (or in his absence, the Vice-Chairperson) shall give notice of the time and place of any regular monthly meeting of the Board of Regents in writing to each Regent, the Board's attorney, the Attorney General, the Principal Chief and the Speaker of the National Council, at least five (5) days before such meeting. Service of said notice may be effected by first class U.S. mail, facsimile or hand-delivery, and shall be effective on the date of delivery to the official entitled to such notice or to the office of said official's regular place of business in the case of hand-delivery or facsimile transmission; or, in the case of notice sent by U.S. mail, 2 days after the notice, in a properly addressed envelope with sufficient postage thereon, is deposited in the U.S. mail. The date of the postmark on such envelope shall be conclusive evidence of its date of deposit in the U.S. mail. In addition, such notice of the regular monthly meeting shall be posted at the offices of the Regents, the Administration Building of the Capital Complex in at least 2 prominent places and on 2 exterior doors of the Mound Building.

C. Special Meetings. Special meetings of the Board of Regents may be held when circumstances require such a meeting. Special meetings may be called (1) by the Chairperson or (2) by a majority of the Regents. Notice of special meetings shall be in writing and served on each Regent, Principal Chief and Speaker of the National Council at least forty-eight (48) hours before such meeting. Service of such notices shall be effected by hand-delivery or facsimile and shall be effective upon the date of delivery to the official entitled to such notice or to the office of said official's meeting shall be posted in at the offices of the Regents, the Administration Building of the complex in at least two (2) prominent places and on two (2) exterior doors of the Mound Building at least forty-eight (48) hours before such special meeting.

D. Emergency Meetings. Emergency meetings may only be held in the most extraordinary circumstances. Emergency meetings may be called by giving telephone or facsimile notice to each Regent, the Principal Chief and the Speaker of the National Council, provided that no action in an emergency meeting shall have any valid or binding effect unless ratified at the next regular or special meeting of the Board of Regents.

E. Quorum. All meetings of the Board of Regents shall require a majority of the Board members to be present to constitute a quorum and conduct business, which shall require the physical presence of at least three (3) Regents. If a quorum is established at the beginning of any meeting but is lost during the course of a meeting, no action taken during the period when less than a quorum is present shall be valid.

F. Meetings. All meeting of the Board of Regents shall be public meetings; therefore, open to the public, except for executive sessions. The Board may exclude any person from an executive session except the Board's attorney, Principal Chief,

Second Chief, Speaker, Second Speaker, any National Council Representative or a representative from the Attorney General's Office; however, the Board may exclude any of the following individuals if said individual is related to an employee or an individual who shall be discussed in the executive session. The Board may go into executive session only (1) to discuss personnel issues and matters of confidentiality that relate to one or more specific employees, or (2) to meet and consult with the Board's attorney on confidential legal matters. All other matters shall be discussed audibly to all persons in the room in open session. Executive sessions may only be held after they have been posted as an item on the agenda for the meeting in which the executive session is held. The general subject of the executive session must be described in the posted agenda, and no action by the Board may occur in executive session. It shall be unlawful for any person present in a meeting held in executive session to make public, or otherwise disclose or describe to any person not so present, any discussion or statements made during such executive session. Violation of any of the open meetings requirements of this section shall constitute a criminal offense punishable by up to six (6) months imprisonment and/or a \$ 500.00 fine. Persons who violate this section shall be subject to expulsion and banishment from the Nation's territory.

G. Meeting Agenda. Notice of meetings of the Board of Regents, either regular or special, shall contain an agenda which describes each item of business to be conducted. There may be an agenda item for new business which shall only be for gathering of the Board to discuss Board of Regents business shall be considered a meeting subject to the requirements stated herein.

H. Minutes. Minutes of all meeting of the Board of Regents, other than meetings or portions thereof held in executive session, shall be kept by a Recording Secretary. In addition thereto, an audio recording of all meetings shall be made, except for that part of the meeting in executive session.

I. Null and Void Action. Any action taken by the Board during a meeting convened or held in violation of this Subsection shall be null and void.

§4-110. Memorandum of Agreement Between the College of the Muscogee Nation Board of Regents and Oklahoma State University-Okmulgee.

Once all nominations to the Board have been confirmed by the National Council, the Board shall begin negotiations with OSU-Okmulgee to establish a Memorandum of Agreement. The purpose of the Agreement is to formalize the relationship between the Board and OSU-Okmulgee. OSU-Okmulgee shall provide the Board with the necessary mentor-protégé relationship that shall enable the Board to establish the College of the Muscogee Nation. At a minimum, the Agreement shall include the following provisions:

A. Standards of higher education which shall be applicable to the College;

B. Functions and courses of study at the College, provided that said functions and courses shall conform to prescribed standards;

C. Establish degrees and other forms of academic recognition for the completion of courses at the College; and

D. Establish a calendar for the completion of the College's Plan for Initiation.

E. Once the Agreement is finalized between the Board and OSU-Okmulgee, the Agreement shall be presented to the National Council for approval by duly adopted Tribal Resolution.

§4-111. Powers and Duties of College of the Muscogee Nation Board of Regents.

In addition to any other authority, powers and duties of the Board provided for in this chapter, in furtherance of the purposes of examining and establishing the College, the Board shall have the following powers and duties:

A. To be responsible for the fiscal affairs of the Board and all ventures under its management and to oversee and control the financial and business affairs of the Board and all ventures under its management through the establishment and implementation in accordance with generally accepted accounting principles of an administrative system that shall include, but not be limited to controlling, accounting and reporting disbursements, payroll, cost management and investments and establishing and maintaining bank accounts in the name of the Board, in any financial institution whose deposits are insured by an agency of the United States Government; provided that expenditures may be made only upon approval by (1) the Chairperson of the Board or (2) another member of the Board who has been designated by duly enacted resolution of the Board to approve the expenditure of funds or (3) subject to the control and oversight of the Board, the President and/or the Dean(s) employed by the Board pursuant to section 113.D. if so authorized by duly enacted resolution of the Board; provided that the Controller shall deliver all funds appropriated through the Muscogee (Creek) Nation pursuant to the Nation's Comprehensive Annual Budgets or special appropriations acts to the Board for its use in accordance with this chapter and generally accepted accounting principles.

B. Ensure that all records, information and affairs of the Board are located in a safe and secure location.

C. Employ staff to carry out administrative duties for the Board.

D. Employ a President, who shall have the authority to hire Dean(s), administrative staff, and other employees who shall be primarily responsible for carrying

out the day-to-day operations of the College, subject at all times to oversight by the Board.

E. Adopt administrative and personnel policies and procedures for the Board's staff, any other personnel who are responsible for carrying out the day-to-day operations of the College, provided that said policies and procedures shall include, but not limited to, the following:

1. Fringe benefits, to include, but not limited to medical, dental and vision insurance, life insurance, disability insurance and 401K Plan;
2. Prevention of nepotism in the hiring of personnel and procurement of good and services; and
3. Grievance procedure.

F. Adopt procurement policies and procedures to be used in contracting for and/or purchasing goods, services and supplies, including without limitation rules prohibiting transactions and/or actions which would violate the Nation's laws regarding conflicts of interest.

G. Review and approve educational projects of the College.

H. Hold regular monthly meetings and special meetings of the Board, pursuant to §4-109 of this Title conduct business and discharge its powers and duties hereafter;

I. Delegate such authority to the President and/or Dean(s) of the College as the Board deems appropriate and necessary for the furtherance of the University College.

J. Approve all contracts proposed by the President and/or Dean(s) for the engagement of consultants, advisors, planners, legal counsel, accountants and any other expert whom the Board deems appropriate and necessary to carry out the purpose of the Board and/or College, provided that all such contracts shall be in writing, approved by Board Resolution at a duly convened Board meeting and available for review upon request of the National Council and Attorney General.

K. Approve contracts, agreements and grants on behalf of the Board and the College.

L. Perform any other functions which are necessary for the betterment of the Board and/or the College.

§4-112. By-laws.

The Board shall adopt by-laws, provided that such by-laws and any amendments shall be in writing and shall not be inconsistent with this chapter.


§4-113. Records and Audits.

The Board shall maintain complete and accurate books and records relating to the financial affairs of the Board. By July of each calendar year, the Board shall furnish an annual budget, annual balance sheet and complete annual report of the financial affairs of the Board to the National Council. The books and records of the Board shall be audited each year by an independent Certified Public Accountant in accordance with generally accepted auditing procedures.

SECTION THREE. EFFECTIVE DATE. This Act shall become effective immediately upon proper approval and execution in accordance with the requirements of the Muscogee (Creek) Nation Constitution.

ENACTED by the Muscogee (Creek) National Council on this 26th day of March 2011.

IN WITNESS WHEREOF, the Speaker of the Muscogee (Creek) National Council has hereto attached his signature.



Roger Barnett, Speaker
National Council
Muscogee (Creek) Nation

CERTIFICATION

I, the undersigned, certify that the foregoing is a true extract from the minutes of the Muscogee (Creek) National Council comprised of Twenty-six members with Twenty-Six members attending this meeting on the 26th day of March, 2011 and that the above is in conformity with the provisions therein adopted by a vote of 25 in favor, 0 against, 0 abstentions, and that said Law has not been rescinded or amended in any way and the above is the signature of the Speaker of the National Council.




ShaRee Edmondson, Acting Recording Secretary
Muscogee (Creek) National Council

APPROVAL

I, the Principal Chief of the Muscogee (Creek) Nation, hereby affix my signature this 5 day of April, 2011, to the above Law, **NCA 11-040** authorizing it to become a Law under Article VI., Section VI., of the Constitution of the Muscogee (Creek) Nation.





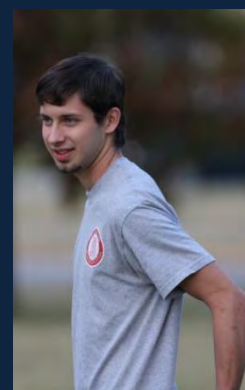
A. D. Ellis, Principal Chief
Muscogee (Creek) Nation

SS Appendix 2:

College of the Muscogee Nation—2010-2012 Catalog

COLLEGE OF THE MUSCOGEE NATION

MVSKOKE ETVLWV NAKCOKV MVHAKV SVHVLWECVT



2010-2012 CATALOG

2010-2012 Catalog

The College of the Muscogee Nation

MVSKOKE ETVLWV NAKCOKV MVHAKV SVHLWECVT

Academic Achievement, Native Values

www.mvsktc.org



College of the Muscogee Nation

2010-2012 Academic Calendar

2010-11 Academic Calendar

Fall Session: 8/31/2010--12/15/2010
 Spring Session: 1/05/2011--4/22/2011
 Summer Session: 5/02/2011--8/26/2011

2011-12 Academic Calendar

Fall Session: 9/05/2011--12/16/2011
 Spring Session: 1/04/2012--4/20/2012
 Summer Session: 4/30/2012--8/24/2012

Dates may vary from OSUIT dates, holidays, etc.

Day	Mon	Date	Fall 2010 (8/31/10-12/14/10)
R	Apr	1	All students may start enrolling for Fall 2010
T	Aug	31	Classwork Begins, 7:30am
M	Sep	6	HOLIDAY, Labor Day (No CMN Classes/CMN Offices closed)
M		13	Last day to drop Fall class With FULL REFUND
T	Oct	5	Last Day to Withdraw from 1st 1/2 semester classes ("W" on transcript)
F		15	Last day of 1st 1/2 semester classes
W		20	2nd 1/2 Classes Begin, 7:30am
		20	1st 1/2 semester final grades due by 4:30pm
F		29	New and Returning Students may start enrolling for Spring 2011
M	Nov	11	HOLIDAY, Veteran's Day (No CMN Class/CMN Offices closed)
M		15	Last Day To Withdraw from full semester with automatic "W" on transcript
M		15	HOLIDAY, Native American Day (No CMN Classes, CMN Offices Closed)
R-F		25-26	HOLIDAY, Thanksgiving and Student Break (No CMN Classes/CMN Offices Closed)
M		30	Classwork Resumes, 7:30 am
W	Dec	1	Last day to Withdraw from 2nd 1/2 semester classes ("W" on transcript)
T		14	Last day of class, 4:30pm
T		14	OSUIT Graduation Exercises, 7:30 pm
R		16	Grades due by 8:00am to the CMN Registration Office
W-F		15-Jan 4	Winter Break
R-F		23-24	HOLIDAY, Christmas (CMN Offices Closed)
R-F		30-31	HOLIDAY, New Year (CMN Offices Closed)
Day	Mon	Date	Spring 2011 (1/05/11-4/22/11)
M	Oct	18	All students may start enrolling for Spring 2011
W	Jan	5	Classwork Begins, 7:30am
F		7	Last day to Add a class for Full Spring and 1st 8 weeks
M		17	HOLIDAY, Martin Luther King Day--No Classes, CMN Offices OPEN
W		19	Last day to drop Spring and 1 st 8 weeks class with FULL REFUND
F	Feb	11	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
R		24	Mid Semester, 4:30pm
T	Mar	1	2nd 8 weeks Classes Begin, 7:30am
M-F		14-18	Spring Break
M		21	Classes Resume, 7:30am
T		29	Last day to Withdraw from full semester with automatic "W" on transcript
R	Apr	12	2nd 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		22	Last day of Spring classes, 4:30pm
F		22	HOLIDAY, Good Friday (No CMN classes, CMN Offices Closed)
F		22	OSUIT Graduation Exercises, 7:30 pm
M		25	Grades due to CMN Registrar by 8:00am
S	May	7	TENTATIVE-CMN Graduation Exercises, 10:00am at the MCN Complex, Mound Building
Day	Mon	Date	Summer 2011 (5/02/11-08/26/11)
F	Feb	25	Enrollment for Summer Courses begin
W	May	2	Classes Begin, 7:30 am (Full Summer and 1st 8 weeks)
M		7	Last day to Add a class (Full Summer and 1st 8 weeks)
F		13	Last day to Drop with FULL REFUND and no "W" on transcript (Full and 1st 8 weeks)
M		30	HOLIDAY, Memorial Day (No CMN Classes, CMN Offices Closed)
M	Jun	6	Interim Session Begins, 7:30am
F		10	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		10	Last day to Drop Interim Class with Full Refund and no "W" on transcript
F		24	Last day of 1st 8 weeks Classes, 4:30pm
F		24	Summer Break Begins, 4:30 pm
M		27	HOLIDAY, Creek Festival (No CMN Classes, CMN Offices Closed)
M	Jul	4	HOLIDAY, Independence Day (No CMN Classes, CMN Offices Closed)
M		11	Classwork Resumes, 7:30 am
T		11	2nd 8 weeks Classes Begin, 7:30am
F		15	Last day to Withdraw from Interim Class with Automatic "W" on transcript

F		29	Interim Session Ends July 30, 4:30 pm
T	Aug	2	Last day to Withdraw from full Summer with Automatic "W" on transcript
M		15	2nd 8 weeks, Last day to Withdraw with Automatic "W" on transcript
F		26	Classes End, 4:30 pm
F		26	OSUIT Graduation Exercises, 7:30 pm
M		29	Grades due to CMN Registrar by 8:00 am
Day	Mon	Date	Fall 2011 (9/05/11-12/16/11)
M	MAY	2	All students may start enrolling for Fall 2011
M	Sep	5	HOLIDAY, Labor Day (CMN Offices closed)
T		6	Classwork Begins, 7:30am
M		19	Last day to drop Fall class With FULL REFUND
T	Oct	11	Last Day to Withdraw from 1st 1/2 semester classes ("W" on transcript)
F		21	Last day of 1st 1/2 semester classes
W		26	2nd 1/2 Classes Begin, 7:30am
W		26	1st 1/2 semester final grades due by 4:30pm
F	Nov	11	HOLIDAY, Veteran's Day (No CMN Class/CMN Offices closed)
R		17	Last Day To Withdraw from full semester with automatic "W" on transcript
M		14	TENTATIVE, HOLIDAY, Native American Day (No CMN Classes, CMN Offices Closed)
R-F		24-25	HOLIDAY, Thanksgiving and Student Break (No CMN Classes/CMN Offices Closed)
M		28	Classwork Resumes, 7:30 am
M	Dec	5	Last day to Withdraw from 2nd 1/2 semester classes ("W" on transcript)
F		16	Last day of class, 4:30pm
F		16	OSUIT Graduation Exercises, 7:30 pm
M		19	Grades due by 8:00am to the Registration Office by 8:
M-T		19-Jan 2	TENTATIVE WinterBreak
M		26	TENTATIVE, HOLIDAY, Christmas (CMN Offices Closed)
F	Jan	2	TENTATIVE, HOLIDAY, New Year (CMN Offices Closed)
Day	Mon	Date	Spring 2012 (1/04/2012-4/20/12)
F	Oct	28	All students may start enrolling for Spring 2012
W	Jan	4	Classwork Begins, 7:30am
F		6	Last day to Add a class for Full Spring and 1st 8 weeks
M		16	HOLIDAY, Martin Luther King Day--No Classes, CMN Offices OPEN
W		18	Last day to drop Spring and 1 st 8 weeks class with FULL REFUND
F	Feb	10	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
R		23	Mid Semester, 4:30pm
T		28	2nd 8 weeks Classes Begin, 7:30am
M-F	Mar	19-23	Spring Break
M		26	Classes Resume, 7:30am
T		27	Last day to Withdraw from full semester with automatic "W" on transcript
F	Apr	6	HOLIDAY, Good Friday (No CMN classes, CMN Offices Closed)
T		10	2nd 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		20	Last day of Spring classes, 4:30pm
F		20	OSUIT Graduation Exercises, 7:30 pm
M		23	Grades due to CMN Registrar by 8:00am
S	May	5	TENTATIVE-CMN Graduation Exercises, 10:00am at the MCN Complex, Mound Building
Day	Mon	Date	Summer 2012 (4/30/12-8/24/2012)
F	Feb	24	Enrollment for Summer Courses begin
M	Apr	30	Classes Begin, 7:30 am (Full Summer and 1st 8 weeks)
W	May	2	Last day to Add a class (Full Summer and 1st 8 weeks)
F		11	Last day to Drop with FULL REFUND and no "W" on transcript (Full and 1st 8 weeks)
M		28	HOLIDAY, Memorial Day (No CMN Classes, CMN Offices Closed)
M	Jun	4	Interim Session Begins, 7:30am
F		8	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		8	Last day to Drop Interim Class with Full Refund and no "W" on transcript
F		22	Last day of 1st 8 weeks Classes, 4:30pm
F		22	Summer Break Begins, 4:30 pm
M		27	HOLIDAY, Creek Festival (No CMN Classes, CMN Offices Closed)
W	Jul	4	HOLIDAY, Independence Day (No CMN Classes, CMN Offices Closed)
M		9	Classwork Resumes, 7:30 am
M		9	2nd 8 weeks Classes Begin, 7:30am
F		13	Last day to Withdraw from Interim Class with Automatic "W" on transcript
F		27	Interim Session Ends July 30, 4:30 pm
T		31	Last day to Withdraw from full Summer with Automatic "W" on transcript
M	Aug	13	2nd 8 weeks, Last day to Withdraw with Automatic "W" on transcript
F		24	Classes End, 4:30 pm
F		24	OSUIT Graduation Exercises, 7:30 pm
M		27	Grades due to CMN Registrar by 8:00am

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This Catalog offers information about CMN's academic programs and services as accurately as possible. Circumstances may prompt changes in CMN policies and services rendering current information inaccurate. The current and official information may be found on the CMN website, <http://www.mvsktc.org>.

GENERAL INFORMATION

Mission Statement

The College of the Muscogee Nation is the institution of higher education for the Muscogee (Creek) Nation emphasizing native culture, values, language and self determination. The College provides a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and offers exemplary academic programs that meet student, tribal, and societal needs. Through instructional quality and visionary leadership, the College of the Muscogee Nation encourages lifelong learners, for personal growth, professional development, and intellectual advancement.

Cultural Context

The College of the Muscogee Nation tradition is founded in Muscogee language and culture passed to us by our elders. On our campus all are free to speak Native languages, share culture and participate in traditions. *Vrakkueckv* (Respect) is cultivated.

Muscogee ways are interwoven into the curriculum by honoring generations past while teaching and learning in the present to build our tribal nation for generations to come. Academic quality is very much a part of the College of the Muscogee Nation learning outcomes.

Vision Statement

The College of the Muscogee Nation fosters the spirit of enthusiasm for learning, identity embedded in culture and appreciation for tradition that will serve our students well into the future benefiting the interests of the Muscogee Nation and enhancing greater participation within the tribal, local, and global communities.

Core Values

The College of the Muscogee Nation is committed to core values inherited from our tribal elders and the following we hold true:

VRAKKUECKV (RESPECT): We value our Native culture, language and community, honoring the rights and dignity of all people;

FVTCETV (INTEGRITY): We are fair, honest and accountable for our actions;

MECVLKE (RESPONSIBILITY): We are loyal, reliable, and diligent in all tasks;

EYASKETV (HUMILITY): We are kind, concerned for the well being of others and embrace equality;

HOPORENKV (WISDOM): We gain insight from scholarly learning and the knowledge and experience of our elders.

Goals

The following established goals consistent with the Mission, Vision Statement, and Core Values will guide the College of the Muscogee Nation in the present and into the future. These goals will enable us to:

1. Offer academic degree programs that are unique and reflect Mvskoke culture, history and language.
2. Create educational opportunities that are accessible to the Native community and tribal members.
3. Provide co-curricular activities that respect tribal traditions and culture.
4. Develop quality educational programs that give students a scholastic foundation to pursue higher academic degrees or to achieve their career objectives.
5. Maintain a focused learning environment in a safe and secure campus.

History of the College

The College of the Muscogee Nation (CMN) is a tribal college created September 1, 2004 by the Muscogee Nation Council and signed into law by the Principal Chief. The law provided legislation to charter the institution and established a board of regents.

Prior to the tribal college offering its first classes in the fall semester of 2004, the National Council passed a resolution expressing support for the CMN with the cooperation of the Oklahoma State University system. An institutional charter was drafted and by-laws were adopted as the organic documents to organize the college governance and administration.

While continued support has always been expressed by tribal officials for higher education, this institution is the first college for the Muscogee Nation. The college unites both the Oklahoma State University system and the Muscogee (Creek) Nation (MCN), with the OSU system helping the CMN to gain accreditation in the near future.



Logo

The CMN logo features a pre-Columbian symbol found on pottery shards in Muscogee ancestral grounds that symbolizes two raven heads. Ravens traditionally represented a catalyst of change with the ability to transform and resurrect--the raven brought light to the earth. The raven is also symbol of knowledge. Traditionally, the symbol represents unity and strength. The logo's perimeter represents the circle of life, community, family, the earth and the universe. It is reflective of CMN's objective to preserve the past and to cultivate the futures of our students.

Board of Regents

The CMN Board of Regents is a board of five members created by tribal law and appointed by the Principal Chief and confirmed by the National Council. The Board issues degrees, determines curricula and courses of study and establishes student fees in accordance with the policies of the OSU system. In addition, the Muscogee (Creek) Nation allocates funds to the institution for operation and maintenance from tribal appropriations and other funds which are made to the board.



Location

CMN Administrative offices are currently located at 600 North Mission Lane, Okmulgee, OK 74447 (west of the OSU Institute of Technology campus). The Learning Resource Center is in the Health and Environmental Technologies building on the OSUIT campus. Classrooms are located on the OSU Institute of Technology campus and within the Muscogee (Creek) Nation Complex.

Upon completion of the new Education/Administration building, CMN administrative and classroom facilities will be located at 1200 Hwy 56, Okmulgee, OK 74447 (1/4 mile north of the OSUIT Campus).

Accreditation

CMN currently enjoys a partnership with the Oklahoma State University system to transcript courses. Through this partnership, students are dually enrolled with CMN and OSUIT. Students may take classes at either school with those courses transcribed through OSUIT. Thus, a student earning an unaccredited CMN degree may have courses transferred to an accredited institution via an OSUIT transcript. Consistent with its mission, CMN is committed to student learning through this partnership. In further demonstrating this commitment to learning, CMN has attained Associate Member status in the American Indian Higher Education Consortium.

Partner Institution

A formal arrangement with the Oklahoma State University system provides access to their facilities, administrative systems, and faculty. Currently, federal financial aid services, transcripts, and academic credit are provided by the OSU system.

Sexual Assault and Sexual Harassment Policies

The College of the Muscogee Nation affirms its commitment to an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. The college will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. Students of the college are expected to report incidents of sexual harassment, sexual violence, or assault or harassment based on gender or sexual orientation. Sexual harassment is a violation of section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 (42

U.S.C. S2000e. Et. Seq.), and Title IX of the Educational Amendments (20 U.S.C. 1681, et. Seq.) and is punishable under federal law. The tribal college will abide by OSU Institute of Technology policies and procedures regarding these issues. Additional information on these policies may be obtained from the College at (918) 758-1480.

(Picture Insert)

Drug and Alcohol Abuse Prevention Policy

The College of the Muscogee Nation is committed to a standard of conduct which prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and faculty on campus premises with any college sponsored activity or event on or off campus. The tribal college will abide by the OSU Institute of Technology policies and procedures regarding these issues. The preceding policy has been adopted to ensure compliance with both the *Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendments of 1989*.

Student Right-to-Know and Campus Security Act

Pursuant to the Student Right-to-Know and Campus Security Act, the College of the Muscogee Nation when accredited will monitor criminal activity and annually publish a campus Police Crime Report. Until accreditation is granted CMN will abide by the policies and procedures of OSUIT and a copy of their report will be available to each current CMN student and employee.

COLLEGE SERVICES

Admissions

Admission to the College of the Muscogee Nation is managed through the CMN Admissions and Registration office, with cooperation of the OSU system for dual admission. Students may initiate the admission process with any department advisor or with the CMN Admissions/Registration office. All applicants must complete an application for admission to CMN, an application for admission to OSUIT; submit 2 official high school transcripts (sealed envelope mailed from high school) or GED scores, official ACT and/or SAT scores, and immunization records. A student who has previously attended another accredited college or university must have two official

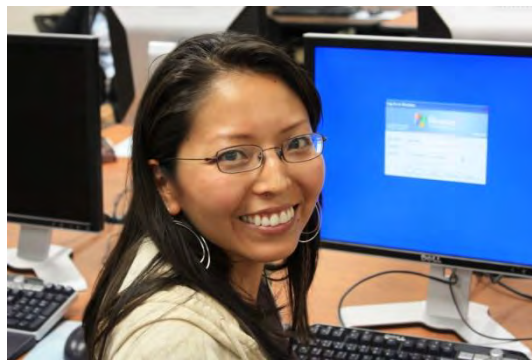
transcripts mailed directly from each school to CMN. A student may not disregard any part of his/her academic records in order to apply for admission.

Bookstore

Books and specifically related academic resource materials required to complete coursework at CMN can be obtained at the OSUIT bookstore or in some cases through the CMN Registration office Business Affairs-Administrative Office. Tuition and fees due to CMN are paid at the OSUIT Bursar's office. Checks should be made payable to OSU Institute of Technology for courses offered by CMN. All federal financial aid disbursements are issued through the OSUIT Bursar's office. All CMN financial aid is managed by the CMN Financial Aid office and disbursed through the OSUIT Bursar's office.

Campus Services/Facilities

Through a cooperative agreement with OSUIT, students of CMN have access to the following: Access Services, Child Care Center, Copy Center, Counseling Services, Mail Service, Recreation/Athletic Facilities, Intramurals, Extra-curricular clubs/organizations, Residential Life and Food Services, Student Union and Student Health Services. For specific information regarding these services/facilities please refer to the OSU Institute of Technology web site (www.osuit.edu).



Computer Resources

Computers are available for student use in the Learning Resource Centers of CMN and OSUIT. Additionally, a limited number of laptop computers are available for checkout from the CMN LRC.

Continuing Education

The College of the Muscogee Nation in cooperation with the OSU system provides training and/or courses for non-traditional or extraordinary education needs of the community, tribal or business sector.

Financial Aid

All degree-seeking students must fill out the Free Application for Federal Student Aid (FAFSA) in order to ensure students' ability to access education. It can be completed online at www.fafsa.ed.gov using the OSUIT School Code of **003172**. The priority filing deadline is **April 15**. Once the FAFSA is completed, eligibility for grants, scholarships, student loans and student employment is determined. Financial aid is available to both full-time and part-time students who meet eligibility requirements. For further information, see the Financial Aid section of this document or contact the Financial Aid Office.

Learning Resource Center

CMN's Learning Resource Center is currently located in the Health and Environmental Technologies Building on the OSUIT campus. The LRC is equipped with computer workstations and houses documents related to a variety of topics, journals and newspapers concerning Native American issues and general subject matter. The LRC's latest expansion project is bringing tribal newsletters and newspapers from across the United States and Canada to the current periodicals shelves to add diverse Native American publications to students' fingertips exposing issues facing other Indian communities.

CMN students may also utilize OSUIT's Learning Resource Center for electronic access to full text journals, literary databases, and newer non-print resources to expand research capabilities.

Parking

Parking is provided by OSUIT for students and staff. Signage designates parking areas. All vehicles, including motorcycles, parked on college property must register at the college Bursar's office. Parking registration or fees are not required.

Public Safety

When students attend class at the MCN Capital Complex, the Muscogee Nation Lighthorse Police are responsible for the safety and

protection of the students, employees and property of CMN. Lighthorse officers are CLEET certified and empowered to enforce all tribal laws as well as college regulations. Lighthorse offices are located at the extreme south end of the Capitol Complex, south of the Center for Human Development. For assistance, call (918) 756-8700 ext. 378. When students are on the OSUIT campus, the OSUIT campus police are responsible for safety and protection of the students. Their telephone number is (918) 293-4890. For emergencies on the OSUIT campus, dial "0" (Zero) for the campus operator.



Records

Student academic records and grade reports for CMN courses are maintained in the CMN Admissions and Registration office, as well as OSUIT Registrar's Office. Students may obtain transcript requests and registration materials through either office. When additional copies of academic records are needed from institutions other than CMN, the student must contact the issuing institution. Once submitted, academic records and transcripts become a permanent part of the student's records at CMN and will not be returned.

Consistent with the partnership between CMN and the Oklahoma State University system, policies regarding records will be the same.

Students with Disabilities

The Americans with Disability Act of 1990 (ADA) and the Rehabilitation act of 1973 (Section 504) prohibits discrimination against any qualified person regardless of disability. CMN and OSUIT will provide reasonable accommodations to ensure that students with documented disabilities have a fair opportunity to perform in class.

Upon acceptance to CMN, the student is responsible to submit documentation of disability (not older than three years and provided by a licensed professional or medical doctor) to the CMN Registration Office. Prior to each semester enrolled, the student is responsible to request special accommodation for classes in writing. CMN will advise the instructor of desired accommodations before the first class of each semester. All reasonable methods of securing desired accommodation will be utilized.



STUDENT LIFE

Clubs and Organizations

CMN's Native American Student Association (NASA) enhances student development and initiative. Other than NASA, most clubs and organizations will consist primarily of those offered through OSUIT.

Conduct

CMN, in conjunction with OSUIT, enforces the disciplinary issues of the college in a manner consistent with OSUIT policies and procedures. The purpose is to establish standards for appropriate behavior defined in the OSUIT Student Handbook and the CMN Student Handbook.

Identification Cards

CMN students will be issued an OSUIT photo identification card with the CMN logo that indicates dual enrollment. Students may use cards to access certain facilities and services. The card should be carried by the student at all times for identification. A fee of \$15 is charged for replacement cards.

Policies

CMN students have access to and are expected to comply with the CMN Student Handbook.

Additionally, CMN students as dually enrolled OSUIT students, have access to and are expected to comply with the OSUIT Student Handbook. Electronic copies of each hand book are available and posted on respective school websites (www.mvsktc.org and www.osuit.edu). Policies and procedures related to student life are published in each handbook.

Discrimination Policies

The College of the Muscogee Nation is in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, and section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and applicable federal laws and regulations. No person shall be discriminated against on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices or procedures. For additional information, contact the College of the Muscogee Nation at (918) 758-1480.

Smoke Free Campus

The CMN campus, cooperating with MCN and OSUIT, enjoys a Tobacco-Free campus. Cessation assistance, including a certified American Lung Association counselor is available through OSUIT's „Breathe Easy" program.

ADMISSION

General Admission Requirements

Students will be admitted to CMN and to OSUIT in one of the following status:

1. First Time College Students:
 - A. High School Graduates or
 - B. Non-High School Graduates
2. College Transfer Students:
 - A. Students with fewer than 24 credits
 - B. Students with 24 or more credits
 - C. Transfer Student Probation
 - D. Transfer of Credit
3. Advanced Standing
4. Re-Admission

5. Special Admission

6. Adult Admission

7. Concurrent Student

For clarification on admission policies, requirements for special programs, computer proficiency and residency for a degree, please contact the CMN Admissions Office.

Students will submit all application materials to CMN. Dual applications (CMN and OSUIT) are a requirement of the agreement between CMN and OSUIT.

Please note that all first time students of CMN are required to take the COMPASS assessment, a self-paced computerized assessment of reading, math, and writing skills (English). An exception is made for students with ACT scores of 19 or above in each of the subtest areas, and certain college transfer students. The assessment is offered at the OSUIT Assessment Center.

Advanced Standing Credit can be awarded to students who successfully complete proficiency tests that are developed and administered by the department responsible for the course offering. Students must be validated by successful completion of twelve or more semester hours of academic work at CMN and/or OSUIT.

Application and Acceptance

Preliminary acceptance is granted following the processing of the admission application. Formal acceptance is issued upon receipt of the following documentation: high school, GED, college transcripts, American College Test (ACT), and/or Scholastic Aptitude Test (SAT) scores. Application and acceptance arrangements may also be made for a Special Non-Degree Seeking Student through the Registration office for students without a high school diploma, GED, and without ACT and SAT scores.

Note: All first time students must meet minimum levels of competency in reading, writing, spelling, science, and mathematics. Placement in appropriate classes will be based on scores obtained on the ACT test or assessment tests administered on campus. The assessment tests

can be arranged through OSUIT Assessment Center.

High School Graduate

The following high school curricular requirements have been established for students seeking admission to the College of the Muscogee Nation:

UNITS/YEARS and COURSE AREAS

- 4 English (Grammar, Composition, Literature)
- 3 Lab Science (Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.)
- 3 Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics.)
- 3 History and Citizenship Skills (including 1 unit of American History and 2 additional units from subjects of Tribal History, Native American Government, History, Economics, Geography, Government, Native American culture, Non-Western culture)
- 2 Additional units of subjects listed above or selected from the following: (Computer Science, Native Language, Foreign Language.)

15 Required Units

Dual Enrollment

Dual enrollment is required of all CMN students. Students will be required to enroll at both the College of the Muscogee Nation and OSU Institute of Technology or other OSU system institutions. Dual enrollment includes internet courses, correspondence courses, and other distance learning classes, as well as, traditional courses.

Readmission

Students who have attended CMN previously, but have not attended within the last academic year, must again submit an Application for Admission and other admissions and financial aid paperwork to CMN and the cooperating institution. If the student has attended any other institution of higher education during their absence from CMN, official transcripts since the last date of attendance from that institution must

be submitted CMN and the cooperating institution.

Transfer Students

Students who have attended other higher education institutions are considered for re-admission as transfer students. Those students who have completed fewer than 15 semester hours are required to meet the academic criteria outlined in the previous section on Application and Acceptance. Students transferring to CMN from a post-secondary institution must comply with the college's admission policies.



Orientation

Students enrolling in eight or more semester hours for the first time are required to enroll in the orientation course. This course includes introduction to college facilities, policies, services, personal growth and adjustment, study behavior, and academic and career development.

CMN and/or OSUIT reserve the right to withhold grades, academic transcripts and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

Tuition and Fees

Tuition and fees for a semester is based on OSUIT rates and upon the number of semester hours in which the student enrolls. Tuition and fees for Audited courses is the same rate as courses taken for credit. Tuition and enrollment fees for Oklahoma resident students are \$126.50 per semester hour. The rate for IT, EDT, Nursing and CUA courses is \$135.00 per semester credit hour. Nonresident students' tuition and enrollment fees are \$300.50 per semester hour and \$309.00 per semester hour for IT, ETD, Nursing and CUA. Additional fees

include Remedial Supplementary Fee, \$18.50 per semester hour; Advanced Standing Examination Fee, \$5.00; Late Enrollment Fee, \$10.00; Off-Campus Electronic Media Fee \$25.00. Additional lab fees may apply to specific programs.

Tuition and/or other fees may change after the printing of this catalog. Notice of any change(s) will be posted where appropriate.

Payment of Accounts

Accounts are payable for the fall, spring and summer sessions by the first day of each class. A late payment penalty of 1% per month will be assessed on delinquent accounts. Students who have not received a completed financial aid award in advance or who are not paying their account in full at the time of regular enrollment will be required to meet with a Financial Aid Counselor to complete the FAFSA or make financial arrangements. CMN and/or OSUIT reserve the right to withhold grades, academic transcripts and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

CMN Scholarship/Tuition Waiver monies are remunerated after all other forms of Financial Aid have been utilized and paid directly to OSUIT Bursar's Office. For more information, please consult the Financial Aid section of this catalog or the CMN Financial Aid Office.

FINANCIAL AID

CMN understands the importance of Financial Aid for students to ensure academic success. Financial Aid staff is available at both CMN and OSUIT to assist students with questions. Degree-seeking full time students and part-time students are eligible to apply for Financial Aid.

FINANCIAL AID OVERVIEW

Application Process for Financial Aid

For all degree-seeking students, funding through CMN is dependent upon information from the Free Application for Federal Student Aid (FAFSA). The FAFSA information is used to determine your eligibility for federal, state, and institutional grants; federal work study; and the CMN Scholarship and/or Tuition Waiver/Grant. A

student can complete your FAFSA by going to the FAFSA website at www.fafsa.ed.gov. The priority filing deadline is **April 15**, and the school code is **003172**. The CMN deadline for filing the FAFSA is two weeks before the beginning of the term of attendance.

Some students may be selected for *verification*, a process that requires students to provide more information to the OSUIT Student Financial Services Office. If a student is selected for verification, he or she will be notified by the OSUIT Student Financial Services Office.

CMN Scholarship and/or Tuition Waiver Applications (for American Indian students who are enrolled in Federally-recognized tribes) are available both online and in the application packet. An application packet is given to prospective students when they meet with an advisor or representative of the college.

CMN will help a student and/or student's family complete the financial aid forms if necessary. To request help, contact the Dean of Student Affairs at the College of the Muscogee Nation, at 918-293-5047 or via email at: acolbert@muscogeenation-nsn.gov.

Determination of Need

After the FAFSA is complete, financial need and eligibility are determined by the information provided to the Federal Department of Education on the FAFSA. Eligibility for specific funds is based on federal and state guidelines, institutional awarding policies, and the funds available at the time of the application review.

If a student has questions regarding the determination of financial aid, he or she is encouraged to contact the Dean of Student Affairs at the College of the Muscogee Nation, at 918-293-5047 or via email at: acolbert@muscogeenation-nsn.gov.

Types of Financial Aid

Financial aid programs available to the CMN students include:

Grants

Grants are monetary awards distributed to students, based on need, according to household financial information provided on the FAFSA. Grants do not need to be repaid. CMN students may be eligible for several types of grants.

- Federal Pell Grant *
- Federal Supplemental Educational Opportunity Grant (SEOG) *
- Federal Work Study *
- Tribal Programs
- Oklahoma Tuition Aid Grants *

* Denotes aid programs requiring enrollment in a degree-seeking program. Requirements for other aid programs may vary.

Scholarships

Federal and State need-based scholarships, Private scholarships, Tribal Scholarships, CMN Scholarships and CMN Tuition Waiver/Grants are available through contributions and endowments to CMN from the tribal government, individuals, businesses, and foundations. For more information about other types of scholarships, please contact your tribe and visit the OSUIT Student Financial Services website at:

http://www.osuit.edu/admissions/financial_services/index.php

Additional Sources

Students have access to a wide range of additional resources to pay for cost related to a college education. For other private scholarships, students research and apply for scholarships on their own. CMN provides a Student Resource Guide to assist in this process. This Student Resource Guide is available in the Learning Resource Center (LRC), the Registration Office, the Dean of Student Services Office, the Dean of Academic Affairs Office and in the Financial Aid Office. Additional information is provided on the following funding and community programs:

- G.I. Bill/Veteran's Benefits
- Vocational Rehabilitation Services
- Job Training Partnership Act

Loan Programs

Borrowing student loans is discouraged at CMN. However, we recognize that in some situations this is necessary. Please see the Dean of Student Services to discuss eligibility for loans and loan conditions.

Starting in January each year, CMN provides a Financial Aid Orientation Workshop to assist students.

Continuing students may reapply each year using the electronic FAFSA renewal application at www.fafsa.ed.gov, available beginning in mid-January for the following school year.

Transfer students may contact the OSUIT and CMN Financial Aid Offices if you have already filed for financial aid. Otherwise, the procedure to renew is the same as above.

The priority date to apply for financial aid is April 15. Meeting this deadline reasonably assures the student the maximum amount of financial aid available.

FINANCIAL AID AWARD LETTERS

After the student file is reviewed, an OSUIT award letter is mailed to the student detailing eligibility. Once the student accepts the aid and returns the signed award letter to OSUIT, the listed funds will be processed.

The award letter is only an estimate. This aid is based on availability of funds. There is no liability for any agency or the CMN to pay these awards.

FINANCIAL AID DISBURSEMENT

Once a student file is completed and, if necessary, the signed award letter is received by the OSUIT Student Financial Services Office, monies will be requested from the appropriate funding agencies.

The OSUIT Bursar's Office disburses all financial aid. After the Add/Drop period, funds will first be applied toward direct educational costs and the balance, if any, is refunded to the student to meet other expenses related to his/her educational pursuits.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

If a student receives financial aid, government regulations require that the student makes satisfactory academic progress and maintains good standing in his/her courses. Students who do not meet this criterion are ineligible to continue receiving Federal Title IV funding. Reinstatement may occur when CMN's satisfactory academic progress standards are met.

Satisfactory academic progress is measured in two ways: Grade Point Average and Completion Ratio. Failure to meet the academic progress standards for one semester results in financial aid probation. Students on financial aid probation are eligible for Title IV Funds.

Failure to meet the academic progress standards for two consecutive semesters may result in financial aid suspension.

Students on financial aid suspension are not eligible for Title IV Funds or the CMN Scholarship or the CMN Tuition Waiver/Grant.

Additionally, a third measure, which limits how many credits/hours can be funded through financial aid is used. This credit limit is based on how many credits it takes to complete a particular degree or certificate. More details are available in the CMN and OSUIT Student Financial Services Offices.

FINANCIAL AID PROBATION

A student who fails to meet the GPA standard (see above) or the 67% completion ratio (see above) will be placed on financial aid probation for one term. While on probation, a student may still receive financial aid. To be removed from probation, a student must meet the cumulative SAP standards at the end of the probation period. If a student fails to meet these standards, the student will be placed on Financial Aid Suspension at the end of the probation period.

FINANCIAL AID SUSPENSION APPEAL

A student who has mitigating circumstances may appeal financial aid suspension. Examples of mitigating circumstances may be: serious medical problems, death in family, curriculum changes, an improvement in their cumulative GPA or completion ratio that still does not meet the cumulative SAP standards requirements but shows marked improvement by the student, etc. The appeal must include a written explanation and documentation explaining why the student was not able to meet the standards. A student must also include in the appeal a written plan to produce improved academic performance, or an Individual Academic Plan. Continued financial aid probation may be granted based on the circumstances. Appeals are reviewed by the Financial Aid Director. Appeals must be filed at

least three weeks before the first day of class. The Financial Aid Appeal form may be obtained from the Financial Aid Office. For more information about this or other options, please contact the CMN or OSUIT Student Financial Services Office.

WITHDRAWALS AND CHANGE OF ENROLLMENT STATUS

Any student receiving financial aid (grants or scholarships) must notify the Financial Aid Office if they withdraw from courses or totally withdraw from CMN. It may be necessary for the student to repay a portion of the aid received due to change in enrollment status. Withdrawals count as credits attempted but not earned.

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

All students receiving Federal and/or State Financial Aid must comply with the intent of the regulations and statutes. For more information, please contact the CMN Dean of Student Affairs or the OSUIT Student Financial Services Office.

DRUG-RELATED CONVICTIONS AND STUDENT INELIGIBILITY

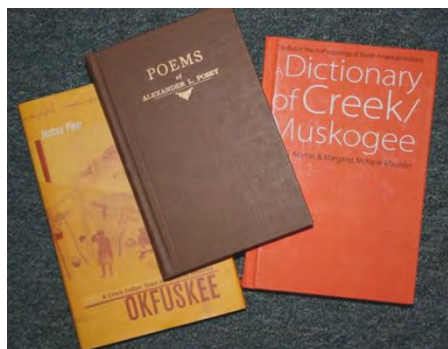
A student who wishes to receive a Federal Pell Grant or any other Title IV monies is required to certify that (s)he will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity in connection with the Federal Grant. For more information, contact the CMN Dean of Student Affairs or OSUIT Student Financial Services Office.

VETERANS

Veterans may be entitled to educational benefits passed by the federal and state legislatures and may obtain these benefits while pursuing a course of study at CMN. The Financial Aid Director is the point of contact at CMN and must complete certification of enrollment forms as soon as possible. Eligible student need to contact the Financial Aid Office as soon as possible.

For more information on financial aid eligibility, SAP standards, tribal grants, or other financial aid contact the CMN Dean of Student Affairs or

OSUIT Student Financial Services Office.



ACADEMIC

As an institution of higher education, the College of the Muscogee Nation is dedicated to helping students achieve their academic and career goals by providing a quality learning environment sensitive to our rich tribal culture, language and history. Students, community, and Muscogee (Creek) people are the true foundation for every class taught, every degree offered and every service provided at the college. Together, we build and maintain a tribal college that embraces excellence.

Philosophy of General Education

All students participate in common academic experiences during their time at the College of the Muscogee Nation. These experiences are best defined as general education requirements. The CMN program provides students broad and extensive experiences, which are both rich and important in preparation for living in a tribal and democratic society. Taken as a whole, they provide the opportunity for the development of individual talents and a satisfying education experience at the College of the Muscogee Nation.

Students complete general education requirements by the time they have completed course work for the associate degree.

Philosophy of Assessment of Student Learning

At the College of the Muscogee Nation student learning involves the mastery of subject content, application of knowledge, utilization of resources, and problem solving in a Muscogee context. College faculty, staff, and administration work to support a positive environment for student achievement and development. The

primary function for determining effective student learning is the assessment process that uses a variety of valid and reliable measures to monitor and improve courses, services, and programs.

General Education

Courses and credit hours vary as determined by the academic program. Note that courses generally will be selected from the list that follows. For specific requirements, see the appropriate degree plan.

College Cornerstone **1hr.**
Orientation to the College of the Muscogee Nation

Language Arts **9hrs.**
Freshman Composition I
Freshman Composition II
Introduction to Speech Communications or
Small Group Communications (See degree plan)

Social Science **6hrs.**
American History
Native American History

Physical Science **3-4hrs.**
General Physical Science
Chemistry I
General Physics I

Political Science **6hrs.**
U.S. Government
Native American Tribal Government

Biological Science **3-4hrs.**
Biological Science
General Botany
General Zoology
Human Anatomy (See degree plan)

Humanities **3hrs.**
Humanities
Native American Art
Early Western Civilization

Quantitative Analysis **3hrs.**
Mathematical Structures
College Algebra
Business Math (See degree plan)

Behavioral Science **3hrs.**
Introduction to Sociology
Introduction to Psychology

Computer Literacy **3hrs.**
Computer Literacy & Applications

Electives **3-6hrs.**
Beginning Mvskoke Language
Intermediate Mvskoke Language
Advanced Mvskoke Language
Native American Literature
Federal Indian Law
See degree plan

Curricular Deficiencies

Students entering CMN with a high school deficiency can be admitted into an associate degree program. However, students must successfully complete the course requirements within the first 24 credit hours attempted or have all subsequent enrollments restricted to deficiency removal courses until all deficiencies are removed. Students must successfully complete zero level courses with a passing grade in order to remove the deficiency.

Plan of Study

All students are expected to meet with an advisor prior to enrollment each semester to plan their academic schedule. When the student has declared a major, they will be assigned an advisor to develop a plan of study. The plan of study must be approved by the Academic Dean. The approved plan of study will be stored in the student's academic file in the Registration Office. Plans of study are valid as long as the student is continuously enrolled. Students are responsible for checking prerequisites for courses for which they plan to enroll and for following the plan of study in completing courses needed for the degree. Once the student has completed 45 credit hours, he or she may apply for a final degree check and a graduation request with the CMN Registration Office. In all cases, the final degree audit must be submitted prior to the completion of the last semester of enrollment.

Degrees Awarded

Associate in Applied Science in Polices Science (Gaming and Police Science majors)
Associate in Arts (Native American Studies major)
Associate in Science (Tribal Services major)

Certificates Awarded

Certificate in Gaming
Certificate in Mvskoke Language

Academic Advisement

Academic advisors assist students in completing a Plan of Study, selecting correct courses, reviewing course requirements in the chosen major and addressing academic problems that may occur. The academic advisor will also assist the student define career goals, encourage the student's awareness of cultural and social opportunities available to them and assist the student in developing critical-thinking skills. Advisors will be assigned once a degree program has been chosen.

Credit Hour

A semester hour of credit is given for the equivalent of one fifty-minute class period per week for a semester of fifteen or sixteen weeks. For laboratory work, one semester hour of credit is granted for each two or more hours of laboratory work. The length of classes during summer and evening will be proportioned according to the clock hours of a course meeting during regular day classes.

Class Attendance

Students are expected to attend classes. If an emergency situation arises and a student cannot attend a particular class, it is expected that the student contact the instructor prior to the class meeting. Not attending enrolled classes may negatively affect a student's grade for a course. Students receiving financial aid jeopardize receiving the same financial aid where class attendance is a requirement.

Semester Load

A full-time student is one who carries a minimum load of 12 credit hours in the regular semester or 6 credit hours during the summer semester. A student should carry a normal load of 15-18 credit hours per regular semester. This enrollment should lead to the successful completion of all associate degree requirements in four regular semesters, unless a semester of remedial or high school equivalency course work is needed. Students wanting to carry more than 18 credit hours per regular semester must have approval of their advisor and Registrar.

Classification

Classification is determined by the number of credit hours completed. Students who have earned 30 or less credit hours are classified as freshman. Students who have 31 or more credit hours are classified as sophomores.

Course Numbers

Courses numbered in the 1000's are intended primarily for freshman. Courses numbered in the 2000's for sophomores. Associate degree students must have approval of their advisor and the registrar before enrolling in 3000 or 4000 level courses intended for juniors and seniors. The last digit of a course number indicates the number of semester hours of credit to be earned. When zero is the last digit of a course number, the course carries variable credit. Course numbers beginning with "0" indicates remedial work and do not count toward hours earned, hours attempted, accumulated grade point average, or graduation.

Final Examinations

The schedule for final examinations is published each semester. Examinations are given only at the scheduled time and each class must meet at that time. Request for early examinations or excuses from examinations will not be granted. In emergency situations, a student may petition to take an Incomplete in the course. However, an I cannot be given to a student who is failing a course at the time the I grade is awarded.

Grades

Grades are recorded with the letter grades A, B, C, D, F, I, AU, W, AW, P/F, P/NP, or N. Grades are posted online through the student's OKEY account at the closing of each semester. For letter grades A, B, C, D, and F, please see below.

Grade Point

Grading Scale	Grade	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

Symbols

A – Excellent

B – Good

C – Average

D – Below Average

F - Failure

I - An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. When reporting an I, the instructor will record in detail the conditions for removal of the I, with time limitations not to exceed two semesters. I grades not changed by the instructor to a credit-bearing grade or an F within the specified time limit will remain as a permanent I and not contribute to the student's GPA.

AU - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. The allowable time to change an enrollment status from audit to credit is the last day of the add period for each semester. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards as set by the State Regents. The allowable time to change an enrollment status from credit to audit is the last day of the drop period for each semester. AU will not contribute to a student's GPA.

W - An automatic withdrawal grade of W is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins the eleventh day of classes (approximately one eighth of the session) for classes meeting the full length of regular sessions. The withdrawal period for classes of shorter duration begins the day following approximately one-eighth of the length of the class. The last day for an automatic W is the last day of the eleventh week (approximately seventy five percent of the class length) for classes meeting the full length of regular sessions. For classes of shorter duration, the last day for an automatic W corresponds to the day that coincides with seventy-five percent of the class. For any drop or withdrawal accepted after this deadline, a W or F will be assigned depending upon the student's standing in the class. If an F grade is

assigned, it is calculated in the student's GPA; the W grade is GPA neutral.

AW - Administrative withdrawal may be assigned by the Admissions and Records office to indicate that a student has been involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons, or for inadequate attendance or otherwise demonstrated lack of appropriate concern for satisfactory academic progress toward program objectives. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

P/F - An instructor may elect to use pass-fail as an option for students in specified courses, included in this are the remedial and orientation courses. The pass grade indicates hours earned but does not contribute to the GPA. The fail grade is an F and is calculated into the GPA.

P/NP - An instructor may elect to use the grades P and NP for specified courses or may allow students to elect a P/NP option under circumstances specified by the institution. The P grade is neutral indicating minimal course requirements have been met and credit has been earned. The P grade may also be used to indicate credit earned through advanced standing examinations. The grade of NP indicates that a student did not meet minimum requirements in a course designated for P/NP grading. While both grades P and NP are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

N - An N grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The N grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The N grade is GPA neutral.

Grade Reports

A final grade report is available to each student using his/her assigned OSUIT email and OKEY account. Refer to the OSUIT website for information about the OKEY account (www.osuit.edu).

Grade Corrections

A faculty member may initiate a change after

grades have been submitted to the Registration Office provided that:

1. Justification for the grade change is made in writing to the Registrar via a "change of grade form", and
2. The changes are submitted within the first 8 weeks of the semester after the original grade was awarded.

Grade Appeals

A student must first discuss his/her grade with the instructor prior to grade appeal process. A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consulting with the instructor. The Grade Appeals Process must be formally initiated from the student with a written appeal to the Degree Program Coordinator within four months after the original grade is awarded or six weeks after the student begins a new semester, whichever comes first. If no resolution is achieved or if the Degree Program Coordinator is the instructor of the course grade in question, the student must submit the written appeal to the Academic Dean for presentation and discussion with the Grade Appeals Committee. If the Degree Program Coordinator of the course grade in question is seated on the Grade Appeals Committee, a replacement Degree Program Coordinator will be seated for the process. The decision of the Grade Appeals Committee is final and the student will be notified in writing by the Grade Appeals Committee Chair.



Graduation Requirements

Students at CMN must request a degree check the semester before graduation to the Registration Office. A degree check will confirm courses successfully completed toward graduation and show any outstanding courses(s) and/or degree requirements yet to be

completed.

The minimum number of hours for graduation is 60 successfully completed credit hours (see individual degree requirements), excluding physical education activity, and preparatory or remedial courses ("0-level"). Students must meet all degree requirements for graduation, including but not limited to the following, before degrees are conferred:

1. Students must have a minimum of 30 credit hours earned through CMN. (No more than one-half (50%) of any degree can be earned outside of CMN or transferred into CMN.)
2. At least 15 of the 30 credit hours must be satisfactorily completed in residence at CMN.
3. The last 15 credit hours of any degree program must be completed in residence at CMN
4. The minimum grade point average is 2.0 for graduation.
5. All other degree requirement must be met.

Graduation with Honors

CMN recognizes associate degree candidates who have demonstrated superior academic performance. Students will graduate with honors if they meet the following criteria: all graduation requirements are met by the end of the graduating semester and a minimum grade point average of 3.50 in all course work taken through the final regular semester.

Honor Roll

Outstanding students are recognized in the graduation semester by induction into the Nakcokv Mvhakv Svhlwecvt Ohhec Vrakuecvt Etokvketv (President's Honor Roll) or the Vrakuecvt Etokvketv (Honor Roll). In order to be eligible, students must earn a grade point average of 3.75 or higher for the Nakcokv Mvhakv Svhlwecvt Ohhec Vrakuecvt Etokvketv (President's Honor Roll) or between 3.50 and 3.749 for Vrakuecvt Etokvketv (Honor Roll), and complete a total of 12 or more semester hours with a grade no lower than a "B" in degree required courses at

the time of final grade reporting. High school equivalency courses do not meet the criteria for inclusion in determination of honors awards.

Academic Notice

As a cautionary warning of possible academic progress difficulties, students who have attempted 30 or fewer credit hours and have a cumulative GPA between 1.7 – 2.0 will be placed on Academic Notice.

A student placed on Academic Notices with OSUIT will also be placed on Academic Notice with CMN.

Academic Probation

Students whose cumulative GPA falls below a 2.0 will be placed on Academic Probation. A student must bring his or her GPA up to a 2.0 in regularly graded course work at the end of the next semester or complete each course in the next semester with a 1.7 or better to continue as a student. If the GPA is not brought up, the student will be immediately placed on Academic Suspension and not reinstated for one semester.

A Student placed on Academic Probation with OSUIT will also be placed on Academic Probation with CMN.

Academic Suspension

Any student placed on academic probation the previous semester and fails to raise his or her GPA to 2.0 or the required cumulative level will be suspended from CMN for one semester.

A student placed on Academic Suspension with OSUIT will also be placed on Academic Suspension with CMN.

Academic Suspension Appeal

A student may appeal Academic Suspension in writing, citing circumstances that led to the suspension or the reason(s) appeal of the suspension should be considered. Written appeals should begin and be submitted to the CMN Registration Office including as many details as possible. All appeals must be submitted no less than 4 business days before the beginning of the semester of suspension to the CMN Registration Office. Each appeal is individually considered in cooperation with the OSUIT Director of Admissions and the OSUIT Executive Vice President. Further action may or may not be required. An approved appeal of Academic Suspension allows the student to

immediately enroll in courses for the suspended semester provided all other student obligations have been met.

Academic Misconduct

The fundamental principle of academic life is integrity. Academic dishonesty in any form is not condoned by CMN. If there is no doubt that an act of academic dishonesty has occurred, the instructor has the authority to administer any of the following:

1. Not accept the assignment or test in question and record a “zero” for the assignment or test, require the student to redo the assignment or test, or require the student to complete a substitute assignment or test.
2. Recommend to the Academic Dean that the student be dropped from the class and assigned a failing grade (F) or administrative withdrawal (AW) for the course. A written recommendation is required which includes a description of the specific occurrence and supportive documents if applicable.
3. In cases of extreme or repeated incidents of academic dishonesty, submit a written recommendation to the Academic Dean advising that the student be suspended from CMN. The written recommendation is to include a description of the specific occurrences including supportive documents if applicable. When recommendations as described in parts 2 and 3 are made, the student will be notified by the instructor as to what action will be taken. If the student believes an error has been made, the student may appeal the action.

A written appeal must be filed by the student within 10 working days of notification and submitted to the Academic Dean. The appeal is heard by a committee consisting of the Academic Dean, two faculty members and a student member. The student and instructor will be present and after the meeting they will be informed in writing of the action taken.

Withdrawals

Withdrawal from a course is not official until an Add/Drop/Withdrawal form has been received by

the CMN Registration Office. The Financial Aid Director's approval will be required in situations where financial aid or Satisfactory Academic Progress is negatively affected. Students may withdraw from courses according to the following schedule. Dates corresponding to the days cited are listed in the academic calendar.

1. Students may Drop a course up to the end of the 10th business day of the class sessions with a full tuition refund and no course recorded on the transcript.
2. Students may Withdraw a course from the 11th day to the last business day of the 11th week of the semester, with no tuition refund and a "W" recorded on the transcript. (See academic calendar for summer, intensive, short or other special semester add, drop and withdrawal dates.)
3. Students may not withdraw from courses after the beginning of the twelfth week of the semester.
4. No course may be dropped or withdrawn after a final grade has been assigned.

NOTE: For students enrolled in OSUIT courses, add, drop and withdrawal dates are consistent with the OSU system requirements.

Course Repeat Policy

A student may repeat a course and have only the second grade earned, whether lower or higher than the first grade, count toward his or her GPA. The first course grade still appears on the transcript in the semester it was earned. The second course grade also appears on the transcript in the semester it was earned, however only the second course grade is computed toward the GPA. A student may utilize this option for up to four (4) courses, not to exceed eighteen (18) credit hours. This policy can only be used for courses where the first grade earned was a D or F. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the GPA.

Limited occasions will allow a student to repeat courses above the first four (4) courses (not

exceeding eighteen (18) hours of D or F grades) but each repeated course grade, including the original grade is calculated in the GPA.

Transfer of Course Credits

CMN accepts course credits from other regionally accredited institutions of higher learning. However, CMN reserves the right to determine for itself those credits it will accept in transfer to meet the graduation requirements. Courses will not be accepted in transfer and applied to degree programs until approval has been granted by the Registrar.

Transfer credit will not be evaluated until an official transcript from issuing school(s) has been received by the Registration/Admissions office. Although all courses may be transferred into CMN, no more than one-half (50%) of the degree may be transfer credit. The last 15 credit hours earned for any CMN degree must be taken in residency. (See Graduation Requirements for further explanation.)

Transcripts

The partnership between the OSU system and CMN allows for a student to receive a transcript from the OSU institution. The dual transcript will be recognized by both institutions. The OSUIT Registrar's office will provide up to 10 copies of the student's transcript upon the student's request. Transcripts will be withheld if the student has outstanding financial obligations.

Privacy Act

CMN policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and regulations are maintained in the Registrar's Office.

Access to Student Academic Records

In accordance with FERPA, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review. Students should contact the Registration Office for access to academic records.

College of the Muscogee Nation
OSU-Oklahoma City

Total Minimum **Associate in Applied Science in Police Science (O) (CMNP)** 60 HOURS

General Education Requirements 27 Hours

ENGLISH (6 CREDIT HOURS)*

ENGL 1113 Freshman Composition I3 hrs
 ENGL 1033 Technical Writing I3 hrs

HISTORY (6 CREDIT HOURS) *

PLSC 1323 Native American History3 hrs
 HIST 1483 U.S. History to 18653 hrs
 or
 HIST 1493 U.S. History Since 1865

POLITICAL SCIENCE (6 CREDIT HOURS)

PLSC 2650 Native American Tribal Government3 hrs
 POLS 1113 U.S. Government3 hrs

BEHAVIORAL SCIENCE (3 CREDIT HOURS) *

PSYC 1113 Introductory Psychology3 hrs

COMMUNICATIONS (3 CREDIT HOURS)

SPCH 1113 Introduction to Speech Communication...3 hrs

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Science.....3 hrs

* Students have the option of enrolling in Tribal College courses listed or courses offered by the OSU System in the same General Education category. Degree Plans will show courses from the Tribal College or appropriate course substitutions from OSU.

Technical Occupational Specialty**33 Hours**
(OSU-Oklahoma City)

PLSC 1123 Introduction to Law Enforcement and Police Procedures3 hrs
 PLSC 1223 Penal Code and Related Criminal Laws3 hrs
 PLSC 1313 Patrol Procedures3 hrs
 PLSC 1413 Police Community Relations3 hrs
 PLSC 2103 Emergency First Aid3 hrs
 PLSC 2213 Principles of Investigation and Interview3 hrs

Core**15 Hours**

PLSC 1212 Traffic2 hrs
 PLSC 2221 Police Records and Reports1 hr
 PLSC 1211 Firearms1 hr
 PLSC 2111 Defensive Tactics1 hr
 PLSC 2211 Emergency Vehicle Operation1 hr
 PLSC 1320 Native American Language3 hrs
 PLSC 2650 Federal Indian Law3 hrs
 PLSC 2650 Tribal Court Systems3 hrs

College of the Muscogee Nation OSUIT

Total Minimum	Associate in Applied Science in Gaming (O) (GAM)	61 HOURS
General Education Requirements		28 Hours
(Check catalog course listings section for prerequisites)		
ORIENTATION (1 CREDIT HOUR)		
MVSK 1111 College Cornerstone	1 hrs	
ENGLISH (6 CREDIT HOURS)		
ENGL 1113 Freshman Composition I.....	3 hrs	
ENGL 1213 Freshman Composition II.....	3 hrs	
MATHEMATICS (3 CREDIT HOURS)		
MATH 1473 Mathematical Structures I.....	3 hrs	
MATH 2003 Business Mathematics	3 hrs	
COMMUNICATIONS (3 CREDIT HOURS)		
SPCH 2313 Small Group Communications	3 hrs	
HISTORY (3 CREDIT HOURS)		
HIST 1483 U.S. History to 1865	3 hrs	
POLITICAL SCIENCE (3 CREDIT HOURS)		
POLS 1113 U.S. Government	3 hrs	
HUMANITIES (3 CREDIT HOURS)		
MVSK 1123 Beginning Mvskoke Language	3 hrs	
(Or other tribal language course)		
COMPUTER LITERACY (3 CREDIT HOURS)		
CS 1013 Computer Literacy & Applications	3 hrs	
*MVSK 2413 Computer Security	3 hrs	
GENERAL EDUCATION ELECTIVES (3 CREDIT HOURS)		
MVSK 1113 Native American History	3 hrs	
MVSK 1213 Native American Tribal Government	3 hrs	
* Students have the option of enrolling in the College of the Muscogee Nation courses listed or courses offered by the OSU System in the same General Education category. Degree Plans will show courses from the Tribal College or appropriate course substitutions from OSU.		
Support and Related Courses		
Core Requirements	12 Hours	
GAM 1103 Introduction to Native American/Oklahoma Gaming	3 hrs	
GAM 2313 Native American Gaming Regulations and Compliance.....	3 hrs	
GAM 2213 Native American Gaming Law	3 hrs	
GAM 2203 Casino Mathematics	3 hrs	
Technical-Occupational Specialization		
Specialization Requirements-Each Area	18 Hours	
Casino Operations		
GAM 2103 Casino Operations Management	3 hrs	
GAM 2113 Electronic Games Management.....	3 hrs	
GAM 1123 Supervision and Protection of Casino Games I.....	3 hrs	
GAM 2123 Supervision and Protection of Casino Games II.....	3 hrs	
GAM 2303 Techniques of Casino Dealing	3 hrs	
GAM 1133 Basic Games Operations	3 hrs	
Gaming Marketing		
GAM 2233 Public Relations.....	3 hrs	
ACCT 2103 Financial Accounting.....	3 hrs	
GAM 2223 Player Trends and Tracking.....	3 hrs	
GAM 1233 Customer Service Strategies	3 hrs	
GAM 2133 Hospitality Marketing	3 hrs	
GAM 1313 Gaming Advertising	3 hrs	
Gaming Management		
GAM 1413 Introduction to the Casino Industry	3 hrs	
MGMT 2603 Human Resource Management	3 hrs	
ACCT 2103 Financial Accounting.....	3 hrs	
GAM 2103 Casino Operations Management	3 hrs	
GAM 2113 Electronic Games Management.....	3 hrs	
GAM 2303 Techniques of Casino Dealing	3 hrs	
Hospitality/Customer Relations		
GAM 2423 Introduction to Hospitality Management	3 hrs	
GAM 1233 Customer Service Strategies	3 hrs	
GAM 2133 Hospitality Marketing	3 hrs	
GAM 2233 Public Relations.....	3 hrs	
CUA 1214 Dining Room Operations.....	4 hrs	
CUA 1162 Food Service Management	2 hrs	
Electives	3 Hours	
GAM 2323 Supervision	3 hrs	
GAM 2143 Basic Room Operations.....	3 hrs	
GAM 1323 Beverage Management	3 hrs	
CUA 0003 Culinary Arts-Choice of Courses	3 hrs	
GAM 2413 Casino Security	3 hrs	

**College of the Muscogee Nation
OSUIT**

Total Minimum **Associate in Arts in Native American Studies (O) (CMNN)** 66 HOURS

General Education Requirements 39 hrs
(Check catalog course listings section for prerequisites)

ORIENTATION (1 CREDIT HOUR)

MVSK 1111 College Cornerstone 1 hr

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy 3 hrs

ENGLISH (6 CREDIT HOURS)

ENGL 1113 Freshman Comp I 3 hrs

ENGL 1213 Freshman Comp II 3 hrs

COMMUNICATIONS (3 CREDIT HOURS)

SPCH 2313 Small Group Communications 3 hrs

MATHEMATICS (3 CREDIT HOURS)

MATH 1473 Math Structures 3 hrs

MATH 1513 College Algebra 3 hrs

SCIENCE (8 CREDIT HOURS)

BIOL 1304 General Biology 4 hrs

BIOL 2104 Human Anatomy 4 hrs

HUMANITIES (6 CREDIT HOURS)

HUM 2103 Humanities I 3 hrs

MVSK 1123 Beginning Mvskoke Language 3 hrs

(or other Tribal Language Courses)

SOCIAL SCIENCE (9 CREDIT HOURS)

HIST 1483 U.S. History to 1865 3 hrs

POLS 1113 U.S. Government 3 hrs

PSYC 1113 Intro. To Psychology 3 hrs

Core Requirements **12 Hours**

MVSK 1113 Native American History 3 hrs

MVSK 2053 Indian Land Issues 3 hrs

MVSK 1213 Native American Tribal Government 3 hrs

MVSK 2113 Tribal Court Systems 3 hrs

Specialization Requirements – Each Area **15 Hours**

MVSKOKE STUDIES

MVSK 1133 Intermediate Mvskoke Language 3 hrs

MVSK 2133 Conversational Mvskoke Language 3 hrs

MVSK 2243 History of the Mvskoke 3 hrs

MVSK 2323 Contemporary Mvskoke Life 3 hrs

MVSK 2423 The Contemporary Mvskoke Community (Service Learning) 3 hrs

MVSKOKE LANGUAGE STUDIES **15 Hours**

MVSK 1133 Intermediate Mvskoke Language 3 hrs

MVSK 2133 Conversational Mvskoke Language 3 hrs

MVSK 2013 Advanced Mvskoke Language 3 hrs

MVSK 2253 Mvskoke Practicum: Reading and Writing Mvskoke 3 hrs

MVSK 2333 Mvskoke Literacy Project (Service Learning) 3 hrs

ELECTIVES

MVSK 2143 Mvskoke Rhetoric 3 hrs

MVSK 2263 Introduction to Mvskoke Linguistics 3 hrs

MVSK 2343 Field Lab in Mvskoke Culture 3 hrs

MVSK 2433 Mvskoke Practicum: New Speakers Practice 3 hrs

MVSK 2090 Independent Study 3 hrs

MVSK 1253 Tribal Languages 3 hrs

**College of the Muscogee Nation
OSUIT**

Total Minimum **Associate in Science in Tribal Services (O) (CMNS)** 66 HOURS

General Education Requirements 39 Hours
(Check catalog course listings section for prerequisites)

ORIENTATION (1 CREDIT HOUR)

MVSK 1111 College Cornerstone 1 hr

ENGLISH (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I 3 hrs

ENGL 1213 Freshman Composition II 3 hrs

MATHEMATICS (3 CREDIT HOURS)

MATH 1473 Mathematical Structures I 3 hrs

MATH 1513 College Algebra 3 hrs

COMMUNICATIONS (3 CREDIT HOURS)

SPCH 2313 Small Group Communication 3 hrs

SCIENCE (8 CREDIT HOURS)

BIOL 1014 General Biology 4 hrs

BIOL 2104 Human Anatomy 4 hrs

HUMANITIES (6 CREDIT HOURS)

HUM 1013 Humanities I hrs 3 hrs

MVSK 1123 Beginning Mvskoke Language 3 hrs

SOCIAL SCIENCE (9 CREDIT HOURS)

HIST 1483 U.S. History to 1865 3 hrs

MVSK 1213 Native American Tribal Government 3 hrs

POLS 1113 U.S. Government 3 hrs

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications 3 hrs

Students have the option of enrolling in Tribal College courses listed or courses offered by the OSU System in the same General Education category. Degree Plans will show courses from the Tribal College or appropriate course substitutions from OSU.

Core Requirements **15 Hours**

MVSK 1353 Human Relations 3 hrs

MVSK 2153 Grant Writing 3 hrs

MVSK 2053 Indian Land Issues 3 hrs

MVSK 2113 Tribal Court Systems 3 hrs

MVSK 2163 Project Management (Service Learning) 3 hrs

Specialization Requirements - Each Area **12 Hours**

Administration 12 Hours

ACCT 2103 Financial Accounting 3 hrs

MVSK 2273 Governmental Accounting 3 hrs

MGMT 2603 Human Resource Management 3 hrs

GAM 2233 Public Relations 3 hrs

Human Services 12 Hours

MVSK 2513 Community Health 3 hrs

MVSK 2523 Personal and Family Living 3 hrs

MVSK 2533 Utilization of Community Resources 3 hrs

PSYC 1113 Introductory Psychology 3 hrs

Health Services 12 Hours

MVSK 2513 Community Health 3 hrs

MVSK 1233 Health Care Systems/Operations 3 hrs

MVSK 1243 Health Care Coding/Billing 3 hrs

OIS 1153 Medical Terminology 3 hrs

**College of the Muscogee Nation
OSUIT**

Total Minimum

Certificate in Gaming (O)

24 HOURS

Specialization.....	21	Hours
GAM 1103 Introduction to Native American/Oklahoma Gaming	3	hrs
GAM 2313 Native American Gaming Regulations and Compliance	3	hrs
GAM 2213 Native American Gaming Law	3	hrs
GAM 2203 Casino Mathematics	3	hrs
GAM 2103 Casino Operations Management	3	hrs
GAM 2113 Electronic Games Management.....	3	hrs
GAM 1123 Supervision and Protection of Casino Games I	3	hrs
Electives	3	Hours
GAM 2323 Supervision	3	hrs
GAM 2143 Basic Room Operations	3	hrs
GAM 2413 Casino Security.....	3	hrs
GAM 1413 Introduction to the Casino Industry	3	hrs
GAM 2303 Techniques of Casino Dealing	3	hrs

**College of the Muscogee Nation
OSUIT**

Total Minimum **Certificate in Mvskoke Language Studies (O)** 21 HOURS

Specialization Requirements21 Hours

MVSK 1123 Beginning Mvskoke Language.....	3	hrs
MVSK 1133 Intermediate Mvskoke Language.....	3	hrs
MVSK 2013 Advanced Mvskoke Language.....	3	hrs
MVSK 2133 Conversational Mvskoke Language.....	3	hrs
MVSK 2253 Mvskoke Practicum: Reading and Writing Mvskoke	3	hrs
MVSK 2333 Mvskoke Literacy Project (Service Learning).....	3	hrs
MVSK 2433 Mvskoke Practicum: New Speakers Practice.....	3	hrs

Course Descriptions

Accounting	ACCT
Biology	BIOL
Chemistry	CHEM
Computer Science	CS
Culinary Arts	CUA
English	ENGL
History	HIST
Humanities	HUM
Management	MGMT
Mathematics	MATH
Physical Science	PHYS
Police Science	PLSC
Political Science	POLS
Psychology	PSYC
Speech	SPCH

COURSE DESCRIPTIONS-GENERAL EDUCATION-CMN/OSUIT

For General Education courses not listed, refer to OSUIT.

ACCOUNTING (ACCT)

ACCT 2103 **3 Hours**

Financial Accounting.

This course involves the theory and practice of measuring and recording financial data for an economic unit; journalizing transactions; adjusting entries for revenue and expense item, inventories, depreciation, internal control with an emphasis on cash, current and long-term liabilities and accounting for corporation stock transactions. Course emphasis will be on the preparation and use of the income statement, balance sheet and statement of cash flows. Theory.

BIOLOGY (BIOL)

BIOL 1014 **4 Hours**

General Biology.

This course involves biological principles, population, man and the environment. Genetics, reproduction, development, concepts of evolution, selection, adaptation, speciation, taxonomy, and various concepts involving ecosystems are studied. Theory/Lab.

BIOL 2104 **4 Hours**

Human Anatomy.

Human Anatomy involves an introductory study of the human body's structure and function with the emphasis on anatomical principles. Topics of study will begin at the cellular level and follow development through the major organ system. Theory/Lab. Prerequisite: BIOL 1114, or Division Chair approval.

CULINARY ARTS (CUA)

CUA 0003 **3 Hours**

Culinary Arts—Choice of Courses

Refer to the OSU Institute of Technology catalog.

CUA 1162 **2 Hours**

Food Service Management.

This course is designed to introduce students to action stations, breakfast cooking concepts and also high volume breakfast cooking. This course will include instruction and practical application in the following: Eggs cooked to order, omelet's, pancakes, waffles, French toast and hot cereals. Student will also be trained in offering daily or weekly specials to include crepes, quiches and poached egg dishes and buffet set up for quantity breakfast feeding. Theory.

CUA 1214 **4 Hours**

Dining Room Operations.

Introductory level topics covered in this course include table setting, varied service styles and techniques, and identification of dining room equipment. Students experience greeting, seating, selling, and serving in an actual restaurant setting. Daily menus; an introduction to wines and spirits; and an introduction to tableside cooking and flaming are covered. The latest computerized techniques in hotel and restaurant business are studied as well as other career opportunities. Lab.

ENGLISH (ENGL)

ENGL 1033 **3 Hours**

Technical Writing I.

This course focuses on the writing process and strategies for improving writing. The emphasis is on clear, concise writing for specific audiences and for specific purposes. The assignments and activities reflect real-world work situations and writing requirements such as letters and memoranda. Theory. Note: available online.

ENGL 1113 **3 Hours**

Freshman Composition I.

This course focuses on the writing process and strategies for improving writing. The assignments reflect the fundamentals of expository writing with an emphasis on structure, organization and style. The course offers a brief review of grammar and punctuation, a study of sentence structure and practice writing paragraphs and compositions. Theory. Note: available online.

ENGL 1213 **3 Hours**
Freshman Composition II.
This course continues to focus on patterns of developmental and expository writing, seeking to hone the writing skills learned in English 1113, as well as research skills and persuasive writing. The emphasis is on technique, style and form. Theory. Prerequisite: ENGL 1113. Note: available online.

COMPUTER SCIENCES (CS)
CS 1013 **3 Hours**
Computer Literacy & Applications.
This course is an applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies, and primary desktop applications. Theory/Lab.

HISTORY (HIST)
HIST 1483 **3 Hours**
U.S. History to 1865.
This course covers the history of the United States from European colonization through the Civil War period. One class in this course is usually offered each semester with an emphasis on Native American contributions to the U.S. History. Theory.

HIST 1493 **3 Hours**
U.S. History Since 1865.
The history of the United States from the reconstruction period to the present is discussed. Emphasis is given to the growth of the industry and its impact on domestic and foreign affairs. Theory. Note: available online.

HUMANITIES (HUM)
HUM 1013 **3 Hours**
Humanities I.
Themes of human expression as reflected through art, music and literature from the classical era through the Renaissance are examined. Theory. Note: available online.

MANAGEMENT (MGMT)
MGMT 2603 **3 Hours**
Human Resource Management.
This course is an interactive study of the operating environments, policy development and other functions typical of the expanding field of Human Resource Management (HRM) and Development (HRD). Theory.

MATHEMATICS (MATH)
MATH 1473 **3 Hours**
Mathematical Structures I.
This course is a study of the fundamental structures of mathematics for non-math or non-science/engineering majors. Topics include problem-solving, estimation, set theory, logic, number theory, algebraic equations, the qualities, and applications. Theory.

MATH 1513 **3 Hours**
College Algebra.
Quadratic equations, functions and graphs, inequalities, systems of equations, exponential and logarithmic functions, determinants, permutations and combinations and the binomial theorem are all covered in this course. Theory. Prerequisites: MATH 0163 or two years high school algebra or a sufficiently high score on the COMPASS entry assessment test. Note: available online.

MATH 2003 **3 Hours**
Business Mathematics.
Applications of mathematical principles of business are discussed. Topics covered include trade and cash discounts, mark up and mark down, payroll and simple and compound interest. Theory.

POLITICAL SCIENCE (POLS)
POLS 1113 **3 Hours**
U.S. Government.
This course provides an overview of the American constitutional government. The role of the political parties and pressure groups, the legislative, executive and judicial branches and the role of national government in foreign affairs, fiscal-monetary policies and civil rights are examined. Theory. Note: available online.

PSYCHOLOGY (PSYC)
PSYC 1113 **3 Hours**
Introductory Psychology.
This is an introductory course which presents the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and life span development are discussed. Theory. Note: available online.

SPEECH (SPCH)

SPCH 1113 3 Hours

Introduction to Speech Communications.

This course offers instruction on preparation and delivery of extemporaneous speeches.

Emphasis is on audience and purpose analysis, topic research, visual aids and delivery methods. Activities include delivering various speeches before an audience. Speaking situations commonly encountered in business and industry receive special attention. Theory.

SPCH 2313 3 Hours

Small Group Communication.

Small Group Communication focuses on enhancing student understanding of and skills for participation in small group interaction. This course addresses various social dimensions of group processes such as group development, leadership, conflict resolution and verbal and nonverbal communication strategies. Particular emphasis is on task-oriented groups. Theory.

COURSE DESCRIPTIONS-CMN/ OSU-OKLAHOMA CITY

For General Education courses not listed, refer to OSU-OKC.

POLICE SCIENCE (PLSC)

PLSC 1123 3 Hours

Introduction to Law Enforcement and Police Procedures.

Philosophy of law enforcement; the powers and limitations of the law enforcement officer as revealed in case studies.

PLSC 1211 1 Hour

Firearms.

Care and use of police firearms, including legal provisions and restrictions. Open only to COP (Collegiate Officer Program) students with permission of department head.

PLSC 1212 2 Hours

Traffic.

Police responsibility in traffic control, organization of traffic and patrol division, routine traffic duties and accident reports. Pre-requisite: PLSC 1223 and concurrent enrollment in PLSC 2221.

PLSC 1223 3 Hours

Penal Code and Related Criminal Laws.

The legal basis of law enforcement; the penal code, formation of law enforcement bodies, local ordinances and regulatory functions.

PLSC 1313 3 Hours

Patrol Procedures.

An examination of the types and methods of patrol activities. Studies include patrol techniques, hazard awareness, decision-making and tactical considerations. Prerequisite: PLSC 1223.

PLSC 1413 3 Hours

Police-Community Relations.

Relationships existing between the police and the community they serve. Emphasis will be placed on the officer's role relative to the community, crime prevention, civil rights and the elements of effective community relations.

PLSC 2103 3 Hours

Emergency First Aid.

Department of Transportation (DOT) First Responder. Emphasis on emergency care for injuries and response procedures to emergency situations. Successful completion results in certification by the American Heart Association in Basic Life Support and by DOT as First Responders. Lab: two hours per week.

PLSC 2111 1 Hour

Defensive Tactics.

The study and practice of methods of defense employed by police officers. Lab: three hours per week. Open only to Collegiate Officer Program (COP) students with permission of department head.

PLSC 2211 1 Hour

Emergency Vehicle Operation.

The legal aspect of emergency vehicle operation, desirable law enforcement driving behaviors and the proper handling of a vehicle in non-emergency, emergency and pursuit modes. Limited to Collegiate Officer Program (COP) students.

PLSC 2213 3 Hours

Principles of Investigation and Interview.

General principles of police investigation, evaluation, processing and assignment of complaints, methods of obtaining evidence, interviewing techniques. Prerequisite: PLSC 1223.

PLSC 2221 1 Hour

Police Records and Reports.

Organization and operations of centralized records division; study of standard police forms and reports. Concurrent enrollment in PLSC 1212.

PLSC 1320 3 Hours

Native American Language.

Basic course designed for a selected tribal language that focuses on listening and speaking emphasizing language practice using topics of everyday life.

PLSC 2650 3 Hours

Federal Indian Law.

This course will focus on the nature and scope of Indian Law including the legal framework of the government to government relationship between tribal, federal, and state governments. A historical overview of federal Indian relations and policy will be provided, including basic doctrines of federal Indian law.

PLSC 2650 3 Hours

Tribal Court Systems.

This course addresses the issues involved in creating and operating tribal judiciaries, and the federal, state, and tribal tax laws that affect tribal governance.

PLSC 2650 3 Hours

Native American Tribal Government.

A brief historical overview of Tribal Governments using selected tribes to provide a review of significant treaties, specific examples of sovereignty, federal legislation and state compacts. The executive, legislative and judicial branches of a selected tribal government will be analyzed as well as a discussion of contemporary critical issues.

POLITICAL SCIENCE (POLS)

PLSC 1323 3 Hours

Native American History.

The class will examine the historic relationship between Native Americans and the United States Government. Students will study major influences on Native American people and tribes such as; Indian removal, reservation era, boarding schools, land allotment, Indian reorganization, relocation, termination and self-determination.

COURSE DESCRIPTIONS-CMN

MVSK 2273 3 Hours

Governmental Accounting.

This course will study budgetary and financial accounting/reporting as applied at the state, local, and special-purpose governments; financial accounting and reporting for not-for-profit organizations. Prerequisite: Financial Accounting

COMPUTER TECHNOLOGY

MVSK 2413 3 Hours

Computer Security.

This course will offer an in-depth study of topics in computer security. Topics will vary according to current trends and research directions in the field. Some possible topics include: secure file and mail systems, operating system vulnerabilities, firewall and intrusion detection, denial-of-service, and security in mobile environments.

GAMING

GAM 1103 3 Hours

Introduction to Native American/Oklahoma Gaming.

Studies the evolution of American Indian gaming and its influence on tribal self-determination. Examines the historical, legal, economic, and social/cultural, and regulatory impact of legalized gaming on Indian Nations and Oklahoma.

GAM 1123 3 Hours
Supervision and Protection of Casino Games I.

Basic gaming form, electronic game slots and table games, observe suspicious activity and breaches of policy procedure.

GAM 1133 3 Hours
Basic Games Operations.

This course will focus on the basic understanding of rules and regulations for roulette, electronic games, blackjack and casino carnival type games and understanding the various personnel roles, duties and their functions.

GAM 1233 3 Hours
Customer Service Strategies.

Examines the role and responsibilities of employees in building quality guest relationships that create customer satisfaction as well as

exploring the functions of customer service employees in hospitality businesses.

GAM 1313 3 Hours

Gaming Advertising.

Creating, coordinating and integrating advertising, public relations and marketing activities; developing and presenting a gaming campaign.

GAM 1323 3 Hours

Beverage Management.

Practical skills and knowledge for effective food and beverage service in a casino environment. Topics include basic sanitation and safety, greeting and service of guests, styles of service, and handling complaints. Upon completion, students should be able to demonstrate appropriate human relation and technical skills in the service of foods and beverages to develop customer satisfaction.

GAM 1413 3 Hours

Introduction to the Casino Industry.

Introduces the various segments of the gaming industry. Major topics include a review of the historical background of gaming and the evolution of the different types of gaming, including class II and III, lottery, riverboat, conventional and Native American gaming.

GAM 2103 3 Hours

Casino Operations Management.

An overview of the history and development of the gaming industry. Basic casino managerial techniques are covered with an emphasis on the following: Protection of casino games; staffing, labor/management relations; floor, pit, and shift supervision.

GAM 2113 3 Hours

Electronic Games Management.

The basics of management focusing on departmental responsibilities and operating procedures. There will be an emphasis on supervising shift managers, slot mechanics, EG techs, floor persons, electronic game cashiers, and coin room managers. Topics of discussion will also include: electronics game drops, count room, jackpot fills, and credits.

GAM 2123 3 Hours
Supervision and Protection of Casino Games II.

In-depth examination of the various methods used to protect casino table games. Reviews

and examines possible ways that cheating can occur. Included are methods of detection and internal controls used by the casino.

Prerequisite: Supervision and Protection of Casino Games I.

GAM 2133 3 Hours

Hospitality Marketing.

Strategies for Marketing and decision-making in the hospitality industry. There is an emphasis on customer identification, consumer behavior, competition, product promotion, placement and pricing strategy.

GAM 2143 3 Hours

Basic Room Operations.

Basic understanding of camera systems and operations, policy and procedures for the various geographical areas of the casino and observation techniques.

GAM 2203 3 Hours

Casino Mathematics.

Applies mathematic principles specific to casino operations and game control. It will include a review of arithmetic, analysis of odds/probabilities relative to casino games and basic accounting and reporting procedures.

GAM 2213 3 Hours

Native American Gaming Law.

This class will focus on the various local, state and federal regulatory processes, including compacts, gaming ordinances and internal control regulations.

GAM 2223 3 Hours

Player Trends and Tracking.

Examines the various methods that casinos use to monitor patrons transactions and data reports that are used to study the trends of frequent players through technology based systems. Player tracking will be discussed as a marketing tool for the casino. The benefits of trend data will be studied to identify under performing games.

GAM 2233 3 Hours

Public Relations.

Introduces issues and practices of communications between gaming organizations and their constituencies. Includes the study of opinion research, media relations, public communication campaigns, consumer identity and ethics. Students gain experience in writing

news releases, conducting surveys and designing integrated campaigns.

GAM 2303 3 Hours
Techniques of Casino Dealing.

A hands-on training course designed to teach dealing skills. Emphasis will be on procedures, customer service and game protection.

GAM 2313 3 Hours
Native American Gaming Regulations and Compliance.

Introduction to the laws and regulations related to the gaming industry within the United States with specific focus on Indian gaming in Oklahoma. Examination of Compact Agreements between Native American Tribes and Oklahoma and their impact on Indian gaming operations.

GAM 2323 3 Hours
Supervision.

Application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, and training.

GAM 2413 3 Hours
Casino Security.

This course is designed to familiarize individuals with the various types of security measures used in the casino industry to protect the agency from loss and maintain the integrity of the games. In addition to providing information relative to typical cheating methods in each game, the course will also provide information relative to the legal aspects of surveillance.

GAM 2423 3 Hours
Introduction to Hospitality Management.
Provides a basic understanding of the hospitality industry, including hotels, restaurants, casinos, casino hotels, institutions, consulting firms, and travel agencies. The course will also cover industry opportunities and guest needs will be discussed.

GOVERNMENT

MVSK 1213 3 Hours
Native American Tribal Government.

A brief historical overview of Tribal Governments using selected tribes to provide a review of significant treaties, specific examples of sovereignty, federal legislation and state compacts. The executive, legislative and judicial

branches of a selected tribal government will be analyzed as well as a discussion of contemporary critical issues.

MVSK 1353 3 Hours
Human Relations.

The course focuses upon a better understanding of human behavior as related to interpersonal relations on the job. Foundations of human behavior, strategies for effective human relations, fundamental skills of working as a team leader and team member, and ways of anticipating, preventing, and coping with challenges of human relations are major areas of study.

HISTORY

MVSK 1113 3 Hours
Native American History.

The class will examine the historic relationship between Native Americans and the United States Government. Students will study major influences on Native American people and tribes such as; Indian removal, reservation era, boarding schools, land allotment, Indian reorganization, relocation, termination and self-determination.

MVSK 2243 3 Hours
History of the Mvskoke.

Historical perspective of the Mvskokvlke, pertinent documents, historical figures, and analysis of events.

HUMAN SERVICES

MVSK 1233 3 Hours
Health Care Systems/Operations

An overview of health care delivery systems including different models and components and their applications. A brief historical summary, the interface of public and private organizations, and review of the various personnel who comprise these systems, will be examined in relation to their impact on health care delivery.

MVSK 1243 3 Hours
Health Care Coding/Billing

This course covers procedural coding guidelines for the ICD-9-CM classifications, CPT coding, evaluation and management, primary care, anesthesia/general surgery, the integumentary system, orthopedics, cardiology, OB/GYN, radiology, pathology and laboratory, billing and collections, filing the claim form, handling reimbursement and auditing/appeals.

OIS 1153 **3 Hours**
Medical Terminology
This course teaches the spelling and meaning of medical terms, root words, prefixes, suffixes, multiple combinations, and basic anatomy. Theory.

LANGUAGE

MVSK 1123 **3 Hours**
Beginning Mvskoke Language.
In this course, students will learn basic phrases, expressions, methods of communication in the Creek language. Beginning level conversational proficiency will be emphasized.

MVSK 1133 **3 Hours**
Intermediate Mvskoke Language.
This class serves as a continuation of the Beginning Mvskoke Language class with an additional focus on reading, writing and comprehending the language. Activities will emphasize Creek language interaction among students for achieving a higher level of conversational proficiency. Prerequisites: Beginning Mvskoke Language or permission from the instructor.

MVSK 1253 **3 Hours**
Tribal Languages.
Basic course designed for selected tribal languages that focus on listening and speaking emphasizing language practice using topics of everyday life.

MVSK 2013 **3 Hours**
Advanced Mvskoke Language.
This course is designed to give students intensive practice at the advanced level in reading, writing and speaking the Mvskoke language. Listening and speaking skills will be emphasized in class. Students will write a series of brief compositions and focus on developing new vocabulary. Students will participate in simulated conversations using the Mvskoke language. Prerequisite: Intermediate Mvskoke Language or permission from the instructor.

MVSK 2133 **3 Hours**
Conversational Mvskoke Language.
This course will focus on listening and speaking the Creek Language with intense practice on topics of everyday life.

MVSK 2143 **3 Hours**
Mvskoke Rhetoric.
Survey of writings and speeches of tribal leaders and elders, contemporary and the past. Preparation and presentation of original orations in the Mvskoke language.

MVSK 2253 **3 Hours**
Mvskoke Practicum: Reading and Writing Mvskoke.
This course emphasizes integration of skills and strategies for reading and writing, including comprehension, vocabulary, fluency, sentence structure, and writing Mvskoke. Theory.

MVSK 2263 **3 Hours**
Introduction to Mvskoke Linguistics.
The work of the linguist; basic nomenclature of linguistics as applied to the Mvskoke language. The history of the Mvskoke language.

MVSK 2333 **3 Hours**
Mvskoke Literacy Project (Service Learning).
This course is a form of experiential learning. Students will plan, implement and participate in a tribal community service project to develop Mvskoke literacy. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility and highlights project achievements.

MVSK 2433 **3 Hours**
Mvskoke Practicum: New Speakers Practice.
Focuses on listening and speaking, providing the opportunity to function in the Mvskoke language in a variety of everyday situations.

NATIVE AMERICAN STUDIES

MVSK 2053 **3 Hours**
Indian Land Issues.
This course will provide an overview of the Federal land tenure system, Indian land history, and Indian land law. It will also identify the roles of the various disciplines with trust duties involving Indian land tenure.

MVSK 2090 **3 Hours**
Independent Study.
Individualized study for a topic not offered in the curriculum. Content of the course may vary depending on the needs and interests of the student. May be repeated with different topics for a maximum of 3 credit hours.

MVSK 2113 3 Hours

Tribal Court Systems.

This course is designed to provide an overview of American Indian Tribal Court Systems. This course will expose students to Tribal Court Systems and its role in the Tribal Government and law enforcement within Tribal jurisdictions.

ORIENTATION

MVSK 1111 3 Hours

College Cornerstone.

This course focuses on providing the foundation for students during the college years. The assignments reflect the transition into and fundamentals of college life. The course offers a brief overview of the campus and services with a focus on basic survival skills to meet the collegiate expectations.

SOCIAL SCIENCE

MVSK 2323 3 Hours

Contemporary Mvskoke Life.

The Mvskoke have preserved traditions and created new celebrations reflecting a unique contemporary way of life. Food, art, ceremony, clothing are distinctive as they are modern.

MVSK 2343 3 Hours

Field Lab in Mvskoke Culture.

An off-campus learning experience related to the study of Mvskoke culture. Students may select a sponsoring Mvskoke program to oversee the project.

MVSK 2423 3 Hours

The Contemporary Mvskoke Community (Service Learning).

This course is a form of experiential learning that focuses on today's Mvskoke community. Students will assess, design and implement a small project that will serve a community's need. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility and highlights project achievements.

TRIBAL SERVICES

MVSK 2153 3 Hours

Grant Writing.

The course teaches the mechanics of proposal writing and the political and social aspects of "grantsmanship." Students will develop skill in

identifying sources of grant funding, doing useful research to support their applications, and tailoring their proposals to specific audience interests.

MVSK 2163 3 Hours

Project Management (Service Learning).

This course is a form of experiential learning. Students will plan, implement and participate in a tribal community service project to develop a better understanding of the project management function. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility and highlights project achievements. Theory. Credit hour 3 Prerequisite None.

MVSK 2513 3 Hours

Community Health.

A course designed to create an awareness of current trends, basic issues, controversial issues, and fundamental principles in Health Promotion and Health Education. Particular emphasis will be placed in promoting the physical, mental, and social welfare of citizens in schools and communities based on The Healthy People 2000: Health Promotion and Disease Prevention Objectives.

MVSK 2523 3 Hours

Personal and Family Living.

The course addresses the personal and family relationships throughout the family life cycle. Students will gain insight into their role in society. Areas of concentration are decision making, communication, marriage, parenting, dealing with family issues from a Native American perspective.

MVSK 2533 3 Hours

Utilization of Community Resources.

Students will be taught the value of fostering good community relations that directly impact program services. The function of various community services will be assessed as well as the study of those resources to enhance the quality of assistance to clients.



ADMINISTRATION, FACULTY & STAFF

Board of Regents for the College of the Muscogee Nation

Ramona Mason, B.S.
Chair
Dr. C. Blue Clark, Ph.D.
Vice Chair
Sharon Mouss, M.S.
Recording Secretary
Pandee Ramirez, J.D.
Member
Mike Flud, M.Ed., M.S.
Member

College Administration

Robert Bible, M.S.
President
James King, Ed.D.
Regent's Director for Institutional
Effectiveness
Angela Bunner, M.S.
Dean of Academic Affairs
Allan Colbert, M.A.R.E., M.S.
Dean of Student Services
Crystal Bowles, M.A.
Registrar
Jan Hart, B.S.
Business Manager
Jennifer McAlpin, Ph.D.
Research/Financial Aid Specialist

Degree Program Coordinators

Angela Bunner, M.S.
Police Science
Norma Marshall, M.S.
Native American Studies
Monte Randall, M.A.
Tribal Services
Tayrien, David, M.B.A, M.M.
Gaming

Faculty

Anderson, Terrie, M.A.
Adjunct Instructor
Tribal Services
Briggs-Cloud, Marcus, M.T.S.
Adjunct Instructor
Native American Studies
Bunner, Angela, M.S.
Instructor
General Education
Burris, William, B.S.
Adjunct Instructor
Gaming
Coser, Pete R., M.A.
Adjunct Instructor
Tribal Services
Douglas, Bruce, M.A.
Adjunct Instructor
General Education
Johnson, Tanya, M.B.A
Adjunct Instructor
Tribal Services
Marshall, Norma, M.S.
Instructor
Native American Studies
Moss, Julie, M.A.
Adjunct Instructor
Tribal Services
Nease, Elizabeth, A.A.
Adjunct Instructor
Gaming

On-the-Hill, Brian, B.A.
Adjunct Instructor
Native American Studies

Ormston, Rodney, M.S.
Adjunct Instructor
Gaming

Randall, Monte, M.A.
Instructor
Tribal Services

Ridge, Cherrah, M.S.
Adjunct Instructor
Tribal Services

Sands, Ronnie, B.S.
Instructor
General Education

Sanders, Cynthia, B.S.
Adjunct Instructor
Native American Studies

Sanders, Patricia, B.S.
Adjunct Instructor
General Education

Smith, Mary
Adjunct Instructor
Native American Studies

Tayrien, David, M.B.A., M.M.
Instructor
Gaming

Thomas, Elizabeth
Adjunct Instructor
Native American Studies

Tiger, Don
Adjunct Instructor
Native American Studies

Tiger, Frances, M.A.
Adjunct Instructor
Tribal Services

Tiger, Yonne, J.D.
Adjunct Instructor
Gaming

Tyner, Mekko, J.D.
Instructor
Tribal Services, General Education

Wiley, Angela, M.A.
Adjunct Instructor
Tribal Services



Staff

Blackwell, Diana, A.A.S.
Executive Assistant

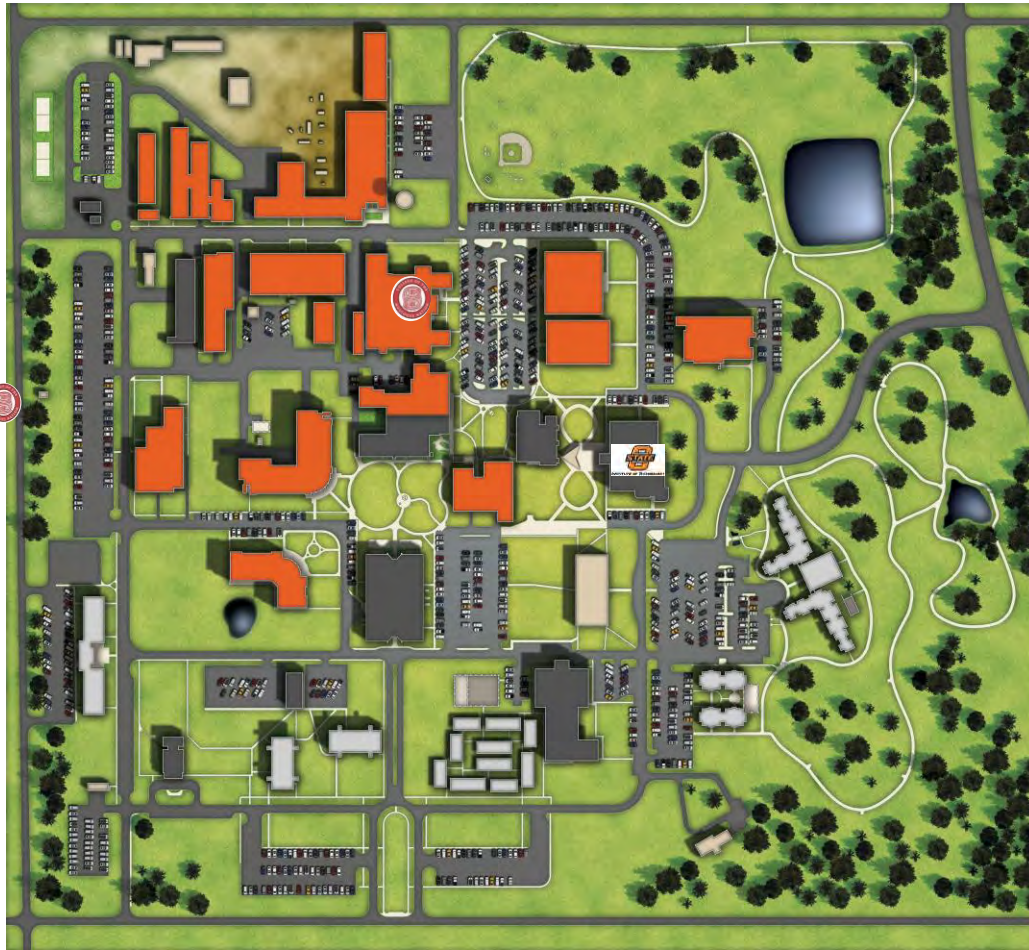
DeArmon, Krystal
Administrative Assistant

McCormack, Kathy, A.A.S
Administrative Assistant


Smith, Chester
Custodian

Walker, Tania, A.A.S.
Secretary


Librarian, Open Position



↑
To New
CMN
Campus

 **CMN (OSUIT HET Bldg)**
Faculty Offices/LRC/Classrooms
Wayne Miller Drive

 **CMN**
Administrative Offices/Registration Office
600 N Mission Lane

 **OSUIT Grady W. Clack Center**
OSUIT Admission/Bursar/Counseling/Student Financial Aid

SS Appendix 3:

College of the Muscogee Nation—Student Handbook

STUDENT HANDBOOK



**1200 Highway Loop 56
Okmulgee, OK 74447**

**918-549-2800
918-549-2880 Fax**

www.mvsktc.org



Mvskoke Etlwv Nakokv Mvhakv Svhlwecvt
College of the Muscogee Nation

Cokv-Hecvlke Seme'Fvyvtkv **Student Handbook**



Okmulgee, Oklahoma
July, 2010
(Revised January 2011)

Mvskoke Etlwv Nakcokv Mvhakv Svhlweevt
College of the Muscogee Nation

Cokv-Hecvlke Seme'Fvyvtkv
Student Handbook

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"Preserving the Past, Cultivating Futures"

Robert Bible, President

1200 Highway Loop 56
P.O. Box 917
Okmulgee, OK 74447
918.549.2800
FAX: 918.549.2880

College of the Muscogee Nation Student Handbook

Dear Student:

Welcome to the College of the Muscogee Nation! Thank you for selecting CMN to continue your education. The faculty and staff are pleased, excited, and are exclusively here to serve you.

The Student Handbook is designed to help you understand what the College expects of its students, and to ensure you know what to expect from your college experience. While not every event or situation can be anticipated, we have done our best to include as much information for you as possible.

In the Student Handbook, you will find information about our educational purposes, student rights and responsibilities, admissions, registration, grades, graduation, financial aid and other information. Our contact information and policies and procedures are included. When utilized alongside the Academic Catalog, you have a comprehensive source of detailed information about the College of the Muscogee Nation and what it has to offer its students.

This Student Handbook offers information about CMN's academic programs and services as accurately as possible. Circumstances may prompt changes in CMN policies and services rendering current information out-of-date. The current and official information may be found on the CMN website, <http://www.mvsktc.org>.

Again, thank you for the opportunity to serve you.

Mvto!

A handwritten signature in black ink that reads "Robert Bible".

Robert Bible, President

COLLEGE CONTEXT

Cultural Context, Mission Statement, Philosophy, Vision Statement, Core Values, Goals, Philosophy of Assessment of Student Learning, and Philosophy of General Education

Cultural Context

The College of the Muscogee Nation tradition is founded in Muscogee language and culture passed to us by our elders. On our campus all are free to speak Native languages, share culture and participate in traditions. Vrakkeuckv (Respect) is cultivated.

Muscogee ways are interwoven into the curriculum by honoring generations past while teaching and learning in the present to build our tribal nation for generations to come. Academic quality is very much a part of the College of the Muscogee Nation learning outcomes.

Mission Statement

The College of the Muscogee Nation is the institution of higher education for the Muscogee Creek Nation emphasizing native culture, values, language and self determination. The College will provide a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and will offer exemplary academic programs that meet student, tribal, and societal needs. Through instructional quality and visionary leadership, the College of the Muscogee Nation will encourage lifelong learners, for personal growth, professional development, and intellectual advancement.

Philosophy

As an institution of higher education, the College of the Muscogee Nation is dedicated to helping students achieve their academic and career goals by providing a quality learning environment sensitive to our rich tribal culture, language and history. Students, community, and Muscogee (Creek) people are the true foundation for every class taught, every degree offered and every service provided at the college. Together, we build and maintain a tribal college that embraces excellence.

Vision Statement

The College of the Muscogee Nation fosters the spirit of enthusiasm for learning, identity embedded in culture and appreciation for tradition that will serve our students well into the future benefiting the interests of the Muscogee Nation and enhancing greater participation within the tribal, local, and global communities.

Core Values

The College of the Muscogee Nation is committed to core values inherited from our tribal elders and the following we hold true:

VRAKKUECKV (RESPECT): We value our Native culture, language and community, honoring the rights and dignity of all people;

FVTCETV (INTEGRITY): We are fair, honest and accountable for our actions;

MECVLKE (RESPONSIBILITY): We are loyal, reliable, and diligent in all tasks;

EYASKETV (HUMILITY): We are kind, concerned for the well being of others and embrace equality;

HOPORENKV (WISDOM): We gain insight from scholarly learning and the knowledge and experience of our elders.

Goals

The following established goals consistent with the Mission, Vision Statement, and Core Values will guide the College of the Muscogee Nation in the present and into the future. These goals will enable us to:

1. Offer academic degree programs that are unique and reflect Mvskoke culture, history and language.
2. Create educational opportunities that are accessible to the Native community and tribal members.
3. Provide co-curricular activities that respect tribal traditions and culture.
4. Develop quality educational programs that give students a scholastic foundation to pursue higher academic degrees or to achieve their career objectives.
5. Maintain a focused learning environment in a safe and secure campus.

Philosophy of Assessment of Student Learning

At the College of the Muscogee Nation student learning involves the mastery of subject content, application of knowledge, utilization of resources, and problem solving in a Muscogee context. College faculty, staff, and administration work to support a positive environment for student achievement and development. The primary function for

determining effective student learning is the assessment process that uses a variety of valid and reliable measures to monitor institutional charter has been drafted and by-laws were adopted as the organic documents to organize the college governance and administration.

Support for higher education began in the Muscogee Nation in 1879 when Indian University was opened. In 1885, the institution was moved to its present location in Muskogee after the Creek Council granted 160 acres of land for expansion. Twenty-five years later, it was renamed Bacone College after its founder and first president.

While continued support has always been expressed by tribal officials for higher education, the College of the Muscogee Nation is the first college for the Muscogee Nation. The college united the Oklahoma State University system and the Muscogee Nation, helping the Tribal College to gain accreditation in the near future.

BOARD OF REGENTS

The College of the Muscogee Nation Board of Regents is a board of five members created by tribal law and appointed by the Principal Chief and confirmed by the National Council. The board issues degrees, determines the curricula and courses of study and establishes student fees in accordance with the policies of the OSU system. In addition, the Muscogee Nation allocates funds to the institution for operation and maintenance from tribal appropriations and other funds, which are made to the board.

LOCATION

CMN Administrative offices are currently located at 1200 Highway Loop 56, Okmulgee, OK 74447 (1/4 mile north of the OSU Institute of Technology campus). The library is located on the northeast end of the building. Classrooms are located throughout the west side of the CMN building, on the OSU Institute of Technology campus and within the Muscogee (Creek) Nation Complex.

ACCREDITATION

CMN currently enjoys a partnership with the Oklahoma State University system to transcript courses. Through this partnership, students are dually enrolled with CMN and OSUIT. Students may take classes at either school with those courses transcribed through OSUIT. Thus, a student earning an unaccredited CMN degree may have courses transferred to an accredited institution via an OSUIT transcript. Consistent with its mission, CMN is committed to student learning through this partnership. In further demonstrating this commitment to learning, CMN has attained Associate Member status in the American Indian Higher Education Consortium.

AFFILIATIONS

The College of the Muscogee Nation is an associate member of the American Indian Higher Education Consortium (AIHEC). The CMN will further seek acceptance as a Tribally Controlled College by the Bureau of Indian Affairs under the Tribally Controlled Community College Assistance Act (P.L. 95-471) as a member of AIHEC.

PARTNER INSTITUTION

A formal arrangement with the Oklahoma State University system provides access to their facilities, administrative systems, and faculty. Currently, federal financial aid services, transcripts, and academic credit are provided by the OSU system.

Philosophy of General Education

All students participate in common academic experiences during their time at the College of the Muscogee Nation. These experiences are best defined as general education requirements. A program of General Education is believed to provide students broad and extensive experiences, which are both rich and important in preparation for living in a tribal and democratic society. Taken as a whole, they provide the opportunity for the development of individual talents and a satisfying education experience at the College of the Muscogee Nation.

Students complete general education requirements by the time they have completed course work for the associate degree.

INTRODUCTION

HISTORY OF THE COLLEGE

Honoring the sacrifices and contributions of our ancestors.

The College of the Muscogee Nation is a tribal college created September 1, 2004, by the Muscogee Nation National Council and signed into law by the Principal Chief. The law provided

legislation to charter the institution and established a board of regents.

Prior to CMN offering its first classes in the fall semester of 2004, the National Council passed a resolution expressing support for the Tribal College with the cooperation of the Oklahoma State University system.



Cokv-Hecvlke Fvtcetv STUDENT RIGHTS

RIGHT TO SPEECH AND ASSEMBLY

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution.

Students have the right to assemble, to select speakers, and to discuss issues of their choice. The College shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or interfere with the opportunity of other students to obtain

an education or otherwise infringe upon the rights of others.

In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled.

RIGHT TO A QUALITY EDUCATION

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facts of academic freedom.

RIGHT TO BE SECURE IN POSSESSIONS AND BE FREE FROM UNREASONABLE SEARCH AND SEIZURE

CMN does not provide areas for storage of personal belongings for students. Therefore, it is the responsibility of the student to safeguard such belongings. It is also recommended that all vehicles be kept locked while on the premises. CMN will also protect the rights of students to be free of unreasonable search and seizure.

RIGHT TO RELIGION AND CULTURE

CMN understands the potential conflicts that may occur with academic requirements and a student's observance of sincerely held religious beliefs. If a student has any concerns, (s)he may contact the Dean of Academic Affairs at 918-549-2800.

RIGHT OF ACADEMIC FREEDOM

Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The College of the Muscogee Nation offers several academic programs. Students are expected to exercise their freedom with responsibility.

RIGHT TO A SAFE AND SECURE ENVIRONMENT

Because CMN, in collaboration with the Oklahoma State University System, is a public facility, the public has free access during campus operating hours. The campus is well-lit and police officers provide security by patrolling the OSUIT and CMN campus.

Information is exchanged with law enforcement agencies regarding crime reports to maintain cooperative efforts in preventing campus crime and resolving crime-related problems.

RIGHT TO DUE PROCESS

Students have the right to use the grievance and grade appeal procedures as outlined in this handbook, as well as have allegations of CMN policy violations by the student heard through the appropriate means established by CMN for due process concerning alleged violations.

NON-DISCRIMINATION STATEMENT

CMN is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable tribal,

federal, and state laws; this includes appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, or sexual orientation.

CMN abides by the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as the implementing regulations of the Department of Education (34 CFR Parts 100, 106 and 104, respectively).

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Pursuant to the Student Right-To-Know and Campus Security Act, the College of the Muscogee Nation, when accredited, will monitor criminal activity and annually publish a campus Police Crime Report. Until accreditation is granted, the tribal college will abide by the policies and procedures of the OSUIT system and a copy of that report will be available to each current tribal college student and employee.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The College of the Muscogee Nation is committed to a standard of conduct which prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and faculty on campus premises with any college sponsored activity or event on or off campus. The tribal college will abide by the OSUIT policies and procedures regarding these issues. The preceding policy has been adopted to ensure compliance with both the Drug-Free Workplace Act of 1988

and the Drug-Free Schools and Communities Act Amendments of 1989.

SEXUAL ASSAULT AND SEXUAL HARASSMENT POLICIES

The College of the Muscogee Nation affirms its commitment to an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. The College will not tolerate nor condone any form of sexual misconduct, physical, mental, or emotional in nature. Students of the college are expected to report incidents of sexual harassment, sexual violence, or assault, or harassment based on gender or sexual orientation. Sexual harassment is a violation of section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 (42 U.S.C. §2000e. Et. Seq.), and Title IX of the Educational Amendments (20 U.S.C. 1681, et. Seq.) and is punishable under federal law. The tribal college will abide by the OSUIT policies and procedures regarding these issues. Additional information on these policies may be obtained from the college at (918) 758-1480.

DISABILITY ACCOMMODATIONS

The College of the Muscogee Nation and OSUIT will provide reasonable accommodations to ensure that students with documented disabilities have a fair opportunity to perform in class. Students are to advise the instructor of such disability and the desired accommodations at the first class of each semester.

Accommodations and support for students with documented disabilities are provided through the OSUIT System

Office of Student Disability Services/ADA. Compliance (ODS/ADAC). Students with documented disabilities are asked to make requests for services prior to the start of classes. It is the responsibility of the student to bring forth documentation of a disability before services can be initiated.

EQUAL OPPORTUNITY

The College of the Muscogee Nation is in compliance with tribal, state, and federal equal opportunity and affirmative action laws and regulations. The institution does not discriminate on the basis of race, color, national origin, sex, disability, or other applicable legislative categories in its services, employment, and activities, including but not limited to admissions, and access. Inquiries regarding the non-discrimination policies may be directed to the CMN Dean of Student Affairs at 918-549-2800. Special accommodations may be made available for people with disabilities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age

of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing before the Dean of Academic Affairs. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific state law.

The law provides that the institution will maintain the confidentiality of student education records. At its discretion, CMN may provide directory information in accordance with the provisions of the Act.

Students may withhold directory information by notifying the CMN Registrar in writing.

Inquiries concerning compliance may be directed to the Dean of Academic Affairs, College of the Muscogee Nation, 1200 Highway Loop 56, Okmulgee, OK 74447, (918) 549-2800.

STUDENT RIGHT-TO-KNOW ACT

The “Student Right-to-Know” Act provides that colleges must disclose, upon request of current and prospective students, information concerning the completion or graduation rates of certificate or degree seeking full-time

students who enter the institution. For additional information, please contact the Registrar at (918) 549-2800.

Consistent with the student right to due process, the following procedures are available for resolution of student issues and concerns;

GRIEVANCE(S)

A grievance is a claim by a student, a group of students, a CMN employee, or the student government regarding alleged improper, unfair, unsuitable, arbitrary, or discriminatory treatment. Initial grievances should be directed to the party(ies) involved, and if not resolved, further inquiries may be directed to the Dean of Student Affairs. All grievances should be made within the same semester, or within a similar reasonable timeframe for proper follow-up. There are several ways a student can approach their concerns regarding a grievance:

- If the grievance is regarding another student, the student should:

1. First discuss the concern with the student. If discussion is not possible or the grievance is unable to be resolved at that level, the student should then;

2. The written grievance is then submitted to the Dean of Student Affairs. The Dean of Student Affairs will discuss the issue with the student to determine what the next step should be. The Dean of Student Affairs makes a decision and will then notify, in writing, all parties involved of the decision and whether or not further action shall be taken.

- a. Any member of the College community (student, faculty, staff, or guest) may file a grievance against a student.

- b. A grievance must be submitted in writing, ideally within 30 days of the incident, but at least within the same semester or a similar timeframe.

- c. Sufficient detail must be given in order to make an appropriate determination of whether disciplinary action may or may not be warranted.

- If the student appeals the decision of the Dean of Student Affairs, there will be a Formal Hearing. The student will be referred to the office of the Dean of Academic Affairs, who will set the Formal Hearing date and describe the formal hearing procedures to the student.

Formal Appeal Hearing:

- a. The Dean of Academic Affairs will put in place an ad hoc committee comprised of one faculty member, a second faculty or staff member, and a student, and chaired by the Dean of Academic Affairs, who is non-voting.

- b. The hearing will proceed even if the student(s) is/are not present. However, a student may have a designated representative present, who is not legal council.

- c. The student will be provided an explanation of the allegations made against him or her.

- d. A summary of the facts and information which

substantiate the allegation will be provided.

- e. If applicable, the student and/or CMN is given the opportunity to refute the allegations by giving his/her account of the incident or circumstances involved with the allegation(s).
- f. The Committee makes a decision for action or non-action.
- g. The Committee's decision is final and all parties will be notified in writing of the decision.

Disposition of charges

The Dean of Student Affairs will notify the student in writing of charges against him or her. The written notice will be hand-delivered directly to the student or mailed to the student's local address on file in the Registrar's Office.

- a. Possible sanctions include, but are not limited to:
 - Probation from CMN clubs or activities;
 - Suspension from CMN and/or OSUIT;
 - Expulsion from CMN and/or OSUIT;
 - Financial restitution to injured party;
 - Community Service;
 - Other appropriate sanctions as determined.

Non-compliance with sanctions may include, but is not limited to:

- Mandatory counseling;
- Expulsion from CMN.

• If the grievance is regarding an employee of CMN, the student should:

1. First try to meet with the employee to discuss and resolve the issue. If a meeting is undesirable or does not resolve the issue, the student should;
2. Submit a written grievance to the Dean of Student Affairs or in situations of conflict of interest, submit to the Dean of Academic Affairs.
3. The appropriate dean and the student determine if a meeting with the employee and/or the employee's supervisor is necessary.
4. Should such a meeting be necessary, the appropriate Dean notifies the employee and the employee's supervisor in writing of the grievance and the purpose of the meeting.
5. After the meeting, the appropriate Dean will notify the student(s) in writing of the decision and the supervisor will notify the employee in writing of the decision and any repercussions or sanctions.

Any written grievance received by the College of the Muscogee Nation will be acted on or action will be initiated by the Dean of Student Affairs within ten (10) working days barring extenuating circumstances. If the grievance is not satisfactorily resolved or rectified within a reasonable amount of time after following the above steps, the grievance may be given to the President for further resolution.

These procedures are to be used when a student has a concern about his/her treatment at the college. The objective of the procedures is to resolve problems as quickly and efficiently as possible at the level closest to the student so that student progress may continue. The student may have a representative in attendance for any and all such meetings, barring legal counsel.

Nothing within this process precludes a student from seeking legal counsel.

GRADE APPEAL

A student must first discuss his/her grade with the instructor prior to the grade appeal process. A student may appeal a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consulting with the instructor. The Grade Appeals Process must be formally initiated from the student with a written appeal to the Degree Program Coordinator within four months after the original grade is awarded. If no resolution is achieved or if the Degree Program Coordinator is the instructor of the course grade in question, the student must submit the written appeal to the Academic Dean for presentation and discussion with the ad hoc Grade Appeals Committee. The instructor who has issued the grade in appeal will not sit on the ad hoc Grade Appeals Committee. The decision of the ad hoc Grade Appeals Committee is final and the student and the instructor will be notified in writing by the Grade Appeals Committee Chair.

STUDENT SERVICES COMMITTEE

The purpose of the Student Services Committee is to plan, design, implement, and evaluate student services (i.e. financial aid, scholarships, recreation, auxiliary services, etc.) This committee will further establish a venue for general student concerns, comments, and issues—either positive or corrective. It is intended to serve as a sounding board for positive change or continued action on issues concerning all aspects of student life.

STUDENT RESPONSIBILITIES

CMN students are expected to be mature individuals. Their conduct both in and out of the college is expected to be that of a responsible adult. In fact, CMN strives to instill the values to help its students grow and mature in a positive manner, providing a positive role model to all. Under these circumstances, it is expected that the student will remember that the reputation of CMN is affected at all times by his or her conduct.

ATTENDANCE

Students are expected to attend classes. If an emergency situation arises and a student cannot attend a particular class, it is expected that the student contact the instructor prior to the class meeting. Not attending classes may negatively affect a student's performance and subsequently affect a grade for that particular course. Students receiving financial aid jeopardize receiving the same financial aid where class attendance is a requirement.

CMN and OSUIT instructors may use the Early Alert System to notify Advisors of poor student attendance. CMN advisors, in an effort to support student success, then contact students who are identified by the Early Alert System to emphasize to the student the importance of punctuality and class attendance.

STANDARDS OF STUDENT CONDUCT

The College of the Muscogee Nation promotes the integration of traditional Native American values with all of its programs. CMN expects students to respect the rights and property of the College of the Muscogee Nation community and its students, the Muscogee (Creek) Nation community and its citizens, the OSUIT community and its students, and to know and observe tribal, federal, state and local laws. Traditional Muscogee teachings charge us with seeking the virtues of VRAKKUECKV (respect), FVTCETV (integrity), MECVLKE (responsibility), EYASKETV (humility), and HOPORENKV (wisdom).

In keeping with this spirit, students are expected to conduct themselves in a manner which is a credit to themselves, the College of the Muscogee Nation, their families and communities.

CMN students accept responsibility to comply with the College's policies and expectations. Students are responsible for becoming familiar with traditional Muscogee values and the policies pertaining to student rights and responsibilities, which are in compliance with the policies of the Oklahoma State

Board of Regents of Higher Education. Failure to be informed will not excuse inappropriate behavior as it relates to the policies. Inappropriate behaviors include, but are not limited to the following: swearing, obscene language or gestures, threatening, physical aggression, verbal aggression, unreasonable noise or other actions that make others feel uncomfortable.

The standards and policies of the CMN Student Handbook apply to inappropriate student behavior on campus and at college activities. It may also apply to student actions off campus that adversely affect the college community or CMN educational goals and objectives. In addition, students must also abide by tribal, federal, and state laws. Failure to meet standards of conduct may result in disciplinary action. CMN reserves the right to ask any person to leave the premises if they refuse to alter their behavior. Law enforcement will be called in as necessary for non-compliance.

ACADEMIC MISCONDUCT

CMN students are expected to be honest in their endeavor to attain a college education. Academic misconduct is not allowed and includes, but is not limited to, dishonest conduct during completion of assignments, examinations and tests, plagiarism, disruption of instructional activities, and altering of any student academic records.

Dishonest conduct during examinations or tests includes:

- Knowingly using, buying, selling,

transporting or soliciting the contents of an un-administered test.

- Copying from another student's test.
- Possessing unauthorized test material during a test.
- Getting help from another student during a test without permission from the instructor.

Plagiarism is the practice of using the ideas or writings of another as one's own.

Unauthorized alteration or use of any college documents is prohibited. Alleged student behavior regarding academic misconduct will use the following policies and procedures:

ACADEMIC INTEGRITY POLICY AND PROCEDURES

Academic misconduct includes cheating, plagiarism, communicating with other students during an exam, or other behavior that relates to the student's academic integrity at the college.

If there is no doubt that an act of academic dishonesty has occurred, the instructor has the authority to administer any of the following:

1. Not accept the assignment or test in question and record a "zero" for the assignment or test, require the student to redo the assignment or test, or require the student to complete a substitute assignment or test.
2. Recommend to the Academic Dean that the student be dropped

from the class and assigned a failing grade (F) or administrative withdrawal (AW) for the course. A written recommendation is required which includes a description of the specific occurrence and supportive documents if applicable.

3. In cases of extreme or repeated incidents of academic dishonesty, submit a written recommendation to the Academic Dean advising that the student be suspended from CMN. The written recommendation is to include a description of the specific occurrences including supportive documents if applicable. When recommendations as described in parts 2 and 3 are made, the student will be notified by the instructor as to what action will be taken. If the student believes an error has been made, the student may appeal the action.

APPEAL OF ACADEMIC AFFAIRS COMMITTEE DECISION

A written appeal must be filed by the student within 10 working days of notification and submitted to the Academic Dean. The appeal is heard by a committee consisting of the Academic Dean, two faculty members and a student member. The student and instructor will be present and after the meeting they will be informed in writing of the action taken.

NON-ACADEMIC MISCONDUCT

The behaviors outlined below are not intended to be all-inclusive. These are

behaviors that, if violated, generally, may be handled by the Dean of Student Affairs. Violations may also be given over to the jurisdiction of appropriate local law enforcement officials. In the event there is some ambiguity, inconsistency or need for clarification of this policy, such clarification will be determined by the Dean of Student Affairs.

DISCIPLINARY RECORDS

All disciplinary records are confidential and must not be disclosed in whole or in part unless required under law, including but not limited to the Family Education Rights and Privacy Act (FERPA), the U.S. Patriot Act, and lawful court order. Except in cases involving suspension or expulsion, a student's disciplinary record shall be separate from a student's academic records.

All disciplinary records shall be retained by the Dean of Student Affairs. Records in which a student received a sanction of less than suspension or expulsion will be kept for a reasonable period of time, depending on the student's status and then destroyed.

Suspension and expulsion actions may be reflected on a student's official academic transcript by the words "May not register for non-academic reason", and the registrar may remove the notation when the penalty expires, all at the discretion of the Dean of Student Affairs. Sanctions of suspension or expulsion are permanent records. No student will be permitted to graduate or officially withdraw from CMN while disciplinary action is pending.

VIOLATIONS OF LAW

CMN reserves the right to address any alleged violations of tribal, federal, state, or local law occurring on or off campus. CMN maintains a cooperative working relationship with Muscogee Nation (Creek) Lighthorse Police and the OSUIT Police departments. Law enforcement officers will be called in for violations of law as needed or at the discretion of CMN administration. Information is exchanged with law enforcement agencies regarding crime reports to maintain cooperative efforts in preventing campus crime and resolving crime-related problems.

ALCOHOL/DRUG USE

Students may not distribute, transport, serve, possess or consume alcoholic beverages anywhere on CMN property. Intoxication is a violation of CMN policy. The possession or use of illegal or harmful drugs, hallucinogens or harmful narcotics is also prohibited.

There are dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. Health hazards include profound alterations in sensation, mood, and consciousness that may involve all the physical senses, as well as experiences that depart from reality. Also, actions by students under the influence may put the safety of others around them at risk.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The College of the Muscogee Nation is committed to a standard of conduct which prohibits the unlawful possession,

use, or distribution of drugs and alcohol by students and faculty on campus premises with any college sponsored activity or event on or off campus. The tribal college will abide by the OSU Institute of Technology policies and procedures regarding these issues. The preceding policy has been adopted to ensure compliance with both the *Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendments of 1989*.

SMOKE FREE CAMPUS

The CMN campus, cooperating with MCN and OSUIT, enjoys a Tobacco-Free campus. Cessation assistance, including a certified American Lung Association counselor is available through OSUIT's „Breathe Easy“ program.

ANIMALS/PETS

Animals and pets are not permitted in any of the campus buildings, except when necessary for disabled/handicapped assistance or with prior approval from the Dean of Student Affairs.

COMPUTER USE

Computers are available for student use in the libraries of CMN and OSUIT. Additionally, a limited number of laptop computers are available for checkout from the CMN Library. All students will read and sign the College of the Muscogee Nation Computer Policy Form before access is enabled. A copy of the signed policy is to be kept in the library and in the student master file. Students who violate these policies are subject to removal of their network ID,

password, and email address from the servers without notice and/or be referred to legal authorities if deemed necessary.

- Passwords and password policies may vary by each term. These passwords should be protected. Students are not allowed to share passwords or login sessions with anyone, including family or friends.
- All student accounts for students not registered for current term will be deleted after last day of add/drop.
- All students will be allowed an amount of server space determined by the library



DECEPTION

Dishonest behavior is prohibited. This includes, but is not limited to; falsely accusing an individual of inappropriate behavior, possessing, using or furnishing false identification and forgery, financial aid fraud or abuse, and alteration or misuse of any CMN documents, records, or identification.

HARASSMENT

Harassment includes verbal or physical conduct that creates an intimidating, hostile or offensive environment. Individuals who believe that harassment or discrimination has occurred should contact the Dean of Student Affairs to file a grievance. An investigation will be conducted and CMN will take appropriate corrective action.

PROPERTY

Theft, destruction or vandalism of anyone's property or CMN property is prohibited. Littering or creating a mess on campus or in a campus building is also prohibited.

PARKING

Parking is provided by OSUIT and CMN to CMN visitors, students, faculty, and staff. Signage designates parking areas. All vehicles, including motorcycles, parked on college properties must register and obtain a decal at the OSUIT Bursar's Office. Each student and employee vehicle that is parked on campus is required to display a valid parking decal. Decals are valid from September to August. Replacement decals are \$15.00.

SOLICITATION

Students and organizations may not advertise, sell, conduct a business, or raise funds on campus without first notifying and receiving written permission from the Dean of Student Affairs.

STALKING

No person may intentionally stalk another person. "Stalk," means to engage in the intentional course of behavior directed at a specific person that frightens, intimidates, or harasses that person, and that serves no legitimate purpose.

FIREARMS, EXPLOSIVES, OTHER WEAPONS

Unauthorized possession or use of weapons on CMN property (owned or controlled) is prohibited. Weapons include, but are not limited to: firearms, ammunition, knives, BB guns, fireworks, or other dangerous objects or substances.

Nake Kerretv Things to Know



AIHEC

The American Indian Higher Education Consortium (AIHEC) offers students from tribal colleges across the country the chance to participate in knowledge, sports and art competitions through annual national conferences held throughout the United States. CMN students will compete in both team and individual competitions in coming years,

enhancing the academic reputation of CMN and challenging future students to keep its academic reputation strong.

BOOKSTORE

Books and specifically related academic resource materials required to complete coursework at CMN can be obtained at the OSUIT bookstore or in some cases through the CMN Registration office. In addition to textbooks, the OSUIT Bookstore offers class materials, supplies, and snacks.



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BROWN BAG LUNCHEONS/ STUDENT FORUM

Brown Bag Luncheons are held periodically in various locations. Guest speakers are invited to give presentations on a variety of topics. Faculty, staff, students, and community members may attend at no cost.

CAMPUS SECURITY

CMN is committed to safety and security at its OSU-Institute of Technology campus and the College of the Muscogee Nation Administration Building. OSUIT provides the Department of University Police/Public Safety while the College of the Muscogee Nation also has access to the Muscogee (Creek) Nation Lighthouse Police. There is also a collaboration between the OSUIT Campus Police, local Police and the

Muscogee (Creek) Nation Lighthouse Police.

To report a crime, students should report to or contact the OSUIT Campus Police/Public Safety Department at 918-293-4890 or 293-4888; the MCN Lighthouse at 732-7800; or the local Okmulgee Police at 756-3511.

CLASS CANCELLATION/CAMPUS CLOSING

Notification of class cancellations will be posted on campus. If no announcement is made, students should remain for fifteen minutes after the class is scheduled to begin unless a longer delay has been specifically announced. Closures resulting from severe weather conditions, natural disasters, or mechanical failures will be announced by the President or appropriate designee. **CMN cancellation/closing policy is consistent with OSUIT in order to facilitate our partnership status. OSUIT announces closings on local radio and television stations.** The student is responsible to contact the instructor to determine what the make-up work is or to arrange for taking a make-up test. The course instructor will determine make-up work.

CMN LOBBY/OSUIT STUDENT COMMONS

The CMN Lobby area provides students a relaxed gathering place. Vending machines are located in close proximity for snacks. Outdoor locations include a patio and a pergola.

The OSUIT Student Union provides students with organizational, study space, and food services. The Union has become a center for campus and

community meetings, events, and activities.

EMERGENCY

Emergency drills are held periodically during the school year. In the event of a fire alarm, evacuate the building as quickly and as cautiously as possible. Do not use elevators. Leave the building using the nearest exit.

In case of a tornado, stay away from windows and any interior locations that contain glass. Take shelter in the lowest level of the building in an interior hallway, closet, or other designated area.

OFF-CAMPUS CLASSES

CMN classes are often offered at various locations off-campus. Gaming classes are offered at various casino locations. In addition, Police Science courses are also offered at off-campus and through the OSU-Oklahoma City location. Mvskoke language classes are also offered at various communities in the Muscogee (Creek) Nation. These locations provide classrooms, faculty and staff offices, and practical learning experiences. Students may take evening classes taught by full-time and/or adjunct faculty.

LIBRARY

The on-campus library is a vital part of CMN's instructional program. Books, periodicals, local newspapers, audiovisual materials, and a Native American collection are available for student and faculty use. Quiet study areas, computers, an on-line catalog, printer, and copiers are also available for students. In addition, there is a Student

Resource Guide located in the Reserves of the CMN Library. This binder contains information regarding scholarship opportunities and community resources available to College of the Muscogee Nation students. The OSUIT library website, <http://www.osuit.edu/academics/library/index.php>, provides additional on-line resources and references, and a librarian is available to assist with research, accessing other libraries, and interlibrary loans.



STUDENT ACTIVITIES/SPECIAL EVENTS

Activities are planned to provide a social, cultural, and physical complement to the formal academic aspects of the college. A variety of speakers, field trips, social gatherings, and special interest clubs are available to students.

STUDENT LEADERSHIP AND CLUBS

Through both CMN and OSUIT, student organizations provide opportunities for learning outside of the classroom. Student Government provides students with an arena to engage in college and community activities, as well as for gaining leadership experience on CMN boards and committees.

Clubs such as the **Native American Student Association (NASA)** provides opportunities for students to share cultural experiences with students that share the same interests. The **American Indian Higher Education Consortium (AIHEC)** provides an annual student government group that coordinates a national tribal college student competition and conference. CMN has a **local student AIHEC group** that prepares students for the annual hand game and knowledge bowl competitions. Students are encouraged to speak to advisors or student government representatives for more information on any of these exciting opportunities and **get involved!**

UNATTENDED CHILDREN

Children are not allowed to attend class. However, in an emergency the instructor may allow for an exception to this rule, as long as the child does not disrupt learning for other students. When on campus, children must be accompanied by an adult who has responsibility for the child's welfare.



SERVICES AT CMN



ACADEMIC ADVISING

Academic advising is an integral part of student success at CMN. All students have opportunities to discuss education, career, and personal goals with college advisors. Advising services include course selection assistance, transfer information, study skills, goal setting, and motivation. Please see the section on Registration for more information on advising.

ADMISSIONS

Admissions to CMN are managed by the Registrar's Office. All students must complete an application for admission, take a placement test for advising, and be admitted to the college prior to enrolling in courses at CMN. Please see the Admissions section of this Handbook for more information.

BURSAR'S OFFICE

The OSUIT Bursar's office handles all CMN student financial transactions, including the payment for tuition, fees, and textbooks as well as the disbursement of financial aid.

CAREER SERVICES

All CMN students have access to the resources and services of OSUIT's Office of Career Services. Individualized career counseling is provided. Information on career exploration, labor market information, internships available, transfer requirements, and job search techniques are available. Please see the Dean of Student Affairs for more information.

COMPUTER RESOURCES

Computers are available for student use in the libraries of CMN and OSUIT. Additionally, a limited number of laptop computers are available for checkout from the CMN LRC.

COUNSELING SERVICES

Information regarding counseling is available to students through the College of the Muscogee Nation. In-depth services are available at local agencies or the Muscogee (Creek) Health Administration. Further information may be obtained by calling Health Administration at 918-756-4333 or 800-782-829 ext.287.

SUBSTANCE ABUSE COUNSELING

Information for drug and alcohol abuse counseling is available through the Dean of Student Affairs. CMN employees and students may receive drug and alcohol counseling, treatment, rehabilitation, or reentry programs through community resources. More information is available in the Student Resource Handbook (available in the library, Deans' offices, the Financial Aid Office, and with

academic advisors) and the local telephone directory.

STUDENT DISABILITY SERVICES

CMN is committed to making learning accessible to all students. To that end, we coordinate our efforts in making accommodations necessary for student learning. In addition, the OSUIT Office of Student Disability Services provides accommodations and support for students with **documented** disabilities. It is the responsibility of the student to bring forth documentation establishing a disability before services can be initiated. Services may include assistance with college procedures, academic counseling, adaptive equipment, and auxiliary aids. Students are asked to make requests for accommodations or services prior to the start of classes. A student with disabilities may also request an OSUIT advisor that specializes in disability services to be their primary advisor. For more information, contact the OSUIT Student Services Office at 918-293-4855, and/or the CMN Dean of Academic Affairs at 918-549-2800.

EXTENSION AND OUTREACH

Extension and outreach is dedicated to meeting the continuing education needs of the community. The College of the Muscogee Nation will provide a variety of credit and non-credit educational opportunities to community members, including CMN students.

FINANCIAL AID

All degree-seeking students enrolled six (6) hours or more must fill out the Free Application for Federal Student

Aid (FAFSA). The FAFSA can be completed online at www.fafsa.ed.gov with OSUIT's School Code, **003172**. The priority filing deadline is March 15. Once the FAFSA is completed, eligibility for grants, scholarships, student loans and student employment is determined. Financial aid is available to both full-time and part-time students who meet eligibility requirements. For further information, see the Financial Aid section of this document and/or contact the Dean of Student Affairs at 918-549-2800.

FIRST AID/ACCIDENTS

All emergencies, accidents, or incidents should be immediately reported to the CMN Safety Officer at 918-549-2800. The Safety Officer will notify the appropriate parties and 911 as appropriate. First Aid kits and emergency defibrillators are located in all CMN buildings.

FEES, TUITION, AND REFUNDS

Tuition and fees are paid through the OSUIT Bursar's Office each semester. Tuition refunds for students who totally withdraw from all classes will be in accordance with the stated refund policy, available on our website or in the CMN Academic Catalog.

FOOD SERVICES

Vending machines are available in the student lounge and campus commons areas. Snacks can also be purchased in the OSUIT Student Union Bookstore. Food services are available in the OSUIT Student Union and Residence Halls.

HEALTH REFERRAL

Information regarding health services is available to students through the CMN Dean of Student Affairs and the OSUIT Student Services Office. Except for referrals, the college does not provide medical services. Therefore, it is the student's responsibility to make his or her own medical arrangements. Minor remedies, such as aspirin, antacids and similar products are available for purchase in the bookstore. For immediate first aid concerns, contact the CMN Safety Officer. First Aid kits are available throughout the College of the Muscogee Nation.

HOUSING

CMN Students have access to dormitory housing on the OSUIT campus. A block of rooms is reserved for College of the Muscogee Nation students. For further information, please contact the Dean of Student Affairs and the OSUIT Residential Life Office. An application is available on the CMN website at www.mvsktc.org. Student residence units are being planned for the new College campus.

LOST and FOUND

Students are cautioned not to leave valuables unattended on campus. The college is not responsible for lost articles. Any articles that have been found can be given to the librarian in the CMN Library.

STUDENT IDENTIFICATION CARDS

All students must have an official College identification card. College of

the Muscogee Nation students will be issued an OSUIT photo identification card with the CMN logo on it available at the Grady W. Clack Center. Students may use cards to access certain facilities and services. The card should be carried by the student at all times for identification. A fee of \$5.00 is charged for replacement cards.

STUDENT SUPPORT SERVICES

Among other Student Support Services, academic tutoring is available to CMN students through OSUIT. Beginning in the Fall of 2010, tutoring will also be available at the CMN Tutoring Center. Student Support and academic tutoring programs provide opportunities for academic development, assist students with basic college requirements and serve to motivate students toward the successful completion of their post-secondary education. The goal of Student Support Services is to increase the college retention and graduation rates of its participants and facilitate transition to the next level of higher education. For students who want to transfer to a four year degree program, CMN offers to act as a liaison and provide opportunities to visit regional institutions.

TEXTBOOKS

Textbook sales and returns are available through the OSUIT Bookstore. Book sales begin one week before the start of classes and continue until one week after the last day to add/drop classes for the term. Students must bring their printed class schedules and student I.D. to pick up their textbooks.

Textbooks can be billed to the student's account, paid in cash, by check, or by credit card. All payments on account are to be made to the Bursar's office. The CMN Scholarship will pay for textbooks required for CMN coursework. However, books paid for by students prior to one week before the beginning of classes are not refunded by CMN or the CMN Scholarship or CMN Tuition Waiver/Grant. Textbooks that are not available for purchase through the OSUIT Bookstore are loaned to CMN students through the CMN Registration Office.

A textbook buy-back period is arranged at the end of most semesters for students who wish to sell their used textbooks.

TRANSCRIPTS

The partnership between the OSU system and CMN allows for a student to receive a transcript from the OSU institution. The dual transcript will be recognized by both institutions. The OSUIT Registrar's office will provide up to 10 copies of the student's transcript upon the student's request. Transcripts will be withheld if the student has outstanding financial obligations.





ADMISSIONS

The College of the Muscogee Nation's comprehensive academic offerings provide opportunities for training and education for a broad range of abilities. The College seeks to admit students in a manner to best meet their educational needs, to ensure success, and to allow students to grow in a holistic manner.

General Admission Requirements

Students will be admitted to CMN and to OSUIT in one of the following status:

1. First Time College Students:
 - A. High School Graduates or
 - B. Non-High School Graduates
2. College Transfer Students:
 - A. Students with fewer than 24 credits
 - B. Students with 24 or more credits
 - C. Transfer Student Probation
 - D. Transfer of Credit
3. Advanced Standing
4. Re-Admission
5. Special Admission
6. Adult Admission
7. Concurrent Student

For clarification on admission policies, requirements for special programs, computer proficiency and residency for a

degree, please contact the CMN Admissions Office.

Students will submit all application materials to CMN. Dual applications (CMN and OSUIT) are a requirement of the agreement between CMN and OSUIT.

Please note that all first time students of CMN are required to take the COMPASS assessment, a self-paced computerized assessment of reading, math, and writing skills (English). An exception is made for students with ACT scores of 19 or above in each of the subtest areas, and certain college transfer students. The assessment is offered at the OSUIT Assessment Center.

Advanced Standing Credit can be awarded to students who successfully complete proficiency tests that are developed and administered by the department responsible for the course offering. Students must be validated by successful completion of twelve or more semester hours of academic work at CMN and/or OSUIT.

Application and Acceptance

Preliminary acceptance is granted following the processing of the admission application. Formal acceptance is issued upon receipt of the following documentation: high school, GED, college transcripts, American College Test (ACT), and/or Scholastic Aptitude Test (SAT) scores. Application and acceptance arrangements may also be made for a Special Non-Degree Seeking Student through the Registration office for students without a high school diploma, GED, and without ACT and SAT scores.

Note: All first time students must meet minimum levels of competency in reading, writing, spelling, science, and mathematics. Placement in appropriate classes will be based on scores obtained on the ACT test or assessment tests administered on campus. The assessment tests can be arranged through OSUIT Assessment Center.

High School Graduate

The following high school curricular requirements have been established for students seeking admission to the College of the Muscogee Nation:

UNITS/YEARS and COURSE AREAS

- | | |
|---|---|
| 4 | English (Grammar, Composition, Literature) |
| 3 | Lab Science (Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.) |
| 3 | Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics.) |
| 3 | History and Citizenship Skills (including 1 unit of American History and 2 additional units from subjects of Tribal History, Native American Government, History, Economics, Geography, Government, Native American culture, Non-Western culture) |
| 2 | Additional units of subjects listed above or selected from the following: (Computer Science, Native Language, Foreign Language.) |

15 Required Units

Dual Enrollment

Dual enrollment is required of all CMN students. Students will be required to enroll at both the College of the Muscogee Nation and OSU Institute of Technology or other OSU system institutions. Dual enrollment includes internet courses, correspondence courses, and other distance learning classes, as well as, traditional courses.

Readmission

Students who have attended CMN previously, but have not attended within the last academic year, must again submit an Application for Admission and other admissions and financial aid paperwork to CMN and the cooperating institution. If the student has attended any other institution of higher education during their absence from CMN, official transcripts since the last date of attendance from that institution must be submitted CMN and the cooperating institution.

Transfer Students

Students who have attended other higher education institutions are considered for re-admission as transfer students. Those students who have completed fewer than 15 semester hours are required to meet the academic criteria outlined in the previous section on Application and Acceptance. Students transferring to CMN from a post-secondary institution must comply with the college's admission policies.

Orientation

Students enrolling in eight or more semester hours for the first time are required to enroll in the orientation course. This course includes introduction to college facilities, policies, services, personal growth and adjustment, study

behavior, and academic and career development.

CMN and/or OSUIT reserve the right to withhold grades, academic transcripts and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

Tuition and Fees

Tuition and fees for a semester is based on OSUIT rates and upon the number of semester hours in which the student enrolls. Tuition and fees for Audited courses is the same rate as courses taken for credit. Tuition and enrollment fees for Oklahoma resident students are \$126.50 per semester hour. The rate for IT, EDT, Nursing and CUA courses is \$135.00 per semester credit hour. Nonresident students' tuition and enrollment fees are \$300.50 per semester hour and \$309.00 per semester hour for IT, ETD, Nursing and CUA. Additional fees include Remedial Supplementary Fee, \$18.50 per semester hour; Advanced Standing Examination Fee, \$5.00; Late Enrollment Fee, \$10.00; Off-Campus Electronic Media Fee \$25.00. Additional lab fees may apply to specific programs.

Tuition and/or other fees may change after the printing of this handbook. Notice of any change(s) will be posted where appropriate.

Payment of Accounts

Accounts are payable for the fall, spring and summer sessions by the first day of each class. A late payment penalty of 1% per month will be assessed on delinquent accounts. Students who have not received a completed financial aid award

in advance or who are not paying their account in full at the time of regular enrollment will be required to meet with a Financial Aid Counselor to complete the FAFSA or make financial arrangements. CMN and/or OSUIT reserve the right to withhold grades, academic transcripts and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

CMN Scholarship/Tuition Waiver monies are remunerated after all other forms of Financial Aid have been utilized and paid directly to OSUIT Bursar's Office. For more information, please consult the Financial Aid section of this handbook or the CMN Financial Aid Office.

PLACEMENT TESTING

Students will be required to take Reading and Mathematics placement tests prior to registering. A student whose scores fall below the institutional minimum college level requirements must enroll in refresher course work, which may include mandatory tutoring. CMN requires successful completion of required refresher course(s) before the student earns a total of 30 credits. Tests are scheduled throughout the year. For more information, you may contact the Registrar's Office at the College of the Muscogee Nation at (918) 549-2800.





Toknawv Vnickv FINANCIAL AID

Hensci Cokv Hecvlke! (Welcome Students!) We at the College of the Muscogee Nation understand the importance of Financial Aid for many students to ensure academic success. Financial Aid staff is available at both the College of the Muscogee Nation and OSUIT to assist you with questions you may have. Financial Aid is available for both degree-seeking full-time students and part-time students.

FINANCIAL AID OVERVIEW

Application Process for Financial Aid

For all degree-seeking students, funding through College of the Muscogee Nation is dependent on information from the Free Application for Federal Student Aid (FAFSA). The FAFSA information is used to determine your eligibility for federal, state, and institutional grants; federal work study; and the College of the Muscogee Nation Scholarship and/or Tuition Waiver/Grant. You can complete your FAFSA by going to the FAFSA website at www.fafsa.ed.gov. The priority filing deadline is **April 15**, and the school code is **003172**. The CMN deadline for filing the FAFSA is two

weeks before the beginning of the term of attendance.

Some students will be selected for *verification*, a process that requires students to provide more information to the OSUIT Student Financial Services Office. If a student is selected for verification, he or she will be notified by the OSUIT Student Financial Services Office.

CMN Scholarship and/or Tuition Waiver Applications (for American Indian students who are enrolled in Federally-recognized tribes) are available both online and in the application packet. An application packet is given to prospective students when they meet with an advisor or representative of the College of the Muscogee Nation.

CMN will help you and/or your family fill out your financial aid forms if necessary. To request help, contact the Dean of Student Affairs at the College of the Muscogee Nation, at 918-549-2800 or via email at: acolbert@muscogeenation-nsn.gov.

Determination of Need

After the FAFSA is complete, financial need and eligibility are determined by the information provided to the Federal Department of Education on the FAFSA. Eligibility for specific funds is based on federal and state guidelines, institutional awarding policies, and the funds available at the time of the application review.

If you have any questions regarding the determination of financial aid, please contact the Dean of Student Affairs at the College of the Muscogee Nation, at

918-549-2800 or via email at acolbert@muscogeenation-nsn.gov.

Types of Financial Aid

Financial aid programs available to the College of the Muscogee Nation students include:

Grants

Grants are monetary awards distributed to students, based on need, according to household financial information provided on the FAFSA. Grants do not need to be repaid. College of the Muscogee Nation students may be eligible for several types of grants.

- Federal Pell Grant *
 - Federal Supplemental Educational Opportunity Grant (SEOG) *
 - Federal Work Study *
 - Tribal Programs
 - Oklahoma Tuition Aid Grants *
- * Denotes aid programs requiring enrollment in a degree-seeking program. Requirements for other aid programs may vary.

Scholarships

Federal and State need-based scholarships, Private scholarships, Tribal Scholarships, and College of the Muscogee Nation Scholarships and CMN Tuition Waiver/Grants are available through contributions and endowments to the College of the Muscogee Nation from the tribal government, individuals, businesses, and foundations. For more information about other types of scholarships, please contact your tribe and visit the OSUIT Student Financial Services website at http://www.osuit.edu/admissions/financial_services/index.php.

Additional Sources

Students have access to a wide range of additional resources to pay for cost related to a college education. For other Private scholarships, students research and apply for scholarships on their own. The College of the Muscogee Nation provides a Student Resource Guide to assist in this process. This Student Resource Guide is available in the library, the Registration Office, the Dean of Student Services Office, the Dean of Academic Affairs Office and in the Financial Aid Office. Additional information is provided on the following funding and community programs:

- G.I. Bill/Veteran's Benefits
- Vocational Rehabilitation Services
- Job Training Partnership Act

Loan Programs

Borrowing Student Loans is discouraged at the College of the Muscogee Nation. However, we recognize that in some situations this is necessary. Please see the Dean of Student Services at the College of the Muscogee Nation to discuss eligibility for loans.

Starting in January each year, CMN provides a Financial Aid Orientation Workshop to assist students.

Continuing students: Reapply each year using the electronic FAFSA renewal application at www.fafsa.ed.gov and is available beginning in mid-January for the following school year.

Transfer students: Contact the OSUIT and CMN Financial Aid Office (FAO) if you have already filed for financial aid. Otherwise, the procedure to follow is the same as above.

The priority date to apply for financial aid is March 15. Meeting this deadline reasonably assures the student the maximum amount of financial aid available.

FINANCIAL AID AWARD LETTERS

After the student file is reviewed, an OSUIT award letter is mailed to the student detailing eligibility. Once the student accepts the aid and returns the signed award letter to OSUIT, the listed funds will be processed.

The award letter is only an estimate. This aid is based on availability of funds. **There is no liability for any agency or the CMN to pay these awards.**

FINANCIAL AID DISBURSEMENT

Once a student file is completed and, if necessary, the signed award letter is received by the OSUIT Student Financial Services Office, monies will be requested from the appropriate funding agencies.

The OSUIT Bursar's Office disburses all financial aid. After the Add/Drop period, funds will first be applied toward the Student's Bursar Account and if there is a balance remaining, it is refunded to the student to meet other expenses related to his/her educational pursuits.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

If a student receives financial aid, government regulations require that the student makes satisfactory academic progress and maintains good standing in his/her courses. Students who do not

meet this criterion are ineligible to continue receiving Federal Title IV funding. Reinstatement may occur when CMN's satisfactory academic progress standards are met.

Satisfactory academic progress is measured in two ways: Grade Point Average and Completion Ratio. Failure to meet the academic progress standards for one semester results in financial aid probation. Students on financial aid probation are eligible for Title IV Funds.

Failure to meet the academic progress standards for two consecutive semesters may result in financial aid suspension.

Students on financial aid suspension are not eligible for Title IV Funds or the College of the Muscogee Nation Scholarship or the CMN Tuition Waiver/Grant.

Additionally, a third measure, which limits how many credits/hours can be funded through financial aid is used. This credit limit is based on how many credits it takes to complete a particular degree or certificate. More details are available in the CMN and OSUIT Student Financial Services Offices.

SAP FINANCIAL AID PROBATION

A student who fails to meet the GPA standard or the 67% completion ratio will be placed on financial aid probation for one term. While on probation, a student may still receive financial aid. To be removed from probation, a student must meet the cumulative SAP standards at the end of the probation period. If a student fails to meet these standards, the student will be placed on SAP Financial

Aid suspension at the end of the probation period.

FINANCIAL AID SUSPENSION

A student on financial aid suspension has three options:

Option 1, petition for reinstatement through OSUIT and CMN

A student who has mitigating circumstances may appeal financial aid suspension. Examples of mitigating circumstances may be: Serious medical problems, death in family, curriculum changes, an improvement in their cumulative GPA or completion ratio that still does not meet the cumulative SAP standards requirements but shows marked improvement by the student, etc. The appeal must include a written explanation and documentation explaining why the student was not able to meet the standards. A student must also include in their appeal a written plan to produce improved academic performance, or an **individual academic plan**. Continued financial aid probation may be granted based on the circumstances. Appeals are reviewed by the Financial Aid Director. Appeals must be filed at least three weeks before the first day of class. The Financial Aid Appeal form may be obtained from the OSUIT Student Financial Services Office. CMN provides a Request for Special Consideration Form, and this is available at the CMN Financial Aid Office. The completed form and all supporting documentation is then submitted at the CMN Financial Aid Office.

FINANCIAL AID, WITHDRAWALS AND CHANGE OF ENROLLMENT STATUS

Any student receiving financial aid (grants or scholarships) must notify the Financial Aid Office if (s)he withdraws from courses or totally withdraws from CMN. It may be necessary for the student to repay a portion of the aid received due to change in enrollment status. Withdrawals count as credits attempted but not earned. For more information regarding withdrawals, please refer to the CMN Academic Catalog.

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

All students receiving Tribal, Federal and/or State Financial Aid must comply with the intent of the regulations and statutes.

DRUG-RELATED CONVICTIONS AND STUDENT INELIGIBILITY

A student who wishes to receive a Federal Pell Grant or any other Title IV monies is required to certify that (s)he will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity in connection with the Federal Grant. For more information, contact the CMN or OSUIT Student Financial Services Office.

VETERANS

Veterans may be entitled to educational benefits passed by the federal and state legislatures and may obtain these

benefits while pursuing a course of study at CMN. The Financial Aid Director is the point of contact at CMN and must complete certification of enrollment forms as soon as possible. Eligible student need to contact the Financial Aid Office as soon as possible.

For more information on financial aid eligibility, SAP standards, tribal grants, or other financial aid contact the CMN Dean of Student Affairs, the CMN Financial Aid Office, and/or the OSUIT Student Financial Service Office.

REGISTRATION

Students register for courses during the registration period prior to the beginning of each semester. The CMN Academic Catalog contains the academic schedule, for further reference. Each student must meet with his/her degree program advisor prior to submitting registration forms to the Registration Office.

ELIGIBILITY FOR REGISTRATION

Students must meet certain eligibility requirements before they may proceed with registration. A new, readmission, or transfer student must have applied for admission or readmission, and must hold a valid acceptance letter before the student will be permitted to register. Returning students who were not registered for two or more semesters must apply for readmission. Also, students who have not maintained consecutive semester enrollments with successful completion of at least one course (with a grade of “D” or better) are required, upon re-enrollment, to meet any unfulfilled degree requirements and

any additional requirements as dictated at that time by the current program. Students who change degrees or programs are subject to the current requirements in effect at the time.

In order for a student to register, (s)he must have a zero balance on his/her Bursar's Account. If a student has an outstanding obligation and no approved payback agreement (owes a fine, money, material, or financial aid), a “hold” will be placed on the student’s educational records. The hold will prohibit the student from registering in the future and the student will not be able to receive a grade report or transcript until the obligation is finalized.

REGISTRATION PROCEDURE

A student must complete all admissions requirements when registering for classes, including, but not limited to:

1. Submitting high school transcripts
2. All higher education transcripts, if applicable
3. ACT Scores
4. COMPASS test scores
5. Immunization Records
6. Tribal Citizenship Card/documentation
7. Free Application for Federal Student Aid (FAFSA)
8. Plan of Study

CLASS WAIT LIST

There is no formal class wait list policy at CMN. A student may seek further information from his or her advisor.

LATE REGISTRATION

Late registration may be permitted under specific circumstances; however, a late registration fee of \$10 will be assessed to the student's account.

PREREQUISITES

Courses designated as prerequisites in the CMN Academic Catalog or in the CMN degree program sheets will be considered satisfactorily completed with the attainment of a grade of "D" or better. Courses listing a need for prerequisites cannot be taken unless the student has satisfactorily completed all applicable prerequisites.

INDEPENDENT STUDY

Independent Study courses are rarely available, and only under specific circumstances.

PLAN OF STUDY

All students are expected to meet with an advisor prior to enrollment each semester to plan their academic schedule. When the student has declared a major, they will be assigned an advisor to develop a plan of study. The plan of study must be approved by the Academic Dean. The approved plan of study will be stored in the student's academic file in the CMN Registration Office. Plans of study are valid as long as the student is continuously enrolled. Students are responsible for checking prerequisites for courses for which they plan to enroll and for following the plan of study in completing courses needed for the degree. Once the student has completed 45 credit hours, he or she may apply for a final degree check and a graduation

request with the CMN Registration Office. In all cases, the final degree audit must be submitted prior to the completion of the semester.

ACADEMIC ADVISEMENT

Academic advisors assist students in completing a Plan of Study, selecting correct courses, reviewing course requirements in the chosen major and addressing academic problems that may occur. The academic advisor will also assist the student define career goals, encourage the student's awareness of cultural and social opportunities available to them and assist the student in developing critical-thinking skills. Advisors will be assigned once a degree program has been chosen.

CREDIT HOURS

A semester hour of credit is given for the equivalent of one fifty-minute class period per week for a semester of fifteen or sixteen weeks. For laboratory work, one semester hour of credit is granted for each two or more hours of laboratory work. The length of classes during summer and evening will be proportioned according to the clock hours of a course meeting during regular day classes.

SEMESTER LOAD

A full-time student is one who carries a minimum load of 12 credit hours in the regular semester or 6 credit hours during the summer semester. A student should carry a normal load of 15-18 credit hours per regular semester. This enrollment should lead to the successful completion of all associate degree requirements in four regular semesters, unless a semester

of remedial or high school equivalency course work is needed. Students wanting to carry more than 18 credit hours per regular semester must have approval of their advisor and Registrar.

CLASSIFICATION

Classification is determined by the number of credit hours completed. Students who have earned 30 or less credit hours are classified as freshman. Students who have 31 or more credit hours are classified as sophomores.

COURSE NUMBERS

Courses numbered in the 1000's are intended primarily for freshman. Courses numbered in the 2000's for sophomores. The last digit of a course number indicates the number of semester hours of credit to be earned. When zero is the last digit of a course number, the course carries variable credit. Course numbers beginning with "0" indicates remedial work and do not count toward hours earned, hours attempted, accumulated grade point average, or graduation.

FINAL EXAMINATIONS

The schedule for final examinations is published each semester. Examinations are given only at the scheduled time and each class must meet at that time. Request for early examinations or excuses from examinations will not be granted. In emergency situations, a student may petition to take an Incomplete in the course. However, an I cannot be given to a student who is failing a course at the time the I grade is awarded.

TRANSFERRING TO ANOTHER SCHOOL

Students intending to transfer from CMN to another institution should contact the advisors of the transfer school early in their educational pursuits at CMN. Be aware that a grade of "C" or better may be necessary for the transfer of courses from CMN to another institution.



Cokv-Heckv Vkerkv GRADES

At the mid-term and end of each semester or session, each student shall receive a grade from the instructor. Instructors are to forward final grades for each course to the Registrar's Office no later than 72 hours after final examination week has ended.

Grades are recorded with the letter grades A, B, C, D, F, I, AU, W, AW, P/F, P/NP, or N. Grades are posted online through the student's OKEY account at the closing of each semester. For letter grades A, B, C, D, and F, please see below.

GRADE POINT

Grading Scale Grade Grade Points

90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

Symbols

A – Excellent

B – Good

C – Average

D – Below Average

F - Failure

I - An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. When reporting an I, the instructor will record in detail the conditions for removal of the I, with time limitations not to exceed two semesters. I grades not changed by the instructor to a credit-bearing grade or an F within the specified time limit will remain as a permanent I and not contribute to the student's GPA.

AU - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. The allowable time to change an enrollment status from audit to credit is the last day of the add period for each semester. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards as set by the State Regents. The allowable time to change an enrollment status from credit

to audit is the last day of the drop period for each semester. AU will not contribute to a student's GPA.

W- An automatic withdrawal grade of W is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins the eleventh day of classes (approximately one eighth of the session) for classes meeting the full length of regular sessions. The withdrawal period for classes of shorter duration begins the day following approximately one-eighth of the length of the class. The last day for an automatic W is the last day of the eleventh week (approximately seventy five percent of the class length) for classes meeting the full length of regular sessions. For classes of shorter duration, the last day for an automatic W corresponds to the day that coincides with seventy-five percent of the class. For any drop or withdrawal accepted after this deadline, a W or F will be assigned depending upon the student's standing in the class. If an F grade is assigned, it is calculated in the student's GPA; the W grade is GPA neutral.

AW - Administrative withdrawal may be assigned by the Registrar to indicate that a student has been involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons, or for inadequate attendance or otherwise demonstrated lack of appropriate concern for satisfactory academic progress toward program objectives. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

P/F - An instructor may elect to use pass-fail as an option for students in specified courses, included in this are the remedial and orientation courses. The

pass grade indicates hours earned but does not contribute to the GPA. The fail grade is an F and is calculated into the GPA.

P/NP - An instructor may elect to use the grades P and NP for specified courses or may allow students to elect a P/NP option under circumstances specified by the institution. The P grade is neutral indicating minimal course requirements have been met and credit has been earned. The P grade may also be used to indicate credit earned through advanced standing examinations. The grade of NP indicates that a student did not meet minimum requirements in a course designated for P/NP grading. While both grades P and NP are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

N - An N grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The N grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The N grade is GPA neutral.

GRADE REPORTS

CMN grades for CMN coursework are generated through a database system maintained, in large part, by the CMN Registrar. It can be accessed by CMN students through their OKEY account.

CHANGE OF GRADE

Grade Corrections

A faculty member may initiate a change after grades have been submitted to the Registration Office provided that:

1. Justification for the grade change is made in writing to the Registrar via a “change of grade form”, and
2. The changes are submitted within the first 8 weeks of the semester after the original grade was awarded.

Grade Appeals

A student must first discuss his/her grade with the instructor prior to grade appeal process. A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consulting with the instructor. For more information about this process please refer to the previous section of this Student Handbook regarding Academic Appeals.

Academic Notice

As a cautionary warning of possible academic progress difficulties, students who have attempted 30 or fewer credit hours and have a cumulative GPA between 1.7 and 2.0 will be placed on Academic Notice.

A student placed on Academic Notice with OSUIT will also be placed on Academic Notice with CMN.

ACADEMIC PROBATION

Students whose cumulative GPA falls below a 2.0 will be placed on Academic Probation. A student must bring his or her GPA up to a 2.0 in regularly graded course work at the end of the next semester or complete each course in the next semester with a 1.7 or better to continue as a student. If the GPA is not increased, the student will be immediately placed on Academic Suspension and not reinstated for one semester.

A Student placed on Academic Probation with OSUIT will also be placed on Academic Probation with CMN.

ACADEMIC SUSPENSION

Any student placed on academic probation the previous semester and fails to raise his or her GPA to 2.0 or the required cumulative level will be suspended from CMN for one semester.

A student placed on Academic Suspension with OSUIT will also be placed on Academic Suspension with CMN.

Academic Suspension Appeal

A student may appeal Academic Suspension in writing, citing circumstances that led to the suspension or the reason(s) appeal of the suspension should be considered. Written appeals should begin and be submitted to the CMN Registration Office including as many details as possible. All appeals must be submitted no less than 4 business days before the beginning of the semester of suspension to the CMN Registration Office. Each appeal is individually considered in cooperation with the OSUIT Director of Admissions and the OSUIT Executive Vice President. Further action may or may not be required. An approved appeal of Academic Suspension allows the student to immediately enroll in courses for the suspended semester provided all other student obligations have been met.

ACADEMIC MISCONDUCT

In all CMN syllabi, specific statements regarding academic dishonesty and/or misconduct are addressed in all classes by every instructor. The fundamental

principle of academic life is integrity. Academic dishonesty in any form is not condoned by CMN. If there is no doubt that an act of academic dishonesty has occurred, the instructor has the authority to administer any of the following:

1. Not accept the assignment or test in question and record a “zero” for the assignment or test, require the student to redo the assignment or test, or require the student to complete a substitute assignment or test.
2. Recommend to the Academic Dean that the student be dropped from the class and assigned a failing grade (F) or administrative withdrawal (AW) for the course. A written recommendation is required which includes a description of the specific occurrence and supportive documents if applicable.
3. In cases of extreme or repeated incidents of academic dishonesty, submit a written recommendation to the Academic Dean advising that the student be suspended from CMN. The written recommendation is to include a description of the specific occurrences including supportive documents if applicable. When recommendations as described in parts 2 and 3 are made, the student will be notified by the instructor as to what action will be taken. If the student believes an error has been made, the student may appeal the action.

A written appeal must be filed by the student within 10 working days of notification and submitted to the Dean of Academic Affairs. Please see the Academic Appeal section of this Handbook for further information.

DROP/WITHDRAWAL

A Drop or a Withdrawal from a course is not official until an Add/Drop/Withdrawal form has been received by the CMN Registration Office. In some situations, financial aid eligibility for future semesters may be negatively affected because of Satisfactory Academic Progress. Students who have been notified of SAP warnings from the OSUIT Student Financial Services office should contact the office to discuss SAP. Students may withdraw from courses according to the following schedule. Dates corresponding to the days cited are listed in the academic calendar, which is available in the CMN Academic Catalog.

1. Students may Drop a course up to the end of the 10th business day of the class sessions with a full tuition refund and no course recorded on the transcript.
2. Students may withdraw a course from the 11th day to the last business day of the 11th week of the semester, with no tuition refund and a “W” recorded on the transcript. (See academic calendar for summer, intensive, short or other special semester add, drop and withdrawal dates.)
3. Students may not withdraw from courses after the beginning of the twelfth week of the semester.
4. No course may be dropped or withdrawn after a final grade has been assigned.

NOTE: For students enrolled in OSUIT courses, add, drop and withdrawal dates are consistent with the OSU system requirements.

COURSE REPEAT POLICY

A student may repeat a course and have only the second grade earned, whether lower or higher than the first grade, count toward his or her GPA. The first course grade still appears on the transcript in the semester it was earned. The second course grade also appears on the transcript in the semester it was earned, however only the second course grade is computed toward the GPA. A student may utilize this option for up to four (4) courses, not to exceed eighteen (18) credit hours. This policy can only be used for courses where the first grade earned was a D or F. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the GPA.

On limited occasions, students may repeat more than four (4) courses (not exceeding eighteen (18) hours of D or F grades) but each repeated course grade, including the original grade is calculated in the GPA.

TRANSFER OF COURSE CREDITS

CMN accepts course credits from other regionally accredited institutions of higher learning. However, CMN reserves the right to determine for itself those credits it will accept in transfer to meet the graduation requirements. Courses will not be accepted in transfer and applied to degree programs until approval has been granted by the Registrar.

Transfer credit will not be evaluated until an official transcript from issuing school(s) has been received by the Registration/Admissions office. Although all courses may be transferred

into CMN, no more than one-half (50%) of the degree may be transfer credit. The last 15 credit hours earned for any CMN degree must be taken in residency. (See Graduation Requirements for further explanation.)

TRANSCRIPTS

The partnership between the OSU system and CMN allows for a student to receive a transcript from the OSU institution and CMN. The dual transcript will be recognized by both institutions. The OSUIT Registrar's Office will provide up to 10 copies of the student's transcript upon the student's request. Transcripts will be withheld if the student has outstanding financial obligations.

PRIVACY ACT

CMN policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and regulations are maintained in the Registrar's Office.

ACCESS TO STUDENT RECORDS

In accordance with FERPA, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review. Students should contact the Registration Office for access to their own academic records.



Cokv-Heckv Respoyetv GRADUATION

Students at CMN must request a degree check the semester before graduation to the Registration Office. A degree check will confirm courses successfully completed toward graduation and show any outstanding courses(s) and/or degree requirements yet to be completed. The minimum number of hours for graduation is 60 successfully completed credit hours (see individual degree requirements), excluding physical education activity, and preparatory or remedial courses ("0-level"). Students must meet all degree requirements for graduation, including but not limited to the following, before degrees are conferred:

1. Students must have a minimum of 30 credit hours earned through CMN. (No more than one-half (50%) of any degree can be earned outside of CMN or transferred into CMN.)
2. At least 15 of the 30 credit hours must be satisfactorily completed in residence at CMN.
3. The last 15 credit hours of any degree program must be completed in residence at CMN

4. The minimum grade point average is 2.0 for graduation.

5. All other degree requirement must be met.

GRADUATION WITH HONORS

CMN recognizes associate degree candidates who have demonstrated superior academic performance. Students will graduate with honors if they meet the following criteria: all graduation requirements are met by the end of the graduating semester and a minimum grade point average of 3.50 in all course work taken through the final regular semester.

HONOR ROLL

Outstanding students are recognized in the graduation semester by induction into the Nakcokv Mvhakv Svhlwecvt Ohhecv Vrakkuecetv Etohkvlketv (President's Honor Roll) or the Vrakkuecetv Etohkvlketv (Honor Roll). In order to be eligible, students must earn a grade point average of 3.75 or higher for the Nakcokv Mvhakv Svhlwecvt Ohhecv Vrakkuecetv Etohkvlketv (President's Honor Roll) or between 3.50 and 3.749 for Vrakkuecetv Etohkvlketv (Honor Roll), and complete a total of 12 or more semester hours with a grade no lower than a "B" in degree required courses at the time of final grade reporting. High school equivalency courses do not meet the criteria for inclusion in determination of honors awards.

- Actual honors designations on transcripts will be based upon the students' complete academic record once final grades are posted.

GRADUATION CEREMONY, ATTIRE, AND ANNOUNCEMENTS

- Caps and gowns as well as printed announcements normally go on sale one month prior to the commencement ceremony at the Registrar's Office.
- Students must register if they plan on participating in the ceremony.
- Standard graduation attire will be required if participating in the commencement ceremony.
- Students will be recognized at the commencement ceremony with custom-made College of the Muscogee Nation graduation sashes, provided their grade point average and credits in residence meet the minimal requirements the semester of their final term.





**College of the Muscogee Nation
Board of Regents and
Contact Information**

**College of the Muscogee Nation
Board of Regents**

Ramona Mason
Dr. C. Blue Clark
Sharon Mouss
Mike Flud
Pandee Ramirez

Chair
Vice-Chair
Recording Secretary
Member
Member

Contact Information

College of the Muscogee Nation
www.mvsktc.org
1200 Highway Loop 56
P.O. Box 917
Okmulgee, OK 74447
Switchboard..... 1-918-549-2800
Fax1-918-549-2880
Office Hours: M ~ F 8:00 AM ~ 5:00 PM

**Oklahoma State University–Institute of
Technology**
1801 East Fourth
Okmulgee, OK 74447-3901
Switchboard.....1-918-293-4678
Fax.....1-918-293-4606



College of the Muscogee Nation
College Administration, Staff and Faculty

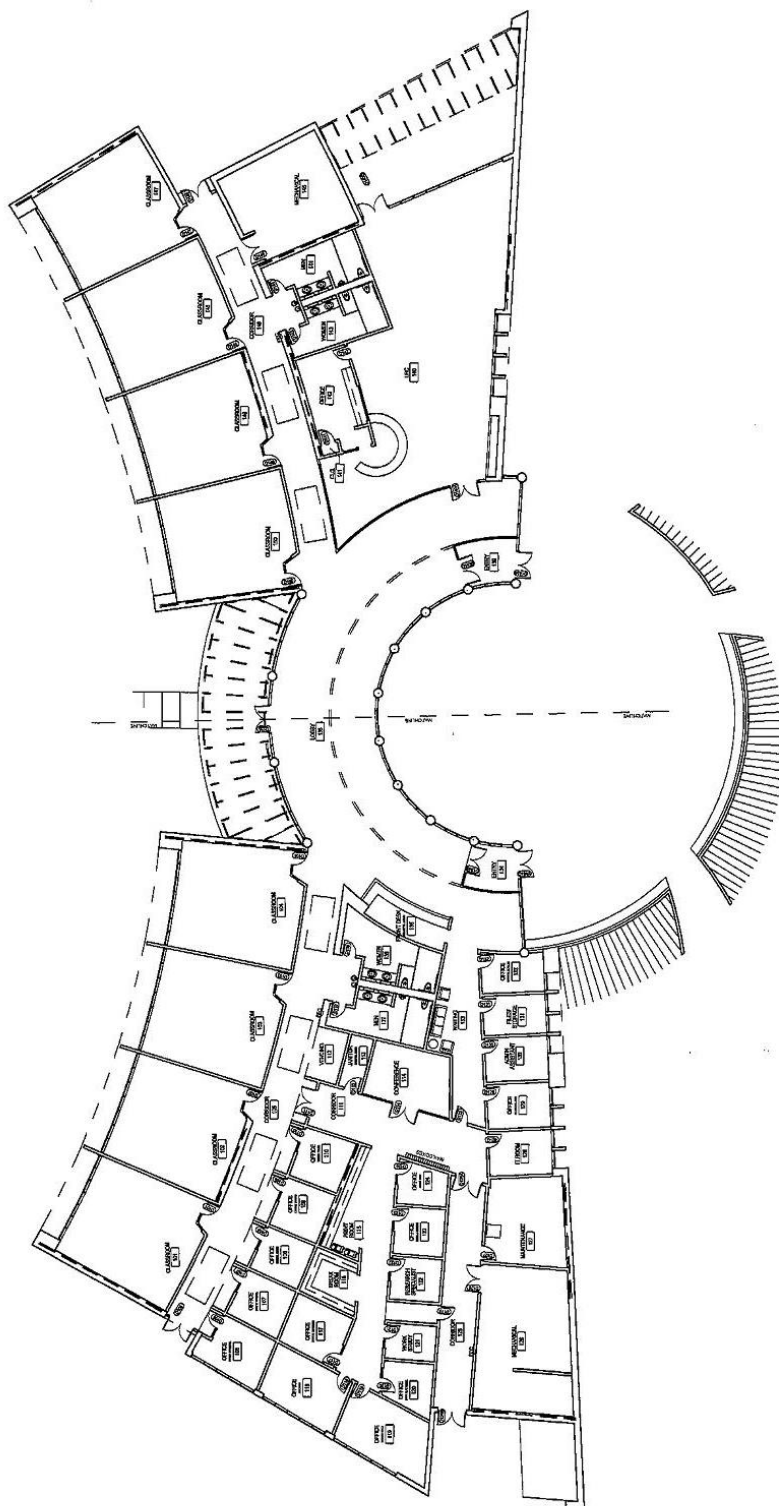
College Administration and Staff

Robert Bible, M.S.	President
James King, Ed. D.	Regent's Director of Institutional Effectiveness
Angela Bunner, M.S.	Dean of Academic Affairs
Allan Colbert, M.S., M.A.R.E.	Dean of Student Affairs
Crystal Bowles, M.A.	Registrar
Jan Hart, B.S.	Business Manager
Jennifer McAlpin, Ph. D.	Research/Financial Aid Specialist
Karen Haught , M.L.I.S.	Librarian
Diana Blackwell, A.A.S.	Executive Assistant
Kristal DeArmon	Administrative Assistant
Kathy McCormack, A.A.S.	Administrative Assistant
Richard Harley	IT Manager
Tania Walker, A.A.S.	Secretary
James "J.J." Davis	Maintenance Tech 1
Chester Smith	Custodian

Degree Program Coordinators/Faculty

Kasey McKenzie, J.D.	Police Science Degree Program Coordinator
Norma Marshall, M.S.	Instructor, Native American Studies Degree Program Coordinator
Ronnie Sands, B.S.	Instructor, General Education
Mekko Tyner, J.D.	Instructor, Tribal Services and General Education
David Tayrien, M.M./H.R.M.	Instructor, Gaming Degree Program Coordinator
Monte Randall, M.A.	Instructor, Tribal Services Degree Program Coordinator







College of the Muscogee Nation 2010-2012 Academic Calendar

2010-11 Academic Calendar

Fall Session: 8/31/2010--12/15/2010

Spring Session: 1/05/2011--4/22/2011

Summer Session: 5/02/2011--8/26/2011

2011-12 Academic Calendar

Fall Session: 9/05/2011--12/16/2011

Spring Session: 1/04/2012--4/20/2012

Summer Session: 4/30/2012--8/24/2012

Dates may vary from OSUIT dates, holidays, etc.

Day	Mon	Date	Fall 2010 (8/31/10-12/14/10)
R	Apr	1	All students may start enrolling for Fall 2010
T	Aug	31	Classwork Begins, 7:30am
M	Sep	6	HOLIDAY, Labor Day (No CMN Classes/CMN Offices closed)
M		13	Last day to drop Fall class With FULL REFUND
T	Oct	5	Last Day to Withdraw from 1st 1/2 semester classes ("W" on transcript)
F		15	Last day of 1st 1/2 semester classes
W		20	2nd 1/2 Classes Begin, 7:30am
		20	1st 1/2 semester final grades due by 4:30pm
F		29	New and Returning Students may start enrolling for Spring 2011
M	Nov	11	HOLIDAY, Veteran's Day (No CMN Class/CMN Offices closed)
M		15	Last Day To Withdraw from full semester with automatic "W" on transcript
M		15	HOLIDAY, Native American Day (No CMN Classes, CMN Offices Closed)
R-F		25-26	HOLIDAY, Thanksgiving and Student Break (No CMN Classes/CMN Offices Closed)
M		30	Classwork Resumes, 7:30 am
W	Dec	1	Last day to Withdraw from 2nd 1/2 semester classes ("W" on transcript)
T		14	Last day of class, 4:30pm
T		14	OSUIT Graduation Exercises, 7:30 pm
R		16	Grades due by 8:00am to the CMN Registration Office
W-F		15- Jan 4	Winter Break
R-F		23-24	HOLIDAY, Christmas (CMN Offices Closed)
R-F		30-31	HOLIDAY, New Year (CMN Offices Closed)
Day	Mon	Date	Spring 2011 (1/05/11-4/22/11)
M	Oct	18	All students may start enrolling for Spring 2011
W	Jan	5	Classwork Begins, 7:30am
F		7	Last day to Add a class for Full Spring and 1st 8 weeks
M		17	HOLIDAY, Martin Luther King Day--No Classes, CMN Offices OPEN
W		19	Last day to drop Spring and 1st 8 weeks class with FULL REFUND
F	Feb	11	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
R		24	Mid Semester, 4:30pm
T	Mar	1	2nd 8 weeks Classes Begin, 7:30am
M-F		14-18	Spring Break
M		21	Classes Resume, 7:30am
T		29	Last day to Withdraw from full semester with automatic "W" on transcript
R	Apr	12	2nd 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		22	Last day of Spring classes, 4:30pm
F		22	HOLIDAY, Good Friday (No CMN classes, CMN Offices Closed)
F		22	OSUIT Graduation Exercises, 7:30 pm
M		25	Grades due to CMN Registrar by 8:00am
S	May	7	TENTATIVE-CMN Graduation Exercises, 10:00am at the MCN Complex, Mound Building
Day	Mon	Date	Summer 2011 (5/02/11-08/26/11)
F	Feb	25	Enrollment for Summer Courses begin
W	May	2	Classes Begin, 7:30 am (Full Summer and 1st 8 weeks)
M		7	Last day to Add a class (Full Summer and 1st 8 weeks)
F		13	Last day to Drop with FULL REFUND and no "W" on transcript (Full and 1st 8 weeks)
M		30	HOLIDAY, Memorial Day (No CMN Classes, CMN Offices Closed)
M	Jun	6	Interim Session Begins, 7:30am
F		10	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		10	Last day to Drop Interim Class with Full Refund and no "W" on transcript
F		24	Last day of 1st 8 weeks Classes, 4:30pm
F		24	Summer Break Begins, 4:30 pm
M		27	HOLIDAY, Creek Festival (No CMN Classes, CMN Offices Closed)
M	Jul	4	HOLIDAY, Independence Day (No CMN Classes, CMN Offices Closed)
M		11	Classwork Resumes, 7:30 am
T		11	2nd 8 weeks Classes Begin, 7:30am
F		15	Last day to Withdraw from Interim Class with Automatic "W" on transcript
F		29	Interim Session Ends July 30, 4:30 pm

T	Aug	2	Last day to Withdraw from full Summer with Automatic "W" on transcript
M		15	2nd 8 weeks, Last day to Withdraw with Automatic "W" on transcript
F		26	Classes End, 4:30 pm
F		26	OSUIT Graduation Exercises, 7:30 pm
M		29	Grades due to CMN Registrar by 8:00 am
Day	Mon	Date	Fall 2011 (9/05/11-12/16/11)
M	MAY	2	All students may start enrolling for Fall 2011
M	Sep	5	HOLIDAY, Labor Day (CMN Offices closed)
T		6	Classwork Begins, 7:30am
M		19	Last day to drop Fall class With FULL REFUND
T	Oct	11	Last Day to Withdraw from 1st 1/2 semester classes ("W" on transcript)
F		21	Last day of 1st 1/2 semester classes
W		26	2nd 1/2 Classes Begin, 7:30am
W		26	1st 1/2 semester final grades due by 4:30pm
F	Nov	11	HOLIDAY, Veteran's Day (No CMN Class/CMN Offices closed)
R		17	Last Day To Withdraw from full semester with automatic "W" on transcript
M		14	TENTATIVE, HOLIDAY, Native American Day (No CMN Classes, CMN Offices Closed)
R-F		24-25	HOLIDAY, Thanksgiving and Student Break (No CMN Classes/CMN Offices Closed)
M		28	Classwork Resumes, 7:30 am
M	Dec	5	Last day to Withdraw from 2nd 1/2 semester classes ("W" on transcript)
F		16	Last day of class, 4:30pm
F		16	OSUIT Graduation Exercises, 7:30 pm
M		19	Grades due by 8:00am to the Registration Office by 8:
M-T		19- Jan 2	TENTATIVE WinterBreak
M		26	TENTATIVE, HOLIDAY, Christmas (CMN Offices Closed)
F	Jan	2	TENTATIVE, HOLIDAY, New Year (CMN Offices Closed)
Day	Mon	Date	Spring 2012 (1/04/2012-4/20/12)
F	Oct	28	All students may start enrolling for Spring 2012
W	Jan	4	Classwork Begins, 7:30am
F		6	Last day to Add a class for Full Spring and 1st 8 weeks
M		16	HOLIDAY, Martin Luther King Day--No Classes, CMN Offices OPEN
W		18	Last day to drop Spring and 1 st 8 weeks class with FULL REFUND
F	Feb	10	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
R		23	Mid Semester, 4:30pm
T		28	2nd 8 weeks Classes Begin, 7:30am
M-F	Mar	19-23	Spring Break
M		26	Classes Resume, 7:30am
T		27	Last day to Withdraw from full semester with automatic "W" on transcript
F	Apr	6	HOLIDAY, Good Friday (No CMN classes, CMN Offices Closed)
T		10	2nd 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		20	Last day of Spring classes, 4:30pm
F		20	OSUIT Graduation Exercises, 7:30 pm
M		23	Grades due to CMN Registrar by 8:00am
S	May	5	TENTATIVE-CMN Graduation Exercises, 10:00am at the MCN Complex, Mound Building
Day	Mon	Date	Summer 2012 (4/30/12-8/24/2012)
F	Feb	24	Enrollment for Summer Courses begin
M	Apr	30	Classes Begin, 7:30 am (Full Summer and 1st 8 weeks)
W	May	2	Last day to Add a class (Full Summer and 1st 8 weeks)
F		11	Last day to Drop with FULL REFUND and no "W" on transcript (Full and 1st 8 weeks)
M		28	HOLIDAY, Memorial Day (No CMN Classes, CMN Offices Closed)
M	Jun	4	Interim Session Begins, 7:30am
F		8	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		8	Last day to Drop Interim Class with Full Refund and no "W" on transcript
F		22	Last day of 1st 8 weeks Classes, 4:30pm
F		22	Summer Break Begins, 4:30 pm
M		27	HOLIDAY, Creek Festival (No CMN Classes, CMN Offices Closed)
W	Jul	4	HOLIDAY, Independence Day (No CMN Classes, CMN Offices Closed)
M		9	Classwork Resumes, 7:30 am
M		9	2nd 8 weeks Classes Begin, 7:30am
F		13	Last day to Withdraw from Interim Class with Automatic "W" on transcript
F		27	Interim Session Ends July 30, 4:30 pm
T		31	Last day to Withdraw from full Summer with Automatic "W" on transcript
M	Aug	13	2nd 8 weeks, Last day to Withdraw with Automatic "W" on transcript
F		24	Classes End, 4:30 pm
F		24	OSUIT Graduation Exercises, 7:30 pm
M		27	Grades due to CMN Registrar by 8:00am



НАЦИОНАЛЬНЫЙ ЦЕНТР НАУКИ И ТЕХНИКИ



SS Appendix 4:

College of the Muscogee Nation—Sample Diploma

College of the Muscogee Nation



By the authority of the Board of Regents
and in the exercise of powers granted by the Muscogee (Creek) Nation,
the President and Faculty hereby confer upon

David Merrill Rogers

the degree of

**Associate in Applied Science
in Gaming**

with all its rights, privileges and responsibilities. In testimony whereof the seal of the college
and the signatures as authorized by the Board of Regents are herewith affixed.

Given at Okmulgee, Oklahoma on the

Sixteenth day of December, Two thousand and eleven.

Robert B. Bala

President

James V. Bala

Chair, Board of Regents

Angela Bala

Dean of Academic Affairs

Walter G. Bala

Registrar

SS Appendix 5:

College of the Muscogee Nation—Student Housing Handbook

*Mvskoke Etlwv Nakokv Mvhakv Svhlwecvt
Cokv Hecvlke Em Vpoketv Enfvyvtkv*



**College of the Muscogee Nation
Student Housing Handbook**

Office of the Dean of Student Affairs
1200 Highway Loop 56
P.O. Box 917
Okmulgee, OK 74447
(918) 549-2817

CMN Student Housing Handbook
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CMN Student Housing

Who We Are

The College of the Muscogee Nation (CMN) is a residential campus, offering modern, clean and comfortable accommodations for the single Student-Resident. The CMN Student Housing Complex is comprised of co-ed housing units which provide furnished bedrooms, living areas, and private baths. Each unit has local telephone service, cable and internet connection.

People Who Are Here To Help

A number of professional and paraprofessional staff live in and/or work in your housing unit to make on-campus living a pleasant and educational experience. These individuals work in a variety of capacities and we strongly encourage you to get to know them. In addition to the Dean of Student Affairs, CMN Student Housing staff includes:

***Ohhecv* Housing Manager**

The Housing Manager is a full-time professional staff member who manages the CMN Student Housing Office and housing units and is on call 24 hours a day, 7 days a week when CMN is in session. You are encouraged to visit with the Housing Manager regarding ideas, suggestions and/or any concerns you may have regarding on-campus living. The Housing Manager's primary responsibilities include but are not limited to, working with program development, advising Student-Residents, supervising and training Student-Resident workers, working with Student-Residents and/or guests who have violated housing policies, serving as an information and communication center for Student-Residents and visitors, assisting Student-Residents with lost keys, maintenance, repairs, mail and packages, and reporting emergencies.

It is not the job of the Housing Manager to police the housing units, but he/she deserves the respect and cooperation of every Student-Resident. The most important duty of the Housing Manager is to help the Student-Resident. The Housing Manager has been trained to answer questions and assist the Student-Resident. Often the Housing Manager may just be someone to talk to. Student-Residents are required to follow the requests and instructions of the Housing Manager. The Housing Manager is a CMN employee. The Housing Manager reports to the Dean of Student Affairs.

***Ohhecv Emvnicv* Resident Assistant**

Resident Assistants (RA) are Student-Resident employees assigned to specific areas within the housing units. Each RA is selected based on leadership, enthusiasm, sensitivity, ability to relate to others, knowledge about CMN and the ability to accept responsibility. Each RA goes through a selection process and attends training throughout the semester. Resident Assistants are your primary resource for information and assistance with any residential concerns. Each RA is responsible for enforcing CMN policies as well as state, tribal, and federal laws. An RA is assigned to the front desk and office of the housing units to provide support to staff and Student-

Residents. Enforcing rules is a tough part of the job, but is a part of the job that all RAs are expected to fulfill fairly and consistently. Student-Residents are required to follow the requests and instructions of the RA on duty. Resident Assistants are CMN employees, they must maintain a minimum grade point average and are rehired each Semester. Resident Assistants report to the Housing Manager.

Office Hours

The CMN Student Housing Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Check-In Procedures

In order to move-in to a housing unit, the Student-Resident must check-in with the CMN Student Housing Office. At this time, the Student-Resident will receive his/her key(s) and a *Check-In Form*. Prior to moving any personal belongings into the housing unit, the Student-Resident is required to complete the *Check-In Form*. The *Check-In Form* requires that the Student-Resident perform a visual inspection of the living area, his/her bedroom, and bathroom and note any deficiencies on the *Check-In Form* which will protect the Student-Resident from unnecessary liability and/or housing account charges. In order for the Student-Resident to receive his/her mailing address, telephone number, and mailbox key, the *Check-In Form* must be returned to the Housing Manager.

Use of CMN/OSUIT Student ID

You must carry your CMN/OSUIT Student ID with you at all times on campus. Any CMN official, OSUIT official, Lighthouse Police, OSUIT Campus Police, or CMN Student Housing staff may request that you show your Student ID at any time. All Student-Residents are required to comply.

Getting Involved

The Student Housing Organization (SHO)

All Student-Residents have a voice in the Student-Resident government, cultural programming, and environmental improvements. The Student Housing Organization (SHO) serves as the unifying body for the Student-Residents by promoting leadership and community involvement. A portion of the fees you pay are used to help fund SHO activities. Many Student-Residents choose to get involved in various leadership roles that are designed to provide better programs and services for Student-Residents. The Student Housing Organization serves all Student-Residents through elected officer positions and representation in the CMN Student Senate.

By taking advantage of SHO programs, you will gain personal strength and confidence. Your overall college education is enhanced by becoming involved in SHO. First, by participating in many different experiences, you will gain insight into your personal strengths and skills within academic and extracurricular areas. Second, involvement allows you to learn how to utilize free time in a variety of activities and events which you can pursue on your own and integrate into your own lifestyle. Finally, programming for groups is one way to build communities and to develop personal support within a group setting.

Student-Resident Conduct

Student-Resident's Rights and Responsibilities

Student-Residents and CMN Student Housing Staff are a multi-cultural community of individuals. We are of diverse tribal, religious, sexual orientation and socio-economic origins. We are unique in that we strive to live and work together. People living in CMN Student Housing have an opportunity to live in this community environment and accept the responsibility for being a member of such a group. When you live with Student-Residents, you come to recognize the ways in which the behavior of others affects your life and vice-versa. To help ensure that Student-Residents can exercise their rights as individuals while at the same time ensuring that the rights of those around them are upheld, certain basic policies have been established to facilitate mutual respect and consideration among Student-Residents.

Within the CMN Student Housing environment, certain guidelines are necessary to ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to the Student-Resident. Each Student-Resident has the responsibility as a citizen in the housing community to stand up for his/her own rights. Rights such as privacy, rest, cleanliness, safe environment and positive academic learning environment remain important to the CMN Student Housing program. Student-Residents must work with the Housing Manager as well as his/her peers to ensure the protection of those rights by following the policies outlined in this Handbook.

A Student-Resident has the right:

- To free access to his/her living accommodations.
- To live in a clean and secure environment.
- To expect a competitive price on housing accommodations and food service.
- To written copies of housing rules which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express himself/herself creatively within established guidelines.
- To expect enforcement of the CMN Student Housing Contract.
- To direct access to staff that provides assistance, guidance and support as needed.
- To host guests within established guidelines.
- To equitable treatment when behavior is in question.*
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation or political affiliation.
- To participate in Student-Resident government bodies and housing committees.
- To individual and group educational and developmental opportunities in their living community.

A Student-Resident has the responsibility:

- To know and adhere to rules and regulations of CMN and CMN Student Housing.
- To abide by all local, state, tribal and federal laws and ordinances.
- To comply with reasonable requests made by staff and/or CMN officials.
- To meet expected room and meal plan payment schedules.
- To uphold CMN Student Housing security.
- To monitor and accept responsibility for the behavior of guests.
- To report violations of rules to appropriate staff.
- To respect the rights of others, as stated above.
- Search for solutions to problems. Start with the Housing Manager, and then if necessary, bring housing unit problems to the Dean of Student Affairs.
- To participate actively in self-governance.
- To participate in housing committees as requested.
- To express himself/herself individually or by association with groups.
- To participate in conduct proceedings to determine appropriate behavior standards.*
- To contribute positively to the community by participating in educational and development activities.

*Refer to *CMN Student Handbook* and *CMN Student Rights and Responsibilities Governing Student Behavior* for the right to due process during the discipline process.

Living with Roommates and Neighbors

Policies for the CMN Student Housing community were developed to establish an environment in which Student-Residents may live together with maximum freedom while recognizing the rights of fellow Student-Residents. All Student-Residents accept the responsibilities involved with living in an on-campus community situation and should make an effort to be aware of how their actions affect their neighbors and roommates.

Successful Student Housing depends on understanding different lifestyles and respecting the rights of others. The “Student-Resident’s Bill of Rights” is as follows:

Student-Resident’s Bill of Rights

Each Student-Resident has the right to:

- Study and learn free from undue interference, unreasonable noise and other distractions.
- Sleep without undue disturbances from noise, roommate, roommate’s guests and neighbors.
- Personal privacy in his/her own unique interests and values.
- Live in a clean environment.
- Expect that a roommate will respect the personal property of others.
- Host a guest within the rules while taking responsibility for the guest’s behavior.
- Be free from physical intimidation and physical or emotional harm.

- Expect reasonable cooperation in the use of the housing unit, its facilities and utilities.
- Free access to his/her housing unit and common residence areas.
- Redress of grievances with the assistance of the CMN Student Housing staff.
- Some hints to follow for a healthy on-campus living experience include:
 - Respecting fellow Student-Residents;
 - Open mindedness in regard to other Student-Residents;
 - Active participation in the care of CMN Student Housing;
 - Actively taking responsibility for you; and,
 - Helping others.

If a conflict with your roommate or another Student-Resident develops, the best advice is to:

- Talk to your roommate or the other Student-Resident when neither of you is angry or upset.
- Carefully explain what the difficulty is and why it causes problems for you.
- Be specific and tactful.
- Do not arouse or threaten (e.g. “You never...” or “If you don’t I’ll...”).
- Be prepared to compromise on the issue.
- If the efforts to solve a problem with your roommate or the other Student-Resident fail, then talk to the Housing Manager. Often he/she can provide insight into a problem or will mediate a conflict.
- Keep in mind the person who requests a roommate change is usually the person who moves.

Incident Reports

An incident requiring the attention or intervention by the Housing Manager or RA will be reported to the Dean of Student Affairs. Violations of CMN policies, medical and emergency situations and instances of property loss or damage are documented on *Incident Report Forms* and forwarded by the Housing Manager to the appropriate CMN Official for follow-up and/or referral. A Student-Resident can pick-up an *Incident Report Form* at the CMN Student Housing Office.

Judicial Hearings

The Student Housing Judicial System is an effective method of establishing an environment in which Student-Residents recognize the rights of fellow Student-Residents. Such an environment requires the cooperation of all participants in accepting the responsibility of how their actions affect their neighbors. When a policy infraction is believed to have occurred, it is reported to the Housing Manager or RA. The Student-Resident will be contacted concerning a hearing date by either a *Hearing Card* issued to the Student-Resident after an *incident report* is filed by the Housing Manager or RA or a letter delivered by the Housing Manager that the Student-Resident must sign. If a Student-Resident receives a request to appear at a hearing, he/she should be aware that failure to appear will be considered permission for the hearing officer to review and make a decision without the Student-Resident’s input. Therefore, if a Student-Resident elects not to

appear for his/her hearing, then he/she must notify the hearing officer directly at least 24 hours before the scheduled hearing. A Judicial Committee will be called and presided over by the Dean of Student Affairs and consist of at least the Housing Manager, 1 Faculty/Staff Representative, and 1 Student-Resident Representative. After the hearing, a decision will be made concerning the Student-Resident's involvement, and if necessary, corrective measures to be taken including but not limited to community service, fines, and/or probation or suspension from student housing.

Judicial Appeal

After every hearing, each Student-Resident has the right to request an appeal. A written appeal must be submitted by the Student-Resident within 48 hours after receiving the Judicial Committee's decision. Appeals will be submitted to the Dean of Student Affairs' Office and a final decision will be made by the Dean of Student Affairs.

CMN Student Housing Rules and Regulations

Insurance Coverage

The College of the Muscogee Nation cannot be responsible for any damage or loss of property due to fire, facility failure, severe weather, or theft. In addition, CMN cannot be responsible for injuries suffered in classes, during intramural activities, or anywhere on campus, unless CMN has been found negligent in some manner. The College of the Muscogee Nation does not insure Student-Residents; therefore, Student-Residents are encouraged to carry their own life, health and personal property insurance. Insurance provider information is available at the Housing Manager's Office; however, CMN does not indorse the use of a specific insurance company over another.

CMN Student Housing Contract

Your CMN Student Housing Contract is legally binding for the duration of the term specified: two consecutive semesters or as indicated on your *Student Housing Room Reservation Sheet* which is an addendum to your contract. ***Please read the terms of your CMN Student Housing Contract.*** To be released from or break your contract, you must obtain the Housing Manager's permission. If you have lived in the CMN Student Housing for two consecutive semesters and need to be released from your Housing Contract, your first step is to come by the Student Housing Office to discuss your situation with the Housing Manager (*you should be aware that your request might be denied*). If you are withdrawing from CMN or under the required 12 hours (dropping all your classes for the Semester), you will still need to speak with the Housing Manager to be released from your contract. **A Student-Resident who is released from his/her CMN Student Housing Contract will be held liable for all penalties and charges per the contract terms.**

Breaking Your CMN Student Housing Contract/Deposit Refund

Breaking your CMN Student Housing Contract will result in the forfeiture of your \$150.00 deposit, as well as the incurrence of charges to buy out the remainder of your contract. **Refer to the Terms and Conditions of your CMN Student Housing Contract if you are cancelling your contract or room reservation.** Allow 6-8 weeks if you are receiving a refund.

CMN Student Housing Payment Requirements

All charges are due by the first day of class each Semester. Accounts not paid by the beginning of class will be considered delinquent. A late payment penalty of 1% per month will be assessed on the delinquent account. If the Student-Resident has not paid his/her bill in full, on the final day of the Semester he/she will be **REQUIRED** to move out and turn in the key.

Housing Unit/Room Keys/Lock-Out/Lost Keys

Each Student-Resident is issued a key(s) to his/her housing unit/room. Once you have checked in with the Housing Manager and picked up your key(s), your responsibility for the upkeep, contents, and behavior within the housing unit/room begins. This responsibility continues until you officially check-out of the housing unit/room and your key(s) is returned. A Student-Resident must never give his/her key(s) to anyone. If you are locked out of your housing unit/room, you must bring your CMN/OSUIT ID to the CMN Student Housing Office and the authorized staff will let you into your housing unit/room after verifying that you are the Student-Resident who lives in that housing unit/room. You may be charged \$5.00 to be let back into your housing unit/room. If a Student-Resident is repeatedly locked out of his/her housing unit/room (more than twice in a Semester), the charges can be increased, but will not exceed \$25.00 for each entry. If you lose your key or it is stolen, immediately report it to the Housing Manager (and to Lighthorse Police in case of theft). The lock on your housing unit/room door will be changed; you will be issued a new key and you **WILL** be charged \$50.00 for this service.

Housing Unit/Room Transfers

Housing unit/room changes can be made after the first two weeks of the Semester. To transfer to another housing unit/room, submit a *Request for Room Change* to the Housing Manager for approval. Every effort will be made to accommodate your transfer request based on availability. When a transfer is approved, you have 48 hours to complete your move. If your move is not completed within 48 hours, you **will be** required to pay for both housing units/rooms. When you have completed your move, your old housing unit/room must be cleaned thoroughly:

- Swept and mopped;
- Windows and window ledges cleaned;
- Shades/blinds dusted;
- All furniture cleaned and dusted; and
- Complete a *Check-Out Form* with the Housing Manager and turn in key in accordance with the Check-Out Procedures Section of this Handbook.

NOTE: *The first housing unit/room change is FREE! Each subsequent change will cost the Student-Resident \$15.*

Housing Unit/Room Use

Student-Residents are not permitted to sublet or assign their housing units/rooms or use their housing units/rooms for commercial purposes.

Housing Unit/Room Cleaning (Housekeeping)

Student-Residents are responsible for keeping their housing units/rooms clean, cleaning their own bathrooms, and emptying trash into the designated dumpsters located outside the Student Housing Complex. Custodial staff cleans public areas (corridors, parking lot and laundry facility) daily. For health reasons, if there is trash removed from a Student-Resident's housing unit/room there will be a charge accessed to the Student-Resident's account. The charge will be calculated based on the amount of trash and the labor hours required.

Trash Violations

A Student-Resident who is in violation of placing trash in any place besides the designated trash dumpsters will face disciplinary action, including but not limited to fines and community service.

Mold/Mildew

Student-Residents must acknowledge that it is necessary to keep the thermostat control at an appropriate level so the housing unit humidity is kept low. Student-Residents must keep the air handler and intake grate clean of dust and lint and take other measures to prevent mold and mildew from accumulating in the housing unit. Student-Residents must clean and dust the housing unit on a regular basis to prevent the growth of mold and remove visible moisture accumulation on windows, walls, and other surfaces. Student-Residents must not block or cover any heating, ventilation, or air-handling ducts. A Student-Resident must immediately report to the CMN Student Housing Office any evidence of a water leak, excessive moisture, or evidence of mold or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area. Further, any failure or malfunction in the heating, ventilation, or air conditioning system must be reported to the CMN Student Housing Office.

Babysitting

Babysitting is NOT permitted in CMN Student Housing.

Surveillance Cameras

For your protection, closed circuit video surveillance cameras are installed throughout the public places of CMN Student Housing. This is to help eliminate vandalism and to protect the rights of the Student-Residents.

Maintenance

Routine maintenance is provided by CMN staff as needed. Repairs **MUST** be reported to the CMN Student Housing Office. If you have a problem or need a repair made in your housing unit/room, contact the CMN Student Housing Office and be as specific as possible about the problem. Every effort will be made to expedite the work. *If you have an emergency maintenance issue, contact the Housing Manager or CMN official immediately.* After hours, contact your Resident Assistant for help. Please allow reasonable response time for repairs, and let the CMN Student Housing Office know if your problem does not get fixed.

Housing Unit/Room Entry/Access

Student Housing staff, its agents, and employees have the right to enter any housing unit/room by pass key or otherwise at all reasonable and necessary times to inspect the housing unit/room for purposes connected with the maintenance, housekeeping, and security of the housing unit/room, or for purposes connected with CMN Student Housing's interest in the housing unit/room, including but not limited to, entering to turn off a constantly ringing alarm, phone, or loud music left unattended, checking in closets, drawers, and refrigerators.

Entrance to a housing unit may be authorized (1) by the Student-Resident's permission; (2) for repairs and housing unit/room inspections (room checks); (3) to shut off loud stereos, TVs, radios, persistently ringing alarm clocks, telephones, etc.; (4) during emergencies when danger to life, safety, health, and/or property is feared; (5) by search warrant issued by a city, state, tribal, or federal court; (6) if CMN Student Housing, Lighthouse Police, or OSUIT Campus Police have reasonable cause to enter a Student-Resident's housing unit/room and (7) during break periods to provide housing unit/room maintenance, repair service, safety inspections, and/or pest control.

Room checks for health and safety are done on a regular basis.

NOTE: CMN Student Housing will NOT permit anyone but the assigned Student-Resident to enter a Student-Resident's housing unit/room (except for reasons previously stated).

Housing Unit Security

Housing unit security is the responsibility of the Student-Residents who live there. Student-Residents are urged to keep their housing unit locked whenever they are sleeping and whenever they leave. The Student-Resident should carry his/her key at all times. **NEVER LEAVE DOOR UNLOCKED OR AJAR AT ANYTIME!** Theft or vandalism should be reported to staff and Lighthouse Police immediately.

Noise Disturbance

You must be considerate of other Student-Residents at all times, respecting their rights to sleep, study, and not to be disturbed. The noise level of all activities must be confined within one's own housing unit. The rule for determining whether volume levels are too loud is as follows: *any noise, music or voices that can be heard outside of a Student-Resident's housing unit is too loud.* All Student-Residents are entitled to quiet enjoyment of CMN Student Housing. If the noise level is not sustained at an acceptable level, removal of the object making the noise and/or other disciplinary action may occur.

Verbal Abuse/Harassment

As an equal opportunity institution, CMN endeavors to assure that individuals are treated fairly without regard to race, national origin, religion, sexual orientation, or physical limitation. In keeping with this policy, the use of racial or ethnic epithets, slurs, or sexual harassment directed at any individual on campus is NOT tolerated. Violators will be subject to disciplinary action.

Occasionally, CMN Student Housing staff must confront Student-Residents to remind them of various policies. Unfortunately, Student-Residents sometimes respond by shouting or making rude, vulgar, indecent, or obscene comments to the staff member. Anytime this is done within earshot of CMN Student Housing staff, it will be considered verbal abuse. An *Incident Report* will be written and referred to the Housing Manager and/or the Dean of Student Affairs. Regardless of how minor the policy violation, disciplinary action could result.

Telephone Harassment

Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. Such harassment is a violation of CMN policy. A Student-Resident found responsible for or associated with the harassment of another Student-Resident is subject to CMN and CMN Student Housing disciplinary action, including the removal of telephone service and/or other sanctions. If a Student-Resident should receive a harassing phone call, he/she should notify the Housing Manager immediately, who shall notify Lighthouse Police.

Reporting Suspicious Persons

If you see a suspicious person, contact CMN Security. Make a mental note regarding the behavior and appearance of the person (race, facial hair, scars, clothing, etc.)

Tobacco/Smoking Policy

The College of the Muscogee Nation is a tobacco free campus. CMN Student Housing Student-Residents are allowed to smoke in the designated smoking area only. Tobacco use is still prohibited on other areas of CMN property, including but not limited to: parking lots, common areas, buildings, and personal vehicles when on College property. The following fines will be assessed for any violations of the CMN tobacco policy outside of the designated resident smoking area.

- Further, the CMN tobacco policy also includes chewing and dipping tobacco products as well as e-cigarettes.
- Spit containers are prohibited in all campus buildings.
- Please note that Student-Residents who throw cigarette butts on the ground or spit chew in public spaces will face disciplinary action for littering.
- Any Student-Resident in violation of the tobacco policy will be subject to the following sanctions:
FIRST OFFENSE: \$50.00 fine and 3-hours of community service.
SECOND OFFENSE: \$100.00 fine and a 3-page written paper or appropriate anti-tobacco poster on the effects of smoking.
THIRD OFFENSE: Removal from housing.

Fireworks, Firearms, and Weapons

All fireworks, firearms, dangerous weapons (including knives), swords, explosives, ammunitions (including blanks and hand-load components), bull whips, bow and arrows, darts, metal knuckles, clubs, blackjacks, air guns, paint ball guns, BB guns, or any other offensive or defensive weapons are prohibited in the housing units and on the entire CMN campus. Violators are subject to criminal and/or civil penalties, including CMN disciplinary action. Any such items will be confiscated and not returned.

Bicycles

Bicycle racks are provided outside the residence hall for the Student-Residents' convenience. When keeping a bicycle in one of these racks, the Student-Resident should always keep it securely locked. At no time are bicycles permitted inside the housing unit. Bicycles may not be left in housing units' entry walkways, breezeways, ramps, or porches. In other words, all Student-Residents must park bicycles in the bike racks that are available in the various locations around each building. Bicycles may NOT be left by people who are not currently enrolled.

Skate-Boarding, Roller-Blades, and Remote Control Vehicles

The use of these vehicles is prohibited in housing units' entry walkways, breezeways, and porches.

Fire Safety

Fire evacuation routes are posted in every housing unit. Please familiarize yourself with all routes.

Fire Alarms

The fire alarm is a continuous sounding bell, horn, or buzzer and all housing units are equipped with smoke or heat detectors and/or manual pull alarms. When a smoke detector or manual pull alarm is activated, it will sound an alarm over the entire housing unit and all persons in the building (except designated staff) must evacuate the building. Upon hearing the alarm, Student-Residents and guests must do the following:

- Close windows and raise window blinds/shades.
- Close your doors to keep fire contained.
- If there is smoke in the housing unit, get on your hands and knees and crawl to the nearest exit.
- Leave the building by the closest exit as quickly as possible and do not return until receiving the all-clear message from the CMN Housing Manager, Fire Department, Lighthorse Police or OSUIT Campus Police.

- Once you have exited the building, gather with members from your housing unit at least 50' away from the building so that a "head count" can be taken.

If you discover a fire, immediately notify a CMN Housing staff member, telephone Lighthorse Police, the Fire Department, or activate the manual pull alarm. Do not attempt to extinguish a fire by yourself. If a Student-Resident is found responsible for improperly activating a fire alarm, he/she will face disciplinary action.

Fire Drills

The College Muscogee Nation is required to conduct at least 1 fire drill a Semester. Fire drills will occur within the first 2 weeks of school. All Student-Residents must exit the building within two minutes. The drills will occur in the evening to ensure contact with the most Student-Residents. This required safety precaution will be conducted as a real life situation. The Housing Manager and RAs will verify the evacuation of the buildings. If this does not occur, regulations require that a fire drill be administered every night until successfully completed. Non-compliance with these drills will result in disciplinary action.

Fire Extinguishers and Equipment

Smoke detectors, sprinkler heads, and fire extinguishers are located in the housing units. If abused, this equipment will not be functional in the event of a fire, thereby endangering the lives of others. False reporting of fires, misuse or tampering with fire and safety equipment is a violation of the law and violators will be prosecuted. Also, any person who maliciously burns CMN property of any description shall be prosecuted for the felony of arson under Title 21 O.S., Sections 1401 through 1405, 18 U. S. C. §1153 and/or MCNCA Title 14. The smoke detector in your housing unit has been inspected prior to your arrival, and should be in good working order. Regulations are in effect regarding the tampering of a smoke detector and equipment located in your housing unit; including but not limited to, covering the detector, disabling the detector, or hanging things from the detector. All smoke detectors and batteries are checked on a regular basis during unannounced visits. These checks will be conducted by the CMN Student Housing staff.

NOTE: The College of the Muscogee Nation takes fire safety very seriously. Any violations of CMN, the Muscogee (Creek) Nation or the State of Oklahoma Fire Safety Code will not be treated as a prank and violators may be assessed up to a \$200.00 fine for the first offense and up to a \$400.00 fine for the second offence and suspension for a third offense.

Explosives and Flammable Fluids/Chemicals

Usage or storage of explosives and flammable fluids/chemicals is prohibited. **SPRAY PAINTING IS NOT ALLOWED IN OR AROUND CMN Student Housing.** Violations of this policy may result in disciplinary action.

Candles/Incense/Flammable Materials

Student-Residents are not allowed to have candles (decorative candles or room deodorizer candles), incense, or flammable materials. **The burning of candles or incense is strictly prohibited.** Student-Residents will be charged *\$50.00 for every infraction* associated with possessing or burning candles, incense, or flammable materials, including but not limited to the use of kerosene lamps, camp lanterns, stoves, or other flammable devices. The material will also be removed and not returned.

Vandalism

Vandalism must be reported. Student-Residents who vandalize any campus area may expect disciplinary action and to be charged for the damages associated with the vandalism. *You should be aware that CMN may charge up to 3 times the amount for damages done on or to CMN property.* If staff is unable to determine who is responsible for housing unit common area damages, all Student-Residents in the area may be billed for said damages.

Theft

If you believe something has been stolen from your person, housing unit/room, or car, please follow these steps: contact Lighthouse Police immediately and make a report (918) 732-7800 and also notify the Housing Manager do not touch anything in the area of the theft so that a proper investigation may be made.

Solicitation

Soliciting of any kind is prohibited unless the Housing Manager has authorized the activity.

Cooking/Electrical Appliances

Cooking is NOT permitted in Student-Resident housing units/rooms. The following appliances are approved: popcorn popper (hot air), iron, coffee pot (drip-through type only), small refrigerator (1 amp and less than 6.0 cu ft.), microwave oven (maximum wattage permitted, 700 watts), micro fridge, CD player, stereo, clock, hair dryer, radio, TV, VCR, personal computer, and printer. Strip/surge protector must be used when more than two appliances are in use. Stereos, TVs, and refrigerators should be plugged directly into an electrical outlet or surge protector instead of an extension cord. **Freezer, halogen lamps, black lights, hot plate, grill, crockpot, other electrical/cooking appliances, window fans, space heaters, and portable AC units are not permitted.** Student-Residents who possess appliances that are not approved will be asked to remove them and will be subject to a \$25.00 charge for violation of CMN Fire Safety codes. A \$25.00 charge will also be levied against Student-Resident's account for each cooking infraction.

Pets

Student-Residents are not allowed to keep any pets on CMN property.

Moving Furniture or Equipment

Furniture and equipment may not be traded or removed from a housing unit/room and mattresses should be left on the bed frames to help keep mattresses and box springs in good condition. Doing so constitutes theft of CMN property and disciplinary and/or legal action will result. A bed found off the frame or bed frame found disassembled will result in charges to the Student-Resident of a minimum of \$35 plus damages and/or labor to reassemble the bed frame.

Room Decorating

Student-Residents are allowed to decorate their housing units/rooms as long as adhesives do not damage walls, woodwork, floor, windows, or ceiling surfaces. **Glue, gummed hooks, nails, tacks, sticky tape, or anything that may take paint off may not be used.** It is advised that you check with the CMN Student Housing Office and verify what items may be used. Items may not block windows or be hung over the windows or blinds due to fire code. Writing is not permitted on windows and walls. Do not hang anything on sprinkler systems or smoke detectors. Student-Residents should be aware that they could be charged up to three times the amount for the cost of repairing damages to housing unit/room or door surfaces from the use of adhesives that chip paint, make holes or otherwise damage the housing unit/room.

Housing Unit/Room Damages

Student-Residents assume full responsibility for furnished items and agree to be responsible for all loss, breakage and/or other damage to the housing unit/room and furnished items. Damage to the “common living area” will be the responsibility of all the Student-Residents with the housing unit.

Water Fights

Water fights are prohibited due to the potential for personal injury and property damage. Student-Resident organizations can participate in approved and organized water activities as long as they have been approved through the CMN Student Housing office.

Recreational Activities (Ball Playing)

Due to the likelihood of property damage and the potential for personal injury, the use of any sporting equipment and recreational activities are not permitted in and around the housing units. A designated recreational area will be the only area where Student-Residents may engage in

recreational activities. A Student-Resident who damages a window or any portion of CMN Student Housing will be responsible for replacement costs.

Building Exterior

Screens must not be removed from windows. Student-Residents are not allowed on roofs or ledges and may not place or hang anything from roofs or ledges. Student-Residents are not allowed to throw items from windows. Student-Residents will be held liable for damages to property or personal injury resulting from items being thrown from windows, roofs and ledges. Student-Residents should not, for any reason other than emergency procedures, be found entering and exiting through the window to any building. Removal of the screen will result in a minimum reinstallation charge of \$25.00. Additional sanctions may result depending on the actions of the individual(s) and/or the consequences of these actions.

Water Beds

Waterbeds are prohibited in student housing.

Posting of Information in Housing Units

All items to be posted must be approved by the Housing Manager prior to posting. The person or organization will be responsible for making the copies to be distributed. Any unapproved posters will be removed immediately.

Semester Break Periods

Student-Residents are Not allowed to stay on campus during break periods.

These break periods are:

- | Mid-semester break | End of semester break |
|--|---------------------------------------|
| • One week Spring Break in March, | • One week between Fall and Spring, |
| • Two-week Summer Break (generally the last two weeks in June and includes the 4 th of July holiday), | • One week between Spring and Summer, |
| • Other specified CMN holidays. | • One week between Summer and Fall, |
| | • Other specified CMN holidays. |

During mid-semester break periods Student-Residents are expected to clear out of CMN Student Housing by 10:00 P.M. on the last day of classes. The Student-Resident needs to make sure that he/she has emptied all trash in his/her housing units/rooms, turned off alarm clocks, stereos, TVs, radios, computers, etc., closed windows and blinds, removed any perishable items and locked

their doors and windows. If a Student-Resident leaves an extreme amount of trash that could potentially become a health concern, the trash will be removed and a cleaning charge will be assessed.

During end of semester break periods returning Student-Residents may be allowed to store personal belongings in the Student Housing facilities. In order to do so the returning Student-Resident must be registered full time for classes in the up-coming semester, have completed a room reservation form, and have completed all financial aid information. Student-Residents will need to have all their belongings packed and placed in a designated area in their housing unit/room. Regular check-out procedures including key return will be required. All property will be locked in the housing unit/room and security will continue to monitor the area however, CMN will not be liable for lost, damaged, or stolen property.

Non-returning Student-Residents are expected to clear out of CMN Student Housing by 10:00 P.M. on the last day of classes with the exception of graduates: graduates have until 12:00 noon the day after the last day of classes. If a Student-Resident is not out by the above-stated time, he/she could be charged a non-compliance surcharge.

If a Student-Resident enters any housing unit/room improperly over a break, the Student-Resident will be trespassing and disciplinary action will result.

Drug and Alcohol Policy

Drugs

Student-Residents are expected to comply with all laws regarding the use and possession of drugs. The possession, manufacture, purchase, sale or use of drugs, narcotics, stimulants, or any other substances for illicit purposes on campus and/or in CMN Student Housing is forbidden and prohibited by law. Violators may face criminal charges, disciplinary action, removal from housing, loss of Student Financial Aid, and/or suspension from CMN. Law enforcement is typically involved in all drug related issues.

The College of the Muscogee Nation is a drug free campus

Alcohol

The possession or consumption of beer and/or intoxicating liquors anywhere on campus is forbidden by law and CMN policy. Any beer, including 3.2 beer, wine or liquor found in a Student-Resident's housing unit/room or in a Student-Resident's possession anywhere on CMN campus will be confiscated and will result in disciplinary and/or legal action. Student-Residents are expected to comply with all laws regarding the use of alcohol.

Irresponsible behavior while under the influence of alcohol is not tolerated and any Student-Resident violating this policy will be subject to disciplinary and/or legal action. No decorative

alcohol bottles, alcohol cans or alcohol bottle caps are allowed in the Student-Resident's housing unit/room at any time.

Below is a chart indicating the possible discipline sanctions for an Alcohol Violation.

Alcohol Related Behavior	1 st Incident	2 nd Incident	3 rd Incident
Possession and/or consumption	Research paper, alcohol 101, community service, parental notification if under 21, and/or \$100.00 fine	1 semester housing probation, research paper, alcohol 101, community service, parental notification if under 21, and/or \$200.00 fine	1 year housing suspension, parental notification if under 21
Providing	1 semester housing probation, research paper, alcohol 101, community service, parental notification if under 21, and/or \$200.00 fine	1 year housing suspension, college probation, research paper, alcohol 101, parental notification if under 21, counseling and/or \$300.00 fine	College suspension, parental notification if under 21
Intoxication	1 year housing probation, research paper, alcohol 101, community service, parental notification if under 21, counseling and/or up to \$300.00 fine	1 year housing suspension, college probation, research paper, alcohol 101, parental notification if under 21, counseling and/or up to \$400.00 fine	College suspension, permanent housing suspension, parental notification if under 21

Visitation Policy

Student-Residents are allowed to have student and non-student guests in their housing unit/room during visitation hours as posted.

- Guests under the age of 18 are not permitted.

- Guests are not allowed in housing units/rooms from Midnight to 10:00 a.m., Sunday-Thursday, and 2:00 a.m. to 10:00 a.m., Friday and Saturday.
- **Student-Residents are responsible for their guests and must accompany them at all times.**

Due to limited staff availability between 10am-4pm, Student-Residents and guests are on the honor system. However, Student-Residents and guests should be aware that any Visitation Policy infraction during these hours may result in disciplinary action. From 4:00 p.m. to Midnight, CMN Student Housing staff should be available to assist with guest check-in and check-out.

Other Emergency/Health/Safety/Security Procedures

The College of the Muscogee Nation Security and Lighthouse Police are responsible for the safety and protection of all persons on CMN campus. For your security, Lighthouse Police and OSUIT Campus Police are on duty 24 hours a day. For emergencies such as illness, injury, theft or suspicious activity, call Lighthouse Police (918) 732-7800, OSUIT Campus Police (918) 293-4678 or the Housing Manager to request assistance. Remember to stay as calm as possible when reporting an emergency and give the dispatcher or officer all details as to the exact location and type of emergency.

Severe Weather/Tornadoes

In the event of severe weather, you should stay tuned to a local radio or TV Station for the latest report on conditions. If it becomes necessary to take cover, storm weather sirens will be turned on by CMN, OSUIT, and/or the Muscogee (Creek) Nation, the fire alarms will sound or you will hear the intermittent sounding of city sirens. When this happens, Student-Residents should move in an orderly manner to the designated shelter area. After reaching the shelter area, **do not leave for any reason.** Follow all instructions given by the CMN staff, Lighthouse Police, and/or OSUIT Campus Police. Wait for the “all clear” signal. If time does not permit you to seek shelter, stay in your housing unit and take cover in the central portion of your housing unit or in a closet or bathroom, covering yourself with a mattress if you are able.

NOTE: You are responsible for heeding all emergency warnings. Become familiar with information posted regarding such warnings and make sure you know how to get to shelter areas.

Injuries/Accidents

If Student-Residents become injured on campus, Student Housing Office should be notified immediately even if the injury does not seem to be serious. If necessary, Student Housing staff will call an ambulance to transport the Student-Resident to Okmulgee Memorial Hospital. *CMN will not be liable for any costs incurred for ambulance or hospital service.* In addition, the Muscogee (Creek) Nation Division of Health operates the Creek Nation Community Hospital

located at 309 N. 14th St. in Okemah, Oklahoma 74859 or call 1-800-219-9458, (918)-623-1424 for assistance.

Student-Resident Health Services (Student-Resident Union)

The services of a local physician have been retained who has office hours (12:00 noon) in the Infirmary located in the OSUIT Student Union daily Monday through Friday when school is in session. Any Student-Resident carrying at least 6 credit hours, who wish to see the doctor, must register in person at the Infirmary no later than 12:00 noon. The Infirmary is open and staffed with a Receptionist at 11:30 a.m. weekdays when school is in session. Any qualified Student-Resident may obtain medical advice without charge from the physician during his daily visit to the campus. The doctor can write a prescription to the pharmacy of your choice, but the Student-Resident is responsible for payment. A Student-Resident who needs hospitalization, X-rays or laboratory work will be sent to Okmulgee Memorial Hospital and must pay for the cost of the services received. In addition, the Muscogee (Creek) Nation Division of Health operates the Okmulgee Indian Health Clinic located at 1313 E 20th Street in Okmulgee, Oklahoma 74447 or call (918)758-1926 for assistance.

Counseling Service

The OSUIT Counseling Center provides confidential short-term personal counseling and crisis intervention and is available to Student-Residents. We encourage Student-Residents to use counseling services available on campus. Call (918) 293-5280 to make an appointment. In addition, the Muscogee (Creek) Nation Division of Health provides Behavioral Health Offices at 100 West 7th Street in Okmulgee, OK 74447 or call (918)758-1910 for assistance.

Accommodations for Student-Residents with Disabilities

College of the Muscogee Nation is prepared to provide reasonable accommodations for Student-Residents with disabilities when a written accommodation request is submitted in advance to the CMN Student Housing Office.

Meningitis Compliance Act

70 O.S. § 3243 requires all new Student-Residents living in campus housing to comply with either being immunized for meningococcal disease or after having reviewed information about Meningitis provided by CMN, decline the vaccination based on medical, religious or personal objection. **These choices will be provided by CMN Student Housing and must be completed prior to moving into campus housing.**

Measles, Mumps, Rubella, and Hepatitis B Vaccine Requirements

70 O.S. § 3244 requires all new Student-Residents to complete the CMN *Immunization Form* and return it with the necessary documentation to the Student Housing Office. All Student-

Residents born after 1957 are required to provide documentation of having received two vaccinations for measles, mumps and rubella. All new Student-Residents are required to have completed a Hepatitis B series. Student-Residents who have a medical, religious or personal objection to these vaccinations must complete the *Certificate of Exemption* and return it to the Campus Health Services Office. **Please note that in the case of a public health emergency, Student-Residents claiming this exemption may be barred from campus and attending classes.**

Student Housing Services

Computer Usage

The College of the Muscogee Nation provides the Internet free of charge to each Student-Resident within his/her housing unit. To connect to the network, each computer must have an Ethernet card installed and you must bring an Ethernet cable to connect to the jack provided. Users must abide by the CMN policies with respect to computer use, as stated in *CMN Internet, E-mail, and Computer Usage Policy*. The policies may be viewed on-line: www.mvsktc.org.

Any student in violation of the copyright laws or any other policy or procedure related to the Internet will be referred to the Dean of Student Affairs and could face serious sanctions.

The Data Communications Network is a critical strategic CMN resource. In order to protect the Data Communications Network, devices other than computers, servers and workstations must not be plugged into any network port. This includes, but is not limited to hubs, switches, repeaters, routers, network modems, and wireless access points. These devices may be incorrectly configured or incompatible with the CMN network causing outages and reliability problems to all or part of the network.

Information Technology Services strives to provide high availability and stable network resources relevant to CMN's needs. Units needing additional network resources should contact the Information Technology Director at (918) 770-9841. Devices not approved for use on CMN's Data Communication Network will be disabled to ensure the stability and availability of the network.

Telephones

Local telephone access is available in every housing unit. You will need to bring your own touch-tone telephone. Telephone problems should be reported to the Housing Manager. To place a call on campus: dial the four-digit extension; to place a local call: dial 9 + the ten-digit number; long distance call: dial 9, enter your calling card number, and enter the 10-digit telephone number or your International telephone number; and toll-free calls: dial 9+1+800+the rest of the number.

Cable TV

Student Housing provides extended basic fiber-optic cable television for every housing unit. You will need to bring your own cable cord to connect your TV to the outlet provided. Should you experience difficulties, please contact the CMN Student Housing Office.

Mail

A United States Postal Service Post Office Box will be provided for each Student-Resident. Boxes are serviced Monday through Friday when school is in session, except holidays. It is important to check your mailbox on a consistent basis to remain updated on the latest announcements and events.

Employment

Student-Resident employment is encouraged at CMN Student Housing with a variety of positions offered. These jobs enable you to adjust your work schedule to your class schedule and study requirements. All Student-Resident employees are expected to work through the end of the Semester. Contact the CMN Student Housing Office for more information on job opportunities.

Laundry Rooms

Laundry facilities are located in the CMN Student Housing Complex at the Housing Manager's Office.

Check-Out Procedures

In order to properly move out of a housing unit/room, the Student-Resident must first begin his/her request to move out at the CMN Student Housing Office. Arrangements should be made with Student Housing staff at least 24 hours in advance. The Housing Manager will provide Student-Residents with sign-up lists for checking out during finals week. These appointments are necessary for the convenience of Student-Residents and to allow Student Housing Staff to plan in advance should a scheduling conflict require the assistance of another staff member in the check-out procedure. The Student-Resident must remove all of his/her personal belongings (or pack up all of his/her belongings if storing and clean the room **before** he/she checks out. During check-out, a staff member will inspect the housing unit/room and record any damages on the *Check-Out Form* noting the date of check-out. The *Check-Out Form* must be signed by the Student-Resident and the Student Housing staff conducting the check-out.

Failure to do any of the above constitutes an improper check-out and may result in additional charges against the Student-Resident's housing account. Should a Student-Resident wish to check-out of an housing unit/room during a vacation period, he/she must make arrangements with Student Housing staff to do so during office hours. A 24-hour advance notice must be given in order to ensure that staff is available to check-out the Student-Resident. Student-Residents that do not plan to live in Student Housing the next semester, must check-out of his/her housing unit/room by the last day of the current semester. The cost of any damages to the housing unit/room will be assessed at the time of check-out and billed to the Student-Resident and/or deducted from any refund paid to the Student-Resident.

SS Appendix 6:

Board of Regents By-Laws (Amended)—Constitution of the Muscogee (Creek) Nation Article XII; and pursuant to NCA 04-151, amended by NCA 05-072 and NCA11-040 of the Title 18, “Education,”

**College of the Muscogee Nation
Board of Regents Bylaws**

For the purpose of forming a tribally-controlled College under and pursuant to the sovereign and governmental powers of the Muscogee (Creek) Nation; and pursuant to the Constitution of the Muscogee (Creek) Nation Article XII; and pursuant to NCA 04-151, amended by NCA 05-072 and NCA11-040 of the Title 18, "Education," Code of Laws of the Muscogee (Creek) Nation, do hereby establish a tribally-controlled College, to further the social, educational, economic and cultural well-being of the tribe and do hereby adopt the following Articles.

ARTICLE I - NAME

The name of the organization shall be "College of the Muscogee Nation" hereinafter called College.

ARTICLE II - REGISTERED OFFICE

The Registered Office of the Board of Regents of the College shall be located at the College of the Muscogee Nation Campus, 1200 Highway Loop 56, PO Box 917, Okmulgee, OK 74447.

ARTICLE III - REGISTERED AGENT

The Registered Agent of the Board of Regents of the College shall at all times be the person holding the office of Board Chairperson but only for the duration of his/her term of office.

ARTICLE IV - DURATION

The duration of the College's existence shall be perpetual, subject to Article XXII, Dissolution.

ARTICLE V - PURPOSES

The purposes of the College shall be:

- 5.1 To analyze community educational training needs and to develop and offer courses at the higher education level. The educational and training services will be provided to the members of the Muscogee (Creek) Nation and other qualified students, for the benefit of the academic, economic, and cultural needs of the general community within Muscogee (Creek) Nation Tribal Boundaries.
- 5.2 To plan, develop, and implement curriculum which incorporate traditional Muscogee Creek culture, heritage and values.
- 5.3 To assist Indian students in continuously expanding educational opportunities in post-

secondary education.

- 5.4 To develop expanded educational opportunities for Indian students and maintain an open door policy.
- 5.5 To provide, within the Indian Community, a system of post-secondary and continuing education with an appropriate degree and certificate granting capabilities.
- 5.6 To provide opportunities for individual self-improvement in a rapidly changing technological world, while maintaining the cultural integrity of the Muscogee Creek.
- 5.7 To develop resources and technical assistance for individual, project, and community research.
- 5.8 To develop educational training programs to meet the present and future needs of Muscogee (Creek Nation) Tribal College community.
- 5.9 To encourage staff and faculty development.
- 5.10 To continue community involvement and support.
- 5.11 To provide student services to meet the needs of Native American and other student populations.
- 5.12 To continue expansion and improvement of campus facilities and resources.
- 5.13 To encourage the faculty and staff to improve their administrative and/or instructional capabilities and cultural sensitivity.

ARTICLE VI - POWERS

In addition to any other authority, powers and duties of the Board of Regents provided for in this Article, furtherance of the purposes of examining and establishing the College, the Board shall have the following powers and duties:

- 6.1 To be responsible for the fiscal affairs of the Board and all ventures under its management and to oversee and control the financial and business affairs of the Board and all ventures under its management through the establishment and implementation in accordance with generally accepted accounting principles of an administrative system that shall include, but not be limited to controlling, accounting and reporting disbursements, payroll, cost management and investments and establishing and maintaining bank accounts in the name of the Board, in any financial institution whose deposits are insured by any agency of the United States Government, provided that

expenditures may be made only upon approval by (1) the Chairperson of the Board or (2) another member of the Board who has been designated by duly enacted resolution of the Board to approve the expenditure of funds or (3) subject to the control and oversight of the Board, the President and/or the Dean (s) employed by the Board pursuant to section 407.D. if so authorized by duly enacted resolution of the Board; *provided* that the Controller shall deliver all funds appropriated through the Muscogee (Creek) Nation pursuant to the Nation's Comprehensive Annual Budgets or special appropriations acts to the Board for its use in accordance with this Article and generally accepted accounting principles.

- 6.2 Insure that all records, information and affairs of the board are located in a safe and secure location.
- 6.3 Employ staff to carry out administrative duties for the Board.
- 6.4 Employ a President who shall have the authority to hire Dean(s), administrative staff, clerks and other employees who shall be primarily responsible for carrying out the day-to-day operations of the College, subject at all times to oversight by the Board.
- 6.5 Adopt administrative and personnel policies and procedures for the Board's staff, any other personnel who are responsible for carrying out the day-to-day operations of the College, provided that said policies and procedures shall include, but not limited to, the following:
 1. Fringe benefits, to include, but not limited to medical, dental and vision insurance, life insurance, disability insurance and 401K Plan;
 2. Prevention of nepotism in the hiring of personnel and procurement of goods and services; and
 3. Grievance procedure.
- 6.6 Adopt procurement policies and procedures to be used in contracting for and/or purchasing goods, services and supplies, including without limitation, rules prohibiting transactions and/or actions which would violate the Nation's laws regarding conflicts of interest.
- 6.7 Review and approve educational projects of the College.
- 6.8 Hold regular monthly meetings and special meetings of the Board, pursuant to Article XIV, in order to conduct business and discharge its powers and duties hereafter.
- 6.9 Delegate such authority to the President and/or Dean(s) of the College as the Board deems appropriate and necessary for the furtherance of the College.

- 6.10 Approve all contracts proposed by the President and/or Dean(s) for the engagement of consultants, advisors, planners, legal counsel, accountants and any other expert whom the Board deems appropriate and necessary to carry out the purpose of the Board and/or College, provided that all such contracts shall be in writing, approved by Board Resolution at a duly convened Board meeting and available for review upon request of the National Council and Attorney General.
- 6.11 Approve contracts, agreements and grants on behalf of the Board and the College.
- 6.12 Perform any other functions which are necessary for the betterment of the Board and/or College.

ARTICLE VII - RESTRICTIONS

- 7.1 The College shall not afford pecuniary gain, incidentally or otherwise, to its regents, officers or members, except that the College shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article V herein above.
- 7.2 No part of the net income of the College shall inure to the benefit of any regent, officer or member, and any balance of money or assets remaining after the full payment of corporate obligations of any and all kind shall be devoted solely to the charitable educational and benevolent purposes of the College.
- 7.3 The College shall be deemed to be operated exclusively for the following purposes: charitable, educational, social and scientific. No interpretation or applications of the purposes set forth in Article V shall be made beyond the aforementioned categories.
- 7.4 Notwithstanding any other provisions of these By-Laws as may be adopted by the College, the College shall not carry on any activities not permitted to be carried on:
 - (a) By a corporation exempt from Federal income tax under Sections 501 (c) (3) of the Internal Revenue Code of 1954 as amended, or any future United States Revenue Law; or
 - (b) By corporation contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954, as amended, or any future United States Revenue Laws.
- 7.5.1 Admission to any educational service or activity of the College shall not be denied any Indian Student because he or she is a member of any Tribe, or is not a member of any Tribe.

- 7.6 The Board of Regents of the College of the Muscogee Nation in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and other tribal and federal laws and regulations does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to, admissions, employment, financial aid, and educational services.

ARTICLE VIII – AUTHORITY

The Board is hereby authorized to do the following:

- 8.1 Adopt and use an Official Seal.
- 8.2 Enter into agreements, contracts, partnerships, cooperative projects and/or any other appropriate relationship with any federal, tribal, state or municipal government, or with any agency or authority of any such government, or with any person, partnership, corporation, college, university or any other legal entity and agree to any conditions attached to federal financial assistance or contract subject to the terms of this article.
- 8.3 Apply for grants and financial assistance as necessary for the furtherance of the College.
- 8.4 Coordinate and partner with other institutes of higher learning.
- 8.5 Enter into Co-Chartering, Transfer and/or Articulation Agreements with other institutes of higher learning.
- 8.6 Acquire personal property of any kind, including funds, securities and other intangible property or property rights and to own and hold same in its own name, separate and apart from the property and assets of the Muscogee (Creek) Nation.
- 8.7 Expend funds appropriated by the Nation; provided the Board may delegate its power to the President to expend up to one hundred thousand dollars (\$100,000) for the benefit of the college.
- 8.8 Sell, lease, exchange, transfer and/or assign personal property of any kind owned by the Board.
- 8.9 Borrow money; provided that the notes and other obligations of the Board shall not be debts of the Muscogee (Creek) Nation and shall not create a lien or any other encumbrance on any property or assets of the Muscogee (Creek) Nation and any such obligations shall so state on their face.

- 8.10 Pledge the assets and receipts of the Board as security for debts.
- 8.11 Employ personnel and establish compensation, benefits and conditions for employment and delegate to such personnel any powers and/or duties as the Board may deem proper, subject to the terms of this chapter.
- 8.12 Employ consultants, attorneys, advisors, planners and any other experts, as deemed necessary, by written contract in accordance with tribal and federal law.
- 8.13 Open and maintain, in the name of the Oklahoma Tribal College Board of Regents, accounts in any financial institution whose deposits are insured by an agency of the United States government.
- 8.14 Enter into partnerships, joint ventures or other arrangements with any person, government, governmental agency or authority, college, university or any other legal entity to effectuate the purposes of the Board, subject to the provisions of this article.
- 8.15 Purchase insurance from any stock or mutual company for any property or against any risk or hazards.
- 8.16 Will abstain from the involvement of the day to day operations.

ARTICLE IX - BOARD OF REGENTS

- 9.1 The management of this College shall be vested in a Board of Regents, numbering five (5) tribal citizens.
- 9.2 The qualifications for service upon the Board of Regents shall be as follows:
 - a) Citizen of the Muscogee Creek Nation
 - b) Five (5) years of educational, professional or related experience; and
 - c) Possess, at a minimum, a Bachelor's Degree from an accredited college or university.
- 9.3 The terms of the Board of Regents will be as follows:

The Principal Chief shall make the following nominations with terms as follows:

- 1. One nomination to end on September 30, 2005;
- 2. One nomination to end on September 30, 2006;
- 3. One nomination to end on September 30, 2007;
- 4. One nomination to end on September 30, 2008; and

5. One nomination to end on September 30, 2009.

Thereafter, the terms for said positions shall not exceed six (6) years and shall end on September 30 of the appropriate year. The date on which appointments are made shall have no effect on the ending dates of the Regent's term of office.

- 9.4 All Regent nominations shall be made by the Principal Chief subject to National Council confirmation by Tribal Resolution. No Regent shall be seated without the National Council majority confirmation. At the expiration of a Regent's term, said Regent shall hold over in office until a new Regent has been nominated and confirmed, provided that no Regent shall hold over in office for more than ninety (90) days.
- 9.5 The seat of a Regent may be declared vacant based on failure to attend three (3) consecutive duly convened regular monthly meetings of the Board, except for situations where said Regent has informed the Chairperson of his/her absence from the meeting and the absence is recorded as "excused" in the Board meeting minutes. The declaration of vacancy shall be effected by National Council approval of a Tribal Resolution declaring a vacancy based on Section 406. K of this Act, submitted to the National Council by the Principal Chief, Second Chief or a National Council Representative, a copy of which shall be mailed to the last known address of the Regent.
- 9.6 If a vacancy shall arise on the Board, the Principal Chief shall make a nomination to fill said vacancy pursuant to this section. The vacancy shall be only for the remainder of the vacant term.
- 9.7 Confirmation to the Board of Regents shall be by vote of an absolute majority of the National Council.
- 9.8 A Regent may be removed from office as provided for in Muscogee (Creek) Nation Code Annotated Title 31, §1-101, et seq., entitled "Removal of Officers."
- 9.9 Individuals who are regularly employed by the College in a position equivalent to half-time or greater shall not be eligible for appointment to the Board of Regents.

ARTICLE X - BOARD OF REGENTS - EX-OFFICIO MEMBERS

- 10.1 The Human Development Committee Chairperson or his/her designee shall serve as an ex-officio member to the Board in order to act as a liaison between the Board and the National Council.
- 10.2 The ex-officio member may participate in discussions at the Board meeting but shall not make motions or vote.

ARTICLE XI - OFFICERS OF THE BOARD OF REGENTS

- 11.1 The Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The term of office shall be for two (2) years.
- 11.2 An individual may hold more than one office, but shall not at the same time hold the office of President and Vice-President, or of President and Secretary, or of President and Treasurer, simultaneously.
- 11.3 The duties of the Chairperson of the Board of Regents shall be:
- a) To preside over all Board meetings and shall execute all documents on behalf of the Board;
 - b) To vote only in the event of a tie;
 - c) To carry out the agenda of the board meeting;
 - d) To call special meetings and to act for the Board of Regents between meetings as authorized;
 - e) To appoint members and designated chairpersons of all special committees approved by the Board
 - f) To execute all contracts approved by the Board and other official documents legally requiring the signature of the Chairperson of the Board;
 - g) To represent the Board at meetings of the National Council; and
 - h) To perform any other duty formally assigned by the Board, or by legislative enactment.
- 11.4 The duties of the Vice-Chairperson of the Board of Regents shall be:
- a) To perform all duties of the Chairperson of the Board in the absence or disability of the Chairperson;
 - b) To perform any other duties as may be assigned by the Chairperson of the Board; and
 - c) When presiding, the Vice-Chairperson shall have all rights, privileges and duties of the Chairperson.
- 11.5 The duties of the Secretary of the Board of Regents shall be:
- a) To be responsible for the written notification of all concerned of regular and special meetings;
 - b) To keep an accurate record of all matters transacted at Board meetings;
 - c) To transmit the Board agenda and copy of the minutes of the previous meeting of the Board;
 - d) To be responsible for recording, preparing and distributing to all members of the Board, the minutes of all regular and special meetings of the Board;

- e) To have custody of the Official Seal of the College, to affix it to official documents, and to attest the same by signature;
- f) To prepare and maintain for the Board an indexed compilation of all By-Laws and amendments thereto; and a copy of all policies of the Board and all amendments thereto; the whole of which shall be known as the Policies of the Board of Regents of the Oklahoma Tribal College;
- g) To receive declarations of candidacy from candidates for the office of Regents;
- h) To give such public notices of Board actions as may be required by statutes, By-Laws or Resolutions of the Board; and
- i) To perform such other duties as may be assigned by the College President and the Board, or required by law.

11.6 The duties of the Treasurer of the Board of Regents shall be:

- a) To cause records of all College money collected and expended to be kept current, complete, accurate and legal;
- b) To disburse College funds only upon the proper order and authorization from the Board, or its designated committee;
- c) To promptly notify the President of all funds received, the source and nature of such funds, and to arrange for the deposit of such funds to the appropriate accounts to the College;
- d) To account for all money received and for all money paid out on a monthly basis to the Board of Regents;
- e) To invest the College's surplus funds, if any, in lawful investments and as approved by the Board;
- f) To cause to be published annually a statement of revenue, expenditures and fund balances as of the end of the fiscal year; and
- g) To prepare such other reports and perform such other duties as the President or Board may from time to time direct.

ARTICLE XII - EXECUTIVE COMMITTEE

- 12.1 The Board of Regents may, but need not, constitute and maintain the Executive Committee consisting of the Chairperson, Vice-Chairperson, and Secretary.
- 12.2 The Executive Committee, subject to direction by the Board of Regents and further subject to a later action by the Board of Regents shall have the power of the Board of Regents, to act on its behalf at such time as the Board of Regents is not in session.
- 12.3 A majority of the Executive Committee, except as otherwise specified by the By-Laws or by the Board of Regents, shall be empowered to enter into contracts on behalf of the Commission and to sign and cash negotiable instruments on behalf of the Corporation.

ARTICLE XIII - COMMITTEES

The Board of Regents shall have the power to create and make appointments to such committees as it may find useful in carrying out the purposes specified herein above.

ARTICLE XIV - CONDUCT OF MEETINGS OF BOARD OF REGENTS

- 14.1 Regular meetings of the Board of Regents shall occur monthly at the Board's offices located within the jurisdiction of the Muscogee (Creek) Nation. The date and time of such regular meetings shall be set by the Chairperson, provided that proper notice is given according to the provisions herein. The Board shall adopt procedures not inconsistent with this article governing its meetings, which shall address, among other matters, the election of a Chairperson, Vice-Chairperson and Secretary.
- 14.2 The Chairperson (or in his absence, the Vice-Chairperson) shall give notice of the time and place of any regular monthly meeting of the Board of Regents in writing to each Regent, the Board's attorney, the Attorney General, the Principal Chief and the Speaker of the National Council, at least five (5) days before such meeting. Service of said notice may be effected by first class U.S. mail, facsimile or hand-delivery, and shall be effective on the date of delivery to the official entitled to such notice or to the office of said official's regular place of business in the case of hand-delivery or facsimile transmission; or, in the case of notice sent by U.S. mail, two (2) days after the notice, in a properly addressed envelope with sufficient postage thereon, is deposited in the U.S. mail. The date of the postmark on such envelope shall be conclusive evidence of its date of deposit in the U.S. mail. In addition, such notice of the regular monthly meeting shall be posted at the offices of the Regents, the Administration Building of the Capital Complex in at least two (2) prominent places and on two (2) exterior doors of the Mound Building.
- 14.3 Special meetings of the Board of Regents may be held when circumstances require such a meeting. Special meetings may be called (1) by the Chairperson or (2) by a majority of the Regents. Notice of special meetings shall be in writing and served on each Regent, Principal Chief and Speaker of the National Council at least forty-eight (48) hours before such meeting. Service of such notices shall be effected by hand-delivery or facsimile and shall be effective upon the date of delivery to the official entitled to such notice or to the office of said official's meeting shall be posted in at the offices of the Regents, the Administration Building of the complex in at least two (2) prominent places and on two (2) exterior doors of the Mound Building at least forty-eight (48) hours before such special meeting.
- 14.4 Emergency meetings may only be held in the most extraordinary circumstances. Emergency meetings may be called by giving telephone or facsimile notice to each Regent, the Principal Chief and the Speaker of the National Council, provided that no action in an emergency meeting shall have any valid or binding effect unless ratified at

the next regular or special meeting of the Board of Regents.

- 14.5 All meetings of the Board of Regents shall be public meetings, therefore, open to the public, except for executive sessions. The Board may exclude any person from an executive session except the Board's attorney, Principal Chief, Second Chief, Speaker, Second Speaker, any National Council Representative or a representative from the Attorney General's Office; however, the Board may exclude any of the following individuals if said individual is related to an employee or an individual who shall be discussed in the executive session. The Board may go into executive session only (1) to discuss personnel issues and matters of confidentiality that relate to one or more specific employees, or (2) to meet and consult with the Board's attorney on confidential legal matters. All other matters shall be discussed audibly to all persons in the room in open session. Executive sessions may only be held after they have been posted as an item on the agenda for the meeting in which the executive session is held. The general subject of the executive session must be described in the posted agenda, and no action by the Board may occur in executive session. It shall be unlawful for any person present in a meeting held in executive session to make public, or otherwise disclose or describe to any person not so present, any discussion or statements made during such executive session. Violation of any of the open meetings requirements of this section shall constitute a criminal offense punishable by up to six (6) months imprisonment and/or a \$500.00 fine. Persons who violate this section shall be subject to expulsion and banishment from the Nation's territory.
- 14.6 Notice of meetings of the Board of Regents, either regular or special, shall contain an agenda which describes each item of business to be conducted. There may be an agenda item for new business which shall only be for gathering of the Board to discuss Board of Regents business shall be considered a meeting subject to the requirements stated herein.
- 14.7 Minutes of all meetings of the Board of Regents, other than meetings or portions thereof held in executive session, shall be kept by a Recording Secretary. In addition thereto, an audio recording of all meetings shall be made, except for that part of the meeting in executive session.
- 14.8 Any action taken by the Board during a meeting convened or held in violation of this Article shall be null and void.

ARTICLE XV - DUTIES OF THE PRESIDENT OF THE COLLEGE

- 15.1 The President of the College shall be the Executive Officer of the Board through which the Board carries out its program and exercises its policies and shall be appointed by and serve at the pleasure of the Board of Regents. The President may appoint and delegate to subordinate officers of the College such of the President's powers as the President may deem desirable to be exercised under his or her supervision and direction.

15.2 Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position and shall perform the following functions:

- a) To inform the Board of all actions taken under authority granted by it.
- b) To perform all executive functions of the Board, such as:
 - 1) Prepare the Agenda for Board meetings;
 - 2) Conduct official correspondence of the Board;
 - 3) Issue its Orders;
 - 4) Prepare contracts and other documents;
 - 5) Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection; and
 - 6) Ensure that trustees, directors, and employees handling College funds are adequately bonded at College expense to protect the College from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty.
- c) To advise the Board in all areas of policy and make recommendations on all matters that affect the College before action is taken by the Board.
- d) To make recommendations to the Board for the appointment, retention or dismissal of administrative and academic teaching personnel of the College.
- e) To appoint, manage, supervise and discharge all employees other than administrative and academic teaching personnel
- f) To prepare and submit to the Board an annual budget and administer the Board-approved budget.
- g) To be responsible for the formulation of all reports as may be required by the Board and by local, state and national agencies.
- h) To formulate and promulgate regulations and procedures designed to implement Board policies.
- i) To represent the College to the community by interpreting the College program to the public, parents, the press and community organizations.
- j) To execute all documents pursuant to the authority granted to the President by the Board.
- k) To prepare and submit to the Board an annual report of the operation of the College, including recommendations for the immediate and long range development of the College.
- l) To serve as the official channel for all contacts between staff members and the Board.
- m) To act as the chief administrator and educational leader of the College, responsible for the organizational structure of the College and for all executive

- and administrative duties in connection with the operation of the College.
- n) To propose long range plans for College programs, recommending to the Board from time to time such changes in programs and services as he or she deems desirable to fulfill the stated philosophy and goals of the College.
 - o) To establish College objectives consistent with the Board-approved philosophy and goals, and provide for evaluation of all personnel and programs in accordance with the stated objectives.
 - p) To recommend to the Board, site location and site utilization and direct the development of the campus building program.
 - q) To participate in College programs at the local, state, and national level by representing the College at meetings of all organizations to which the College belongs and others as approved by the Board.
 - r) To review legislation providing assistance to the College and report the substance thereof to the Board.
 - s) To attend Board meetings, as requested, by the Board of Regents.
 - t) To designate, subject to Board approval, an administrative officer of the College to serve as acting President in the President's place and stead during absences.
 - u) To perform such other duties as may be assigned or granted by the Board as required by law.

ARTICLE XVI - NO PERSONAL LIABILITY

The Members, Regents, Officers, and Employees of the College shall not have any personal liability for College obligations, except as may be imposed by law, and the private property of said individuals shall not be subject to the payment of College debts to any extent whatsoever.

ARTICLE XVII - CAPITAL STOCK

- 17.1 The College shall issue no capital stock, nor shall there be stockholders, College shareholders or the like.

ARTICLE XVIII - CONTRIBUTION

- 18.1 The General Membership of the College, the Board of Regents of the College, or such delegate as may be appointed by the General Membership or the Board of Regents, may accept on behalf of the College, contributions, gifts, bequests, or devises for any general charitable purpose, or any specific charitable purpose currently being served by or of interest to the College. Where consistent with the charitable purposes of the College, but acting solely as the principal and not as an agent, designated contributions will be accepted from donors, and designations honored, as to any special fund, purpose, or use of such designated contributions, notwithstanding designation. No officer or Regent or other person, purporting to act in the name of the College, can obligate the College to satisfy any designation of any contribution.

- 18.2 The College shall maintain its qualification as an “Exempt Organization” under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or such other provision of the Internal Revenue Code as may be applicable.

ARTICLE XIX - QUORUM

- 19.1 All meetings of the Board of Regents shall require a majority of the Board members to be present to constitute a quorum and conduct business, which shall require the physical presence of a least three (3) Regents. If a quorum is established at the beginning of any meeting but is lost during the course of a meeting, no action taken during the period when less than a quorum is present shall be valid.

ARTICLE XX - SOVEREIGN IMMUNITY

- 20.1 Nothing within these By-Laws, unless unambiguously expressed herein, shall be deemed or construed to be a waiver of sovereign immunity of the College from suit, or to be consent by the College, by the tribe, to the jurisdiction of the United States or of any State with regard to the business or affairs to the College or, as to any cause of action, case or controversy.
- 20.2 The College, acting through its Board of Regents may request a waiver of sovereign immunity through the governing body as applicable to the College. Any waiver of sovereign immunity shall be effective only upon approved tribal resolution and may not be general in nature, but shall be specific and limited, as applicable, to duration, grantee, transaction, property or funds, court jurisdiction and/or law to be applied.
- 20.3 Nothing in these By-Laws shall be deemed to waive, or permit the corporation to waive, the sovereign immunity of the Muscogee (Creek) Nation.
- 20.4 Any waiver of sovereign immunity for the College by tribal resolution is not intended to be, nor shall it be construed as, a waiver of the sovereign immunity of the Muscogee (Creek) Nation, nor shall any such waiver create a liability on the part of the Muscogee (Creek) Nation for the debts or obligations of the College. Any exercise of the College’s authority to sue or to be sued shall not be construed to operate as consent to suit by or against, or to attachment of assets of, the Muscogee (Creek) Nation.

ARTICLE XXI - BY-LAWS - AMENDMENTS

- 21.1 The Board shall adopt by-laws by majority vote, provided that such by-laws and any amendments shall be in writing and shall not be inconsistent with the articles.

ARTICLE XXII - DISSOLUTION

- 22.1 Should dissolution of the College occur the Board of Regents shall engage in no further activity except to conclude the College’s matters in an orderly fashion to pay liabilities if

there are sufficient assets to liquidate for that purpose and to dispose of resulting College assets in a manner consistent with the purposes of the College set forth in Article V by distributing same to an organization or organizations organized and operated exclusively for charitable, educational, social, benevolent and scientific purposes and which shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Regents shall determine. Any of such assets not so timely disposed of shall be distributed by the Tribal Court of the Muscogee (Creek) Nation to such an organization or organizations as said Court shall determine to be organized and operated for such purposes as are substantially similar to those of this College.

- 22.2 No dissolution of this corporation shall occur absent the absolute majority vote of the Board of Regents.

ARTICLE XXIII - DISPUTES

- 23.1 Any dispute arising between General Membership and the Board of Regents may be settled by an Arbitration Board acceptable to both parties or by the Tribal Court.

Adopted 4-13-05 by the Board of Regents of the College of the Muscogee Nation.

SS Appendix 7:

College of the Muscogee Nation—Vita for President

VITA

President, Robert F. Bible

College of the Muscogee Nation
1200 Highway Loop 56
Okmulgee, OK 74447

1. Academic Degrees

1989 - B.A. Social Studies, Northeastern State University
1993 - M.Ed., School Administration Northeastern State University
Post Masters – The Impact of College on Students and Society (21 hrs)

2. Professional Experience

2009-Present President, College of the Muscogee Nation, Okmulgee OK
2005-2009 Regent, College of the Muscogee Nation, Okmulgee, OK
2004-2009 Superintendent, Checotah Public Schools, Checotah, OK
2001-2004 High School Principal, Checotah Public Schools, Checotah, OK
1996-2001 Assistant Principal, Union Intermediate High School, Tulsa OK
1993-1996 Assistant Principal/Dean Tulsa Public Schools, Tulsa OK
1989-1993 Classroom Teacher, McLain High School, Tulsa, OK

3. Selected Collegiate Assignments

CMN Accreditation Committee
CMN Graduation Committee
AIHEC Membership and Accreditation Committee
EPSCoR Broader Impact Committee
Oklahoma Diversity Officers/Practitioners Committee
Bacone College Tribal Services Degree Committee

4. Professional Activities

Council for Resource Development Presidents Fundraising Academy
National Institute for Staff and Organizational Development
Rural Community College Alliance Conference
Advance Level for Oklahoma Center for School Business Management, Oklahoma State University.
Intermediate Level for Oklahoma Center for School Business Management at Oklahoma State University.
School Budget Management Level I
Introductory Level I for Oklahoma Center for School Business Management at Oklahoma State University
Criteria for Effective Teaching and Administrative Performance Workshop
Regent member for the College of the Muscogee Nation
Member of Oklahoma School Advisory Council.
Member of Oklahoma State School Board Association.
Member of Oklahoma Association Serving Impacted Schools.
Member of Organization of Rural Oklahoma Schools.
Chairman, North Central Accreditation Committee
Member of Glenpool City Council

SS Appendix 8:

College of the Muscogee Nation—Position Descriptions for President, Business Manager and Dean of
Academic Affairs

Title: College President	Occupational Code:
Department: Tribal College	Position Number:
Classification: Management	Pay/Grade: MG-12
Reports to: Board of Regents Chair	FLSA Designation: Exempt

JOB DESCRIPTION

General Summary:

Under the direction of the Chair for the Board of Regents, the President is the chief executive officer of the tribal college and is responsible for administering board level policy. The President will work with multiple constituencies including tribal, state and federal as well as external agencies relating to tribal colleges and accreditation. The primary responsibilities of the President will involve higher education administrative duties, academic leadership, student/learning services, financial management and enrollment management. In cooperation with tribal, state, federal and global entities the President will develop and establish partnerships to create a fully functioning Muscogee Creek Tribal College that can become independent and accredited. Under the direction of the President, the Tribal College will implement the necessary college systems, student services and academic programs to develop the Tribal College.

Principal Duties and Responsibilities:

The provision of the following Tribal College Presidential duties includes; however, not limited to:

Administrative Functions:

1. Administer Board of Regents policy
2. Initiate strategic planning activities
3. Control the finances of the institution.
4. Supervise the personnel of the institution

Tribal College Administrative Functions:

1. Design the college organization structure.
2. Design academic programs and curricula.
3. Prepare the annual budget within the parameters of a long range financial plan.
4. Establish a student services learning- centered program.
5. Initiate a student registration system.
6. Develop tribal college documents to include but not limited to; College Catalog, Accounting and Procurement Policies and Procedures, Faculty Handbook, Student Handbook, and College Long Range Plan.

7. **Initiate a faculty recruitment and selection process.**
8. **Prepare college for accreditation and membership in higher education organizations.**

Standard for Merit Performance: Performs duties in an effective and efficient manner; is a motivated and scholarly academic leader.

Job Specifications:

1. **Minimum Requirements-** An earned doctorate from an accredited institution with senior administrative experience in higher education.
2. **Preferred Requirements-** Terminal degree in higher education administration or related fields, and a minimum of five years senior administrative experience. Excellent knowledge of tribal college contemporary issues. Exemplary oral communication, interpersonal and organizational skills. Extensive experience in writing grant applications.
3. **Special Considerations-** Experience within the Tribal Government, and ability to speak the Muscogee Creek language is preferable but not a requirement. Native American Preference.

Licensure (if appropriate): Teaching certification is helpful but not mandatory.

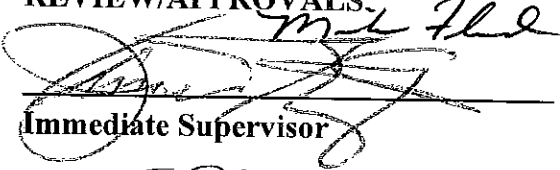

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

REVIEW/APPROVALS

	<u>4-19-05</u>
Immediate Supervisor	Date
	<u>4-19-05</u>
Executive Office	Date

4/19/2005

JOB DESCRIPTION

Title: Business Manager
Department: College of the Muscogee Nation
Classification: Management
Reports to: President

Occupational Code:
Position Number:
Pay/Grade: MG-6 or 7
FLSA Designation: Exempt

General Summary: The business affairs for the College of the Muscogee Nation will be the responsibility of the Business Manager under the supervision of the President and in compliance with the Tribal legislation and Board of Regents policy. Functions of this office will be Finance and Accounting, Budgeting, Procurement and Property Management, Personnel Administration, and to assist with Grant and Contract development and Administration. The business manager's responsibilities include, but are not limited to, supervising Business Affairs personnel; planning, coordinating, controlling and reporting on the college's finances; developing procurement, personnel, accounting policies and procedures and coordinate audits; assisting in the accreditation process and the preparation of the annual budget of the College of the Muscogee Nation. The candidate must have excellent demonstrated experience in project management, financial management, statistical analysis, and report and presentation preparation. In the future, the incumbent will work with students and parents on payment arrangements for educational expenses incurred, while adhering to college policies and procedures. The incumbent must ensure that the systems used run smoothly and ensure internal controls are in place.

Principal Duties and Responsibilities:

1. Coordinate the preparation of the annual budget.
2. Coordinate the payment of all outstanding debts.
3. Assist with grant and contract writing.
4. Monitor work-studies and summer youth workers.
5. Supervise janitor and maintenance staff and Business Affairs personnel.
6. Process student financial aid and housing payments.
7. Track and report on income and spending throughout the fiscal year.
8. Develop personnel policies and procedures.
9. Assist in the accreditation process.
10. Develop accounting policies and procedures.
11. Coordinate the annual audit.
12. Prepare financial reports.
13. Maintain a check and balance system.
14. Develop and maintain procurement system and property management.
15. Develop and maintain Personnel Administration system.
16. Any and all other additional duties and responsibilities as assigned.

Job Specifications:

1. **Minimum Requirements** – Bachelors Degree in a business-related field with financial and business management experience. Strong organizational skills. Excellent computer skills.
2. **Preferred Requirements** – This position requires beyond a four year college degree in addition to knowledge and proficiency in using Microsoft Excel, Word and accounting software designed for colleges. Strong skills in financial management and organization. Experience in statistical analysis and managing contracts and projects.
3. **Special Considerations** – Ability to speak the Muscogee (Creek) language is preferable but not a requirement. Native American preference.

Licensure (if appropriate): Valid Drivers License.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

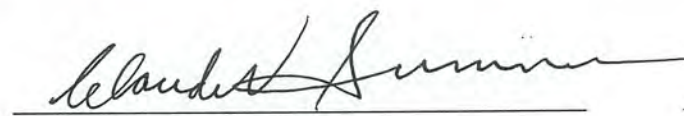
REVIEW/APPROVALS



President

3-30-11

Date



Executive Office

4/14/11

Date

Personnel Manager

Date

JOB DESCRIPTION

For: Dean of Academic Affairs	For: Instructional Staff
Department: Tribal College	Position Number:
Classification: Management	Pay Grade: 110.5
Report to: President	FLN Designation: F-1000

General Summary:

Under the direction of the President, the Dean of Academic Affairs is the officer of the tribal college in charge of academic affairs and is responsible for administering board level policy. The Dean of Academic Affairs will work with multiple constituencies including tribal, state and federal, as well as, external agencies relating to tribal colleges and accreditation. The primary responsibilities of the Dean of Academic Affairs will involve higher education administrative duties, academic and faculty leadership. In cooperation with tribal, state, federal and global entities the Dean of Academic Affairs will maintain partnerships to create a fully functioning Muscogee Creek Tribal College that can become independent and accredited. Under the direction of the Dean of Academic Affairs, the Tribal College will implement the necessary academic programs to develop the Tribal College.

Principal Duties and Responsibilities:

The provision of the following Tribal College Dean of Academic Affairs duties includes; however, not limited to:

Administrative Functions:

1. Administer Board of Regents policy.
2. Initiate strategic planning activities relating to academic affairs.
3. Organize, develop and implement academic programs of the institution.
4. Provide instructional leadership for the institution.

Tribal College Administrative Functions:

1. Design the college organization structure for academic affairs.
2. Design academic programs, curricula, course descriptions, syllabi and faculty evaluation procedures.
3. Prepare the annual academic affairs budget within the parameters' of a long range financial plan and Tribal Policy and Procedures.
4. Assist in the development of tribal college documents to include but not limited to: Faculty Handbook, Student Handbook and College Long Range Plan.
5. Initiate a faculty recruitment and selection process.
6. Assist in preparing college for accreditation and membership in higher education organizations.

Standard for Merit Performance:

Performs duties in an effective and efficient manner; is a motivated and scholarly academic leader.

Job Specifications:

1. **Minimum Requirements** – an earned master from an accredited institution with senior administrative experience in higher education.
2. **Preferred Requirements** – terminal degree in higher education administration or related fields and a minimum of three years senior administrative experience. A doctorate is preferred but not mandatory. Excellent knowledge of tribal college contemporary issues. Exemplary oral communication, interpersonal and organizational skills. Experience in writing grant applications.
3. **Special Considerations** –experience within the Tribal Government and ability to speak the Muscogee Creek language is preferable but not a requirement. Native American preference.

Licensure (if appropriate): Valid Driver's License. Teaching certification is helpful but not mandatory.

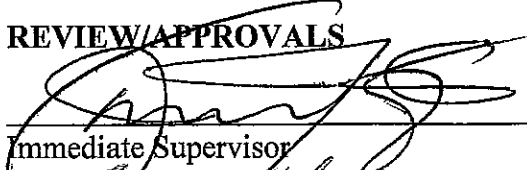
Disclaimer:

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REVIEW/APPROVALS



Immediate Supervisor



Executive Office



Date



Date

Revised 07/06/2006

SS Appendix 9:

College of the Muscogee Nation—Administrative Staff-Department Heads Vitae
Business Manager
Dean of Academic Affairs

JAN L. HART
RR 1 Box 209
Council Hill OK 74428
Cell phone 918-520-3768
mjmhart@yahoo.com

Education

December 1992 Bachelor of Science in Business Education, Northeastern State University, Tahlequah, OK

December 1989 Associate of Science, Connors State College, Warner, OK

May 1983 Associate of Technology in Accounting, Oklahoma State University School of Technical Training, Okmulgee, OK

Employment

March 2008 College of the Muscogee Nation, Okmulgee, OK
To Present Business Manager

September 2007 Muscogee (Creek) Nation, Okmulgee, OK
To December 2007 Adjunct Instructor, Financial and Governmental Accounting

January 2006 Muscogee (Creek) Nation, Okmulgee, OK
To March 2008 Personnel Specialist, January 4, 2006-December 24, 2006
Training/Recruiter Coordinator, December 25, 2006-March 2008

September 2005 Oklahoma State University, Okmulgee, OK
To December 2007 Adjunct Instructor, Financial and Managerial Accounting

January 1997 East Central OK Electric Cooperative, Okmulgee, OK
To March 1999 Staff Secretary, Member Services Department

December 1993 Citizens Bank & Trust Company, Okmulgee, OK
To December 1996 Loan Secretary

January 1987 Muskogee Rural Water District #3, Council Hill, OK
To June 1993 Secretary/Bookkeeper

September 1983 First National Bank, Okmulgee, OK
December 1985 Loan Department Teller

Special Skills

Computer literate, Microsoft Works, Excel, MIP Fund Accounting and other computer software; Typing Proficient; Basic Accounting Principles; Communication skills, both oral and written; Organizational skills; Maintain quality work ethics and standards.

Memberships

Society for Human Resource Management (SHRM);
National Association of College and University Business Officers (NACUBO)

VITA

Bunner, Angela D.

Dean of Academic Affairs
502 W. Yuchi Dr.
Okmulgee, OK 74447

1. Academic Degrees

1998 B.S. Oklahoma State University
2003 M.S. University of Kansas

2. Professional Experience

2006-Present Dean of Academic Affairs, College of the Muscogee Nation
2006-2006 Curriculum Specialist/Instructor, College of the Muscogee Nation
2005 Adjunct Instructor, College of the Muscogee Nation
2000-2005 Elementary Teacher, Liberty Public Schools, Liberty, MO
1998-2000 Elementary Teacher, Fort Worth Independent School District, Fort Worth, TX

3. Selected Collegiate Assignments

Chair of Academic Affairs/Curriculum Committee
Steering Committee for Pursuing HLC Accreditation
Steering Committee for Seeking Affiliation with HLC
Publications/Website Committee
Executive Committee
Co-Chair- Graduation Committee
CMN Interview Committee – Gaming Instructor, Librarian, Tribal Services Instructor, Curriculum Specialist/Instructor, Research/Financial Aid Specialist, Academic Core Instructor
Student Advisor
CMN/OSUIT Steering Committee
OSUIT Presidential Search Committee
Eligibility Interview with the Higher Learning Commission 2009
Higher Learning Commission Annual Conference, April 2007-2011, Chicago, IL
American Indian Higher Education Consortium (AIHEC) Annual Meeting, 2008, 2009, 2010, 2011
Teaching Assignment:
ORIE 1011: College Cornerstone
CS 1013: Computer Literacy & Applications

4. Professional Activities

The Harvard Institutes for Higher Education Management Development Program
Oxford Round Table: Diversity and the National Interest
Oklahoma Tribal Colleges Roundtable, Oklahoma State University
Oklahoma Native American Students in Higher Education (ONASHE)

Muscogee (Creek) Nation Johnson O'Malley Scholarship Judge
Oklahoma Regents for Higher Education PowerPoint Presentation
College of the Muscogee Nation Catalog 2008
Muscogee (Creek) Nation Family Advisory Committee
Jim Thorpe Native American Games 2012 Advisory Committee
Chair for the College and Career Fair Committee

SS Appendix 10:

College of the Muscogee Nation—2010 Audit—Annual Financial Statement and Independent Auditor's
Report for the Year Ending September 30, 2010

**COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)**

**ANNUAL FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT**

For the Year Ended September 30, 2010

COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)

ANNUAL FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT
For the Year Ended September 30, 2010

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INDEPENDENT AUDITOR'S REPORT

Principal Chief A.D. Ellis, the National Council, and the Board of Regents of
College of the Muscogee Nation

We have audited the accompanying financial statements of the College of the Muscogee Nation (the "College"), a component unit of the Muscogee (Creek) Nation, as of and for the year ended September 30, 2010, as listed in the table of contents. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these component unit financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statement referred to above present fairly, in all material respects, the financial position of the College as of September 30, 2010, and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2011, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Crutcher & Associates, P.C.
Edmond, Oklahoma
June 2, 2011

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the financial performance of the College of the Muscogee Nation (the "College"), a component unit of the Muscogee (Creek) Nation, provides an overview of the College's financial activities for the fiscal year ended September 30, 2010. Please read it in conjunction with the accompanying financial statements.

Using This Annual Report

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the College as a whole and present a longer-term view of the College's finances. The governmental fund financial statements report how these services were financed in the short-term as well as what remains for future spending.

Reporting the Financial Results of the College

The Statement of Net Assets and the Statement of Activities – One of the most important questions asked about the finances of the College is, "Is the College as a whole better or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the College as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities under accounting guidelines that are similar to those used by most private-sector companies. Revenues are recognized when earned and expenses are recognized when incurred, regardless of when cash is received or paid.

These two statements report the College's net assets and changes in them. You can think of the College's net assets – the difference between assets and liabilities – as one way to measure the College's financial health. Over time, increases or decreases in the College's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the College's level of funding, overall condition of the College's capital assets, and the general business climate of the region.

Fund Financial Statements – These statements essentially measure cash and other financial resources that can be readily converted to cash. The relationships and differences between these fund financial statements and the Statement of Net Assets and Statement of Activities are reflected on the financial statements.

Financial Highlights

- Net assets increased to \$1,233,000 at September 30, 2010, compared to \$607,000 at September 30, 2009.
- Cash transfers from the Nation increased to \$2,433,000 from \$2,318,000 in the previous year. Additionally, the Nation donated \$414,000 of capital assets during the year.
- Expenditures totaled \$2,276,000 during the year, compared to \$1,921,000 in the previous year. This increase was due primarily to increases in personnel costs and scholarships.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The College has received financing from the Muscogee (Creek) Nation totaling \$3,329,000 for fiscal 2011.

CONTACTING THE COLLEGE'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the College's finances. If you have questions about this report or need additional financial information, contact the College at Post Office Box 580, Okmulgee, Oklahoma 74447.

COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)

GOVERNMENTAL FUND BALANCE SHEET/STATEMENT OF NET ASSETS
September 30, 2010

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Assets</u>
Assets			
Current assets			
Cash and cash equivalents	\$ 979,000	\$ -	\$ 979,000
Total current assets	979,000	-	979,000
Capital assets, net	-	446,000	446,000
Total Assets	\$ 979,000	446,000	1,425,000
Liabilities and Fund Balances			
Accounts payable	\$ 156,000	-	156,000
Accrued liabilities	12,000	24,000	36,000
Total liabilities	168,000	24,000	192,000
Fund Balance			
Unreserved	811,000	(811,000)	-
Total liabilities and fund balances	\$ 979,000		
Net Assets			
Invested in capital assets, net			
of related debt		446,000	446,000
Unrestricted		811,000	787,000
Total net assets		\$ 1,257,000	\$ 1,233,000

See accompanying notes to the financial statements.

COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)

**STATEMENT OF GOVERNMENT FUND REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES**
For the Year Ended September 30, 2010

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Revenues			
Investment income (loss)	\$ 18,000	\$ -	\$ 18,000
Other revenue	<u>37,000</u>	<u>-</u>	<u>37,000</u>
	55,000	-	55,000
Expenditures			
Personnel costs	1,033,000	24,000	1,057,000
Scholarships	668,000	-	668,000
Travel	59,000	-	59,000
Supplies	43,000	-	43,000
Contractual costs	114,000	-	114,000
Indirect costs	106,000	-	106,000
Tuition, books, and fees	95,000	-	95,000
Other costs	118,000	8,000	126,000
Capital outlay	37,000	(37,000)	-
Depreciation	<u>-</u>	<u>8,000</u>	<u>8,000</u>
Total expenditures/expenses	<u>2,273,000</u>	<u>3,000</u>	<u>2,276,000</u>
Revenues (under) expenditures	<u>(2,218,000)</u>	<u>(3,000)</u>	<u>(2,221,000)</u>
Other Financing Sources			
Transfer in - Muscogee (Creek) Nation	<u>2,433,000</u>	<u>414,000</u>	<u>2,847,000</u>
Excess of revenues and transfers in over expenditures and transfers out	215,000	-	-
Change in net assets	-	411,000	626,000
Fund balance/net assets:			
Beginning of year	<u>596,000</u>	<u>11,000</u>	<u>607,000</u>
End of year	\$ <u><u>811,000</u></u>	\$ <u><u>422,000</u></u>	\$ <u><u>1,233,000</u></u>

See accompanying notes to the financial statements.

**COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)**

**Notes to Basic Financial Statements
September 30, 2010**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the College of the Muscogee Nation (the "College") have been prepared in conformity with generally accepted accounting principles as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. A summary of significant accounting policies follows.

A. REPORTING ENTITY

A tribal institution of higher education of the Muscogee (Creek) Nation (the "Nation"), the College's purpose is to provide collegiate level education to tribal and non-tribal members. Governance over the College rests with the five-member Board of Regents, appointed by the Nation. Operations of the College are financed exclusively by appropriations from the Nation. As a result, the College is reported as a component unit in the Nation's comprehensive annual financial report.

B. BASIS OF PRESENTATION

Government-wide Financial Statements

The Statement of Net Assets and Statement of Activities present governmental activities on a full accrual basis using the "economic resources" measurement focus and display information about the reporting government as a whole.

Fund Financial Statements

The accounts of the College are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, net assets, revenues, and expenditures. The College reports only one governmental fund, the General fund, which is the general operating fund of the College.

**COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)**

**Notes to Basic Financial Statements
September 30, 2010**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement Focus – The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. On the Statement of Net Assets and the Statement of Activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of net income, financial position, and cash flows. All assets and liabilities associated with their activities are reported.

In the fund financial statements, governmental funds utilize the "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available financial resources during a given period. These funds use fund balance as their measure of available financial resources at the end of the period.

Basis of Accounting – In the Statement of Net Assets and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A 60 day availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred.

**COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)**

**Notes to Basic Financial Statements
September 30, 2010**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

D. ASSETS, LIABILITIES, AND EQUITY

Equity Classifications

Fund Financial Statements – Governmental fund equity is classified as fund balance. Fund balance is further classified as reserved or unreserved.

Government-wide Statements – Equity is classified as net assets and displayed in three components:

1. *Invested in capital assets, net of related debt* – consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any notes or other borrowings attributable to those assets.
2. *Restricted net assets* – consists of net assets with constraints placed on the use by external groups including grantors and certain credit agreements with financial institutions. The College has no restrictions resulting from constitutional provisions or enabling legislation.
3. *Unrestricted net assets* – All other assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt".

2. CASH AND INVESTMENTS

Custodial Credit Risk – Deposits - deposits in financial institutions, reported as components of cash and cash equivalents, had a bank balance of \$1,064,000 at September 30, 2010. Of that amount, \$1,064,000 was insured by depository insurance or secured with collateral held by the College's agent in its name.

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it or will not be able to recover collateral securities that are in the possession of an outside party. As of September 30, 2010, the College was not exposed to custodial credit risk.

3. RELATED PARTY TRANSACTIONS

The College received appropriations from the Nation for use in funding services and administrative costs. Appropriations from the Nation totaled \$2,847,000 (including \$414,000 in conveyance of capital assets) for fiscal 2010. The accompanying statement of revenues, expenditures, and changes in fund balance and the statement of activities reflect these transactions as "transfer in – Muscogee (Creek) Nation." Additionally, the Nation absorbs certain overhead or indirect costs on behalf of the College and then charges the College for these indirect costs. Indirect costs totaling \$106,000 were reimbursed by the College to the Nation during 2010.

COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)

Notes to Basic Financial Statements
September 30, 2010

4. PENSION PLAN

The College, through the Nation, sponsors a 401(k) plan, which is administered by General American Life Insurance Company. Participants become 100% vested upon joining the plan. The plan was established pursuant to authority granted by the Nation's National Council, who reserves the right to amend the plan at their sole discretion. Under terms of the plan, employees may elect to contribute wages up to limits established by the Internal Revenue Service, while the College contributes 5% of covered compensation for each eligible participant, and provides a discretionary matching contribution, which is currently 100% of an employee's contribution up to 4% of covered compensation. During 2010, employer contributions totaled \$24,800 and employee contributions totaled \$39,800.

5. EMPLOYEE BENEFIT PLAN AND RISK MANAGEMENT

Health insurance and certain other benefits are provided by the College, through the Nation, to its full time employees, subject to a three-month waiting period from the date of employment. Such benefits are underwritten by a stop-loss policy for any illness or incident exceeding \$80,000.

The College is also exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The Nation maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Nation. Settled claims, if any, have not exceeded this commercial coverage in any of the past three fiscal years.

COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)

Notes to Basic Financial Statements
September 30, 2010

6. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2010, was as follows:

	Balance at September 30, 2009	Additions	Deletions	Balance at September 30, 2010
Capital assets not depreciated				
Land	\$ -	\$ 225,000	\$ -	\$ 225,000
Total capital assets not depreciated	-	225,000	-	225,000
Other capital assets				
Buildings	-	189,000	-	189,000
Furniture and equipment	17,000	37,000	(17,000)	37,000
Total other capital assets at historical cost	17,000	226,000	(17,000)	226,000
Less accumulated depreciation				
Buildings	-	(5,000)		(5,000)
Furniture and equipment	(6,000)	(3,000)	9,000	-
Total accumulated depreciation	(6,000)	(8,000)	9,000	(5,000)
Other capital assets, net	11,000	218,000	(8,000)	221,000
Capital assets, net	\$ 11,000	\$ 443,000	\$ (8,000)	\$ 446,000

7. COMPENSATED ABSENCES

Compensated absences are accrued in the statement of net assets and totaled \$24,000 at September 30, 2010. The general fund reports only the matured compensated absences payable to terminating employees.

COLLEGE OF THE MUSCOGEE NATION
(A Component Unit of the Muscogee (Creek) Nation)

Notes to Required Supplementary Information
September 30, 2010

1. BUDGETS AND BUDGETARY ACCOUNTING

The College is legally required to adopt a budget for its governmental funds. The College adopts its budgets for these governmental fund types on the modified accrual basis of accounting, which is consistent with the method of accounting used to record actual revenues and expenditures of the governmental fund types on the fund financial statements; therefore, no basis of accounting adjustments are necessary for the budgetary presentation. The College uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. Before the beginning of the fiscal year, the Principal Chief submits a proposed budget for the upcoming fiscal year to the National Council. These budgets are prepared on a basis consistent with generally accepted accounting principles.
2. The National Council legally enacts the operating budget through passage of a resolution.
3. The legal budget adopted by the College and all unencumbered budget amounts lapse at year-end, except for continuing appropriations, which automatically carry over.
4. The National Council must approve budgetary amendments after being proposed by the Principal Chief or his designee. Budgeted amounts presented herein are as originally adopted or as amended by the Principal Chief or his designee and the National Council.
5. The Office of Administration executes the approved budget in accordance with Nation's policies. Formal budgetary integration is employed as a management control device during the year. Budgetary controls are maintained at the object level and expenditures may not exceed the budgeted amount, unless authorized by the Principal Chief or his designee, as described above.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Principal Chief A.D. Ellis, the National Council, and the Board of Regents
College of the Muscogee Nation

We have audited the accompanying financial statements of the College of the Muscogee Nation (the "College"), a component unit of the Muscogee (Creek) Nation, for the year ended September 30, 2009, as listed in the table of contents and have issued our report thereon dated July 19, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Principal Chief, National Council, and the Board of Regents and is not intended to be and should not be used by anyone other than these specified parties.

Charles E. Anagnostis, P.C.

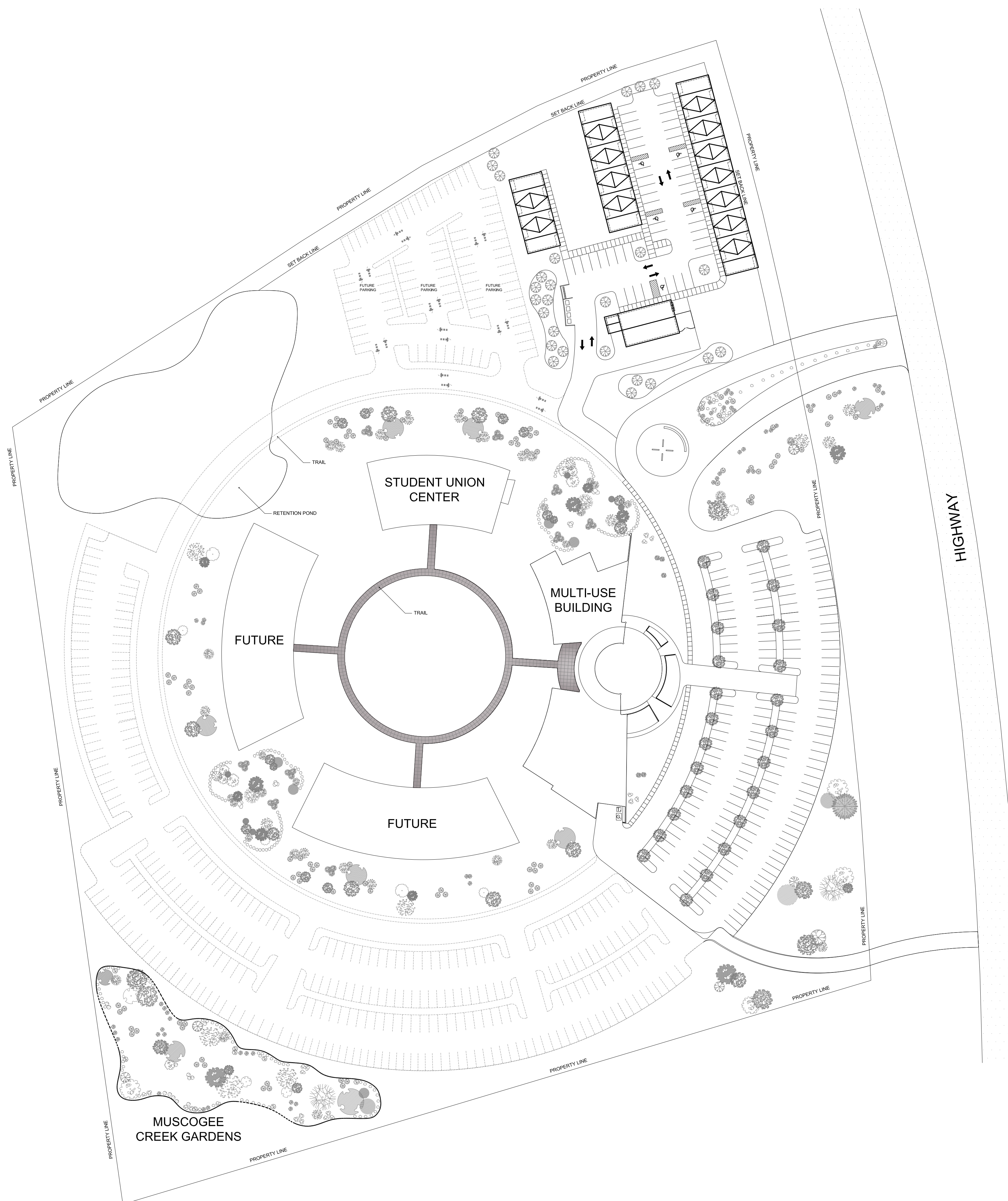
Edmond, Oklahoma

July 19, 2010

SS Appendix 11:

College of the Muscogee Nation—Master Site Plan

REDLINE PRODUCED BY	ISSUED
REDLINE PICKED UP BY	RETURNED
REDLINE ADDITIONS BY	ISSUED
REDLINE PICKED UP BY	RETURNED



1 SITE PLAN



TULSA

110 WEST SEVENTH
SUITE 710
TULSA, OK 74119
T: 918.583.5300
F: 918.585.1967

OKLAHOMA CITY

120 N. ROBINSON
OKC, OK 73102
T: 405.232.7007
F: 405.232.7029

PROJECT:
**STUDENT UNION
CENTER**

PROJECT NUMBER:
11003

CONSULTANT:

REVISIONS:

SEAL:

ISSUE DATE: **06.21.11**

SHEET NUMBER:

A101

ARCHITECTURAL SITE PLAN

SS Appendix 12

College of the Muscogee Nation—Transcript

COLLEGE OF THE MUSCOGEE NATION

OKMULGEE, OK

Printed: 03/12/2012

ID:

Name:

Degree: Assoc in Arts in Native Am St

Date Completed: 05/01/2010

College: Col. of Muscogee Nation

Page 1 of 1

Term	Course	Transfer Course Title	Earned	Fin	GPA	Course	Title	Fin	R	Atmpt	Earned	Points	GPA	
Transfer Credits														
Univ Of Sci & Arts Of Oklahoma, Chickasha , OK 73018						SPRING 2008								
1992FA	HPER1161	Tennis	1.00	C		CS 1013	Computer Literacy	A		3.00	3.00	12.00		
1992FA	IDS1001	Freshman Orientation	1.00	P		ENGL 1213	Freshman Comp II	B		3.00	3.00	9.00		
1992FA	ART1112	Design/Comp Studio I	2.00	B		MATH 1473	Math Structures I	B		3.00	3.00	9.00		
1992FA	IDS1113	Writing I	3.00	C		MVSK 1113	NA History	A		3.00	3.00	12.00		
1992FA	IDS1002	Logic and Critical Thinkikng	0.00	F							12.00	12.00	42.00	3.500
1992FA	ART1003	Beg Draw Studio I	3.00	B							21.00	21.00	72.00	3.429
1992FA	IDS1133	Indiv. in Contemp. Soc.	3.00	C										
1993FA	ART4223	Hist. 19th Century Art	0.00	F										
1993FA	ART1662	Jewelry Studio	2.00	B		BIOL 1114	General Biology	D		4.00	4.00	4.00		
1993FA	IDS2133	Amer. Civ. Hist-Gov I	3.00	D		MATH 1513	College Algebra	C		3.00	3.00	6.00		
1993FA	IDS1223	Math in Mod. World	0.00	W		MVSK 1123	BEG. MVSK. LANG.	A		3.00	3.00	12.00		
1993FA	IDS1123	Writing II	3.00	D		MVSK 2053	Indian Land Iss.	A		3.00	3.00	12.00		
1993FA	IDS1002	Logic and Critical Thinkikng	2.00	B							13.00	13.00	34.00	2.615
1994SP	IDS2143	Amer. Civ. His-Gov II	3.00	D							34.00	34.00	106.00	3.118
1994SP	ART1122	Design/Comp Studio II	0.00	F										
1994SP	ART1013	Beg. Draw. Studio II	0.00	F										
1994SP	ART1212	Ceramic Hand Building	2.00	C		GEOG 2243	Fundmntls Geography	B		3.00	3.00	9.00		
1994SP	ART4433	History 20th Century Art	0.00	F		HHP 1113	Personal Health	C		3.00	3.00	6.00		
Transfer Credit Earned			28.00		1.350	MVSK 1133	Intermediate Mvskoke	B		3.00	3.00	9.00		
Oklahoma	State University Institute of Technology, Okmulgee , OK 74447					PHYS 1204	Gen Physical Sci	C		4.00	4.00	8.00		
1995FA	VIS1101	Intro to Visual Communication	1.00	C		SPCH 2313	Small Group Communic	A		3.00	3.00	12.00		
1995FA	VIS1123	Appls of Comp to Vis Comm	0.00	F							16.00	16.00	44.00	2.750
1995FA	GRD1143	Basic Design	0.00	W							50.00	50.00	150.00	3.000
1995FA	GRD1353	Art History	0.00	F										
1995FA	GRD1133	Basic Drawing	3.00	B										
2004FA	VIS1122	Production I	2.00	A		MVSK 1213	NA Tribal Gov.	B		3.00	3.00	9.00		
2004FA	GTGE1111	College Cornerstone	1.00	A		MVSK 2133	Conv. Mvsk. Lang.	A		3.00	3.00	12.00		
2004FA	GRD1143	Basic Design	3.00	C		MVSK 2253	Mvsk. Practicum	A		3.00	3.00	12.00		
2004FA	PSYC1113	Introductory Psychology	3.00	B		MVSK 2433	New Speakers	A		3.00	3.00	12.00		
2004FA	VIS1123	Appls of Comp to Vis Comm	3.00	B							12.00	12.00	45.00	3.750
2005SP	MATH2003	Business Mathematics	0.00	W							62.00	62.00	195.00	3.145
2005SP	VIS1223	Digital Publishing I	3.00	D										
2005SP	GRD1213	Advertising Design I	3.00	C										
2005SP	MATH2003	Business Mathematics	0.00	F		BIOL 2104	Human Anatomy	B		4.00	4.00	12.00		
2005SP	VIS1203	Intro to Typography	3.00	B		HUM 1033	Humanities II	A		3.00	3.00	12.00		
2007SP	HIST1493	U.S. History since 1865	3.00	D		MVSK 2113	Tribal Court Systems	A		3.00	3.00	12.00		
2007SP	ENGL1213	Freshman Comp II	0.00	W		MVSK 2333	Mvskoke Lit. Proj.	A		3.00	3.00	12.00		
2007SP	HUM1013	Humanities I	3.00	B							13.00	13.00	48.00	3.692
2007SP	MATH2003	Business Mathematics	3.00	B							75.00	75.00	243.00	3.240
Transfer Credit Earned			34.00		2.000									
Total Transfer Credit Earned			62.00		1.687									
						SPRING 2010								
						MVSK 2013	Advanced Mvskoke	A		3.00	3.00	12.00		
						MVSK 2243	History of the Mvsko	A		3.00	3.00	12.00		
											6.00	6.00	24.00	4.000
											81.00	81.00	267.00	3.296

College of the Muscogee Nation
Office of the Registrar
600 North Mission
P.O. Box 580
Okmulgee, OK 74447
(918) 758-1480 FAX (918) 758-2904

In 2004 the College of the Muscogee Nation and Oklahoma State University-Okmulgee established a partnership to collaboratively assist the College of the Muscogee Nation in its effort to attain accreditation supported by an institution, Oklahoma State University-Okmulgee, that is accredited by the Higher Learning Commission of the North Central Association (30 N. LaSalle St. Suite 2400, Chicago, IL 60602-2504; 1-800-621-7440; <http://www.ncahigherlearningcommission.org>). As part of the partnership, CMN currently offers its courses through OSU-Okmulgee. Course credits from both institutions are documented on this transcript. All course credits are documented separately on Oklahoma State University-Okmulgee's transcripts as well. The address for the Office of the OSU-Okmulgee Registrar is 1801 East Fourth Street; Okmulgee, Ok. 74447-3901; (918) 293-4680, FAX (918) 293-4643; FICE=0003172.

SEMESTER CREDIT HOURS

Currently, as a general guideline, a three semester credit hour theory course involves a total of three class periods (165 minutes) per week for 15 weeks under the guidance of a designated faculty member.

HONOR ROLLS

The **President's** Honor Roll consists of all students who, upon graduation, have achieved a graduation grade point average of 3.5 or higher. The **Registrar's** Honor Roll recognizes all students who have achieved a graduation grade point average of at least 3.0 but less than 3.5.

ACCREDITATION

The College of the Muscogee Nation's Board of Regents has approved seeking affiliation with the Higher Learning Commission. Presently the College of the Muscogee Nation courses are offered through Oklahoma State University-Okmulgee and Oklahoma State University-OKC. OSU-Okmulgee programs of study are approved by the Board of Regents for Oklahoma State University and the A&M Colleges, the Oklahoma State Regents for Higher Education, and the Oklahoma State Accrediting Agency. Both state institutions are accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

EQUAL EDUCATIONAL OPPORTUNITY POLICY:

The College of the Muscogee Nation complies with the policies of Oklahoma State University-Okmulgee. OSU-Okmulgee is in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), and the Americans with Disabilities Act of 1990, and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This provision includes but is not limited to admissions employment, financial aid and educational services.

GRADING LEGEND

Academic Forgiveness Courses identified as repeats are not used in calculating the retention/graduation grade point average, but they are used in calculating the cumulative grade point average.

Grades/Symbols

GRADES USED IN CALCULATING GRADE POINT AVERAGE

<u>GRADE</u>	<u>NOTE</u>	<u>POINTS/HOUR</u>
A	EXCELLENT	4
B	GOOD	3
C	AVERAGE	2
D	BELOW AVERAGE	1
F	FAILURE	0

GRADES NOT USED IN CALCULATING GRADE POINT AVERAGE

<u>GRADE</u>	<u>NOTE</u>
P	PASS
NP	NO PASS

SYMBOLS USED TO INDICATE COURSE STATUS

<u>SYMBOL</u>	<u>NOTE</u>
I	INCOMPLETE
AW	ADMINISTRATIVE WITHDRAWAL
AU	AUDIT
W	WITHDRAWAL
N	GRADE NOT REPORTED

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on burgundy SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION • COLLEGE OF THE MUSCOGEE NATION

ADDITIONAL TESTS: When photocopied, a latent security statement containing the institutional name and the words COPY COPY COPY appear over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (918) 758-1480. **ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!**

SS Appendix 13:

College of the Muscogee Nation—Class Schedules



College of the Muscogee Nation

Fall 2011 Course Schedule

September 7-December 14, 2011



Area	Days				Class Time	Course #	Sec	Course Name	Prerequisite	Limit	Instructor	Location
GAMING	M	W			10:30-11:55am	GAM 2103	001	Casino Operations Management		20	D. Tayrien	
	M	W			12:30-1:55pm	GAM 1133	002	Basic Games Operations		20	D. Tayrien	
		T			5:30-8:25pm	GAM 2313	002	Native Amer. Gaming Regulations & Compliance		20	Y. Tiger	RSC
		T		R	10:30-11:55am	GAM 2313	001	Native Amer. Gaming Regulations & Compliance		20	M. Tyner	
		T		R	12:30-1:55pm	GAM 2423	001	Introduction to Hospitality Management		20	D. Tayrien	108
			W		5:30-8:25pm	GAM 1413	001	Introduction to the Casino Industry		20	P. Burris	
			W		5:30-8:25pm	GAM 1103	001	Intro to Native American/Oklahoma Gaming		20	R. Ormston	RSC
				R	5:30-8:25pm	GAM 1133	001	Basic Games Operations		20	D. Tayrien	RSC
				R	5:30-8:25pm	GAM 2323	001	Supervision		20	M. Padilla	
TRIBAL SERVICES	M				5:00-7:55pm	MVSK 1213	002	Native American Tribal Government		20	A. Colbert	103
	M				5:00-7:55pm	MVSK 2153	001	Grant Writing		25	J. Moss	
	M				5:30-8:25pm	GAM 2233	001	Public Relations		25	F. Tiger	106
	M	W			9:00-10:25	HUM 1013	CMN	Humanities I		20	K. McKenzie	104
	M	W			10:30-11:55am	MVSK 2533	001	Utilization of Community Resources		20	A. Colbert	103
	M	W			3:30-4:55pm	MVSK 2053	001	Indian Land Issues		25	M. Tyner	103
		T			5:30-8:25pm	SPCH 2313	CMN	Small Group Communications		25	F. Tiger	106
		T		R	10:30-11:55am	MVSK 1213	001	Native American Tribal Government		20	A. Colbert	103
		T		R	3:30-4:55pm	MVSK 2113	001	Tribal Court Systems		25	M. Tyner	
				R	5:00-7:55pm	ACCT 2103	001	Financial Accounting		25	T. Johnson	
	-	-	-	-	On Line	MGMT 2603	CMN	Human Resource Management		20	A. Daugherty	On Line
	-	-	-	-	On Line	MVSK 1233	001	Health Care Systems and Operations		20	A. Daugherty	On Line
	-	-	-	-	by arrangement	MVSK 2163	001	Project Management: Service Learning †		7	A. Colbert	Instr. Office

MONDAY (M), TUESDAY (T), WEDNESDAY (W), THURSDAY (R), FRIDAY (F)

†By permission of the instructor only.

Updated 6.22.11 clb

LOCATIONS: CMN (New CMN Ed/Admin Bldg), RSC (River Spirit Casino), PC (Paradise Casino, Ponca City)

Course Schedule Continued on back/next page



College of the Muscogee Nation

Fall 2011 Course Schedule (Continued)



Area	Days				Class Time	Course #	Sec	Course Name	Prerequisite	Limit	Instructor	Location
NATIVE AMERICAN STUDIES	M				5:30-8:25	MVSK 1133	001	Intermediate Mvskoke Language		25	M. Briggs-Cloud	
	M	W			9:00-10:25am	MVSK 1123	001	Beginning Mvskoke Language		25	D. Tiger	
	M	W			9:00-10:25am	MVSK 2133	001	Conversational Mvskoke Language	MVSK 1123	20	N. Marshall	101
	M	W			10:30-11:55	MVSK 2253	001	Mvskoke Practicum: Reading and Writing		25	N. Marshall	
	M	W			12:30-1:55pm	MVSK 1113	001	Native American History		25	A. Recvlohe	
	M	W			1:00-2:25pm	MVSK 2013	001	Advanced Mvskoke Language	MVSK 1133	25	D. Tiger	
		T			5:30-8:25pm	MVSK 2243	001	History of the Mvskoke		25	M. Briggs-Cloud	
		T	R		1:00-2:25pm	MVSK 2433	001	Mvskoke Practicum: New Speaker's Practice	MVSK 2013	25	N. Marshall	
			R		5:30-6:25pm	MVSK 2091	AA	Issues in Indigenous Food Sovereignty		25	B. Yahola	
			R		5:30-8:25pm	MVSK 2323	001	Contemporary Mvskoke Life		25	B. On-The-Hill	
	-	-	-	-	On Line	MVSK 1123	NTC	Beginning Mvskoke Language		25	C. Sanders	On Line
	-	-	-	-	by arrangement	MVSK 2333	001	Mvskoke Literacy Project: Service Learning†	MVSK 2013	5	N. Marshall	Instr. Office
	-	-	-	-	by arrangement	MVSK 2423	001	Contemporary Mvskoke Community: Service Lrng †	MVSK 2013		N. Marshall	Instr. Office
GENERAL EDUCATION	M	W			10:30-11:55am	ENGL 1213	CM2	Freshman Composition II	ENGL 1113	25	K. Haught	105
	M	W			11:00-12:25pm	MATH 0163	CMN	Intermediate Algebra		25	R. Sands	102
	M	W			2:00-3:25pm	MATH 0153	CMN	Algebra Fundamentals		25	R. Sands	102
	M	W			4:00-5:25pm	BIOL 1014	CMN	General Biology**		30	C. Sanders	
	<i>**This class meets 3 hours per week in classroom and lab is 2 hours per week on-line</i>											
	M	W			4:00-5:25pm	ENGL 1113	CMN	Freshman Composition I		30	P. Sanders	105
		T	R		10:30-11:55am	CS 1013	CMN	Computer Literacy and Applications		32	A. Bunner	105
		T	R		11:00-12:25pm	MATH 0143	CMN	Math Fundamentals		25	R. Sands	102
		T	R		2:00-3:25pm	MATH 1513	CMN	College Algebra		25	R. Sands	102
		T	R		4:00-5:25pm	ENGL 1213	CMN	Freshman Composition II		20	N. Marshall	105
		W			1:00-1:55pm	ORIE 1011	CMN	College Cornerstone		25	C. Bowles	105
		W			2:00-4:55pm	HIST 1483	CMN	U.S. History to 1865		25	C. Robertson	
		W			5:30-8:25pm	POLS 1113	CMN	U. S. Government		25	C. Robertson	
	-	-	-	-	On Line	CS 1013	NTC	Computer Literacy and Applications		25	J. Tayrien	Internet
POL. SCI.	M	W			10:30-11:55am	SOC 1113	CMN	Introductory Sociology			K. McKenzie	104
		T	R		10:30-11:55AM	PLSC 1223	CMN	Penal Code and Related Criminal Laws			K. McKenzie	104

MONDAY (M), TUESDAY (T), WEDNESDAY (W), THURSDAY (R), FRIDAY (F)

†By permission of the instructor only.

Updated 6.22.11 clb

LOCATIONS: CMN (New CMN Ed/Admin Bldg), RSC (River Spirit Casino), PC (Paradise Casino, Ponca City)



College of the Muscogee Nation

Spring 2012 Course Schedule

January 4 - April 20, 2012



Area	Days				Class Time	Course #	Sec	Course Name	Prerequisite	Limit	Instructor	Location
GAMING	M	W			10:30-11:55am	GAM 1123	002	Supervision and Protection of Casino Games I		20	D. Tayrien	108
	M	W			12:30-1:55pm	GAM 1103	001	Intro to Native American/Oklahoma Gaming		30	D. Tayrien	108
	M				5:30-8:25pm	GAM 2303	001	Techniques of Casino Dealing		15	R. Ormston	108
		T		R	10:30-11:55am	GAM 2213	002	Native American Gaming Law		30	D. Tayrien	
		T		R	12:30-1:55pm	MGMT 2603	CM1	Human Resource Management		30	D. Tayrien	108
			W		5:30-8:25pm	GAM 2113	001	Electronic Games Management		30	P. Burris	108
	-	-	-	-	On Line	GAM2133	NTC	Hospitality Marketing		25	J. Tayrien	On Line
	-	-	-	-	by arrangement	GAM2203	001	Casino Math		10	D. Tayrien	Instr. Office
TRIBAL SERVICES	M				5:30-8:25pm	MGMT 2603	CMN	Human Resource Management		30	F. Tiger	106
			W		5:00-7:55pm	ACCT 2103	CMN	Financial Accounting		30	T. Johnson	
			W		5:30-8:25pm	MVSK 1353	001	Human Relations		30	F. Tiger	
	M		W		9:30-10:55am	MVSK 2523	001	Personal and Family Living		30	A. Colbert	103
	M		W		11:30-12:55pm	MVSK 2513	001	Community Health		30	A. Colbert	103
		T		R	10:30-11:55am	MVSK 1213	001	Native American Tribal Government		30	A. Colbert	103
	-	-	-	-	On Line	MVSK 1243	NTC	Health Care Coding and Billing		20	A. Daugherty	On Line
	-	-	-	-	On Line	OIS 1153	NTC	Medical Terminology		20	A. Daugherty	On Line
	-	-	-	-	by arrangement	MVSK 2053	001	Indian Land Issues*		1	K. McKenzie	Instr. Office
	-	-	-	-	by arrangement	MVSK 2163	001	Project Management: Service Learning †		5	A. Colbert	Instr. Office
NATIVE AMERICAN	M				5:30-8:25pm	MVSK 1133	001	Intermediate Mvskoke Language	MVSK 1123	30	M. Briggs-Cloud	106
	M		W		9:00-10:25am	MVSK 1123	001	Beginning Mvskoke Language		30	N. Harjo	106
	M		W		10:30-11:55am	MVSK 2253	001	Mvskoke Practicum: Reading and Writing		30	N. Marshall	101
		T			5:30-8:25pm	MVSK 2243	001	History of the Mvskoke		30	M. Briggs-Cloud	101
		T		R	1:00-2:25pm	MVSK 2013	001	Advanced Mvskoke Language	MVSK 1133	30	N. Marshall	101
	-	-	-	-	On Line	MVSK 1123	NTC	Beginning Mvskoke Language		20	C. Sanders	On Line
	-	-	-	-	by arrangement	MVSK 2333	001	Mvskoke Literacy Project: Service Learning†	MVSK 2013	5	N. Marshall	Instr. Office

MONDAY (M), TUESDAY (T), WEDNESDAY (W), THURSDAY (R), FRIDAY (F)

†By permission of the instructor only.

Updated 11.16.11 ekm

LOCATIONS: CMN (New CMN Ed/Admin Bldg), RSC (River Spirit Casino), PC (Paradise Casino, Ponca City)

Course Schedule Continued on back/next page



College of the Muscogee Nation

Spring 2012 Course Schedule (Continued)



Area	Days			Class Time	Course #	Sec	Course Name	Prerequisite	Limit	Instructor	Location
	M	W		9:00-10:25am	HUM 1013	CMN	Humanities I		30	K. McKenzie	104
	M	W		10:30-11:55am	ENGL 0143	CMN	English Fundamentals		30	K. Haught	105
	M	W		10:30-11:55am	MATH 0163	CMN	Intermediate Algebra		30	R. Sands	102
	M	W		10:30-11:55am	SOC 1113	CMN	Introductory Sociology		30	K. McKenzie	104
	M	W		2:00-3:25pm	MATH 0143	CMN	Math Fundamentals		30	R. Sands	102
	M	W		4:00-5:25pm	ENGL 1213	CMN	Freshman Composition II		30	N. Marshall	105
	M	W		5:00-6:25pm	HUM 1013	CM2	Humanities I		30	K. McKenzie	104
		T		5:30-8:25pm	PSYC 1113	CMN	Introductory Psychology		30	F. Tiger	
		T	R	10:30-11:55am	CS 1013	CMN	Computer Literacy and Applications		30	A. Bunner	105
		T	R	10:30-11:55am	MATH 0153	CMN	Algebra Fundamentals		30	R. Sands	102
		T	R	2:00-3:25pm	MATH 1513	CMN	College Algebra		30	R. Sands	102
		T	R	4:00-5:25pm	ENGL 1113	CMN	Freshman Composition I		30	P. Sanders	105
		T	R	4:00-5:25pm	BIOL 1014	CMN	General Biology (Non-Majors)**		30	C. Sanders	106
				<i>**This class meets 3 hours per week in classroom and lab is 2 hours per week on-line</i>							
		T	R	5:30-7:55pm	BIOL 2104	CMN	Human Anatomy		30	C. Sanders	106
				<i>**This class meets 3 hours per week in classroom and lab is 2 hours per week on-line</i>							
		W		1:00-1:55	ORIE 1011	CMN	College Cornerstone		30	K. Haught	
		W		2:00-4:55pm	POLS 1113	CMN	U.S. Government		30	K. McKenzie	

MONDAY (M), TUESDAY (T), WEDNESDAY (W), THURSDAY (R), FRIDAY(F)

†By permission of the instructor only.

Updated 11.16.11 ekm

LOCATIONS: CMN (New CMN Ed/Admin Bldg). RSC (River Spirit Casino). PC (Paradise Casino, Ponca City)



College of the Muscogee Nation

Summer 2012 Course Schedule

April 30 - August 24, 2012



Area	Days				Class Time	Course #	Sec	Course Name	Prerequisite	Limit	Instructor	Location
GAMING	M	W			10:30-11:55am	GAM 2323	001	Supervision		20	D. Tayrien	108
	M	W			12:30-1:55pm	GAM 2123	001	Supervision & Protection of Casino Games II	GAM 1123	20	D. Tayrien	108
	M				by arrangement	GAM 2203	001	Casino Mathematics		20	R. Ormston	RSC
		T		R	10:30-11:55am	GAM 2313	001	Native American Gaming Regs & Compliance		20	D. Tayrien	108
		T		R	12:30-1:55pm	GAM 1413	001	Introduction to the Casino Industry		20	D. Tayrien	108
		T			5:30-8:25pm	GAM 1103	001	Introduction to Native Amer./Oklahoma Gaming		20	D. Tayrien	RSC
			W		5:30-8:25pm	GAM 2103	001	Casino Operations Management		20	P. Burris	108
	-	-	-	-	by arrangement	GAM 2213	001	Native American Gaming Law		3	D. Tayrien	Instr. Office
	-	-	-	-	On Line	GAM 2233	NTC	Public Relations		25	F. Tiger	On Line
TRIBAL SERVICES	M	W			9:30-10:55am	MVSK 2533	001	Utilization of Community Resources		30	A. Colbert	103
	M	W			10:30-11:55pm	MVSK 2053	001	Indian Land Issues		30	K. McKenzie	104
	M				5:00-7:55pm	MVSK 2153	001	Grant Writing		30	J. Moss	
	M				5:30-8:25pm	PSYC 1113	CMN	Introductory Psychology		30	F. Tiger	
		T		R	10:30-11:55am	MVSK 1213	001	Native American Tribal Government		30	A. Colbert	103
			W		5:00-7:55pm	MVSK 2273	001	Governmental Accounting	ACCT 2103	30	T. Johnson	103
	-	-	-	-	On Line	MVSK 1233	NTC	Health Care Systems and Operations		25	A. Daugherty	On Line
	-	-	-	-	by arrangement	MVSK 2163	001	Project Management: Service Learning †		5	A. Colbert	Instr. Office
NATIVE AMERICAN STUDIES	M	W			9:00-10:25am	MVSK 1123	001	Beginning Mvskoke Language		30	N. Harjo	106
	M	W			10:30-11:55am	MVSK 2253	001	Mvskoke Practicum: Reading and Writing	MVSK 2013	30	N. Marshall	101
	M	W			1:00-2:25pm	MVSK 1133	001	Intermediate Mvskoke Language	MVSK 1123	30	R. Barnett	101
	M	W			1:00-2:25pm	MVSK 2013	001	Advanced Mvskoke Language	MVSK 1133	30	N. Harjo	106
	M	W			1:00-2:25pm	MVSK 2243	001	History of the Mvskoke		30	N. Marshall	101
	M				5:00-5:55pm	MVSK 2091	AA	Mvskoke Arts: Mvskoke Hymns		15	A. Colbert	102
	M				5:30-8:25pm	MVSK 1113	001	Native American History		30	B. On-The-Hill	106
		T		R	1:00-2:25pm	MVSK 2133	001	Conversational Mvskoke Language	MVSK 2013	30	R. Barnett	101
		T		R	1:00-2:25pm	MVSK 2433	001	Mvskoke Practicum: New Speaker's Practice	MVSK 2013	30	B. Yahola	101
				R	5:30-8:25pm	MVSK 2323	001	Contemporary Mvskoke Life		30	B. On-The-Hill	106
	-	-	-	-	On Line	MVSK 1123	NTC	Beginning Mvskoke Language		25	C. Sanders	On Line
	-	-	-	-	by arrangement	MVSK 2333	001	Mvskoke Literacy Project: Service Learning†	45 cred hrs	5	N. Marshall	Instr. Office
	-	-	-	-	by arrangement	MVSK 2423	001	The Contemporary Mvskoke Comm. (Srvc Lrng)†	45 cred hrs	5	N. Marshall	Instr. Office

MONDAY (M), TUESDAY (T), WEDNESDAY (W), THURSDAY (R), FRIDAY (F)

†By permission of the instructor only.

Updated 2.29.12 mt

LOCATIONS: CMN (New CMN Ed/Admin Bldg), RSC (River Spirit Casino)

Course Schedule Continued on back/next page



College of the Muscogee Nation

Summer 2012 Course Schedule (Continued)



Area	Days			Class Time	Course #	Sec	Course Name	Prerequisite	Limit	Instructor	Location
	M	W		10:30-11:55am	MATH 0163	CMN	Intermediate Algebra		30	R. Sands	102
	M	W		2:00-3:25pm	MATH 0143	CMN	Math Fundamentals		30	R. Sands	102
	M			5:30-8:25pm	HUM 1013	CMN	Humanities I		30	K. McKenzie	104
		T	R	9:30-10:55am	SPCH 1113	CMN	Intro to Speech Communications		30	R. Courtwright	103
		T	R	10:30-11:55am	CS 1013	CMN	Computer Literacy and Applications		30	A. Bunner	105
		T	R	10:30-11:55am	ENGL 1213	CMN	Freshman Composition II	ENGL 1113	30	N. Marshall	105
		T	R	10:30-11:55am	MATH 0153	CMN	Algebra Fundamentals		30	R. Sands	102
		T	R	10:30-11:55am	PLSC 1123	CMN	Intro to Law Enforcement & Police Procedures		20	K. McKenzie	104
		T	R	1:00-2:25pm	ENGL 0143	CMN	English Fundamentals		30	R. Courtwright	103
		T	R	2:00-3:25pm	MATH 1513	CMN	College Algebra		30	R. Sands	102
		T	R	4:00-5:25pm	ENGL 1113	CMN	Freshman Composition I		30	P. Sanders	105
		T	R	4:00-5:25pm	BIOL 1014	CMN	General Biology (Non-Majors)**		20	C. Sanders	106
	<i>**This class meets 3 hours per week in classroom and lab is 2 hours per week on-line</i>										
		T	R	5:30-6:55pm	BIOL 2104	CMN	Human Anatomy	BIOL 1014	25	C. Sanders	106
				6:55-7:55pm	BIOL 2104	CMN	Lab		25	C. Sanders	106
		T		5:30-8:25pm	SPCH 2313	CMN	Small Group Communication		30	F. Tiger	
		W		1:00-1:55	ORIE 1011	CMN	College Cornerstone		30	K. Haught	105
		W		2:00-4:55pm	HIST 1483	CMN	U.S. History to 1865		30	K. McKenzie	104

MONDAY (M), TUESDAY (T), WEDNESDAY (W), THURSDAY (R), FRIDAY(F)

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Updated 2.29.12 mt

LOCATIONS: CMN (New CMN Ed/Admin Bldg) . RSC (River Spirit Casino)

SS Appendix 14:

College of the Muscogee Nation—Glossary of Acronyms

Glossary of Acronyms

ACS- Access Control System

AIHEC-American Indian Higher Education Consortium

AIMS- American Indian Measures of Success

AKIS-AIMS Key Indicator Systems

ALA- American Library Association

CAB- Comprehensive Annual Budget

CFR- Code of Regulations

CLEET- Council of Law Enforcement Education and Training

CMN-College of the Muscogee Nation

CMNPIF-College of the Muscogee Nation Preliminary Information Form

CPR- Cardiopulmonary Resuscitation

D2L- Desire2Learn

DoE- Department of Education

EAS- Emergency Alert System

FERPA- Family Educational Rights and Privacy Act

FSA- Federal Student Aid

FY- Fiscal Year

GOAB- Gaming Operation Authority Board

HUD- Housing and Urban Development

IBC 2006 Building code-International Building Code

ICC/ANSI A117.1-2003-International Code Council/American National Standards Institute -Accessible and Usable Buildings and Facilities

IIS- Internet Information Services

IPEDS- Integrated Postsecondary Education Data System

IRB- Institutional Review Board

IT- Information Technology

JOBS- Joint Opportunities for Building Success

LMS- Learning Management System

MCN-Muscogee (Creek) Nation

MFP- Multi-Function Printers

MSDS-Material Safety Data Sheets

Mvskoke- Traditional Creek Spelling of Muscogee

NACUBO- National Association of College and University Business Officers

NAJA- Native American Journalist Association

NASA- Native American Student Association

NAI- National Congress of American Indians

NSF/EPSCoR- National Science Foundation/Office of Experimental Program to Stimulate Competitive Research

NSU- Northeastern State University

OBA- Oklahoma Bar Association

OIGA- Oklahoma Indian Gaming Association

OMB circular A-133 – The Office of Management and Budget Audits of States, Local Governments, and Non-Profit Organizations

ONASHE- Oklahoma Native American Students in Higher Education

OPAC- Online Public Access Catalog

OS- Operating System

OSHRE- Oklahoma State Regents for Higher Education

OSU- Oklahoma State University

OSUIT- Oklahoma State University Institute of Technology

OSU-OKC- Oklahoma State University-Oklahoma City

OU- University of Oklahoma

PRSA- Public Relations Society of America

QPR- Question, Persuade, Refer

RA- Resident Assistant

RT24-Return of Title IV Funds

SCPC- Steering Committee for the Pursuing Candidacy

SCSA- Steering Committee for Seeking Affiliation

SEBA- Statement of Expenditures vs. Budget Appropriations

SHB- Student Handbook

SHO- Student Housing Organization

SIS- Student Information System

SS Appendix- Self-Study Appendix

TCJ- Tribal College Journal

TCU- Tribal Colleges and Universities'

VoIP- Voice over Internet Protocol



COLLEGE OF THE MUSCOGEE NATION
MVSKEKE ETVLWV NAKCOKV MVHAKV SVHVLWECVT
1200 HIGHWAY LOOP 56
OKMULGEE, OK 74447

www.mvsktc.org



Preserving the Past,
Cultivating Futures.

Sharing Our Story: The CMN Journey...



COLLEGE OF THE MUSCOGEE NATION EMETAT EVKETECVKET SELF-STUDY REPORT SUPPLEMENT

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Strengths, Areas for Improvement and Recommendations.....	10
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Executive Summary

The Self-Study for the College of the Muscogee Nation provides a formal, comprehensive, tribal college-wide process of self-examination in preparation for the scheduled site visit. Within the Self-Study Report, , the CMN Self-Study process, and Minimum Expectations. The report is concluded with a discussion of Federal Compliance which presents the legal requirements relating to higher education and rules and regulations that affect the administration of the institution as well as CMN students. Minimum Expectations within the Criteria for Accreditation are addressed as a threshold requirement and prerequisite for the Self-Study, Site Review and Candidacy.

The College Overview opens the study by providing a background of the College, Muscogee (Creek) Nation, student and college characteristics The College of the Muscogee Nation is located in Okmulgee, Oklahoma, the capital of the Muscogee (Creek) Nation. It is the Constitutional Tribal College of the Muscogee (Creek) Nation, a federally recognized U.S. Indian tribe. CMN currently offers four Associate degree programs in Gaming, Native American Studies, Police Science, and Tribal Services; in addition to two Certificate programs in Gaming and Mvskoke Language. The Tribal College has an enrollment of 183 students and employs 28 full-time employees, of which 7 are full-time faculty.

The Self-Study addresses the five Criteria for Accreditation, as follows:

Criterion One: *Mission and Integrity*: Mission documents for the college are Cultural Context, Mission Statement, Philosophy, Vision Statement, Core Values and Goals. The College Organization focuses on carrying out the mission in accordance with tribal, local, state, and federal laws. Annual audits are conducted by a Certified Public Accountant.

Criterion Two: *Preparing for the Future*, the College has a Strategic Plan which provides an effective strategy for its development and growth. The annual budget of \$3,278,822 demonstrates that CMN is fiscally viable. The students rate the Instructors and Courses with a high level of effectiveness. We have received funding of \$5.65 million from Federal sources and \$10.2 million in tribal funds from the Muscogee Nation to build College facilities.

Executive Summary

Criterion Three: *Student Learning and Effective Teaching*, the College has programs in place to assess student learning, programs, courses, and the institution. All faculty have at least a degree one level higher than the level at which they teach. Safety is important to all at the tribal college, and most importantly, CMN students. All faculty and staff have a copy of the college *Safety Manual*.

Criterion Four: *Acquisition, Discovery, and Application of Knowledge*, The Board of Regents and the Muscogee (Creek) Nation show that they value a life of learning by providing a scholarship program for all Muscogee students. Information literacy instruction is provided for the Freshman Comp II class and to the College Cornerstone Classes. The College has primary policy documents, the Student Handbook, Faculty Handbook and Personnel Policies that ensure faculty, students, and staff are aware of their rights and responsibilities at the College.

Criterion Five: *Engagement and Service*, An analysis of tribal citizen needs assessment data provided the basis for the degree programs and the priorities for the College. CMN provides opportunities for local community groups and area communities to experience the College and for them to utilize our facilities as well.

Federal Compliance: The College does not process Title IV Federal Student Aid at this time. Federal Student Aid is processed for our students through our partner institution, OSUIT. As we continue to prepare for candidacy and eligibility to participate in Title IV funding, we are developing our administrative and institutional capabilities.

Institutional Snapshot

College of the Muscogee Nation Institutional Snapshot

1. Student Demography Headcounts

A. Undergraduate Enrollments by Class Levels (Freshmen-Senior)

Student Demographics Fall 2010 and Fall 2011			
		Fall 2010	Fall 2011
Student Count			
	Full-time	180	151
	Individual	220	185
Gender			
	Male	84	60
	Female	136	125
Tribal Affiliation			
	Muscogee (Creek)	192	162
	Five Civilized Tribes	16	10
	Other Native Affiliation	9	8
	Non-Native	3	5
Major			
	Gaming	36	42
	Native American Studies	30	30
	Police Science	9	16
	Tribal Services	122	92
	Non-Degree	23	5
Age			
	20 & Under	52	53
	21-25	47	29
	26-30	44	28
	31-35	24	19
	36-49	31	36
	50 & Over	22	20
Marital Status			
	Single	166	148
	Married	54	37

B. Undergraduate Students by Degree Seeking and Non-degree Seeking Status (showing totals, with breakdowns by gender and by race/ethnicity per IPEDS report) **See above.**

C. Graduate/Professional Students by Degree Seeking and Non-degree Seeking Status (showing totals, with breakdowns by gender and by race/ethnicity per IPEDS report) **N/A**

D. Age Range of Undergraduate Students (24 and under; 25 and older) **See above.**

E. Numbers of Students by Residency Status of Credit-seeking Students who come to a Campus or Site for Instruction:

- In-State Resident **100%**
- Out-of State Resident **0%**
- Non-US Resident **0%**

Institutional Snapshot

2. Student Recruitment and Admissions

A. Number of Applications, Acceptances, and Matriculations for Each of the Following Categories of Entering Students

- Freshman **Fall 2009=56 part-time; 42 full-time/Fall 2010=19 part-time; 66= full-time**
- Undergraduate Transfer
- Graduate/Professional

B. If your institution requires standardized test scores as a condition of admission, what instrument(s) do you require and what is the mean score for each? **Not required.**

- Name of Test(s) Mean Score of Students Accepted **N/R**

3. Financial Assistance for Students

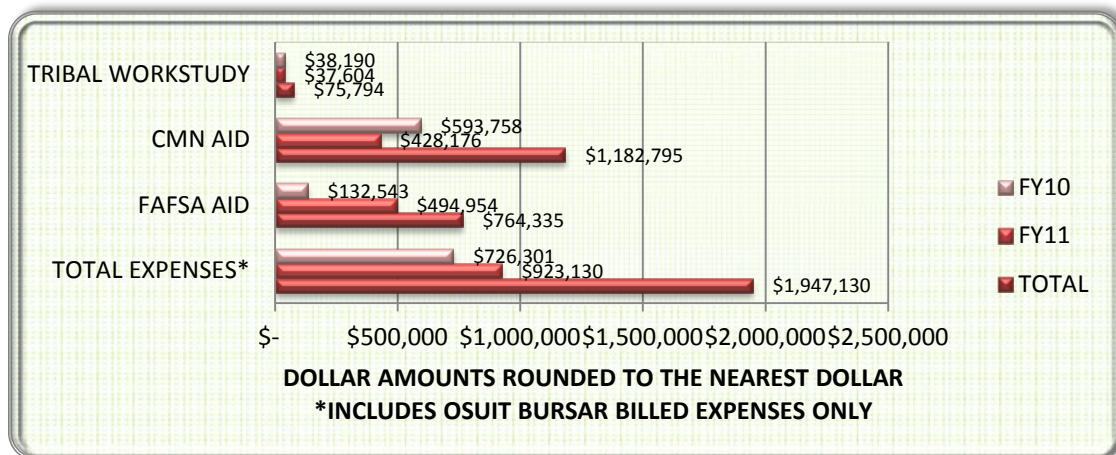
A. What percentages of your undergraduate and of your graduate students applied for any type of financial assistance? **100%**

B. How many of your undergraduate students and of your graduate/professional students received financial assistance of any type? What percentage is this of your total enrollment? **100%, 100%**

What percentages of your total enrollment received assistance in each of the following categories?

Undergrad Graduate/Professional

- Loans
- Work-Study
- Scholarships/Grants
- Academic Based Merit Based Scholarships



C. Using the formula cited below, what was the tuition discount rate (TDR) for undergraduate and graduate student populations? If this rate cannot be separated for these two categories, so note and simply report aggregate figures. TDR = total institutional financial aid dollars as a proportion of income that would result from all students paying full tuition. I = Institutional Financial Aid Dollars Awarded for Tuition P = Payments of Tuition Expected of Students and their External Aid TDR = $I / (I + P)$ as a percentage
N/A

Institutional Snapshot

4. Student Retention and Program Productivity

A. What percentage of your first-time, full-time fall entering undergraduate students in the previous year returned for study during the fall semester on which this report is based? Please provide the following data in aggregate and with breakdowns by race/ethnicity per IPEDS categories. Number Entering (NE) Number Returning (NR) NR/NE as percentage: **The Institutional Persistence Rate for the combined years of 2009-10 and 2010-11 is 50.93% (2009-2010 AY is 57.14% and the 2010-2011 AY is 43.94%), as reported in the AKIS (taken from the American Indian Measures of Success [AIMS]-Key Indicator System [AKIS] 2011Annual Report for the American Indian Higher Education Consortium.)**

B. How many students earned graduate or professional degrees during the past year, and what was the distribution by race/ethnicity per IPEDS categories? **N/A.**

C. Report the number of graduates in the previous academic year by college/program in keeping with the following Classification of Instructional Programs (CIP) codes.

- Agriculture/Natural Resources (1, 3)
- Architecture/Engineering/Engineering Technology (4, 14, 15)
- Biological & Physical Science (26, 40, 41)
- Business (52)
- Communications/Communication Technology/Fine Arts (9, 10, 50)
- Education/Library Science (13, 21, 25)
- Humanities/Interdisciplinary (5, 16, 23, 24, 30, 38, 39, 54)
- Health (51)
- Law (22)
- Mathematics/Computer Science (11, 27)
- Military Technology/Protective Services (29, 43)
- Personal Services/Consumer Services/Fitness (12, 19, 31)
- Psychology/Social Sciences & Services (42, 44, 45)
- Trades/Production/Transportation Health (46, 47, 48, 49)

AY	Gaming	Cert Gaming	NAS	Cert MLS	Police Science	Tribal Services	Total
2008				1	10	6	17
2009	3			2		2	7
2010	3		3	3		23	32
2011	5	3	4	7		9	28
2012*	2	2	1	1		3	9
Total	13	5	8	14	10	43	93

* Two terms for a three-term academic year.

Source: CMN Registrar 2/2012

D. List, by discipline and by name of test, the separate pass rates of undergraduate, and graduate/professional students sitting for licensure examinations as appropriate. **N/A**

- a.
- b.
- c.
- d.
- e. Others

Institutional Snapshot

5. Faculty Demography

A. Indicate the headcount of faculty in the full-time and part-time categories according to highest degree earned. **See below.**

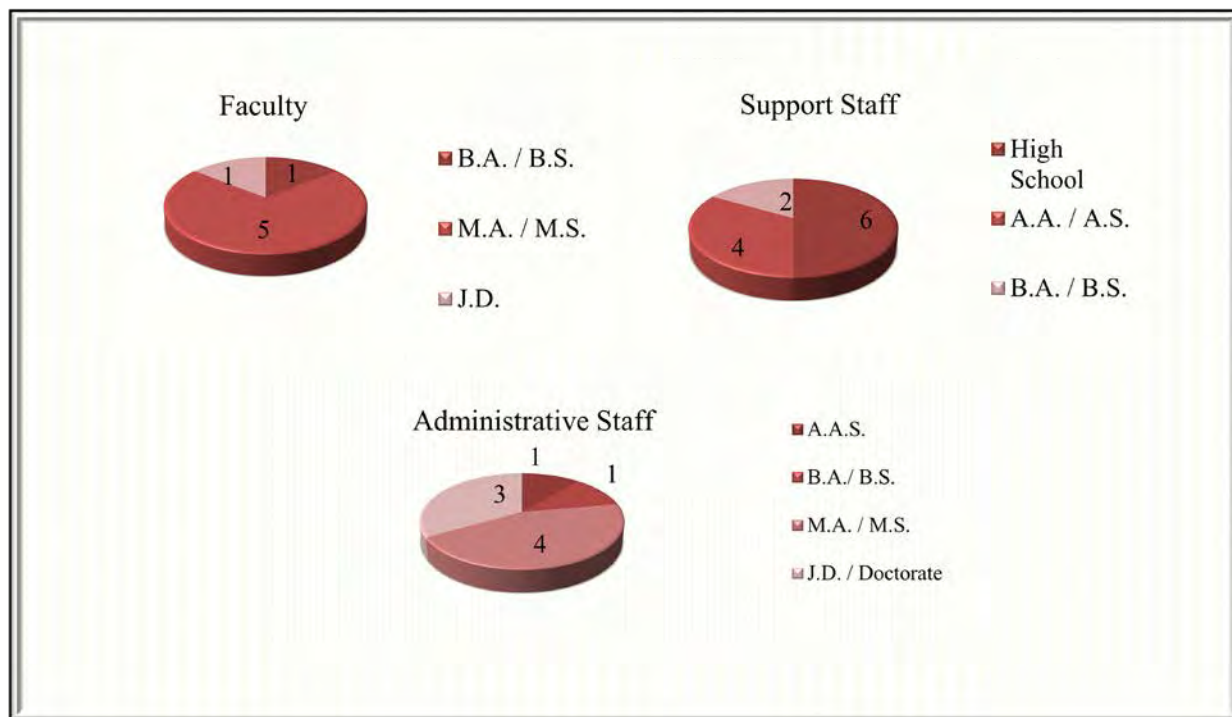
B. Indicate the headcount of faculty in the full-time and parttime categories according to each of the following breakdowns.

- Race/Ethnicity (using the standard IPEDS categories)
- Gender
- Rank

Faculty and Staff Demographics

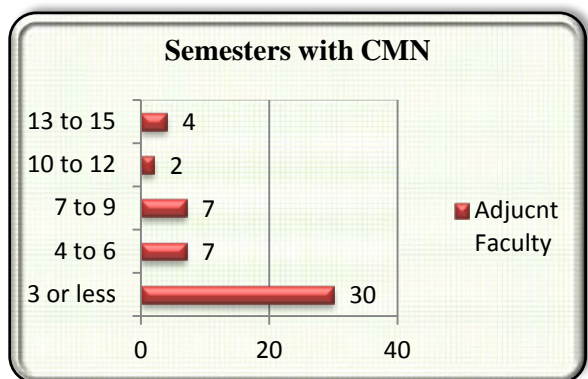
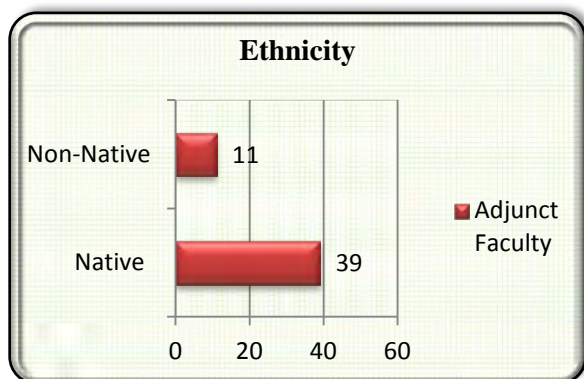
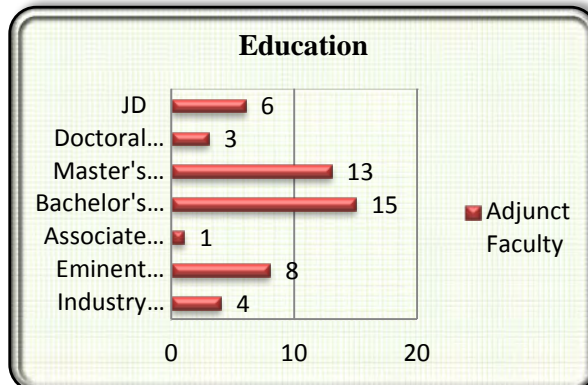
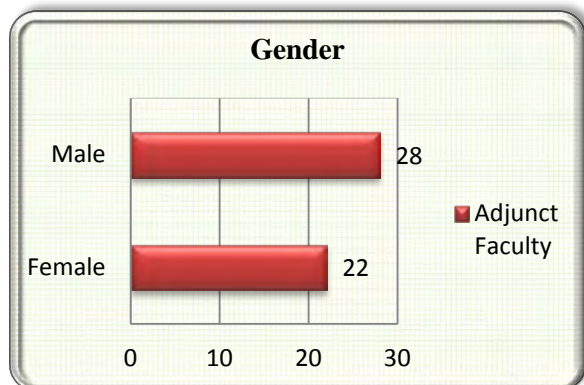
Classification	Number	Gender Male Female		Ethnicity NA* C* AA*			Average Age	Avg. Length of CMN Employment
Administrative Staff	9	5	4	9	--	--	45.78	4.08 years
Faculty	7	3	4	6	1	--	47.00	2.44 years
Support Staff	12	6	6	11	--	1	36.33	0.83 years
Total	28	14	14	26	1	1	43.04	2.45 years

Education by CMN Job Classification



Institutional Snapshot

Adjunct Faculty: 2004-2011



C. Report the number of faculty by college/program (full-time and part-time together) in keeping with the following Classification of Instructional Programs (CIP) codes.

- Agriculture/Natural Resources (1, 3)
- Architecture/Engineering/Engineering Technology (4, 14, 15)
- Biological & Physical Science (26, 40, 41)
- Business (52)
- Communications/Communication Technology/Fine Arts (9, 10, 50)
- Education/Library Science (13, 21, 25)
- Health (51)
- Humanities/Interdisciplinary (5, 16, 23, 24, 30, 38, 39, 54)
- Law (22)
- Mathematics/Computer Science (11, 27)
- Military Technology/Protective Services (29, 43)
- Personal Services/Consumer Services/Fitness (12, 19, 31)
- Psychology/Social Sciences & Services (42, 44, 45)
- Trades/Production/Transportation Health (46, 47, 48, 49)

At present the four Degree Programs utilize the following number of full-time instructors: the Gaming Degree—one, Native American Studies Degree—one, the Tribal Services Degree—one, Police Science Program --one, Academic Core—one and General Education—one instructor.

The four Degree Programs utilize the following number of adjunct instructors: the Gaming Degree—three, Native American Studies Degree—five, the Tribal Services Degree—three instructors, while the Police Science Program does not require any adjunct instructors at this time.

Institutional Snapshot

6. Availability of Instructional Resources and Information Technology

A. Provide an account of the technology resources dedicated to supporting student learning (library sites, residence hall hookups, Internet Cafes, etc.) and explain how you monitor the level of their usage.

CMN Library Expenditures FY 2008-2010

Year	FY 2008	FY 2009	FY 2010 *
Salaries for Library Staff	62,521	67,123	79,806
Materials Expenditures	3,214	13,650	6,597
Other Library Expenditures	19,843	6,800	44,750
Library Technology Expenditures	20,090	-	43,384
Library Expenditures	105,668	87,573	174,537
Total Educational and General Expenditures	1,549,000	1,917,000	2,276,000
Total Library Expenditures as Percentage of Total Educational and General Expenses	6.82%	4.57%	12.04%

*This includes expenses for remodeling the library

7. Financial Data

Please provide the following information for the past two completed fiscal years.

A. Actual Unrestricted Revenues

- Tuition and Fees
- State/Local Appropriations (if applicable)
- Denominational Income (if applicable)
- Investment and Annuity Income
- Contributions
- Auxiliary
- Other
- Total

B. Actual Unrestricted Expense

- Instructional/Departmental/Library
- Student Services
- Operation and Maintenance of Plant
- Administration
- Fundraising
- Auxiliary
- Other
- Total

Institutional Snapshot

College of the Muscogee Nation Budget Overview: 2007-2010

	2007	2008	2009	2010
MCN Appropriation	1,610,345	1,610,345	2,382,592	2,432,592
Grants				25,000
Total Budget	1,610,345	1,610,345	2,382,592	2,457,592
Appropriation % of Budget	100%	100%	100%	98.9%
By Function, in dollar amount:				
Instruction	170,964	272,217	326,343	397,787
Academic Affairs	167,712	142,685	157,449	281,692
Student Affairs	145,687	127,660	152,446	176,374
Business Affairs	550,944	622,746	772,500	668,980
Operation	283,288	175,037	240,941	174,846
Scholarships	291,750	270,000	732,913	732,913
Total	1,610,345	1,610,345	2,382,592	2,432,592
By Function, % of Budget:				
Instruction	10.6%	16.7%	13.7%	16.4%
Academic Affairs	10.4%	8.9%	6.6%	11.6%
Student Affairs	9.0%	7.9%	6.4%	7.2%
Business Affairs	34.2%	38.7%	32.4%	27.5%
Operation	17.6%	10.9%	10.1%	7.2%
Scholarships	18.2%	16.9%	30.8%	30.1%
Total	100%	100%	100%	100%

C. If, in either of the past two completed fiscal years, the total in 7B exceeded the total in 7A above, how did the institution cover its shortfall? **No Shortfalls.**

Strengths, Areas for Improvement and Recommendations

The Self-Study for the College of the Muscogee Nation provides a formal, comprehensive, tribal college-wide process of self-examination in preparation for the scheduled site visit. Throughout this process we have identified strengths and areas for improvement for each of the five Criteria for Accreditation, as follows:

Criterion One: *Mission and Integrity-* Strengths

The support for the mission which guides the college is reflected in Muscogee citizens voting to add the College to the Tribal Constitution.

Mission documents are clearly presented throughout the College and building.

OSUIT has been a valuable partner in CMN institutional development and the monthly Steering Committee Meetings have proven to be an opportunity for interactive communication that affects positive outcomes.

Learning outcomes are on the College website, in faculty offices and classrooms.

Students living in Residence Units have an opportunity to accept responsibility of living on campus.

The Board of Regents has the authority to make decisions independent from the tribal government in the best interest of institutional integrity.

Communication with the public has been enhanced by the tribal communications network.

Annual audits are conducted by an independent Certified Public Accountant.

Areas for Improvement

The college should publish an Annual Report to inform the community of its achievements.

Upgrade recruitment efforts for all degree programs to increase low enrollment degree programs.

Personnel policies should be revised to be more higher education appropriate.

Recommendations

Native student enrollment, Native faculty and staff and a curriculum that addresses tribal needs must remain focused in order to maintain and strengthen the Tribal College identity.

Strengths, Areas for Improvement and Recommendations

Criterion Two: *Preparing for the Future-*

Strengths

The college Strategic Plan provides an excellent foundation for growth and development.

The relationship between the College and the tribal government has been very beneficial to the College and its students, faculty and staff.

The budget support from the tribal government has established a sound financial base from which the college can build.

Instructor and course evaluations provide feedback for instructional improvement.

Fundraising for capital improvements has been very successful.

The Student Center has \$2.8 million for construction which includes expansion of the Library.

Areas for Improvement

The Strategic Plan should be updated in the near future.

The Assessment Committee should focus on developing a coordinated process for Assessment.

The College committee structure and process should be strengthened.

Recommendations

Form a non-profit corporation to enhance fundraising,

Work with the Faculty Council to develop a faculty recognition program.

Criterion Three: *Student Learning and Effective Teaching-*

Strengths

To meet the educational needs of our students, remedial courses are being offered to students who do not meet the COMPASS criteria.

Tutoring Program is available to support the academic success of students.

Online language courses increase accessibility to tribal communities.

Technological capabilities have increased significantly since opening the College.

Faculty and administrative staff have participated in professional development and the College has provided funding for membership in professional associations.

Currently, the College has a number of assessment instruments and methods for measuring the performance of the institution.

Areas for Improvement

The Personnel system needs to be more appropriate for higher education.

Strengths, Areas for Improvement and Recommendations

Currently, internal student data collection has some limitations.

Expand online course offerings.

Faculty should remain current in their field and as scholarly academic leaders.

Recommendations

A Wage and Salary schedule should be revised and developed.

Student data collection should be more comprehensive.

Academic leadership will be one of the priorities of the Faculty Council.

Criterion Four: *Acquisition, Discovery, and Application of Knowledge-*

Strengths

The Muscogee Scholarship Program demonstrates the value and support of learning provided by the Board of Regents and the Muscogee Nation.

Degree Programs are based on the Tribal Needs Assessment, a strong foundation for CMN Academic programs.

Service Learning Program provides students opportunities to apply knowledge to service action in order to address real problems within their own communities.

CMN students have been actively involved in community outreach and tribal programs through student activities.

Information Literacy instruction is provided for CMN students in classes and workshops by the Librarian.

New Program Requests evaluate the viability of a proposed program.

An Institutional Review Board has been established to determine if requests for research abide by professional standards of conduct and practice.

Areas for Improvement

The Gaming Advisory Committee has not met for a number of years.

The First Needs Assessment was conducted in 2003.

Recommendations

The Gaming Advisory Committee needs to be re-established.

The Needs Assessment should be updated.

Strengths, Areas for Improvement and Recommendations

Criterion Five: *Engagement and Service-*

Strengths

Students, faculty and staff interaction is facilitated by a number of classes and activities such as service learning, cultural classes and community activities.

As the College has progressed, the Needs Assessment has provided necessary guidance in decision-making.

Employment skills gained at the Tribal College such as resume writing and interviewing have empowered graduates to be better prepared for career opportunities.

Tribal communities have access to the Tribal College campus and are included in public programs and events.

A natural relationship exists for the Partnership between OSUIT and the College of the Muscogee Nation that is mutually beneficial.

Areas for Improvement

The Partnership Agreement with OSUIT needs to address billing and financial aid for students who reside on the CMN campus.

Currently we have two student organizations, the Native American Student Association (NASA) and the Student Housing Organization (SHO).

Recommendations

The Agreement with OSUIT should be amended to address current needs.

Student Senate will become functional by the Fall of 2012.

A CMN Student Activity Calendar should be planned for the upcoming academic year.

Request for Initial Candidacy

The College of the Muscogee Nation Self-Study Report provides specific evidence documented in our history, growth and development in relation to the Higher Learning Commission's Criteria for Accreditation and the CMN Institutional Mission and Goals, and serves as partial fulfillment of the HLC requirements for initial candidacy. This report is the product of the work of all CMN faculty and staff and demonstrates the commitment of the Muscogee Nation and its leaders to building a quality institution of higher education.

The process for developing the Self-Study report resulted in an excellent opportunity for faculty and staff to come together throughout the College to discuss their specific responsibilities within the major functions of the institution and to reflect on the character of CMN. Based on evidence that is presented in the Self-Study Report and confirmed at the Site Review, the College of the Muscogee Nation requests Initial Candidacy Status with the Higher Learning Commission.



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