

## Course Material Submission Form OAN Match Definition Form

**Today's Date:** 02/26/2007

<b>Use this table to specify institutional data</b>	
<b>College/University:</b>	TRRA
Name and title of individual submitting on behalf of the college/university	
<b>Name:</b>	Lyn Sullivan
<b>Title:</b>	Director, Institutional Research
<b>Address:</b>	2830 Napoleon Rd. Fremont, OH 43520
<b>Email:</b>	lsullivan@terra.edu
<b>Phone:</b>	419-559-2391
<b>Fax:</b>	419-334-3719

**Indicate the reason for this submission:**

New Course Match  
 Revised Materials - Faculty review panel requested clarification  
 Revised Materials - Institution submitting additional information  
 Revised Materials - Course content revised by institution, including situations of both content and credit hour change  
 Revised Materials - Other

**Describe specific revisions being made for "Revised Materials" submissions:**

**Institutional Notes to Faculty Panel (the institution is encouraged to add any additional clarifications for this submission):**

**Table 1 – Use this table to describe the course match for which materials are being submitted for the first time or revised.**

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.)

Semester institutions complete this row:  
 2007 Academic Year       Summer    Autumn    Spring

Quarter institutions complete this row:  
 20      Academic Year    Summer    Autumn    Winter    Spring

<b>Ohio Articulation</b>	<b>OSS014</b>
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<b>Number (OAN)</b> (Use a separate form for each OAN.):	
<b>Number of courses in the match:</b>	1 (up to 10)
<b>Current status of match:</b>	<input checked="" type="checkbox"/> First time submission <input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input 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
<b>Course or Courses being matched to or currently matched to the OAN listed above.</b> (Course Numbers must be exactly what will appear on a student's transcript.):	<b>Course Number</b>
	1. <a href="#">PLS1100</a>
	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.**

<b>Course Number.</b> (Course Numbers must be exactly what will appear on a student's transcript.):	<a href="#">PLS1100</a>	<b>Course Title:</b>	<a href="#">State and Local Government</a>
<b>Hours (be sure that the hours for this course matches the hours in the OAN.)</b>			
<input checked="" type="checkbox"/> <b>Semester Hours</b>		<input type="checkbox"/> <b>Quarter Hours</b>	
<b>Total Credit Hours</b>	<a href="#">3</a>	<b>Lecture Hours</b>	<a href="#">3</a>
		<b>Laboratory Hours (if applicable)</b>	
<b>Course Placement in Major:</b>		<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Other	
<b>Pre-Requisite Course work (if applicable)</b> (Be sure this is consistent with the OAN definition):			
<a href="#">PLS 100 Introduction to American Government</a> <a href="#">College level reading and writing</a>			
<b>Catalog/Course Description:</b> <a href="#">PLS1100: This course is an introduction into the governmental structure and political struggles faced my state and local governments. Particular attention is given to the comparison of institutions, practices, and policies of state and local governmental institutions with their federal counterparts.</a>			
<b>Texts/Outside Readings/Ancillary Materials</b> (Be sure that the text meets performance expectations): <a href="#">Politics in States and Communities, 12th. Upper Saddle River, New Jersey, Prentice-Hall, Inc. 2007.</a>			
<b>Course Objectives and/or Plan of Work:</b> (Provide a clear indication of how the course objectives align with the matched OAN's learning outcomes. This will facilitate the fac			

panel course review process.)

## Learning Outcomes:

### General Education

1. State/Federal relationships within context of American Constitution.
2. Governmental structures of state and local governments.
3. Fiscal policies and challenges.
4. Elections and judicial systems.

## Plan of Work:

### Week Date Activities

1 Introductions, Welcome to Class! State vs. Federal Issues. TH  
Politics of Immigration. Liberal and Conservatism is the States.

2 Policy Responsibilities of States and Communities. States  
districts, and Territories. State names. Constitutional Government in the States. Direct vs.  
Representative Democracies.

3 Are Term Limits a Good Idea? State Nicknames. What is  
federalism? Structure of American Federalism. The states choose the president. How Money  
Shifted Power to Washington. History of American Federalism.

4 Politics of Grant in Aid. Federalism and the Drinking Age. Sta  
Dependence on Federal Aid. What are the Most Livable States? The Nature of Political  
Participation. Securing the Right to Vote.

5 Minorities in State Politics. Women in State Politics. Functions  
and Tactics of Special Interest Groups. State Capitols. Protest as a form of Political Participati  
Parties and primaries. The rise of Divided Party Government in the States. TEST #1 & PAPER

6 Party Competition in the States. Professional Media Campaign  
Organizing the Campaign. Money in State Politics. State Campaign Finance Reform. Function  
of a State Legislator. Getting to the state capitol. The incumbency Machine.

7 Legislative Apportionment and Districting. Legislative Procedure. Legislative Committee  
Party Politics in State Legislature. Lobbying in State Legislatures. Introduction into the  
Governors Job.

8 Gubernatorial Politics. "W" and how he governed Texas. The  
Governors Executive and Legislative powers. Impeachments and Investigations. Other Execut  
Offices. How many Presidents were Governors?

9 Government and Bureaucracy and the sources of Bureaucratic  
Growth and Power. State Government Spending, Employment, and Public Employee Unions.  
State Regulatory Policy. The Budget Process and "Reforming Government".

10 Courts, Crime, and Correctional Policy. The  
Politics of the Death Sentence. The Lawyering of America. The Judicial Selection Controversy.  
Crime in the States and the War on Drugs. TEST #2 & PAPER #2

11 Drugs in College. Police Protection and Law Enforcement in the States. Correction Policies. Americas most Crime Ridden Cities. Eighty Seven Thousand Community Political Systems. County Governments, Cities as "Municipal Corporations". Local Election Systems.

12 Citizen Participation. Big City Politics. Reformers and Do Good-ers. Political Corruption. Recruiting City Council Members. Mayors and City Managers in City Politics. Minorities and Women in Local Politics.

13 Metro Politics. Cities vs. Suburbs. Suburban Sprawl. Managing Metropolitan Governments as Marketplaces.

14 Community Power, Land Use, and Control. Elitism in American Communities. Homeowners Associations: "Buddies" or "Bullies"? Planning and Zoning. Housing, Community Development, and Transportation Policy. The Nation's Largest Landowne

15 The Politics of Education. Goals in Educational Policy. Educational Performance Measurement. The Debate over School Vouchers. The Federal Role in Education. The Battle Over School Finances. The Politics of Higher Education.

**Description of Assessment and/or Evaluation of Student Learning** (The assessment plan needs

to be appropriate for the expected rigor of the course) :

**Course Requirements:**

3 Test 200 points  
3 Papers 150 points  
Participation 100 points  
Total 450 points

**Grading:**

A 100-90%  
B 89-80%  
C 79-70%  
D 69-60%  
F 59% or less

**Master Syllabi and Working Syllabi (if both are used):**

**Course Syllabus**

Course #: PLS 1100 Course Name: State and Local Government

Division: Arts and Sciences

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Class Days: Class Time: 10-11:50

Location: Classroom: Laboratory:

Credit Hours: 3 Contact Hours: 3 Lab Hours: 0Lecture Hours: 3

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Instructor: Office Location:

Phone: Email Address:

Office Hours:

Division Office/Location: A200 Division Fax:

Full-time Contact Person: Taylor Phone(s): 419-334-8400 x 2411

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Course Description:

This course is an introduction into the governmental structure and political struggles faced by state and local governments. Particular attention is given to the comparison of institutions, practices, and policies of state and local governmental institutions with their federal counterparts.

Prerequisite(s): PLS 100 Introduction to American Government

Corequisite(s): None

Entry Level Skills and Knowledge:

College level reading and writing

Required Texts, Supplies and Equipment:

Politics in States and Communities, 12th. Upper Saddle River, New Jersey, Prentice-Hall, Inc. 2007.

Grading:

- A 100-90%
- B 89-80%
- C 79-70%
- D 69-60%
- F 59% or less

Web:

Learning Outcomes:

General Education

1. State/Federal relationships within context of American Constitution.
2. Governmental structures of state and local governments.
3. Fiscal policies and challenges.
4. Elections and judicial systems.

Technical Education

None.

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess

student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment Project and Measurement in course (if any):  
None.

Plan of Work:

Week Date Activities

1 Introductions, Welcome to Class! State vs. Federal Issues. The Politics of Immigration. Liberal and Conservatism in the States.

2 Policy Responsibilities of States and Communities. States, districts, and Territories. State names. Constitutional Government in the States. Direct vs. Representative Democracies.

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15 The Politics of Education. Goals in Educational Policy. Educational Performance Measurement. The Debate over School Vouchers. The Federal Role in Education. The Battle Over School Finances. The Politics of Higher Education.

Course Requirements:

3 Test	200 points
3 Papers	150 points
Participation	100 points
Total	450 points

## Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic "F." Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a

disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).

**Additional Documentation:**

**OBR Use**

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

# Course Material Submission Form

## Instructions and notes

1. Submit completed forms to [atpanels@regents.state.oh.us](mailto: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

- 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.
- This form should be used for all submissions or resubmissions starting immediately.
- 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](mailto:jginzer@regents.state.oh.us)  
 Sam Stoddard (614) 752-9532 [sstoddard@regents.state.oh.us](mailto:sstoddard@regents.state.oh.us)  
 Brett Berliner (614) 466-2004 [bberliner@regents.state.oh.us](mailto:bberliner@regents.state.oh.us)