CTAG Submissions:
Guidance When There is a Concern about the Need to Submit

Example One

> *"The faculty is unsure if our 200 level course is equivalent to the CTAG. We typically offer this in the sophomore year. Should we submit?"*

Course numbering systems vary across institutions and do not always represent a scaffolding or progression in the major/program sequence. Faculty engaged in CTAG research were asked to start the research process by identifying courses that were offered in the first one to four semesters of a degree program, that were comparable to the secondary career-field content standards, and for which there were little to no prerequisite course material in the catalog description.

Reference the four-step process to the right if your institution's faculty examines the CTAG and expected compliance report and identifies one or more of the following:

- There is likely a better course match,
- There are multiple pre-requisites listed in our catalog description for the suggested course,
- This course requires advanced standing similar to other institutions throughout the state that offer the course in a similar degree program, and/or
- There is a documented accreditation (or other authorizing entity) that prohibits offering prior learning credit for this course.

1 Contact OATN with any concerns

2 To question the need to submit a course, provide OATN a working course syllabus from a recent semester and lead faculty

3 OATN will work with a Faculty Review Panel for a decision on submission requirements

4 OATN will contact institution regarding faculty expert's decision on the submission requirement

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Example Two

> *"My course is similar but doesn't meet all of the learning outcomes or is worth more or less hours than the course on the CTAG."*

Courses within in one credit hour of the guidance provided in the CTAG should always be submitted.

Since each institution teaches a slightly different course, this can happen. If your course is at least 70% similar to the course on the CTAG, it is appropriate to make a submission in CEMS. When in doubt follow the process in example one.

Example Three

> *"Our program offers all of the content in the course-level articulation, but it is offered in two different courses. We are concerned we do not have a 1:1 match."*

Please submit working syllabi for both courses to the OATN. This does not have to be done in CEMS.

The four-step process will be followed, and the Statewide Faculty Panel will review the course syllabi and provide a recommendation to the OATN.