

Ohio Transfer 36 Submission Guidance

New and expedited (re-review) course submissions should contain, at minimum, the following:

1. A working syllabus that contains:

- A weekly or daily calendar with chapter titles and numbers of a textbook (or the title of a reading material if used), possibly with assignments due (such as exams, projects, quizzes, etc.).
- A list of graded assignments with points/weights/percentages allocated for each assignment.
- Grading schema (e.g., A=90-100, B=80-89; A=450-500, B=400-449, etc.).
- Text or reading materials, if available. If online resources are used, a list of these materials should be included along with weblinks.
- Note: A master syllabus is acceptable when the items above are included. Some master syllabi do not include a working calendar.
- If a course has not yet been offered, the submitter should still prepare the information listed above so that the panel can properly validate for each learning outcome.
- Pre-Req and Co-Req syllabi should be attached for Ohio Transfer 36 Natural Science and Ohio Transfer 36 Mathematics, Statistics, and Logic submissions. Please note applicability for several mathematics courses.
- If particular activities/exercises or assignments other than exams and quizzes are graded, but no description is provided in the syllabus about what they entail, faculty should elaborate in the learning outcome description/narrative.

2. Course inventory template(s):

- This will help your institution complete the course details page in CEMS. Please complete as much as you can prior to submitting details within CEMS, including lecture/lab/other hours per week.
- Make sure that the material on the template matches the syllabus and learning outcome descriptions, especially the amount of time given to each outcome.

3. Learning outcome descriptions submission template (evidence of student learning in meeting the Ohio Transfer 36 criteria)

- Formative Assessment (learning process and progress): Give examples of student learning or activities/exercises by elaborating/articulating what students are engaged in during the class/course to meet each Ohio Transfer 36 learning outcome.

- Summative Assessment (check points, progress markers, end of course assessment): Give a list of graded assessments used to evaluate whether students have met the Ohio Transfer 36 learning outcomes.
- If specific course materials are key to student achievement of a learning outcome, please identify these materials as specifically as possible (for example, textbook chapter numbers/titles, authors/titles of books and articles, titles of films, etc.).
- If percentages are used to estimate the time spent on each learning outcome, please make sure that the total equals 100%.

Additional Items for Certain Submissions

- ***Ohio Transfer 36 Natural Sciences Lab Course:*** Attach a document to the course with a description of each lab activity. Reason – The Panel will need to be able to validate that two-thirds of the lab hours involve bona fide, experimental lab activities utilizing the scientific method (identifying/collecting data, manipulating data, evaluating and analyzing data). To that same document append at least one example of a laboratory exercise from the course.
- ***Ohio Transfer 36 Mathematics, Statistics, and Logic:*** Attach 5-6, if not all, sample assessment materials for the course. The panel reviews assessments to determine the rigor of the course per the definition of a college-level mathematics course and the depth of student learning outcome per Ohio Transfer 36 criteria.

Tips for Prioritizing Submissions

- **Submit Early!**
 - Allow yourself an extra review cycle or two before a deadline to address the potential need to do a resubmission.
 - Do not wait until the submission deadline of a review cycle to send in submissions. OATN staff may have comments to address before a submission is sent to the panel for review. Allow time to provide edits while still having the submission to the panel on time.
 - Just because a submission was returned, that doesn't mean it was "rejected" by the review panel. OATN staff will review your submission and make suggestions/recommendation for improvement,

especially if there is a good chance that the review panel will return requesting missing information.

- Read and file Ohio Transfer 36 announcement memos in a safe place. Make a note about what needs submitted and the deadline. Once announced, we would like to see a submission within two years.
- Reference the Ohio Transfer 36 Learning Outcomes page on the Ohio Department of Higher Education website, where your institution can find submission templates and course inventory templates.
- Check out the OATN newsletter! There is a section devoted to Ohio Transfer 36, TAG, and CTAG submissions. Updates and deadlines are often mentioned in the articles, along with a link to the complete submission and review timeline, to help you prioritize your submissions.

Additional Tips:

- If your institution would like to connect with an Ohio Transfer 36 faculty review panel lead, please reach out to OATN staff to schedule a meeting.
- As reviews using learning outcomes progress, sample submissions will be available to institutions upon request. All you need to do is to send OATN staff an email.
- If you want OATN staff to review materials before submitting in CEMS, please reach out in advance of the review cycle deadline.
- If a panel's review comment is not clear, please send OATN staff an email. We may be able to provide additional information.
- If faculty members from your institution serve on review panels, take advantage of their expertise and guidance even if they are not preparing the submission. A list of faculty panel members from your institution can be obtained by sending OATN staff an email.
- We are all in this together!! If for whatever reason you are stuck, please feel free to contact OATN staff.
- If you asked CEMS to reset your password and have not received an email from "ATC-Help" within five minutes, please contact OATN staff immediately. CEMS will not tell you if you are using the wrong user ID.