Ohio | **Department of Higher Education**

John R. Kasich, Governor
John Carey, Chancellor

Memorandum

To:	**Career-Technical Center Directors and Superintendents**
From:	**Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer**
Date:	**February 6, 2017**
Subject:	**New Career-Technical Assurance Guide (CTAG): Animal Science and Management (Agriculture)**

I am pleased to announce a new Career-Technical Assurance Guide (CTAG) that facilitates transfer within Ohio's Public Colleges and Universities and Public Secondary Career-Technical Education programs in the area of Animal Science and Management. This memo provides an overview of the Animal Science and Management CTAG and also addresses the need for the participation of secondary institutions.

Animal Science and Management
The Animal Science and Management 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 Animal Science and Management with 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 post-secondary credit for the approved CTAN.

The Animal Science and Management CTAG includes the following CTAN:

Table A: Animal Science and Management CTAG Crosswalk to ODE Course		
Career-Technical Articulation Number (CTAN)	**Ohio Department of Education (ODE) EMIS Numbers and Course Names**	**Student Requirements for CTAG Credit** [Exam scores and course letter grades ("C" or greater) must be from an approved program]
CTASM001 - Introduction to Animal Science	010910 - Animal Science and Technology	End-of-Course Exam Score of 50 or Higher & "C" Grade or better in the course is required for CTAG credit

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

With the Ohio Department of Education's shift from offering programs to courses, the CTAG submission and approval process, in some cases, has changed for secondary institutions. For the Animal Science and Management CTAG, the CTAN listed in Table A, the Certificate of Affirmation may be submitted through the Course Equivalency Management System (CEMS).

PROCESS FOR SECONDARY PROGRAM PARTICIPATION

End-of-Course Examination: For the CTAN contained in Table A above, the End-of-Course (WebXam[tm]) qualifying score is notated with the corresponding CTAN and ODE course. CTAN **CTASM001 – Introduction to Animal Science** [ODE course - Animal Science and Technology (010910), students are required to earn a **qualifying score 50 or higher**].

Certificate of Affirmation: The Certificate of Affirmation Form may be submitted through the Course Equivalency Management System (CEMS) for CTAN **CTASM001 – Introduction to Animal Science**. The Certificate of Affirmation Form is located at this website, https://www.ohiohighered.org/transfer/ct2/affirmation. This document affirms that faculty are teaching the course according to ODE Technical Content Standards and aligns with the learning outcomes for a given CTAN.

Process for Students to Earn Credit: The following steps must occur for secondary students to have the opportunity to access college credit for this course.

1. Secondary institutions must submit their course information through CEMS for the Animal Science and Management ODE course(s) taught at the institution, and according to the submission requirements for **CTASM001 – Introduction to Animal Science**. The course alignment is shown in Table A.

2. Students must accomplish both A & B outlined below:
   A. Pass the ODE aligned course with a "C" grade or better
   B. Pass the corresponding End-of-Course examination with a qualifying score of 50 or higher

3. Students must work with their secondary institution(s) to ensure that their official high school transcript, official WebXam[tm] score, and the (CT)[2] Verification Form, (available at the ODHE website https://www.ohiohighered.org/node/5076) are submitted to the post-secondary institution(s) where the student chooses to enroll. In order to facilitate transfer, the post-secondary institution must also be a participant of the statewide agreement or offer the career-technical discipline.

If your institution offers the CTAN listed in Table A, please submit the course and supporting documents through CEMS for review. Providing a submission no later than March 13, 2017 will allow the course and required documentation to be reviewed in the next review cycle. All institutions will need to make a submission for the aforementioned CTAN if they have comparable courses.

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 Animal Science and Management CTAG. If you have any questions in reference to the content of the Animal Science and Management 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 Career-Technical Transfer Initiatives, rcupp@highered.ohio.gov, 614-752-9474.

Enclosures (1)