The College of Continuing Education (CCE) provides academic outreach opportunities to the state, region, and nation. As the administrative unit for outreach at the University of Oklahoma, the College of Continuing Education programs are the means by which the University extends its resources to the people of Oklahoma and beyond. By encompassing comprehensive, multidisciplinary academic services and programs which focus on the needs of adult learners, the College of Continuing Education offers both credit and non-credit courses, seminars, workshops, conferences, correspondence study, public service activities, and travel study programs. The diversity and quality of the services available through continuing education programs provide an exciting and challenging academic experience. The College of Continuing Education develops and administers instructional activities that utilize the insight and expertise of the University of Oklahoma faculty in conjunction with community professionals in the areas of business, science, education, and the arts. The aim of the College of Continuing Education is to provide an educational foundation that enhances technical and social capability through a lifetime of learning and renewal.

In addition to the following departments and services, the College of Continuing Education is constantly developing new programs. For information regarding the most recently initiated programs, please direct inquiries to:

College of Continuing Education
1700 Asp Avenue
Norman, OK 73072-6400
(405) 325-4414
www.outreach.ou.edu.
Department of Aviation

Kenneth Carson, M. Aviation, Director  
Shelly Ainsworth, M.H.R., Coordinator of Undergraduate Programs  
Marian Brown, M.H.R., Academic Adviser

1700 Lexington, Bldg. 101  
Norman, OK 73069  
Phone: (405) 325-7231  
FAX: (405) 325-0136  
Internet: www.aviation.ou.edu

Faculty  
Dr. Frank Mitchell, Clarence Page Professor; Gary Medina, Chief Ground School Instructor and Adjunct Faculty; David McClurkin, Chief Flight Instructor; Julie Orrick, Assistant Chief Flight Instructor; Jignesh Patel, Assistant Chief Flight Instructor; Joseph Berardo, Adjunct Faculty; Marian Brown, Adjunct Faculty; James Hamm, Adjunct Faculty; Sue Marshall, Adjunct Faculty; Glenn Schaumburg, Adjunct Faculty; Walter Strong, Adjunct Faculty; and participating faculty from the Price College of Business and College of Engineering.

Degree Offered  
• Bachelor of Science

General Information  
The mission of the Aviation Program is to provide each student with the knowledge and the skills of a competent pilot and/or industry professional, combined with a liberal education and business concentration that will provide them an initial and long-term competitive advantage as professionals in global organizations and in society. The Aviation Department is responsible for credit and noncredit aviation education and FAA Part 141 and 61 pilot training. A Bachelor of Science Degree with four aviation tracks and four aviation minors are offered through OU’s College of Continuing Education. The Aviation Department’s updated fleet consists of 13 Piper Warrior III planes, two Piper Arrows, one Cessna 152 Aerobat, one Piper Seminole, a Beechcraft Baron and a King Air C-90B. This fleet offers students the most advanced technology and also provides air transportation through the Faculty and Staff Transport (FAST) Program. The FAST program offers an affordable and efficient travel option for constrained University budgets.

HISTORY  
The University of Oklahoma Department of Aviation was established in 1947 as an independent, Provost-directed department chaired by J.E. Coulter. The department provided flight instruction for students seeking flight certification. In 1993, the degree program was moved from the College of Education to the College of Continuing Education and became the college’s first undergraduate degree program.

CAREERS  
Career choices for students completing the undergraduate program in aviation include, but are not limited to Airport Management, Business Planning Analyst, Aviation Technical Writer, Contract Specialist, Corporate or Airline Management, Corporate, Military, Air Ambulance, Sight-Seeing, Airline and Flight Test Pilot, Flight Instructor, Freelance Commercial Assistant, Aircraft Sales, Leasing & Insurance, Flight Dispatcher, Flight Schedule Coordinator, Safety Inspector, Air Traffic Controller, Planning and Development Manager, Aeronautical Charting, Aviation Law, Accident Investigator, and Air Marshal.

INTERNSHIPS  
Aviation related internship experiences are available for qualifying students. Interested students should contact the Aviation Advising Office at (405) 325-7231, or visit the website at www.aviation.ou.edu/internships for more information.

SCHOLARSHIPS  
The Aviation Department awards a number of scholarships each semester to deserving majors who have been enrolled in the program for at least one year. Individual scholarship application procedures and deadlines may be found at www.aviation.ou.edu/scholarships.html.

HONOR SOCIETIES AND PROFESSIONAL ORGANIZATIONS  
Three societies and professional organizations are available for students in aviation:  
Sooner Aviation Club — for students interested in aviation;  
Alpha Eta Rho, Beta Chi Chapter — an international fraternity for aviation students;  
National Intercollegiate Flight Association (NIFA) Flight Team — comprised of aviation students who compete regionally on a collegiate level in various aviation-related events, varying in complexity.

FACILITIES  
Max Westheimer Airport  
The Max Westheimer Airport terminal building and the AMNE Building located on North Campus at the University Research Park are the primary office and classroom buildings for the Aviation Department. The buildings contain many classrooms and study areas, with training aids, simulators, and other facilities to enhance the student’s learning environment.

Aviation students also have access to the department’s maintenance hangars, which further enhances the student’s ability to learn. Students are encouraged to take an active part in their learning process.

Undergraduate Study  
Candidates for the BS degree must complete their last 30 hours as a resident student in the College of Continuing Education. However, if a candidate has completed the last 51 hours as a resident student at the University of Oklahoma, nine of the last 60 hours may be taken at another university or by correspondence. Students are encouraged to consult their advisors prior to enrollment.

TRANSFER CREDIT  
1. A maximum of 65 hours will transfer for credit from a two-year college.  
2. Credit from a two-year college will be accepted to meet lower-division requirements only.  
3. A maximum of 12 hours of transfer work will apply toward the major.

CORRESPONDENCE COURSES  
1. A combined maximum of 60 hours credit by correspondence courses and advanced standing examinations may be applied to the Bachelor of Science degree with the following restraints:  
a. A combined maximum of 32 hours of correspondence work for the Bachelor of Science degree.  
b. A maximum of 30 hours of lower-division credit by advanced standing examinations.  
c. A maximum of 30 hours of upper-division credit by advanced standing examinations.  
2. Credit is given for all correspondence work except for courses presented for the major. Correspondence study may be taken in the major to be used only in the computation of the major grade point average.  
3. A student may enroll in a maximum of six hours of correspondence at one time.
4. A student must secure written permission from their counselor on the correspondence application form. Students may then enroll in correspondence courses by contacting the Independent Study Department, 1600 S. Jenkins, Room 101, Norman, OK 73072. Phone: (405) 325-1921.

ADVANCED STANDING EXAMINATIONS

Students who feel they have a sufficient knowledge of the subject matter of a course offered by the university may take an advanced standing examination for undergraduate credit in the course with the following restraints:

1. A maximum of 60 hours of credit by advanced standing examinations may apply to the Bachelor of Science degree (Also see paragraph 1 of Correspondence Courses, above).

2. Students who have received a grade in any course, other than a W, may not subsequently take the same course by advanced standing.

3. A maximum of nine hours of aviation may be accomplished through advanced standing examinations; however students must obtain permission from the Chief Flight Instructor if they are attempting to take the advanced standing exam for upper division credit. Upper division advanced standing is discouraged and students may not be allowed to attempt advanced standing credit for this work, dependent upon their credentials and college coursework.

GRADUATION

Students must apply for the degree that they are pursuing. Deadlines are March 1 for spring graduates, July 1 for summer graduates, and November 1 for fall graduates. Application forms are available in the Aviation Advising Office. All aviation majors are required to make an appointment for a graduation check the semester before they intend to graduate. During the graduation check, applications and senior exit interviews will be completed.

Students may graduate with Academic Distinction if they have an overall and OU retention and combined retention grade average (including the last semester’s grades) of at least 3.50. Graduation with Academic Special Distinction requires at least a 3.75 overall and OU combined grade point average. No student who has been subject to disciplinary action will be granted a degree with Distinction or Special Distinction.

ACCREDITATION

The University of Oklahoma Aviation Program is accredited by the Aviation Accreditation Board International (A.A.B.I.). Accreditation ensures each aviation student at OU earns a degree from a nationally recognized institution with a quality aviation program, and impeccable safety record. It can also have the added benefit of opening more doors to students in the areas of industry scholarship procurement, internships, and eventual employment. For more information please visit www.aabi.aero.

AIR TRAFFIC—COLLEGE TRAINING INITIATIVE (AT-CTI)

The University of Oklahoma has been involved in Air Traffic Control Training under contract to the Federal Aviation Administration (FAA) continually for the last 26 years, and was selected as an AT-CTI school in Fall 2007 making OU one of few approved programs in the Southwest Region of the United States. This program has been added as a proactive approach to help develop the much needed additions to the workforce as the FAA anticipates losing 40 percent of the current Air Traffic Controllers to retirement over the next decade. The AT-CTI programs are the primary source of hiring for the FAA, and likely a more prevalent source for professional controller candidates worldwide. Graduates from these programs may apply to the FAA Air Traffic Control Academy in Oklahoma City. However, the AT-CTI coursework must be completed in conjunction with a Non-Engineering Aviation Degree from an approved school. In order to be considered for an ATCS position with FAA, you must not have reached your 31st birthday for Tower and En Route Center facility employment. For more specific details visit the Federal Aviation Administration’s website at www.faa.gov/jobs/employment_information/special_hiring_programs/air_traffic_cti/atci_faqs/, or contact OU Aviation.

Bachelor of Science Degree

The undergraduate degree in aviation is designed to offer students a choice in their aviation career. The degree offers four areas of concentration: Aviation Management, Professional Pilot, Non-Flying Aviation Management, and Air Traffic Management. Upon completion of the program, the student will have a basic familiarity with the facts, skills, techniques, and attitudes which are relevant to the aviation industry, along with the basic educational and aeronautical experience to compete in today’s aviation marketplace.

The undergraduate major requires a minimum of 40 hours of General Education, including the senior capstone course at a senior institution. The degree also requires a minimum of 30 hours of major coursework and 55 credit hours of liberal arts courses. Free electives are to be chosen in consultation with the undergraduate academic adviser. However, only five of these hours can be physical education activity courses; a maximum of 32 hours of correspondence courses will be accepted. A maximum number of nine hours in aviation may be accomplished through the advanced standing option, and a maximum of 12 hours will be accepted for transfer in the major. Students must complete a minimum of 40 hours of upper-division coursework to be eligible for graduation.

The program requires a minimum of 125 credit hours, with a minimum OU retention and combined retention grade point average of 2.25, and a minimum OU retention and combined retention grade point average in the major of 2.25. Aviation majors are required to earn a grade of “C” or better in all aviation courses before progressing to the next aviation course. Academic credit from any division of the University of Oklahoma — Norman campus, Health Sciences Center, OU courses offered at Tulsa or Claremore, or Continuing Education — is considered resident credit at the University of Oklahoma. Grades and hours earned at any of these divisions are included in the OU retention and combined retention grade point averages for purposes of determining completion of degree requirements.

TEN-YEAR LIMITATION RULES

A student may elect to follow the degree requirements that were in place at the time of the student’s first enrollment in the Oklahoma State System for Higher Education (excluding high school concurrent enrollment) or exercise the option to update to the most current degree requirements. Those who elect to follow requirements in place at the time of their first enrollment in the Oklahoma State System for Higher Education must complete the requirements within a maximum of 10 calendar years from the date of that enrollment. If the work for a degree covers a period longer than 10 years, the student must update to the most current degree program requirements. Credit in a student’s major that is more than 10 years old may not be applied toward a bachelor’s degree unless it is validated by the Director of Aviation.
LOWER-DIVISION REQUIREMENTS

The lower-division (1000- and 2000-level courses) requirements are to be met as follows:

1. **Communications:** 9 hours. ENGL 1113 and 1213 (EXPO 1213 may be substituted for ENGL 1213); COMM 1113 or COMM 2613. The Professional Pilot track also requires COMM 2263.

2. **Foreign Language:** 0-10 hours. Students who have completed two years of high school foreign language or two college-level courses in a single language are exempt from the general education foreign language requirement.

3. **Social Sciences:** 3 hours. PS 1113.

4. **Humanities:** 12 hours. HIST 1483 or 1493; one course from each of the following three fields: Understanding Artistic Forms, Western Civilization and Culture, Non-Western Culture. One of these courses must be 3000- or 4000-level.

5. **Science and Mathematics:** 17 hours. METR 1014, PHYS 1114, MATH 1641, 1743 (may substitute 1823), and METR 2603.

6. **Business courses:** ACCT 2113, 2123; ECON 1113, 1123, ECON 2843 or PSY 2003; MIS 2113.

Upper-division and aviation courses are outlined below according to the specific track.

AVIATION MANAGEMENT

1. **Business Courses:** 12 hours. FIN 3303, L S 3323, MGT 3013, and MKT 3013.

2. **Aviation Courses:** 41 hours. AVIA 1113, 1222, 2231, 2341, 2513, 2613, 3013, 3113, 3333, 3513, 3572, 4423, 4552, 4713, and 4983.

3. **Upper Division Electives:** 3 hours. May be chosen from aviation or other university courses at the 3000- or 4000-level.

4. **Free Electives:** 0-10 hours. May be chosen from aviation or other courses. Hours required depend on foreign language requirement and Liberal Arts hours completed.

5. **Specialized Electives:** Students are not required to complete all aviation electives listed, but may choose to do so for additional training. AVIA 3111, 3581, 4113, 4313, 4602, 4613, 4622, and 4990.

PROFESSIONAL PILOT TRACK

1. **Business Courses:** 9 hours. MGT 3013, 3363, 3513.

2. **Aviation Courses:** 45 hours. AVIA 1113, 1222, 2231, 2341, 2513, 2613, 3013, 3113, 3333, 3513, 3572, 3581, 4313, 4423, 4552, 4713, and 4983.

3. **Free Electives:** 2-12 hours. May be chosen from aviation or other courses. Hours required depend on foreign language requirement and Liberal Arts hours completed.

4. **Specialized Electives:** Students are not required to complete all aviation electives listed, but may choose to do so for additional training. AVIA 3111, 3103, 4113, 4602, 4613, 4622, and 4990.

NON-FLYING AVIATION MANAGEMENT

1. **Business Courses:** 18 hours. FIN 3303, L S 3323, MGT 3013, 3513, MKT 3013, SCM 3523.

2. **Aviation Courses:** 30 hours. AVIA 1113, 2513, 3 hours to be chosen from: 1013, 2613, or 1222 (if 1222 is selected 1 additional hour of AVIA coursework must be completed prior to graduation), 3013, 3103, 3513, 4423, 4713, 4983, and any 3 hour 3000-4000 Level AVIA Elective.

3. **Upper-Division Electives:** 3 hours. May be chosen from aviation or other university courses.

4. **Free Electives:** 5-15 hours. May be chosen from aviation or other university courses. Hours required depend on foreign language requirement and Liberal Arts hours completed.

5. **Specialized Electives:** Students are not required to complete all aviation electives listed, but may choose to do so for additional training. AVIA 3111, 3581, 4113, 4602, 4613, 4622, and 4990.

AIR TRAFFIC MANAGEMENT

1. **Business Courses:** 18 hours. FIN 3303, L S 3323, MGT 3013, 3513, MKT 3013, SCM 3523.

2. **Aviation Courses:** 32 hours. AVIA 1013, 1213, 2013, 2613, 32213, 3313, 3333, 4015, 4713, and any three-hour 3000-4000 level AVIA elective.

3. **Upper-Division Electives:** 3 hours. May be chosen from aviation or other university courses.

4. **Free Electives:** 4-13 hours. May be chosen from aviation or other university courses. Hours required depend on foreign language requirement and Liberal Arts hours completed.

Aviation Minors

Aviation minors are open to non-aviation majors at the University of Oklahoma. A maximum of six hours of transfer work may be applied towards the minor. A 2.25 OU and combined GPA is required; not open to aviation majors. Students pursuing any Aviation minor must earn at least a minimum grade of “C” in Aviation courses taken to meet minor requirements.

SINGLE-ENGINE COMMERCIAL PILOT (17 hours)

Students must complete 11 of the 17 minor hours in residence at the University of Oklahoma. A maximum of six hours of transfer work may be applied towards the minor. A 2.25 OU and combined GPA is required; not open to aviation majors.

Multi-Engine Commercial Pilot (18 hours)

Students must complete 12 of the 18 minor hours in residence at the University of Oklahoma. A maximum of six hours of transfer work may be applied towards the minor. A 2.25 OU and combined GPA is required; not open to aviation majors.

Aviation Management (17 hours)

Students must complete 11 of the 17 minor hours in residence at the University of Oklahoma. A maximum of six hours of transfer work may be applied towards the minor. No correspondence work is allowed to count towards the minor. A 2.25 OU and combined GPA is required; not open to aviation majors.

*Courses involve both classroom instruction and flight instruction; an additional flight fee is applied.
AIR TRAFFIC CONTROL (20 hours)

Students must complete all 20 hours in residence at the University of Oklahoma. No correspondence work or advanced standing is allowed to count towards the minor. A 2.25 OU and combined GPA is required. One course per semester; courses cannot be taken concurrently without departmental permission.

AVIA 1013, Introduction to Air Traffic Control
AVIA 1213, Basic Air Traffic Control Regulations
AVIA 2013, General ATC Procedures
AVIA 3213, Airport Traffic Procedures
AVIA 3313, IFR Air Traffic Procedures*
AVIA 4015, Air Traffic Simulation*

*Course includes simulation lab; an additional fee is applied.

STOP-OUT POLICY

To be considered in good standing with the College of Continuing Education Aviation Department, a student should maintain an OU retention and combined retention grade point averages of at least 2.25 and comply with all Departmental and FAA policies. If a student’s OU retention or combined retention grade point average falls below 2.25, the student will be placed on one semester of academic probation. Failure of a student to remedy their grade point averages at the conclusion of the probation semester will lead to the student being stopped-out of the College of Continuing Education, Aviation Program. Likewise, a student who does not comply with all FAA and Departmental policies will also be stopped-out of the program.

Students who are stopped out will have their enrollment cancelled and must change their major from Aviation. After being stopped out, a student is not eligible to return to the College of Continuing Education, Aviation Department or enroll in Aviation courses without petitioning for readmission. Readmission is unlikely until the student has earned one full semester (at least 12 credit hours earned) of a 3.50 GPA or two consecutive, full semesters (at least 12 credit hours earned each semester) of a 3.00 GPA and their OU GPA is at least a 2.25. While being stopped out of the College, students cannot have earned a D or F in any math, science and/or business course.

Additionally, Aviation Majors are required to enroll in and complete a MATH course every semester until the Math 1743 requirement is fulfilled. This is essential due to the fact that MATH is a prerequisite for several of the “Basic Business” courses, and all of the "Upper-Division Business" coursework required for the degree. Hence, failure to comply with this rule will delay one’s degree completion.

Upon being stopped-out, students’ records will be transferred to the Center for Student Advancement. All stopped-out students must contact the Center for Student Advancement to discuss options for changing their major and re-enrolling at the University of Oklahoma.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)

In an effort to comply with the rules of FERPA, written consent of a student is required prior to disclosure of any of their personally identifiable information from their educational records.

A. The consent must specify the records to be disclosed, the purpose of the disclosure and identify the entity to which disclosure is to be made.

B. The college shall provide the student with a copy of the records disclosed if the student asks for a copy.

C. Personal records that cannot be disclosed without written permission include, but are not limited to: grades, major, academic misconduct, and enrollment and graduation status.

*The materials printed here are published for informational purposes and should not be construed as the basis of a contract between a student and the University of Oklahoma College of Continuing Education Department of Aviation. Every effort is made to provide information that is accurate at the time this Catalog section is prepared. However, information concerning regulations, policies, curricula, courses and other matters contained herein is subject to change at any time during the period for which the Catalog is in effect. The Department of Aviation reserves the right at all times to modify its degree programs when determined it is in the best interest of the department to do so.

Registration and Records

Carol Hoadley, M.S., Registrar
Phone: (405) 325-1022

Applications for admission to Advanced Programs, the College of Liberal Studies, and off-campus courses are processed by this office. Enrollment in any credit course requires admission to the University of Oklahoma. Admission forms are available from the College of Continuing Education Registration and Records Office. All regulations regarding resident status, admission requirements, transfer credit, special students, and readmissions are enforced according to guidelines established by the Oklahoma State Regents for Higher Education and the University of Oklahoma. Permanent student records are kept in the College of Continuing Education Registration and Records Office.

Registration for credit and non-credit classes is offered through the College of Continuing Education, though Aviation registration is provided at enroll.ou.edu. Many conferences, workshops, and seminars are scheduled through this office. CCE Registration and Records will send registration staff to sites both on and off-campus upon request. Any questions regarding financial payments and billings should be directed to CCE Registration and Records staff. CCE Registration accepts MasterCard, Visa, American Express, and Discover. Independent Study registration is processed through the Independent Study Office.

Telephone registration is often the most convenient form of course registration. Those interested in attending non-credit programs may call (405) 325-2248 during regular office hours (8 A.M.–5 P.M., Monday–Friday) to register. Registration for these activities may also be faxed to (405) 325-7164. To register for credit courses call (405) 325-1021. Oklahomans outside the Norman area or those outside Oklahoma may call 1-800-522-0772 ext. 2248 for non-credit registration or 1-800-522-0772 ext. 1021 for credit registration.

Registrations can also be processed by mail if the registration form with all requested information is submitted to the CCE Registration and Records Office. Registration forms for non-credit classes and class schedules are available upon request from the College of Continuing Education, 1700 Asp Avenue, Norman, OK 73072-6400. You may view the class schedule online at www.outreach.ou.edu. Before classes begin, registration may be transferred from one course to another, regardless of the length of either course. Early registration is strongly recommended as some courses have a deadline. Please consult the course description in the CCE class schedule for the specified date.

To request an application for admission or for more information regarding requests for transcripts, admission criteria, or records please contact: Registration and Records, College of Continuing Education 1700 Asp Avenue, Room B-1, Norman, OK 73072-6400 or FAX: (405) 325-7273.

Oklahoma Center for Continuing Education

The College of Continuing Education at the University of Oklahoma is housed in the Oklahoma Center for Continuing Education (OCCE). Designed as a comprehensive adult learning community for educational activities, OCCE is one of eleven W.K. Kellogg Foundation-funded centers in the United States and Britain.

OCCE provides a comfortable setting for some 35,000 individuals who have chosen this unique residential facility for their meetings, conferences, workshops, and seminars.

The Thurman White Forum Building offers facilities for 1,500 participants through a combination of 21 meeting rooms, a 20-station computer laboratory, and the large auditorium-sized Forum Room which seats 600. Equipped with soundproof projection and audio booths, multiple screens, audio/visual equipment and camera decks, the Forum Room provides many technical adaptations to meet any group’s conference requirements. On-site technical support is available for the CCE Computer Lab.
The Sooner Hotel and Suites, a three-story hotel facility, ensures a pleasant stay for conference participants. Recently remodeled, the Sooner Hotel has accommodations for 146 in its double and single rooms. Ten cottage units provide an intimate atmosphere with a kitchenette, living area, two double bedrooms and a bath. The Commons Restaurant, a combination of cafeteria, banquet halls, and private dining rooms, provides catering services and special banquet facilities. Three large dining rooms may be combined to accommodate 600 people for large banquets and receptions. The President’s Dining Room on the mezzanine will comfortably seat 40. For more information on the Oklahoma Center for Continuing Education call (405) 325-7378.

Advanced Programs

Rita Aragon, M.A., Director
Phone: (405) 325-2250

Advanced Programs was established in 1964 as part of the university’s continuing education and public service commitment. Since then, more than 8,500 military personnel, family members and eligible civilians have graduated from this unique program that stretches from Heidelberg, Germany, to Okinawa, Japan, to Naples, Italy, to Washington, D.C., to Norman, Okla. At the more than 30 sites worldwide, Advanced Programs allows military servicemembers, their dependents and other students to self-pace their academic progress and to schedule classes around the demands of job and family. This program provides state-of-the-art approaches to teaching adult learners, including courses offered via distance technology combined with the innovative, intensive classroom format.

By providing dynamically rewarding learning to students who have attained life experience, focus and maturity, Advanced Programs has continued its efforts to “educate the world.” On-campus faculty travel to provide master’s level instruction in communication, economics, education, human relations, social work, international relations and public administration.

A unique and innovative Ph.D. program combines the intensive classroom format with two summer residency experiences on the University of Oklahoma’s Norman campus. Students take all courses, except electives, as a cohort group. Transcripts and diplomas are identical to those received by Norman campus students.

Advanced Programs’ strengths include bringing the resources of a comprehensive research university to students around the globe. A quality administrative staff provides seamless customer service to students in their pursuit of educational excellence.

For more information call (405) 325-2250, or you may wish to view our Web site at www.goOU.ou.edu.

American Indian Institute

Jane Goble Clark, M.P.A., Director
Phone: (405) 325-4298; FAX: (405) 325-7757

The American Indian Institute (All) provides culturally sensitive conferences, training, strategic planning services and expert technical assistance to American Indian, Alaska Native and Canadian First Nation tribes and bands. With more than 50 years of experience working with and for Native peoples and communities, All recognizes, understands and provides vital services throughout Indian country.

All’s programming efforts span four major areas:
• American Indian Center for Healthy Living
• American Indian Center for Preservation of Culture, History and Language
• American Indian Center for Tribal Leadership and Economic Development
• American Indian Center for Research and Evaluation

Determination of each program area is based on accumulated intimate knowledge of Native people and tribes; our track record of performance and accomplishment; recurring identified needs and our organizational and staff interests and expertise. Each core area was developed specifically to assist Native people in addressing contemporary problems and creating solutions from a Native perspective.

For more information call (405) 325-4298 or visit the Web site at http://www.aii.outreach.ou.edu.

Center for Business and Economic Development

Richard Little, Ed.D., Director
Phone: (405) 325-1944

Founded in 1962, the University of Oklahoma’s Economic Development Institute (EDI) is the world’s economic development “teacher.” A unit within OU Outreach, EDI’s central focus is to provide economic development professionals and those aspiring to the economic development profession the tools, skills and knowledge to be successful economic developers and positively impact their communities. The institute conducts instructional programs in various locations around the country. Each session lasts one week, and participants study three core areas considered to be building blocks of economic development: business retention and expansion, real estate and finance.

OU/EDI draws its instructors from the ranks of today’s leading economic development practitioners and educators across the country. The institute is accredited by the International Economic Development Council and is the only multi-year, professional level program of its type in the U.S. More than 2,900 economic development professionals have graduated from OU/EDI with 600 new enrollments annually. OU/EDI added an online format beginning January 2009, thus allowing participants flexibility to supplement face-to-face training with the online training. A collaborative partnership with CETYS University, Baja California, Mexico OU/EDI delivers the university’s nationally acclaimed Economic Development Institute to Mexico in strategically located Mexican cities. This is the first-ever economic development institute outside the U.S.

For more information call (405) 325-1944, or visit us on the Web at http://cedb.occe.ou.edu.

Café Academic Programs

Misty Rhodes, M.S.M., Director
Phone: (405) 325-5101; Fax: (405) 325-0860

The Café Academic Programs department collaborates with a variety of colleges on the university campus to offer credit and noncredit courses. Architecture Programs extends the resources of the College of Architecture to professionals in the field seeking to fulfill continuing education requirements or degree completion. Credit and noncredit courses in a variety of educational formats, including travel study, are offered. The College of Continuing Education at the University of Oklahoma is a registered American Institute of Architects (AIA) provider.

Arts and Sciences Programs extend the resources of the College of Arts and Sciences and the College of Liberal Studies to lifelong learners through special courses, conferences and seminars. This program provides planning and administration of these activities for faculty who contribute their content expertise. Arts and Sciences Programs also develop credit courses, special topics courses, weekend courses, noncredit courses, workshops, conferences and grant-funded projects. Arts and Sciences Programs offer the popular Summer in Santa Fe, an annual program featuring many credit and noncredit courses in this scenic and culturally vital New Mexican community. In addition, Arts and Sciences Programs sponsor many non-credit seminars and travel study programs. International travel study programs have been held in England, France, Germany, Greece and Mexico.

In support of the College of Education, Education Programs delivers off-campus and self-support credit courses for undergraduate and graduate
China Outreach Institute

Sharon Gou, M.B.A., Co-Director
Guoqiang Shen, Ph.D., Co-Director

The China Outreach Institute connects the educational resources of the University of Oklahoma to China and offers the OU community travel opportunities to learn about China. The institute also supports and enhances current Chinese business partnerships with the OU Outreach and the continuing development of business partnerships between Outreach and China through training and development.

China Outreach's education program offers a Master of Education degree in Shanghai, China, in cooperation with Semiconductor Manufacturing International Corporation. This OU degree is offered in collaboration with the OU College of Education. The delivery format is modeled after OU's Advanced Programs, which delivers courses around the world. Other degree program opportunities are being developed.

The travel program offers travel study trips to a variety of locations in China for OU students. Travel programs are also open to OU faculty, staff, alumni and the Oklahoma business community.

The Institute offers training and development to businesses, academic and government institutions from China connecting to OU's resources. As one of the Overseas Training Vendors for State Administration of Foreign Experts Affairs, People's Republic of China, the institute is the business arm of OU Outreach and has been involved for many years in partnerships with a number of Chinese companies providing training for their personnel. Some internationally recognized companies working with the institute are PetroChina, China National Offshore Oil Company and State Administration of Work Safety of P. R. China.

For more information, please visit us on the Web at http://www.ouchina.ou.edu.

Community Training and Resource Institute

Pam Lewis, B.A., Director

The OU Community Training and Resource Institute (CTRI) identifies needs, provides training assistance and offers solutions to communities throughout Oklahoma to assist them in sustaining their community and providing for the welfare of their citizens. The institute addresses these needs through training and other supportive programs and by the identification and integration of internal and external resources of OU. The institute serves as an information source to keep communities abreast of events and activities that affect their sustainability and welfare. Among CTRI’s programs are workshops to provide guidance on the design of Americans with Disabilities Act (ADA) compliant sidewalks and trails for access, rural and small town economic and community development and customized training.

For more information, please visit us on the Web at http://communitytraining.ou.edu/.

Continuing Legal Education

Susan Ervin, M.A., M.S.W., Director

In conjunction with the OU College of Law, Continuing Legal Education (CLE) programs are offered throughout the year. Continuing Legal Education programs provide lawyers with credit to fulfill mandatory annual requirements. Learning opportunities also exist for professionals in the health field to participate in professional development programs to fulfill requirements for continuing education and to keep up to date in their fields.

For more information, please visit us on the Web at http://www.cle.outreach.ou.edu.

Center for Chamber of Commerce Excellence

Pam Lewis, B.A., Director
Phone: (405) 325-2848

The Center for Chamber of Commerce Excellence Program provides training for local government chamber executives and staff. It teaches both the basic and advanced skills necessary to manage a Chamber of Commerce office. The program focuses on enhancing the value of local chambers through increased staff knowledge and practical skills. It provides operational skills in financial, management, legal issues, member recruitment and business growth. These skills are facilitated through two-day seminars taught by recognized chamber professionals.

For more information call (405) 325-2848, or visit us on the Web at http://www.excellence.outreach.ou.edu.

Center for Chamber of Commerce Excellence

Chinese students, teachers, administrators and school support personnel. Many of these courses are delivered in a traditional semester hour format; others are organized in a compressed time frame to meet the needs of participants with inflexible schedules. Special conferences and off-campus courses are offered in all areas of education including early childhood education, adult education, rural school administration and comparative studies in international education. Education Programs works with OU faculty and leading professionals in the fields of educational administration, educational psychology and community health to provide special conferences and workshops.

In recognition of the critical need for career-long engineering education, engineering and Earth and Energy Programs works closely with industry experts, professional engineering groups and governmental agencies to extend the expertise of the faculties of the College of Engineering and the College of Earth and Energy to a wide range of domestic and international clients. Through its conferences, seminars, workshops, courses and distance-learning programs, engineering and Earth and Energy is also committed to the continuing education of engineers in all aspects of technical research and development. Investment and international economic development programs involving engineering and infrastructure projects are also pivotal new directions being taken by Engineering and Earth and Energy. Major conferences in the areas of Gas Conditioning, Gas Compression, Cathodic Protection, International Petroleum Production, National Energy Policy, Radar Meteorology, Rock Mechanics, Hydrocarbon Measurement, Electrical Energy, Energy Law and Energy Integration of the Americas provide effective forums for sharing current research and knowledge. Engineering and Earth and Energy Programs also collaborate with the School of Petroleum Engineering to deliver a state-of-the-art Blowout Prevention School. Also significant are graduate level courses leading to degrees in petroleum and chemical engineering, computer science and geophysics, which are held in international locations. Many of these courses are also delivered via electronic technology to industrial sites elsewhere in the state and beyond.

Fine Arts Programs extends the resources of the College of Fine Arts to the lifelong learner through a variety of credit and noncredit courses both on and off-campus. In fine arts areas, talented OU faculty in the visual and performing arts offer their expertise in activities ranging from introductory arts appreciation courses to graduate level research and composition. Honors Wind and Choir, Civic Orchestra and New Horizons Band are popular programs coordinated through Fine Arts. These Fine Arts programs also include partnerships with universities like Ewha Women's University Piano Pedagogy, located in Korea.

For more information call (405) 325-5101, visit us on the Web at www.cafe.ou.edu.
**Center for Early Childhood Professional Development**

Susan J. Kimmel, Ph.D., Director  
*Phone: (405) 799-6383; FAX: (405) 799-7634*

The focus of the Center for Early Childhood Professional Development (CECPD) is increasing quality care for young children. CECPD provides training and technical assistance for early care and education professionals with the goal they become knowledgeable individuals who display a commitment to excellence which results in improved educational foundations and quality of life for all Oklahoma children. In addition, CECPD has been awarded four early literacy research grants over the past several years and continues to positively affect teachers, young children and families in early language and literacy skills acquisition.

Primary among the center’s goals is to play an active role in developing a clearly defined career development system for early childhood professionals. CECPD’s leadership has established various paths for teachers to improve their professional qualifications. These initiatives include developing, implementing and analyzing a comprehensive training program; forming effective work groups and partnerships to implement strategic directions; conducting conferences for professionals in the field; and establishing a career recognition system.

Among the center’s collaborative partners are the Oklahoma Departments of Human Services, Education and Career and Technology Education; regional and Indian Head Start programs; U.S. Department of Education; various early childhood professional organizations; state two-year and four-year colleges and universities; and others.

For more information, please visit the Center’s Web site at [http://www.cecpd.org](http://www.cecpd.org).

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**Educational Training, Evaluation, Assessment and Measurement**

Belinda Biscoe, Ph.D., Director  
*Phone: (405) 325-1711*

The mission of Educational Training, Evaluation, Assessment and Measurement (ETEAM) is to partner with customers in the public and private sectors to provide customers with carefully crafted research and evaluation studies and training support to make informed decisions for better outcomes. Because outcomes matter, ETEAM partners with clients to conduct research and evaluation studies that gather information, document results and inform decisions. ETEAM provides custom-designed research and evaluations in the content areas to government, business and educational entities of education, public health and safety, behavioral and mental health and business solutions.

ETEAM makes research and analysis more accessible and understandable through strong writing, effective graphics and creative use of technology. Our goal is to help individuals and organizations through defining achievable outcomes and expectations by applying fresh thinking and original solutions to complex problems.

For more information, please visit our Web site: [http://eteam.ou.edu/](http://eteam.ou.edu/).

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**Center for Effective Schools**

Susan Kidd, Ph.D., Director  
*Phone: (405) 325-7080; Fax: 405-325-1981*

The Center for Effective Schools (CES) is one of only five nationally recognized Effective School Centers in the United States. The center provides assessment, training, consultation, technical assistance, strategic planning, follow-up and evaluation to schools and districts helping them to advance and sustain school improvement year after year.

CES focuses on renewing student achievement and engaging educators in planning and application to improve teaching and learning. The school improvement and professional development practices are based on the Effective Schools Model, a scientifically-based school reform model centered on the seven correlates of effectiveness. The center has successfully worked with numerous school districts in Oklahoma and across the country in improving student achievement.

For more information, please visit the Center’s Web site at [http://ces.ou.edu](http://ces.ou.edu).

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**Center for English as a Second Language**

Donna De Luca, M.A., Interim Director  
*Phone: (405) 325-6602*

The Center for English as a Second Language (CESL) offers an intensive English language program leading to English language proficiency. Designed for highly motivated students who wish to master English quickly and thoroughly, CESL provides intermediate through advanced level English instruction throughout the year. CESL can help increase the English language skills of international students who are academically qualified for admission to the University of Oklahoma but who need assistance to meet the university's English proficiency requirement. CESL also provides an ideal means of gaining greater English competency for residents of the community. International students are aided by international business and industry leaders who work closely with CESL and other OU offices to provide quality guidance and instruction. CESL also hosts special programs with universities in other countries.

For more information call (405) 325-6602, visit us on the Web at [http://esl.ou.edu](http://esl.ou.edu).

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**Evaluation and Testing**

Susan Newkham, B.L.S., Director  
*Phone: (405) 325-1107*

Evaluation and Testing provides a wide range of testing services to more than 60,000 students in public, private and home schools across the nation. As the largest comprehensive testing service in Oklahoma, Evaluation and Testing aids educators in determining their assessment needs including test selection, scoring, data interpretation and materials. As school budgets tighten, Evaluation and Testing has explored innovative ways for districts to make the most of testing dollars. Whether scores are used for individual remediation or district-wide curriculum alignment, Evaluation and Testing equips teachers, parents and administrators with comprehensive assessment information.

Evaluation and Testing has added new software and equipment that allows the design and printing of surveys and data accumulation forms. These services are available to schools and other educational entities. Evaluation and Testing will continue to meet the challenges of tomorrow with the most recent information, instruments and technology to ensure educators this valuable educational tool will continue to be available to provide important insight into student progress.

For more information, please visit our Web site: [http://etou.edu](http://etou.edu).

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**Executive Training and Team Quest**

Carrie Reilly, M.A., Program Manager  
*Phone: (405) 325-3248; FAX: (405) 325-7139*

Many organizations recognize the need for competency-based training beyond formal education and on-the-job experience. Training professionals continually need to develop and update their skills to remain current with the workplace and with issues that affect them and their organization’s productivity. Executive Training and Team Quest (ETIQ)
equips teams and leaders with skills and tools to become more effective. Through continued interaction, ETIQ strives to create partnerships where clients can expect sustainable change. ETIQ’s unique approach addresses the needs of adult learners through training experiences that incorporate action learning exercises, self-assessments, focused discussions and engaging classroom instruction. ETIQ also provides the Training and Development Certificate Program, created and conducted in concert with the Central Oklahoma Chapter of American Society for Training and Development, for professionals who want to increase their skills as facilitators and trainers.

For more information, please visit our Web site: [http://ettq.ou.edu/](http://ettq.ou.edu/).

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**Health Promotion Programs**

**Jane Goble Clark, M.P.A., Director**  
**Phone:** (405) 325-1790; **FAX:** (405) 325-7126

Health Promotion Programs (HPP) was incorporated into OU in 1985 to address emerging health needs among Native people across North America and Canada. HPP provides educational services to improve health and wellness including conferences, trainings, workshops, research and technical assistance. HPP aids communities, tribes, agencies and individuals in promoting healthy lifestyles. HPP has facilitated more than 100 Native gatherings in the past 20 years, and is a national leader among training organizations with a Native focus. In 2008, HPP became a branch of the American Indian Institute (AII).

For more information, please visit our Web site: [http://hpp.ou.edu/](http://hpp.ou.edu/).

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**Center for Independent and Distance Learning**

**Randall M. Doerneman, M.Ed., Director**  
**Phone:** (405) 325-1921, or 1-800-942-5702

The Center for Independent and Distance Learning (CIDL) is the distance education development and delivery component of the College of Continuing Education. CIDL serves both university and non-university communities through: Electronic Media and Photo Services; Independent Study Department/Testing; and Telecourses and Television Programs. CIDL also delivers educational courses and degree programs to military personnel through programs like Navy College Program for Afloat and GoArmyEd.

More than 150 university credit and 100 high school offerings in more than 40 academic disciplines are offered. College and high school courses are available in both a print-based and online format. Each college-credit course contains subject matter identical to classes offered on campus.

OU High School is a fully accredited, diploma-granting program. The University of Oklahoma is one of only eight public-funded universities nationwide accredited and approved to award the high school diploma through distance learning delivery.

Credit through testing is provided to students through the University Testing Center at CIDL. Among these are the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education (DANTES) Standardized Subject Tests (DSST) and institutionally developed advanced standing examinations. The Testing Center also offers the American College Testing (ACT) residual exam and the Test of English as a Foreign Language (TOEFL). Telecourses and televised instruction broadcast lectures and independent study, permitting students to earn credit by viewing course lectures and content on public and cable television channels.

Electronic Media and Photo Services provide photo services for a wide variety of OU events. A state-of-the-art digital photo production facility enables faculty to prepare high-quality photographic images for immediate distribution. Video-conferencing services for seminars, meetings and presentations are also offered.

For more information, please visit our Web site: [http://cidl.ou.edu](http://cidl.ou.edu).

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**Center for Institutional Data Exchange and Analysis**

**Rosemary Hayes, Ph.D., Director**  
**Phone:** (405) 325-2158

The Center for Institutional Data Exchange and Analysis (C-IDEA) was established in April 1998 to meet the growing national demand for comparative institutional research data. Its mission is to assist colleges, universities, and other higher education organizations in developing comparative data and in utilizing existing national databases for planning and decision-making.

Typically, the center’s projects are funded by two sources: grass-root support from colleges and universities and federal/state grants and contracts. As an example of projects receiving grass-root support, C-IDEA is the host of the Consortium for Student Retention Data Exchange (CSRDE). The CSRDE is supported by a diverse group of more than 470 four-year colleges and universities. Working together with these institutions, the center conducts annual retention studies and publishes a report on “Retention and Graduation Rates at U.S. Colleges and Universities” each year. This publication provides the most up-to-date and comprehensive retention data analyses in the nation, and addresses the retention and graduation rates of 80% of all first-time full time freshmen attending public institutions. It is widely used as a reference guide for bench marking retention and graduation rates on today’s college campuses. The CSRDE also studies the retention and graduation of science, technology, engineering and mathematics (STEM) majors, as well as community college transfers into four-year institutions.

More recently, the center has begun an initiative to expand the CSRDE to include community colleges in its membership. This expansion will provide community colleges the opportunity to engage in cooperative data sharing and reporting activities that will address the retention, graduation, awards, and transfer issues that are important to them.

As an example of federal/state sponsored projects, the center developed the National Database on Underrepresented Minority STEM Retention with a grant from the National Science Foundation (NSF). C-IDEA is currently funded to serve as a program evaluator on the NSF Louis Stokes Oklahoma Alliance for Minority Participation program.

For more information, please visit our Web site: [www.occe.ou.edu/csrde/](http://www.occe.ou.edu/csrde/).

Center for Institutional Data Exchange and Analysis  
The University of Oklahoma Outreach  
1700 Asp Avenue  
Norman, OK 73072-6405  
(405) 325-2158; **FAX:** (405) 325-7309

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**Intersession/Off-Campus Programs**

**Susan Ervin, M.A., M.S.W., Director**

Intersession, held between regular OU semesters and the summer term, gives students the opportunity to add grade points and earn credit toward graduation or to study in specialized courses not offered during the regular semesters. In conjunction with Oklahoma City Community College (OCCC), this department coordinates OU undergraduate courses held at the community college. Offering these courses helps transfer students complete an associate’s degree and continue toward a bachelor’s degree at OU.

Students in Oklahoma City and those with inflexible schedules stand to gain from courses offered between regular semesters and in Oklahoma City locations. OU Health Sciences Center students and others in the greater Oklahoma City metropolitan area benefit from OU graduate and undergraduate credit courses offered throughout the academic year at the OU Health Sciences Center and at OCCC.

For more information, please visit our Web site: [http://www.intersession.ou.edu](http://www.intersession.ou.edu).
**Invest Ed®**

**Randall Doerneman, M. Ed., Director**

Invest Ed® is an unbiased, multi-component investor education program that is a contract between OU Outreach and the Oklahoma Securities Commission. Through a variety of programs designed for all ages, the program works to increase Oklahomans’ investment knowledge and anti-fraud awareness. Program components include “Investor Protection Kit” and “My Money Handbook” publications; an anti-fraud documentary series; radio and television public service announcements and “The Investment Minute” series; summer teacher institutes and advanced training workshops; and a program for high school students to track and research the stock market.

For more information, please visit our Web site: [http://investedok.org](http://investedok.org)

**KGOU = KROU Radio**

**Karen Hlop, M.A., General Manager**

KGOU Radio is a full-service public radio station presented as a community service through the University of Oklahoma Outreach. KGOU broadcasts 24 hours per day to more than 12 Oklahoma counties and nearly 1 million people, with a potential worldwide audience via the station’s audio web stream. With professional management staff, part-time student staff and collegiate interns, KGOU provides a unique program service to the citizens of Oklahoma. Its mission is to provide programming that enriches the minds of listeners through news, information, music and arts. National Public Radio’s award-winning news programs, “Morning Edition” and “All Things Considered,” and award-winning talk programs “The Diane Rehm Show” and “Talk of the Nation” form the core of the program schedule. A variety of other informational programs from the British Broadcast Corporation, Public Radio International and independent producers round out a schedule of news magazines, discussions, call-ins, in-depth interviews and features. These programs offer a diverse range of topics including breaking news stories, politics, business, medicine, science, literature and international affairs, as well as gardening, cooking, comedy and entertainment. The presentations move between serious current issues and civil discussion to humor, culture and the arts.

Locally the station produces news stories, features, documentaries, a weekend blues show and world music show in addition to “Assignment: Radio,” a program produced by students who earn class credit for their work. In 2008, KGOU staff won more than 30 state, regional and national awards for their work. KGOU highlights a wide range of local community events through its online and on-air calendars. In addition, the station is a partner in Jazz in June, a free concert series held annually in Norman. OU students have opportunities for hands-on experience through practicum, internship and other courses offered through the Gaylord College of Journalism and Mass Communications, as well as through paid, part-time positions in the various departments within the station. With assistance from OU, KGOU relies on listener, business and corporate support to maintain a high quality service for the communities it serves.

For more information, please visit our Web site: [http://www.kgou.org](http://www.kgou.org)

**Lean Institute**

**Terry Smith, B.A., Director**

The Lean Institute at the University of Oklahoma offers training in Lean, Supply Chain Operations and Six Sigma White Belt, Green Belt and Black Belt certifications. Under contract with Tinker Air Force Base (AFB), the College of Continuing Education first implemented the Lean Institute at Tinker AFB in order to assist the largest single site employer in Oklahoma with workforce transformation of Air Force logistical operations. Lean Institute soon expanded to offer its process improvement training to such organizations as the Oklahoma Department of Human Services and the U.S. Postal Service. Customized programs are available for small businesses, hospitals and other companies and organizations seeking to improve processes and work more efficiently.

For more information, please visit our Web site: [http://www.lean.ou.edu](http://www.lean.ou.edu)

**Medieval Fair**

**Linda Linn, B.A., Program Director**

This living history arts and crafts fair celebrating the Middle Ages is held each spring at Norman’s Reaves Park. The fair, which is free and open to the public, attracts more than 100,000 visitors each year from Oklahoma and across the U.S. and is ranked as one of the state’s top five free events. Participants enjoy arts and crafts booths and food booths reminiscent of medieval culture. Popular activities include arts and crafts demonstrations, cultural exhibits, and a vast array of medieval entertainment including brightly costumed minstrels, jugglers, armored knights in combat, magicians, jousting tournaments, and a human chess game. Recent fairs have also hosted weddings featuring the ceremony and pageantry of the Middle Ages.

For more information, please visit our Web site: [http://www.medievalfair.org](http://www.medievalfair.org)

**Mid-Continent Comprehensive Center**

**Belinda Biscoe, Ph.D., Director**

Phone: (405) 325-1729; FAX: (405) 325-1824

The Mid-Continent Comprehensive Center (MC3) provides frontline assistance to state departments of education in Arkansas, Kansas, Missouri and Oklahoma to help them implement No Child Left Behind and other related federal school improvement programs. The center works to help increase state capacity to assist districts and schools in meeting their student achievement goals. Centers are responsible for developing strong relationships and partnerships within their regional community to support this work. MC3 is one of 16 regional comprehensive centers funded by the U.S. Department of Education.

For more information, please visit our Web site: [http://www.mc3edsupport.org](http://www.mc3edsupport.org)

**National Center for Disability Education and Training**

**Rebecca Cook, M.A., Director**

Phone: (405) 325-0158

The National Center for Disability Education and Training (NCDET) has a rich history of innovative training and service programs that advance knowledge about disability. The goal of NCDET is to improve independent living, employment and career opportunities for people with disabilities, thereby enhancing their lives and the communities in which they live.

Through model programs, NCDET demonstrates that youth and adults with disabilities can be successfully employed. With funding from several federal grants, NCDET’s programs specialize in increasing opportunities for youth with disabilities to learn leadership skills; prepare for careers in science, technology, engineering and math; experience career building success through increased rates of graduation; and gain entry into postsecondary education and employment.

The center has the capacity to develop and deliver diverse, customized training programs for professionals in related disability fields. Through funding from the Social Security Administration, NCDET staff delivers training and services to beneficiaries with disabilities across the state. NCDET has developed many training tools to improve the skills of management and frontline staff providing employment support to individuals with disabilities. The center has more than 20 years of experience in designing and delivering forward-thinking employment specialist training and advanced coursework for employment provider agencies in a variety of competency-based courses leading to certification.

For more information, please visit our Web site: [http://ncdet.ou.edu](http://ncdet.ou.edu)
National Conference Logistics Center

Jan C. Simmons, Ph.D., Director  
Phone: (405) 325-3760

The National Conference Logistics Center (NCLC) aids international, national, regional and local agencies and organizations in designing, developing and conducting conferences that meet the specific needs of their direct clientele. National and state agencies typically offer conferences to educate their grantees about new programs, regulations and best practices. International professional associations seek to help their members keep abreast of new regulations and innovations in the field and to provide the opportunity for professional conferencing and networking. NCLC conducts small and large conferences (from 10 to 10,000 participants) throughout the world.

NCLC calls on the strengths of faculty and College of Continuing Education staff and the University of Oklahoma at large, as well as a wide range of other resources and consultants, in recommending appropriate expertise and presentation skills in various fields of study. The director and staff of NCLC have extensive experience and demonstrated success in designing content, providing logistical support and conducting large national and international conferences of high impact, visibility and national or international acclaim. They have also conducted small group activities such as focus groups, guided development meetings and training on various staff development topics throughout the nation. NCLC provides the infrastructure, support and general expertise needed to successfully market and conduct conferences, small groups and focused exhibits and trade shows.

For more information, please visit our Web site: [http://www.conferencepros.org/](http://www.conferencepros.org/)

National Resource Center for Youth Services

Peter R. Correia III, M.S.W., Director  
Phone: (918) 660-3700

The National Resource Center for Youth Services (NRCYS) works to improve the quality of life for the nation’s at risk youth and their families by improving the effectiveness of human services. With more than 70 staff members, the Tulsa, Okla.-based organization receives funding through state, regional and federal contracts and grants and revenue from fee-based conferences, training, technical assistance, books and videos.

The center assists agencies by developing training and technical assistance opportunities that enable child welfare and youth services professionals to take full advantage of available effective practices. A team of conference coordinators plans a minimum of eight state, regional and national conferences each year. For more than 15 years, NRCYS has sponsored the only national youth leadership development conference for older foster and homeless youth.

Along with training, NRCYS publishes and disseminates state-of-the-art materials in the areas of child welfare and youth services. Residential Child and Youth Care Professionals, Ansell Casey Life Skills Assessment, Behavior Crisis Management and Managing Aggressive Behavior, developed and published by NRCYS, are the curriculums of choice for emergency shelters, hospitals, therapeutic foster care programs and community-based residential programs throughout the U.S. and Canada.

NRCYS certifies more than 200 trainers each year to provide in-house training to their agencies on these four established programs. As well as its own training programs, the center coordinates and manages several state, regional and national training programs through contracts with state and federal public human services agencies. NRCYS works with Oklahoma Department of Human Services (OKDHS) to plan and coordinate a comprehensive statewide foster and adoptive parent-training program, providing pre-service and in-service training for prospective foster, adoptive and kinship parents. NRCYS also works with OKDHS to assist Oklahoma residential programs, through training and technical assistance, to provide trauma informed care for children and youth placed in their programs.

NRCYS also works with the OKDHS to provide training, technical assistance and assessment services in the Oklahoma Independent Living Program. Through a cooperative agreement with the U.S. Department of Health and Human Services (DHHS) Administration for Children and Families, the National Child Welfare Resource Center for Youth Development operates under the NRCYS umbrella. The center provides free on-site training and technical assistance to state, local and tribal publicly administered and supported child welfare agencies across the country. NRCYS has two additional federal cooperative agreements with the DHHS Administration for Children and Families to operate the Runaway and Homeless Youth Training and Technical Assistance Centers to build the capacity and improve service delivery of runaway and homeless youth grantee agencies through targeted training and technical assistance.

For more information, please visit our Web site: [http://www.nrcys.ou.edu](http://www.nrcys.ou.edu).

OU Confucius Institute

Sharon Gou, M.B.A., Director

The University of Oklahoma’s College of Arts and Sciences and College of Continuing Education collaborate in support of the OU Confucius Institute (OUCI). The institute’s mission is to promote the teaching of the Chinese language and culture to individuals through mutually beneficial partnerships with governments, corporations and educational and research institutions.

The Confucius Institute at the University of Oklahoma is part of a global network of more than 226 Confucius Institutes in 76 countries dedicated to the promotion and development of Chinese language education and cultural and business exchange with the People’s Republic of China. It seeks to facilitate engagement with China in ways that strengthen the understanding, opportunities and bonds between the people of the south central U.S. and the people of China. The OU CI is one of the most comprehensive programs in the U.S. with strong emphasis on K-16 Chinese language promotion. It also offers both credit and noncredit programs, with the College of Arts and Sciences serving as the credit resource and the College of Continuing Education serving as the training and outreach resource.

The College of Continuing Education provides training programs to Chinese executives and participants from different industries, including education, petroleum, energy and government. OU’s College of Arts and Sciences initiated an undergraduate Chinese language major in fall 2006, and the Oklahoma Institute for Teaching East Asia at OU-Tulsa assists teachers in making East Asia an integral and permanent part of their curricula.

For more information, please visit our Web site: [http://cafe.ou.edu/confucius_institute.html](http://cafe.ou.edu/confucius_institute.html).

Oklahoma Byways Program

Pam Lewis, B.A., Director

The Oklahoma Byways Program is a coordinated partnership between the Federal Highways Administration, the Oklahoma Department of Transportation and University of Oklahoma Outreach. The mission of the program is to protect and develop Oklahoma’s valued roads and historic sites. Designation as a byway can occur at the state and federal level. The program encourages efficient management of the byway corridor and empowers local communities with the tools, resources and support they need to develop their unique characteristics. The program captures the state’s treasured places while travelers gain a new awareness for Oklahoma’s destinations.

For more information, please visit our Web site: [http://www.okscenicbyways.org](http://www.okscenicbyways.org).

Osher Lifelong Learning Institute

Susan Ervin, M.A., M.S.W. Director

University Outreach at the University of Oklahoma has been dedicated to providing programs for mature adults for some three decades. Initially,
these programs took the form of travel study opportunities and Elderhostel courses. In the 1980s, OU Outreach dedicated a unit, which became Senior Adult Services (SAS).

In the summer of 2006, SAS received a grant from the Bernard Osher Foundation in California to become one of 100 Osher Lifelong Learning Institutes in America. For SAS, the grant allows the program to do more of what it does best — serve the seniors of Oklahoma.

The program provides educational and enrichment opportunities for older adult learners. These include “Mornings with the Professor,” “Elderlearn,” “OU Book Club,” “Grand Camps” and “Senior Seminars.”

For more information, please visit our Web site: http://www.oulli.outreach.ou.edu.

Precollegiate Programs

Susan Ervin, M.A., M.S.W. Director

Precollegiate Programs provides academic experiences and leadership training for pre-college students, first-through 12th grade. The program reaches 5,000 youth each year with its array of academic enrichment and leadership programs. Among the academic programs are American College Testing (ACT) and Preliminary Scholastic Aptitude Test (PSAT) examination review sessions; Model United Nations of the Southwest; Earth Cycles, an ExxonMobil Bernard Harris summer science camp, and Horizons Unlimited, a program for gifted and talented youth. Other programs include Sooner Debate Workshop and Mini College.

For more information, please visit our Web site: http://youth.ou.edu.

Center for Public Management

Bob Funston, J.D., Director

Phone: (405) 573-9191

Founded in 1994, the Center for Public Management (CPM) began as SATRN, a satellite-training network for the Oklahoma Department of Human Services. In the 13 years since its beginning, CPM has expanded its capabilities and customer base. The CPM team works on more than 300 projects each year for state and federal government agencies. CPM has provided these agencies with the ability to incorporate video production, interactive videoconferencing and Web-based training to their repertoires, while expanding their conferencing and classroom training capabilities. Research efforts have augmented the role of CPM through establishing call centers that provide customer service assistance and community outreach to Oklahoma employers, clients and providers. CPM has also enhanced its services in the information technology services beyond training, working on software product lines providing user acceptance testing, quality assurance, training and documentation services.

For more information about these programs, please contact our office at (405) 325-0519; http://www.oucpm.org.

Public Service Institute

Jan C. Simmons, Ph.D., Director

Phone: (405) 325-1731

The Public Service Institute was created in 1996. This think tank brings together stakeholders, policy makers and leaders to talk about emerging education, health, economic and social policy issues. These open forums allow leaders to discuss pertinent strategies for coping with perceived problems. Change is accelerating in our society. Many organizations have difficulty responding to this rapid rate of change. The Public Service Institute guides leaders in effectively managing change while still providing an unchanging bedrock of service to their clients. Few directors of public service organizations have received adequate preparation for facilitating social change; yet they are called upon to lead their organizations, helping them to survive and thrive in a new environment. Managing change is critical for any professional whether in schools, churches or public service and social organizations. Response to change at the community level is often the greatest single dynamic affecting the success or failure continuum of the local organization.

Chief among the initiatives of the Public Service Institute is the Infopoverty Institute. The vision of the Infopoverty Institute is improved lives through information access. Its mission is to facilitate the use of connectivity to support effective access to and use of information that will improve life conditions in impoverished communities around the world. Its goals are 1) connect the unconnected world and 2) eradicate poverty and its negative effects through sustainable development.

The Infopoverty Institute is committed to the application of sustainable development programming that can be maximized through new paradigms for delivery that empower local people to engage and implement sustainable development in education. This can result in a much greater impact than that of the traditional approach toward education, primary health, agriculture, safe water and economic development-all major concerns dominating international development.

For more information, please visit our Web site: http://www.psi.ou.edu.

Sooner Flight Academy

Susan Ervin, M.A., M.S.W., Director

The Sooner Flight Academy provides aviation education programs for children and teachers. The academy uses exciting aviation activities to promote math, science and experiential learning. Summer aviation camps are held in Norman. In addition, Sooner Flight Academy offers Ticket to Tomorrow programs held at schools across Oklahoma.

For more information, please visit our Web site: http://flightcamp.ou.edu.

Southwest Center for Human Relations Studies

Phone: (405) 292-4172

The Southwest Center for Human Relations Studies (SWCHRS) is one of the nation’s premier institutions focusing on issues of race and ethnicity. The Southwest Center is devoted to studying and resolving human conflict, while promoting understanding and cooperation among people of different racial, ethnic, religious and economic backgrounds. Since its beginning in 1961, SWCHRS has brought together leaders from business, industry, education, government, labor, the media and community-based agencies and organizations to address important issues of cultural diversity and to explore methods to effect equal opportunities in various areas of our society. In addition, the Southwest Center compiles and disseminates knowledge about culturally diverse populations and critical issues affecting them. SWCHRS provides client-based training programs focusing on cultural diversity and cross-cultural communications in educational and workplace settings.

Annually, the Southwest Center holds the National Conference on Race and Ethnicity in American Higher Education (NCORE). NCORE is the leading and most comprehensive national forum on issues of race and ethnicity in higher education, drawing more than 2,400 participants from every state and several foreign countries. NCORE brings together all the key stakeholders including students, faculty, recruiters, counselors and high-level university administrators to focus in-depth on ways of expanding opportunities for educational access and success by culturally diverse, traditionally underrepresented populations.

For more information, please visit our Web site: http://swchrs.ou.edu.
Southwest Prevention Center

Joe Wiese, M.S., L.P.C., C.P.S., Director
Phone: (405) 325-1454

The Southwest Prevention Center (SWPC) is a catalyst for positive social change committed to preventing alcohol, tobacco and other drug abuse and related high-risk behaviors. SWPC has a rich history, spanning more than a decade, of providing prevention information, training technical assistance and prevention resource system development opportunities to clients in a multistate region. The center strives to cultivate healthy, drug-free environments through community, school and organizational capacity building. SWPC provides training, technical assistance, materials development, program evaluation and information dissemination to schools, community-based coalitions, policy makers and other social service and professional agencies.

The center’s most prominent grant project, the Southwest Center for the Application of Prevention Technologies (Southwest CAPT) is funded by the Substance Abuse and Mental Health Services Administration’s Center for Substance Abuse Prevention. The Southwest CAPT serves as a catalyst for training and prevention research application across the Southwest region, linking scientifically defensible research to practice within states and communities. SWPC brings to this effort its ability to create and sustain collaborative initiatives in which systems at multiple levels share information, experiences and strategies. The Southwest CAPT project also relies upon the SWPC’s extensive experience in tailoring technologies for multiple audiences through a variety of delivery systems, both conventional and electronic. By enabling growth and change in communities across the Southwest region, SWPC staff has earned a national reputation for excellence.

For more information, please visit our Web site: http://swpc.ou.edu.

Office of Sponsored Programs

Brad Quinn, M.B.A., Director
Phone: (405) 325-7091

The Center for Grant and Contract Studies has as its goal the improvement of the quality of financial and administrative management of sponsored programs for colleges and universities, state and local governments, Indian tribes, and non-profit organizations. Currently, the center offers conferences and workshops on Basic and Advanced Direct Cost Issues, Indirect Cost and Other Financial Issues for Short-Form Schools, Faculty Practice Plans and Other Financial Issues Affecting Medical Centers, Design and Management of Effective Internal Control and Compliance Systems, Integrated Data Systems, Indirect Cost Institute, Program Development and Proposal Preparation, Mid-Year Accounting and Auditing Update, and Oklahoma Single Audit. The Center has also produced copyrighted publications designed to help the sponsored program administrator better understand the Office of Management and Budget Circulars. Nearly 1,000 participants from more than 300 campuses have already attended the Center’s programs. For more information call (405) 325-7091.

Center for the Study of Small/Rural Schools

Jan C. Simmons, Ph.D., Director
Phone: (405) 325-1450

The Center for the Study of Small Rural Schools (CSSRS) is a cooperative effort between the College of Education and the College of Continuing Education at the University of Oklahoma. CSSRS has the endorsement of the National Rural Education Association as one of its five recognized rural education research centers. The center aids small and rural schools in building and maintaining necessary knowledge bases founded on research in the areas of school improvement and reform, restructuring, staff development, administration and teaching. The center uses a multifaceted approach in assisting small and rural schools through workshops, training programs, surveys, needs assessments, provision of technical assistance and various other services. Its clients include school boards, teachers, administrators, businesses, community groups, rural organizations, state and federal agencies, as well as international agencies and governments. Various areas addressed by the center include teaching methodology, school improvement issues, at-risk populations, multicultural and equity concerns, administrator preparation, school board training, educational technology, strategies for improving community-school relationships and community development issues. The center also produces cost-effective in-service videotapes, some of which are available in Spanish. These cover a wide range of relevant activities featuring nationally recognized presenters.

For more information, please visit our Web site: http://cssrs.ou.edu/.

U. S. Postal Service National Center for Employee Development

Heather Reichert, M.B.A., Contract Administrator
Phone: (405) 325-1931

Under contract with the U.S. Postal Service (USPS), the College of Continuing Education provides over 240 instructors and support staff for the Norman-based U.S. Postal Service National Center for Employee Development, the sole technical training facility for the USPS and one of the most modern training centers in the world. Instructors teach hands-on maintenance courses on computer-driven mail processing equipment, electronics, building support systems and postal vehicles. Offering more than 190 courses, varying in length from two days to nine weeks, the center trains approximately 60,000 postal technicians a year from all over the U.S.

For more information, please visit our Web site: http://www.pec.com/training/staff/index.php.

Workforce Oklahoma Training Institute

Bill Brackett, Interim Director
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The Workforce Oklahoma Training Institute (WOTI) provides support to the Oklahoma workforce development system. WOTI creates career development programs and increases the knowledge and skills of those professionals engaged in Oklahoma’s labor force. The primary focus of the institute is providing capacity building for the Oklahoma Career Center system. The Career Centers are the organizing vehicles for transforming the fragmented array of employment and training programs in the state into a comprehensive and integrated service delivery system that will meet current and future employment, education and training needs of Oklahoma’s job seekers and employers. The Oklahoma Career Centers are rich in occupational and labor market information and offer customers a choice of available services and service providers.

A second focus of the institute is to provide training and capacity building for staff employed under the Workforce Investment Act (WIA). The institute also extends technical assistance to the 12 service areas under WIA that aid in developing employment and training policies and procedures. Although WIA staff members are the primary recipients of this training and assistance, staff from other state and local agencies are allowed to attend the training sessions.


For more information, please visit our Web site: http://www.workforceok.org.