



Memorandum

To: Career-Technical Center Directors and Superintendents
From: Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer
Date: October 18, 2016
Subject: New Career-Technical Assurance Guide (CTAG): Horticulture

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 Horticulture. This memo provides an overview of the Horticulture CTAG and also addresses the need for the participation of secondary institutions.

Horticulture

The Horticulture 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 Horticulture and the addition of five new Career-Technical Articulation Numbers (CTANs) 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 CTANs.

Table A: Horticulture CTAG Crosswalk to ODE Courses

Career-Technical Articulation Numbers (CTANs)	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]
CTHOR001 – Floral Design and Marketing	010625 – Floral Design and Marketing	End-of-Course Qualifying Score has not yet been determined
CTHOR002 – Landscape Maintenance	010640 – Landscape Hardscapes	End-of-Course Exam Score of 56 or Higher & “C” Grade or Better in the Course
CTHOR003 – Equipment Operation and Maintenance	010615 – Landscape Systems Management	End-of-Course Qualifying Score has not yet been determined
CTHOR004 – Plant and Horticulture Science	010155 – Plant and Horticulture Science	End-of-Course Qualifying Score has not yet been determined
CTHOR005 – Turf-Grass Management	010635 – Turf Science and Management	End-of-Course Qualifying Score has not yet been determined

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.

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

PROCESS FOR SECONDARY PROGRAM PARTICIPATION:

Certificate of Affirmation: For CTAN **CTHOR002 - Landscape Maintenance** [ODE Course, Landscape Hardscapes (010640)], the Certificate of Affirmation Form may be submitted through the Course Equivalency Management System (CEMS). The 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.

Full Faculty Review: CTANs **CTHOR001 – Floral Design and Marketing** [ODE course, Floral Design and Marketing (010625)], **CTHOR003 – Equipment Operations and Maintenance** [ODE course, Landscape Systems Management (010615)], **CTHOR004- Plant and Horticulture Science** [ODE course, Plant and Horticulture Science (010155)], and **CTHOR005- Turf-Grass Management** [ODE course, Turf Science and Management (010635)], require a full faculty review. When completing course submissions in CEMS, a narrative description addressing learning outcomes is required for review by a statewide faculty panel.

These CTANs may be switched in the near future to submission by Certificate of Affirmation, pending final field test exam information from the Ohio Department of Education. When this occurs, an announcement will be sent to the institutions who may then submit a Certificate of Affirmation Form for each applicable 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 each Horticulture CTAN taught at the institution and according to the submission requirements for each CTAN. Faculty panels working with ODHE will review the submissions and determine the institution's approval status for the Horticulture CTANs. Course alignments are shown in Table A.
2. Students must accomplish both A & B outlined below:
 - A) Pass the ODE aligned course(s) with a "C" grade or better
 - B) Pass the corresponding End-of-Course examination with a qualifying score [for those CTANs requiring the examination]
3. Students must work with their secondary institution(s) to ensure that their official high school transcript, official WebXam™ 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 any of the CTANs listed in Table A, please submit your course(s) and supporting documents through CEMS for review. Providing a submission no later than January 16, 2017 will allow the course(s) and required documentation to be reviewed in the next review cycle. All institutions will need to make a submission for the aforementioned CTANs if they have comparable courses.

For More Information: Informational videos on credit options for career-technical students are available for faculty, staff and students on our website, <https://www.ohiohighered.org/transfer/ct2/earning-college-credit>.

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 6 of the Horticulture CTAG.

If you have any questions in reference to content of the Horticulture CTAG, please contact Jamilah Tucker, Director of Career-Technical Transfer Initiatives, jjones@highered.ohio.gov, 614-466-0543 or Monique Menefee-Proffitt, Associate Director of Career-Technical Transfer Initiatives, mmenefee-proffitt@highered.ohio.gov, 614-387-1022. For technical assistance with submissions, please contact Ryan Cupp, Administrator Career-Technical Transfer Initiatives, rcupp@highered.ohio.gov, 614-752-9474.

Enclosures (1)