



Memorandum

To: Secondary Career-Technical Directors and Superintendents

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

Date: January 20, 2015

Subject: New Career-Technical Assurance Guide (CTAG): Introduction to Criminal Justice and Statewide Discipline-specific Meetings

I am pleased to announce the creation and adoption of the first of several new Career-Technical Assurance Guides (CTAGs) that facilitate transfer from Ohio's public secondary career-technical institutions to Ohio's public colleges and universities.

This memorandum will discuss the new Criminal Justice CTAG, upcoming CTAG offerings, and request your nominations for participants in upcoming statewide meetings.

Criminal Justice

The Criminal Justice CTAG was created through the Secondary Career-Technical Alignment Initiative (SCTAI), a collaborative effort between the Ohio Board of Regents (OBR) and the Ohio Department of Education (ODE) that 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 ODE Content Standards and then aligning those standards with the post-secondary learning outcomes contained within the Criminal Justice Transfer Assurance Guide (TAG) /Ohio Articulation Number (OAN) OSS031, Introduction to Criminal Justice. A survey was sent to all University System of Ohio member institutions for review, comment, and endorsement. Findings favored the creation of a statewide agreement. The attached Assurance Guide details the criteria that will provide secondary career-technical students the opportunity for credit for the approved Career-Technical Articulation Number (CTAN):

Introduction to Criminal Justice: **CTCJ001** = 3 semester hours

With ODE's shift from offering programs to courses, the CTAG submission and approval process has changed for secondary institutions. For the Criminal Justice CTAG, post-secondary faculty approved the use of end-of-course examinations as tools for assessing student learning. Faculty participated in item writing with the Ohio State University's Center on Education and Training

for Employment (CETE) to help formulate the examinations (WebXam) for the courses within the Criminal Justice CTAG. The following steps must occur for secondary students to have the opportunity to access college credit:

1. Secondary institutions must submit the ODE courses required in the Criminal Justice CTAG to the Course Equivalency Management System (CEMS). With each course, institutions will also submit a document that affirms the institution is teaching the three required ODE courses aligned to Introduction to Criminal Justice, and that the post-secondary learning outcomes and the corresponding SCTAI alignment documents have been reviewed and are being adopted as a part of course delivery.

OBR will review these submissions and determine the institution's approval status for the Criminal Justice CTAG.

2. Students must a) pass the three ODE courses aligned to Introduction to Criminal Justice and b) pass the three corresponding end-of-course examinations. Students must then work with their secondary institution to ensure that their official high school transcript, official WebXam examination scores, and the CTAG verification form are submitted to the post-secondary institution where they choose to enroll. The post-secondary institution must also be a part of the statewide agreement or offer the career-technical discipline to facilitate transfer.

Any secondary Criminal Justice career-technical programs that wish to get an early start on their course submissions will be able to do so as soon as submission resources are made available on our website after February 9, 2015. However, all programs are encouraged to send representatives to a discipline-specific submission workshop on March 26th or 27th, 2015 at Marion Technical College. This will be an opportunity to learn about the statewide credit transfer process, the new CTAG course submission process, as well as receive submission assistance from program staff. More information about the workshops can be found below.

Please review the attached CTAG document, as well as the FAQ Document, for more information on the CTAG and SCTAI process.

Statewide Meeting Information

To facilitate the successful expansion of career-technical opportunities for credit to secondary partners, the Ohio Articulation and Transfer Network will host several statewide meetings **for discipline-specific faculty and front line personnel** at your institution. We are seeking

representation from the following disciplines: Criminal Justice, Medical Laboratory Assisting, Health Information Management, Exercise Science, and Automotive Technology and Ground Transportation. We ask that you nominate one(1) to two (2) teachers for each discipline in the attached survey, and at least one (1), but not more than two(2) other representatives from your institution, such as your (CT)² coordinator or other appropriate front line personnel, to attend one of the statewide meetings.

Nominations should be submitted no later **February 6, 2015** via this link:
<https://www.surveymonkey.com/s/RZ2HTB9>.

Meeting participants will receive confirmation from our office.

I would like to thank all of those involved in this process for their dedication and support. If you have any questions please feel free to contact Tonya Ervin, Assistant Director of Career-Technical Initiatives at 614.387.1022 or tervin@regents.state.oh.us.