



Memorandum

To: Chief Academic Officers and Provosts

From: Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer

Date: September 6, 2016

Subject: New Career-Technical Assurance Guide (CTAG): Administrative and Professional Support

I am pleased to announce a new Career-Technical Assurance Guide (CTAG) that facilitates transfer from Ohio's Public Colleges and Universities, as well as, Secondary Career-Technical Institutions to Ohio's Public Colleges and Universities in the area of Administrative and Professional Support. This memo provides an overview of the Administrative and Professional Support CTAG and also addresses the need for the participation of post-secondary institutions.

Administrative and Professional Support

The Administrative and Professional Support CTAG was created through the Secondary Career-Technical Alignment Initiative (SCTAI), a collaborative effort between the Ohio Department of Higher Education (ODHE) and the Ohio Department of Education (ODE), which supports the legislative mandates in ORC 3333.162. Faculty experts from two-year and four-year institutions, across the state, worked on the initiative to ensure similar academic content by examining and providing input into the ODE Technical Content Standards and then aligning those standards with post-secondary learning outcomes. A survey was sent to all of Ohio's Public Colleges and Universities for review, comment, and endorsement. Findings favored the creation of a statewide agreement in Administrative and Professional Support and the addition of one new Career-Technical Articulation Number (CTAN), for statewide articulation. The attached assurance guide details the criteria that will provide secondary career-technical students the opportunity to earn credit for the approved CTAN.

The Administrative and Professional Support CTAG includes the following course (CTAN):

CTAPS001 – Office Procedures

Please see the attached CTAG document for course descriptions and identified learning outcomes.

CTAPS001- Office Procedures is a new CTAN. All institutions will need to make a submission for the aforementioned CTAN if they have comparable courses. Providing a submission no later than September 26, 2016, will allow the course(s) to be reviewed in the next review cycle.

Compliance Expectations: Also attached to this correspondence, is an expected compliance chart, which shows courses identified to match the learning outcomes for the CTAN previously mentioned. For questions pertaining to course equivalency and institutional compliance expectations, please contact Nikki Lewis, Associate Director Secondary Career-Technical Alignment Initiative (SCTAI), nlewis@highered.ohio.gov or 614-728-2662.

Faculty Review Panel Nominations: A faculty panel will be composed in order to conduct reviews for institutional courses submitted through CEMS. If you are aware of a faculty member who could potentially serve as a faculty review panel member for the Administrative and Professional Support CTAG course equivalency review process, please follow the link to submit your nomination at <https://www.surveymonkey.com/r/TCPGF8M>.

I would like to thank all of those involved in this process for their dedication and support. The names of the faculty participants are listed on page 3 of the Administrative and Professional Support CTAG. If you have any questions in reference to content of the Administrative and Professional Support CTAG, please contact Jamilah Tucker, Director of Career-Technical Transfer Initiatives, jjones@highered.ohio.gov, 614-466-0543 or Monique Menefee-Profitt, Associate Director of Career-Technical Transfer Initiatives, mmenefee-profitt@highered.ohio.gov, 614-387-1022. For technical assistance with a submission, please contact Ryan Cupp, Administrator of Career-Technical Transfer Initiatives, rcupp@highered.ohio.gov, 614-752-9474.

Enclosures (2)