

Course Material Submission Form

OAN Match Definition Form

Today's Date:	June 28, 2007

Use this table to specify institutional data	
College/University:	Youngstown State University
Name and title of individual submitting on behalf of the college/university	
Name:	Robert E. Leipheimer
Title:	Professor/Chairperson Biological Sciences
Address:	One University Plaza, Youngstown, OH 44555
Email:	releipheimer@ysu.edu
Phone:	330-941-3601
Fax:	330-941-1483

<p>Indicate the reason for this submission:</p> <p> <input type="checkbox"/> New Course Match <input checked="" type="checkbox"/> Revised Materials - Faculty review panel requested clarification <input type="checkbox"/> Revised Materials - Institution submitting additional information <input type="checkbox"/> Revised Materials - Course content revised by institution, including situations of both content and credit hour change <input type="checkbox"/> Revised Materials - Other </p> <p>Describe specific revisions being made for "Revised Materials" submissions: Better description of course goals and syllabus content covered in lecture/lab schedule. </p> <p>Institutional Notes to Faculty Panel (the institution is encouraged to add any additional clarifications for this submission):</p> <p>Biology 2602 and 2602L. Students get 4 credit hours for 2602 which includes the lab. Lecture meets three times per week and lab meets three hours per week. There is not separate credit for the lab. We are resubmitting the course syllabus (lecture and lab) as required for clarification of course goals and syllabus content.</p>
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<p>Table 1 – Use this table to describe the course match for which materials are being submitted for the first time or revised.</p> <p>Proposed effective year and term of match (Final effective date will depend on actual approval of match by faculty panel. Effective Year and Term is the first term in which students taking the course will receive matching credit.)</p> <p>Semester institutions complete this row: 2007 Academic Year <input checked="" type="checkbox"/> Summer <input type="checkbox"/> Autumn <input type="checkbox"/> Spring </p> <p>Quarter institutions complete this row:</p>
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20	Academic Year	<input type="checkbox"/> Summer	<input type="checkbox"/> Autumn	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
Ohio Articulation Number (OAN) (Use a separate form for each OAN.):		OSC004			
Number of courses in the match:		1 (up to 10)			
Current status of match:		<input type="checkbox"/> First time submission <input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Error <input type="checkbox"/> Resubmitted <input type="checkbox"/> Pending <input type="checkbox"/> Error with enrollment <input type="checkbox"/> Not submitted			
Course or Courses being matched to or currently matched to the OAN listed above. (Course Numbers must be exactly what will appear on a student's transcript.):		Course Number			
		1.	2602/2602L		
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

Table 2 - Use this table to submit course materials for the first time or to revise previously submitted course materials. You must submit each course in a separate form, repeating the match definition information in Table 1 above for each form submitted.

Course Number. (Course Numbers must be exactly what will appear on a student's transcript.):		2602/2602L	Course Title:	General Biology: Organisms and Ecology	
Hours (be sure that the hours for this course matches the hours in the OAN.)					
4 <input type="checkbox"/> Semester Hours			<input type="checkbox"/> Quarter Hours		
Total Credit Hours	4	Lecture Hours	4	Laboratory Hours (if applicable)	0
Course Placement in Major:			<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Other		
Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition): Biology 2601					
Catalog/Course Description: The structure and function of plants and animals. The structure and functioning of organismic communities and ecosystems are examined. Required of all Biological Science majors. Three hours of lecture, three hours of lab.					
Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations): "Biology" Raven/ Johnson, 7 th Edition, McGraw Hill. <ul style="list-style-type: none"> • Department Laboratory Manual • A Short Guide to Writing about Biology, 5th edition, Jan A. Pechenik, Pearson 					

Education, Inc.: New York, NY.

Course Objectives and/or Plan of Work:

(Provide a clear indication of how the course objectives align with the matched OAN's learning outcomes)

This will facilitate the faculty panel course review process.) Course Objectives

1. To understand the fundamental methods involved in animal and plant classification and their relationship to phylogeny.
2. To understand the comparative anatomy and physiology differences among organism (animal or plant).
3. To understand the mechanisms of nutrition, chemical transport, reproduction and development in organisms (animal or plant).
4. To develop a basic understanding of an organisms physiology and anatomy and how they relate to the biology and ecology of organisms.
5. To describe major groups of invertebrates and vertebrates.
6. To understand the relationship between structure and function in the major animal and plant systems. Explain the basic structures and fundamental processes of life at molecular, cellular, and organismal levels.
7. To understand the fundamentals of homeostasis.
8. To understand the relationships the govern interactions between an organism and it's environment and with other organisms, including the role of behavior and reproductive differences in interactions with the environment.
9. To compare and contrast the differences between populations and communities within ecosystems.
10. To Understand the basic parameters of demographics and population dynamics. Describing the role of asocial and social in population dynamics and structure.

Historical references and the contributions of various individuals are highlighted when appropriate throughout the course.

Description of Assessment and/or Evaluation of Student Learning (The

assessment plan needs to be appropriate for the expected rigor of the course) : Assessment plan submitted previously.

Master Syllabi and Working Syllabi (if both are used): See attached (below).

Additional Documentation:

General Biology: Organisms and Ecology **(Biology 2602)**

Spring Semester 2007
Room B024 Cushwa Hall
9 -9:50 am.; M , W, F

WEB SITE: <http://www.cc.ysu.edu/~grwalker/2602fld/Bio611.html>

Instructors

Instructor: Dr. Gary R. Walker
Office: 4039 WBH;
Ph #: (330) 941-7177
Office Hours: M-F: 12:00 am-1:00 pm
E-mail: grwalker@ysu.edu
Webpage: www.cc.ysu.edu/~grwalker

Instructor: Dr. Thomas Diggins
Office: 4013 WBH;
Ph #: (330) 941-3605
Office Hours:
E-mail: tpdiggins@ysu.edu

Text: "Biology" Raven/ Johnson, 7th Edition, McGraw Hill.

Course Objectives

11. To understand the fundamental methods involved in animal and plant classification and their relationship to phylogeny.
12. To understand the comparative anatomy and physiology differences among organism (animal or plant).
13. To understand the mechanisms of nutrition, chemical transport, reproduction and development in organisms (animal or plant).
14. To develop a basic understanding of an organisms physiology and anatomy and how they relate to the biology and ecology of organisms.
15. To describe major groups of invertebrates and vertebrates.
16. To understand the relationship between structure and function in the major animal and plant systems. Explain the basic structures and fundamental processes of life at molecular, cellular, and organismal levels.
17. To understand the fundamentals of homeostasis.
18. To understand the relationships the govern interactions between an organism and it's environment and with other organisms, including the role of behavior and reproductive differences in interactions with the environment.

19. To compare and contrast the differences between populations and communities within ecosystems.
20. To Understand the basic parameters of demographics and population dynamics. Describing the role of asocial and social in population dynamics and structure.

Historical references and the contributions of various individuals are highlighted when appropriate throughout the course. **Teaching Philosophy and Style:** This course is a freshmen level course the student is expected to be developing independence. This is a team taught course by Drs. Diggins and Walker. We do not lecture from the text directly (regurgitate). The purpose of my lectures is to help you organize your thoughts on the subject, put ideas in context, offer alternative ways of thinking about the topics and to stimulate the student formulate questions about biology. The student is responsible for all of the content of assign readings whether covered in class or not. We may present some materials not in the book. The textbook is a very valuable reference resource and should be kept for future reference. The student should be building a professional library. Relevant pages, if not in syllabus, will be indicated in lecture. It is essential that the student have concepts expressed in more than one way. Note taking is essential. The act of writing helps to stimulate the brain and forces the student to “think” about what is being presented in class. Note taking is not dictation, but students at this level should know how to take notes. For these reasons we will not provide you with course notes!!!!!! We will, however, attempt to provide additional study materials if we find helpful materials (topic outlines, etc.).

If you need help with developing proper scholastic skills get help from the numerous student services available or come see me for study technique consultation. Tutorial services are available for those seeking additional instruction.

Course Mechanics

Lecture: Lectures are traditionally delivered using PowerPoint presentations. Introduction of the CPS system in this course will aid in delivery (see below). The lecture will begin promptly on the hour. All cell phones are in the off mode. I will lecture until 9:50. There will be no “packing-up” getting ready to leave before then. Premature “packing-up” to leave is a disruption of the class. If you have a problem with this let us know now.

Web site: The web site for this class can be found at the URL below. There are valuable links to other resources. WebCT space is also provided for the class.

<http://www.cc.ysu.edu/~grwalker/2602fld/Bio611.html>

Disability Statement: In accordance with University procedures, if you have a documented disability and require accommodation to obtain equal access in this course please contact me. We can meet privately and discuss your specific needs and how to meet them. You must register with the Disability Services Office in Beeghly Hall, room 3310 and provide a letter of accommodation to verify your eligibility. You can reach the Disability Services Office at (330) 941-1372.

Exams and Exam Format: Multiple choice and true/false questions will be the format of the exams. This format is simply that best way we examine the class of this size. The purpose of an exam is to assess your mastery of the subject. Each exam will consist of an answer sheet (Scantron) and a question sheet. The answers will be marked on a Scantron sheet and this allows for computer grading. The computer will only recognize marks made with a **number two pencil**, so do not use ink. Make sure your pencil has a good eraser. We really hate to hand grade these exams!!!! **Bubble in your Patron ID # properly, it is work to figure out whose exam it is!!!!** Bring to the exams several sharpened pencils. There will be three Lecture Exams (50-75 questions). All lecture exams cover material since last exam. A comprehensive optional final exam will be given at the final exam time. The optional final exam will automatically replace the lowest of the lecture exams, **even if it is the lowest grade.**

Cheating and Plagiarism

Warning: Cheating and plagiarism (academic dishonesty) are **not tolerated** at YSU (or at any other university that I know of). Due to the recent increased incidence of cheating and plagiarism the biology faculty **are more vigilant**. Please refer to the **Academic Policies and Procedures Section of the "Youngstown State University Undergraduate Bulletin"** and **"The Code"** for the procedures to handle such matters.

See second to last page and sign the form acknowledging your understanding of these policies. **Be aware** that this policy includes **unauthorized access of any computer files** associated with this course (hacking into computer systems of any kind constitutes violation of Federal Privacy Laws). The files associated with all my courses are monitored for unauthorized access. Entering these files (protected areas) even by "accident" will be considered a violation of academic integrity and the appropriate action will be taken.

Class attendance:

Attendance is not mandatory. However, as a university student you are expected to be responsible. You are **responsible** for all materials covered in class and any assigned text reading, as well as any announcements. There are **no make up lecture exams** unless there is a valid **and well-documented excuse for missing**

the exam or if pre arranged (Note from a physician or the President of the United States). You must give the instructor **notice of a missed exam no more than 24 hours after the test was scheduled**. After this time the student will receive an F for the test (there are no exceptions).

There will be **no re-scheduling of or make-up exam for the optional final exam, under any circumstances**. I have 36 hours from the end of the final to report grades and there is not time for scheduling make-ups.

All cellular telephones are to be turned off in the classroom during the lecture!!!!!! (I turn mine off and expect you to do the same.). Any cell phone found on during the examination is immediately considered cheating, with out question.

Grade Determination

Grading: The final grade is based on a total of 400 points. The grading scale is 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; below 59% = F. Curving grades is at the discretion of the instructor. The course grade will be determined from the three lecture exams (300 points total) and the laboratory grade (100 points total).

Grade and Exam Score Posting Policy and Waiver

Identity theft is a serious problem in our country and because of this I have a specific policy in order to comply with government guidelines and regulations.

Policy: I will **not** under any circumstances release grades or exam scores over the phone or via e-mail. I am **not allowed to and will not** post the grades and scores with any personal Identifier, such as social security number or patron ID. If you want your scores from exams posted you must give me a personal identification code (PIC) and release me of responsibility (see last page for the posting waiver). If you don't want your grades posted, then you can come to my office hours and I will inform you of your exam score. I am not allowed to post final grades. The **only way you can access your final grade** for the course is to access it online through QUE system or the grades will be mailed to you.

Note: If you want to review your grade on an exam, you can do so by the end of the first week after the exam. Do not expect me to go back and review all of your tests and quizzes after the term has ended. It is too late by then. After the term ends, I will only allow you to review your final exam to make sure it was graded correctly (Most probably it was). I will not engage in a debate of your final grade. Your grade can only be changed if it is discovered that there was a significant error in the grade determination. **I will not give out any score in any**

way with out the last page being signed (the syllabus acknowledgement statement).

An **incomplete** is only given with **advanced notice and a valid excuse**. The situation has to be beyond the student's control resulting in the student inability to complete all of the assigned items required for a grade. Taking an incomplete so you can take it over for a better grade is **not a valid excuse**. Documentation is necessary for the determination of a valid excuse.

Caution: If you have **trouble** with the first or second exams, come and see me. If you wait until after second exam to get help and guidance it may be too late to drop the course (**last drop date check important dates listed below**). We **do not** offer individualized extra credit projects, **so don't ask!!!!**

E-mail and the Classroom

E-mailing: If you want to e-mail us make sure you provide a clear statement of your business. Include **your name and which course you are taking in the subject line**. It is not always obvious from the e-mail address and I have several classes. We cannot guarantee that I can respond to the e-mail because we each get over one hundred e-mails per day and sometimes e-mails get junked by mistake. It is better to address any problems to us directly, face to face.

Class E-mail- Each student is **required to activate their YSU e-mail account**, so that the instructor can efficiently and precisely communicate with the entire class at times other than class time. If you already have a personal e-mail account other than the cue mail account and you prefer this one, we suggest that you activate your CUE mail account and then set it up to forward your e-mail to your preferred account. If you have a problem with this let Drs Diggins or Walker know why you cannot use the university e-mail system.

Finishing Out the Term!!!!

The end of a semester is a hectic time. I will not debate final grades. I will not review past tests (unless they have been taken in the past week). **The student should be keeping track to their own scores and, at this point in the term, already addressed any questions about past exams and scores.** No last minute arrangements or haggling. During Finals week there are no office hours provided. I do not get the lab grades until the final exam is given.

In Case of Emergencies and Other Unusual Events.

Fire Alarm or tornado Alert- In an emergency a klaxon will sound and if there is a fire or an emergency that requires evacuation of the building a voice will give you instruction over the load speaker. You should be familiar with the evacuation route from this room. You should leave immediately. In case of a tornado the klaxon will sound and your will be informed to go to the tornado shelter. Make sure you know where the shelter is located and proceed to the shelter

University Emergency Closing- If the university is officially closed for an emergency (sever weather for example) please do not try and come to campus. This type of closing is usually announced over local radio stations (especially WYSU FM) and is designed for your safety. If a police officer instructs you to vacate a building or campus do so immediately!!!!

Class Cancellation- If class has to be cancelled for what ever reason you will be informed by e-mail if possible and a note will be posted on the lecture hall door.

Important Dates.

Spring 2007

DATE	DAY	EVENT
Jan. 15	Monday	Legal Holiday-University closed
Jan.16	Tuesday.	Classes Begin
Jan. 23	Tuesday.	Last day to add a class
Feb. 2	Friday	Last day to apply for spring term graduation
Mar. 12	Monday	Spring Break Begins
Mar. 18	Sunday.	Spring Break Ends
Mar. 29	Thursday	Last day to withdrawal with a W
May. 7	Monday	Final examinations begin
May. 13	Sunday	Final examinations end
May. 19	Saturday	Commencement

Lecture Content Schedule -This may be modified over the course of the term. Any changes will be announced in class.

Week Dates (#)	Topic/ Exams	Chapters Numbers	Objectives Met	Instructor
Week 1	Introduction, Animal Diversity-Noncoelomates- Mollusca & Annelida (Wednesday first day of class) Comparative structure and function, evolutionary relationship	31,32, 33	1,2, 5	Diggins
Week 2	Animal Diversity- Arthropoda- Echinodermata- Comparative structure and function, evolutionary relationship	33,	1,2, 5	Diggins
Week 3	Animal Diversity- Vertebrata with comparison to invertebrate- Comparative structure and function, evolutionary relationship	34	1,2, 5	Diggins
Week 4	Organization of the Animal Body, Locomotion	42	4, 6	Walker
Week 5	Acquisition of Nutrients /Fuel (digestive systems) Comparative physiology of digestions Exam 1 (2/16)	43	3, 4, 6	Walker
Week 6	Internal Transport (circulatory systems) and the integration of circulatory systems with other systems	44	3, 4, 6	Walker
Week 7	Gas Exchange (respiratory systems)- homeostasis	44	3, 4, 6, 7	Walker
Week 8	Defense (Immune Systems), Endocrine system	48	3, 4, 6	Walker
3/13- 3/19	Spring Break			
Week 9	Endocrine system, Nervous System- control of physiological function to maintain homeostasis.	46,45	3, 4, 6, 7	Walker
Week 10	Nervous System, Sensory Systems Exam 2 (3/30)	45	3, 4, 6, 7	Walker
Week 11	Plant Forms, Plant nutrition, Internal Transport	35,37,38	2, 3, 4	Diggins
Week 12	Sensory Systems, Plant Reproduction	40,41	8	Diggins
Week 13	Physiological Ecology	N/A	8, 9	Diggins
Week 14	Population and Community Ecology	53, 54	9, 10	Diggins
Week 15	Dynamics of Ecosystems, The Biosphere Exam 3 (5/4)	55,56	9, 10	Diggins
5/8- 5/12 (Finals)	<i>Finals Week</i> Final Exam Wednesday May 10th, 8 am-10am			

Grade Determination

Grading: The final grade is based on a total of 400 points. The grading scale is 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; below 59% = F. Curving grades is

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at the discretion of the instructor. The course grade will be determined from the three lecture exams (300 points total) and the laboratory grade (100 points total).

Biology 2602L General Biology : Organisms and Ecology Laboratory Spring Semester 2007

Laboratory: Laboratory is an important and mandatory part of this course and you are expected to treat seriously the exercises presented in your lab section. The T.A.s are instructors of record and have responsibility assigning your laboratory grade and keeping records of your performance. They are responsible for all lab examinations and reports. I will drop by the labs occasionally if possible to observe the progress you make in lab.

Graduate TAs

0356	T	0800-1050	
0357	T	1100-1350	
0358	T	1400-1650	
0359	Th	0800-1050	
0360	Th	1100-1350	
0361	Th	1400-1650	
0362	W	1000-1250	
0363	W	1300-1550	
0365	F	1000-1250	
0367**	T	1830-2120	

** If this is the lab section you are attending make sure that at the end of the term the TA reports the lab grade to either Drs. Diggings or Walker.

The laboratory exercises are designed to complement the lectures but may not coincide with lecture in the schedule.

INSTRUCTOR NAME _____

Phone: _____

E-mail: _____

Office hours: _____

REQUIRED TEXTBOOKS

- Laboratory Manual,

- A Short Guide to Writing about Biology, 5th edition, Jan A. Pechenik, Pearson Education, Inc.: New York, NY.

GOALS AND OBJECTIVES

This laboratory course is dividing into three modules:

- Module 1 – Diversity of Organisms. To understand the fundamental methods involved in animal and plant classification. Study the evolutionary relationships evident in structure and function of organisms. **(Supports course goals 1, 2, 5)**
- Module 2 – Vertebrate Anatomy and Physiology To understand the relationship between structure and function in the major animal systems. **(Supports course goals 3, 4, 6, 7)**
- Module 3 – Botany and Ecology To understand the relationship between structure and function in the plant systems and their relationship to evolutionary biology **(Supports course goals 8, 9, 10)**

Writing assignments are designed to develop scientific communication and literary skills. The student will be required to learn navigation through the various formats scientific literature. The experiments are designed to develop analytical and problems solving skills.

ATTENDANCE

Attendance is expected at all lecture and laboratory sessions. Students are responsible for all information given in class and the laboratory, including announcements concerning changes in the course syllabus.

LABORATORY NOTEBOOKS

Each student will keep a laboratory notebook containing the experiments carried out in the laboratory. You are required to use a 9" x 7" hardbound notebook with numbered and lined pages. The notebook can be purchased in the YSU bookstore. The notebook will provide valuable information for writing your laboratory reports, and a study resource for your laboratory practical examinations.

The notebook will be handed in three times for grading. It is due at the beginning of each of the three laboratory practical examinations. The notebook is worth a maximum of 25 points per module.

The notebook will contain the following information for each laboratory exercise:

- o Statement of the purpose of the laboratory exercise
- o Materials and methods used
- o Data results
- o Conclusions

LABORATORY REPORTS

Each student will prepare two laboratory reports, each worth a maximum of 50 points. Each report will be submitted to the following website: www.turnitin.com. This on-line service monitors for plagiarism, and has a comprehensive database composed of journals, books, websites, and laboratory reports submitted by students from previous BIOL 2601 laboratories. In addition to submitting your report to Turnitin, you must submit a hard copy to the laboratory graduate assistant. Although you will work in small groups, each student is required to write his/her own report. To sign-up for Turnitin you will need the following information:

Course Identification Number: XXXXXX
Course Enrollment Password: biology2602

LABORATORY EXAMINATIONS

Your presence at all exams is expected. Exams will cover laboratory textbook material, lecture/class material, and any other assigned reading. Questions on the examinations may be presented in any, or all, of the following formats: true-false, matching, fill-in the blank, multiple choice, or short answer.

All backpacks, bags, purses, etc. must be placed along the wall of the lab room during all exams. No electronic devices (cellular phones, headphones, etc.) are to be engaged, employed, or used while examinations are in progress. If an electronic device is found or heard, then the student will receive zero points for the exam.

- Total of 2 laboratory practical exams at 50 points per exam
- Given during the first 50 minutes of the laboratory session
- Any student late for an exam will not be permitted to take that exam if any other student has already completed the exam and left the room
- **No make-up exams are given** due to the nature of the lab practical exam

ASSIGNMENTS AND POINT DISTRIBUTION

Assignment	Points
Lab Practical Examination 1	50
Lab Practical Examination 2	50
Lab Notebook	75
Lab Report 1	50
Lab Report 2	50
TOTAL	275

The laboratory grade is a component of the overall final course grade, and an individual laboratory grade is not assigned for this course

SAFETY GLASSES AND GLOVES

All students are required to wear safety glasses when working in laboratory utilizing fixed or prepared animal tissues or reagents. Disposable gloves will be provided for you in the laboratory. Regular glasses are not adequate as safety glasses. Safety glasses are available for purchase in the YSU bookstore.

You may encounter potentially harmful situations in the laboratory setting. You should handle all equipment, tissues, and materials as directed by the laboratory instructor. Some laboratory exercises involve the use of fixed or prepared tissues that have been preserved with volatile chemicals. These chemicals can be dangerous and should not be ingested, inhaled, or applied to the skin. The fumes of these chemicals may cause severe irritation to the eye when wearing contact lenses. These chemicals may aggravate certain physical conditions, including pregnancy. If you have any concerns, consult your physician prior to attending laboratory. A list of chemicals is available upon request.

Laboratory Schedule

Week	Date	Laboratory Session
1		Introduction to lab
2		Module 1 – Diversity of Organisms <i>Principles of Phylogeny</i>
3		Module 1 – Diversity of Organisms <i>Applying Phylogenetic Principles to Anatomical Features Flatworms and Roundworms</i>
4		Module 1 – Diversity of Organisms Applying Phylogenetic Principles to Anatomical Features Mollusks and Arthropods Echinoderms and Chordates
5		Laboratory Examination 1 <i>Laboratory Notebook Due for Module 1</i>
6		Module 2 – Vertebrate Anatomy and Physiology <i>Introduction to the iWorx Instrumentation</i> <i>Practice Electrocardiograms (ECG)</i>
7		Module 2 – Vertebrate Anatomy and Physiology ECG Experiment – Effects of Exercise on Cardiovascular Functioning
8		Module 2 – Vertebrate Anatomy and Physiology Spirometry Experiment – Effects of Airway Constriction on Respiratory Functioning
9		Analysis of Data for Module 2 Discussion of conclusions.

10		Laboratory Examination 2 Laboratory Notebook Due for Module 2
11		Module 3 – Botany and Ecology Set-up for Chemical Control in Plants <i>Set-up for Competition Experiment</i> <i>Laboratory Report on Effects of Exercise on Cardiovascular Functioning Due</i>
12		Module 3 – Botany and Ecology <i>Data Collection for Chemical Control in Plants</i> <i>Data Collection for Competition</i>
13		Module 3 – Botany and Ecology <i>Data Collection for Competition</i>
14		Module 3 – Botany and Ecology Final Analysis of Competition Experiment
15		<i>Laboratory Notebook Due for Module 3</i> <i>Laboratory Report on Chemical Control in Plants Due</i>

OBR Use

Approved-Effective Date	
Pending (i.e. Additional Information Requested)	
Disapproved	
Today's Date	

Course Material Submission Form

Instructions and notes

1. Submit completed forms to atpanels@regents.state.oh.us.
2. Use this form to define course matches and to submit new or revised course materials for faculty panel review. Please do not submit a form for multiple OANs or Courses.
3. For course renumbering and credit hour revision, remember to withdraw the old match.
4. For course renumbering and credit hour revision, you may want to include information about how the new numbers relate to the old in the Institutional Notes to the Faculty Panel.
5. Click check boxes to check the item. Text fields will expand as you enter information. Press tab to move forward through form. Press Shift-tab to move backward. Note that these tables are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form. It is possible to paste tables as nested tables. Use the Edit Menu "Paste as Nested Tables" selection.
6. Once you are done entering your information, save the data file. Under the File menu, choose "Save as" and then enter the name (no spaces!) of the file using the following naming conventions:
 - a. For course material submissions: **Institution-OAN-Course Number-Sequence-Version**. **Institution** is the 4 character HEI institution designation. **OAN** is the Ohio Articulation Number whose match is being defined or revised. **Course Number** is the **transcript** course number. **Sequence** is an indication of which course of a multi-course match is addressed in this form. The sequence is of the form (n of m) for an m-course match. For example, 1 of 1 for a single course match or 1 of 2 and 2 of 2 for a 2 course match. **Version** is a number indicating the revision number of this submission. Start with "Ver1" for the first time submission and include the "Ver".

Example:

If you are submitting course materials for Rhodes Community College MATH110 for OMT005 the name of the file would be LMTC-OMT005-MATH110-(1 of 1)-Ver1.

If you are submitting course materials for Rhodes Community College MATH111 and MATH112 for OMT006 the name of the files would be LMTC-OMT006-MATH111-(1 of 2)-Ver1 and LMTC-OMT006-MATH112-(2 of 2)-Ver1.

7. Course materials must be submitted according to timelines below:

Considering the submissions of **new** courses for TAG matches, our goal is to work toward a timeline as follows:

Submit Course Material:	Start of Term 1
Faculty Panels Review Submitted Courses:	During Term 1
Approved course is effective:	Start of Term 2
Approved course is matched for transcript processing:	Term 3

A new match will have to be approved according to the timeframes below:

Course Approval Sample Timelines

Quarter Institutions

	Summer	Autumn	Winter	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1	By 3/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 2/28	By 5/31

Semester Institutions

	Summer	Autumn	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 5/31

8. If you want to submit supplementary supporting documentation, you may do that. Simply send the file along with this form and name the supplementary file **Institution-OAN-Course Number-Supplement. Institution, OAN,** and **Course Number** are as described in Number 6 above. Include the word **"Supplement"**. Just be sure to reference the supplement from the appropriate spot in this document.
9. Remember that all institutions are required to have at least one course match for each OAN in all TAGs for which they have corresponding programs.
10. This form should be used for all submissions or resubmissions starting immediately.
11. If you encounter problems or have questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us

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