



Memorandum

To: Career-Technical Center Directors and Superintendents
From: Dr. Paula Compton, Associate Vice Chancellor, Articulation and Transfer
Date: June 8, 2017
Subject: Revised Career-Technical Assurance Guide (CTAG): Hospitality, Tourism, and Culinary Arts

I am pleased to announce the updated **Hospitality, Tourism, and Culinary Arts** Career-Technical Assurance Guide (CTAG), which facilitates transfer within Ohio’s Public Colleges and Universities, and Public Secondary Career-Technical Education Programs. The updated CTAG includes new, updated, and existing Career-Technical Articulation Numbers (CTANs).

This memo provides an overview of the Hospitality, Tourism, and Culinary Arts statewide articulation agreement and addresses the need for the participation of secondary institutions.

Hospitality, Tourism, and Culinary Arts

The Hospitality, Tourism, and Culinary Arts 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 Career-Field Technical Content Standards and 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 Hospitality, Tourism, and Culinary Arts with the addition of three new and three previously existing CTANs, for a total of six CTANs available for statewide articulation. The attached assurance guide details the criteria for secondary career-technical students to earn post-secondary credit for the approved CTANs.

The Hospitality, Tourism, and Culinary Arts CTAG includes the following CTANs:

Table A: Hospitality, Tourism, and Culinary Arts CTAG Crosswalk to ODE Courses

Career-Technical Articulation Number (CTANs)	Ohio Department of Education (ODE) EMIS Course Names and Numbers	Student Requirements for CTAG Credit [Exam scores and course letter grades (“C” or better) from an approved program]	Secondary Program Requirements for CTAG Participation
*CTCF001- Sanitation and Safety	330000 - Hospitality Fundamentals	Students must pass the National Restaurant Association Applied Food Service Sanitation Exam (ServSafe® Manager Exam)	For course approval, institutions must offer the ServSafe® -National Restaurant Association Program and provide documentation for an instructor who is currently a Certified ServSafe® Instructor Institutions with current approvals will be notified by our office if current instructor documentation is needed.

* CTCF002- Introduction to Hospitality and Tourism	330000 - Hospitality Fundamentals	<p>A grade of "C" or Better for these ODE Courses is required for CTAG credit</p> <p>A WebXam™ (qualifying score forthcoming)</p>	<p>We expect WebXam™ cut scores (by August 2017 from ODE), which will provide secondary program an opportunity for an expedited review process using the Affirmation Form. Programs will receive an updated communication once these scores are received and before the first review period in October 2017.</p>
* CTCF005- Basic Food Production	330100 - Fundamentals of Food Production		
*** CTCF007- Technology in the Hospitality Industry	330035 - Hospitality Management		
** CTCF008- Front Office Operations <u>AND</u> Housekeeping Operations for the Lodging Industry	330030 - Front Office Management and Operation		
** CTCF009- Food Principles and Purchasing	330120 - Restaurant Management		
<p>*existing CTAN **new CTAN ***existing CTAN with significant revisions to the course learning outcomes</p>			

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

EXISTING and EXPIRING CTANS: Institutions with prior approval for existing* and revised *** CTANs will receive a separate correspondence regarding specific CTAN expirations and resubmission requirements. It is not necessary to create a new course in CEMS. We would like you to reuse what is already in the system in order to maintain clean data. Please contact Monique Menefee-Proffitt, mmenefee-proffitt@highered.ohio.gov, 614-387-1022 or Ryan Cupp, rcupp@highered.ohio.gov 614-752-9474 for assistance with revisions needed for these CTANs.

SUBMISSION STEPS

If your institution offers any of the new **CTANs, you may submit your course(s) and supporting documents through CEMS for review. The first submission opportunity will be by October 2, 2017. Please see the note in the chart above regarding program participation and expedited review.

Process for Students to Earn Credit: The following steps provide secondary students the opportunity to access post-secondary credit.

1. Secondary institutions must submit their course information through CEMS for the Hospitality, Tourism, and Culinary Arts CTANs taught at the institution and according to the submission requirements each CTAN. The ODE EMIS coded course alignments are shown in Table A.
2. Students must accomplish both A and B outlined below:
 - A. Pass the ODE aligned course with a "C" grade or better
 - B. Pass the corresponding End-of-Course examination with the associated qualifying score for each CTAN when indicated
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 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 course.

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 8 of the Hospitality, Tourism, and Culinary Arts CTAG. If you have any questions regarding the content of the Hospitality, Tourism, and Culinary Arts CTAG, please contact Jamilah Tucker, jjones@highered.ohio.gov, 614-466-0543 or Monique Menefee-Profitt, mmenefee-profitt@highered.ohio.gov, 614-387-1022.

For technical assistance with a submission, please contact Ryan Cupp, rcupp@highered.ohio.gov, 614-752-9474.

Enclosures (1)