



Memorandum

To: Chief Academic Officers and Provosts
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 post-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 four new and three previously existing CTANs, for a total of seven 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:

- *CTCF001 - Sanitation and Safety
- *CTCF002 - Introduction to Hospitality and Tourism
- ***CTCF005 - Basic Food Production
- **CTCF006 - Front Office Operations
- **CTCF007 - Technology in the Hospitality Industry
- **CTCF008 - Front Office Operations and Housekeeping Operations for the Lodging Industry
- **CTCF009 - Food Principles and Purchasing

*existing CTAN with no change

**new CTAN.

***existing CTAN with significant revisions to the course learning outcomes

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

EXISTING and EXPIRING CTANs: CTCF001- Sanitation and Safety, CTCF002- Introduction to Hospitality and Tourism, and CTCF003 - Food Production Laboratory are existing Culinary and Food Service Management CTANs. For CTCF003 - Food Production Laboratory, the results of the survey indicated that there is strong support for revised course learning outcomes. The endorsed learning outcomes are stated in the new articulation number, CTCF005 - Basic Food Production. Institutions with prior approval for CTCF003- Food Production Laboratory will receive a separate correspondence regarding specific CTAN expirations and resubmission requirements for

CTCF005, as well as, other necessary updates to existing approvals for CTCF001- Sanitation and Safety and CTCF002- Introduction to Hospitality and Tourism.

NEW CTANs: CTCF006- Front Office Operations, CTCF007- Technology in the Hospitality Industry, CTCF008- Front Office Operations and Housekeeping Operations for the Lodging Industry, and CTCF009- Food Principles and Purchasing are all new CTANs.

Front Office Operations and Housekeeping Operations: As faculty conducted research in the development of the CTAN Front Office Operations and Housekeeping Operations, there were a variety of ways in which the learning outcomes were taught across course sections. In a majority of institutions of higher education, one course, or a combination of two courses contained all of the learning outcomes for Front Office Operations and Housekeeping Operations. The CTAN has been structured to allow institutions covering the learning outcomes in various configurations to submit their course(s) for review via the Course Equivalency Management System (CEMS). Institutions offering the aligned learning outcomes may need to submit one or a combination of courses.

Please note: all secondary students will learn and be tested over the content of both Front Office Operations and Housekeeping Operation for the Lodging Industry.

Attached to this correspondence is an expected compliance chart which shows courses identified to match the learning outcomes for the CTAN. For questions pertaining to course equivalency and institutional compliance expectations, please contact Nikki Wearly, nwearly@highered.ohio.gov, or 614-728-2662.

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.

If your institution has a course already approved under CTCF001 or 002, the course already exists in CEMS. It is not necessary to create a new course in the system. We would like you to reuse what is already in the system in order to maintain clean data. Please contact Monique Menefee-Profitt, mmenefee-profitt@highered.ohio.gov, 614-387-1022 or Ryan Cupp, rcupp@highered.ohio.gov, 614-752-9474 for assistance with revisions needed for these CTANs. As mentioned, institutions with existing approval will receive additional guidance regarding submissions.

Faculty Review Panel Nominations: A faculty panel will also be composed to conduct reviews for courses submitted through CEMS. If you are aware of a faculty member who could serve as a faculty review panel member for the Hospitality, Tourism, and Culinary Arts CTAG, we would welcome their participation. Please follow the link to submit your nomination at <https://www.surveymonkey.com/r/THFXZLH>.

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 submissions, please contact Ryan Cupp, rcupp@highered.ohio.gov, 614-752-9474.

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