

## **STATUS OF OHIO TRANSFER MODULE AND TRANSFER ASSURANCE GUIDE STATEWIDE COURSE REVIEW**

September 29, 2011

All of the institutions going through calendar conversion have been working very hard to convert to a semester calendar by summer 2012 or fall 2012. The Ohio Transfer Module and Transfer Assurance Guide Faculty Review Panels also have been working diligently to ensure that all submissions they receive are reviewed in a timely manner.

Nonetheless, only a limited time remains for submitting and approving all OTM and TAG courses by the time the transition takes place. Since students count on the statewide guarantee of OTM and TAG courses and should be held harmless during this transitional period, everyone is working collaboratively to address this concern. The Ohio Articulation and Transfer Network Oversight Board asked the faculty review panels to re-evaluate and adjust their expedited review process and consider a grade period. In the spring of 2011 more review periods were added to facilitate the work of both the institutions and the faculty review panels. To further expedite the process, faculty leads from both the OTM and TAG panels have agreed to make the following changes.

### **Changes to the Expedited Review Process for the Ohio Transfer Module and Transfer Assurance Guide Courses**

Effective immediately, institutions submitting Ohio Transfer Module and Transfer Assurance Guide courses for expedited review will need to provide only the following materials for review:

- A memo from the institution verifying that the course went through a full internal curriculum approval process and that the institution's curriculum committee has deemed the new semester course equivalent to its old quarter course(s). It would be helpful to include details about the approval process that took place.
- A master syllabus with a tentative schedule or topical outline for the new semester course.

### **What the Master Syllabus Should Contain:**

TAG and OTM faculty panels understand that documentation requested for internal curriculum call for differing levels of detail at each institution. For OTM and TAG faculty panels to conduct an adequate review, the master syllabus submitted for expedited review should include at least the following items:

- Course Title/Course Number
- Credit Hours
- Course Description
- Prerequisites (if any)
- Textbooks and Other Materials

- Instructional Goals or Objectives
- Description of Assessment and/or Evaluation of Student Learning, such as Grading Policy and Assignments with Weight Distribution for Grading
- Course Outline (week by week if available)

We understand that a week-by-week outline may not yet be available, but a general idea of how much time is spent on topics and the progression of the course would be helpful for the faculty review panels.

If a lab is part of the course, include the activities/schedule for that lab if available.

### **What Course Inventory in CEMS Should Contain:**

For three-course quarter course sequences that are being rearranged as a two-course semester sequence, listing how topics/learning outcomes have been redistributed between the two semester courses would be incredibly helpful to the faculty review panels. If possible, please include this information in the Additional Information section of the Course Inventory in CEMS.

### **What is No Longer Required to be Submitted for the Expedited Review:**

- Working syllabus of the quarter course (If a quarter syllabus is readily available, it will be useful during the review process).
- A syllabus or syllabi of pre-requisite course/courses (This information was required only for OTM courses, not for TAG review).
- A detailed account of the changes in the memo from the old quarter course(s) to the new semester course (If this information is easily obtained, it will be useful during the review process).

### **Creation of a “Grace Period”**

In April the faculty panels will discuss the specific details of a grace period if one is required. In the meantime every institution and faculty panel should attempt to meet the current goal.

### **Revision to the Expedited Submission Process in CEMS**

Because of the short notice of these changes, we will not be able to integrate them into the Course Equivalency Management System (CEMS) and will have to implement a work-around to complete course submissions under the revised process.

Currently, CEMS requires that an old syllabus be attached to the course for all expedited submissions. If an old syllabus is not available, attach a blank document in place of the old syllabus.

We appreciate your understanding in this matter, and we will update our support and training materials on our website accordingly.

### **Future Scheduled Comprehensive Institutional Ohio Transfer Module Reviews and Periodic Transfer Assurance Guide Reviews**

After calendar conversion reviews are completed, a schedule will be developed for comprehensive institutional Ohio Transfer Module course review and for the periodic review of Transfer Assurance Guides. The years between these reviews will be determined by the individual TAG panels based on their discipline.

We hope that this revised process will be helpful for your institution in submitting OTM and TAG matches for review. If you have any questions about how to submit through CEMS or how the revised process will work, you can contact Hideo Tsuchida at [htsuchida@regents.state.oh.us](mailto:htsuchida@regents.state.oh.us) or 614-644-0642 or Sam Stoddard at [stoddard@regents.state.oh.us](mailto:stoddard@regents.state.oh.us) or 614-752-9532.