Memorandum

To:	**Career-Technical Center Directors and Superintendents**
From:	**Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer**
Date:	**December 9, 2016**
Subject:	**New Career-Technical Assurance Guide (CTAG): Food Science (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 Food Science. This memo provides an overview of the Food Science CTAG and also addresses the need for the participation of secondary institutions.

Food Science

The Food Science 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 Food Science 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 post-secondary credit for the approved CTAN.

Table A: Food Science 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]
CTFSC001 - Introduction to Food Processing	011010 - Science and Technology of Food	End-of-Course Exam Score of 61 or Higher & "C" Grade or better in the course 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.

PROCESS FOR SECONDARY PROGRAM PARTICIPATION

Certificate of Affirmation: For **CTFSC001 - Introduction to Food Processing** [ODE course - Science and Technology of Food (011010), a **qualifying score 61 or higher is required**]. The Certificate of Affirmation Form may be submitted through the Course Equivalency Management System (CEMS).

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 these courses.

1. Secondary institutions must submit their course information through CEMS for the Food Science CTAN taught at the institution, and according to the submission requirements for the CTAN. Course alignments are 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 61 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 January 16, 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 Food Science CTAG. If you have any questions in reference to the content of the Food Science 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)