Course Material Submission Form
OAN Match Definition Form

| Today’s Date: | Jan 23, 2008 |

**Use this table to specify institutional data**

<table>
<thead>
<tr>
<th>College/University:</th>
<th>Owens Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and title of individual submitting on behalf of the college/university</td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>Bruce Busby</td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Associate Vice President, Academic Services</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>P.O. Box 10,000 Toledo, OH 43699-1947</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:bruce_busby@owens.edu">bruce_busby@owens.edu</a></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>567-661-7567</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>567-661-7366</td>
</tr>
</tbody>
</table>

**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:**

- Student Learning Outcomes

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

- The student learning outcomes have been updated to meet the requirements of the faculty panel.

**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:
- 2008 Academic Year ☒ Summer ☐ Autumn ☐ Spring

Quarter institutions complete this row:
- 20 ☐ Academic Year ☐ Summer ☐ Autumn ☐ Winter ☐ Spring
Ohio Articulation Number (OAN)  
(Use a separate form for each OAN):  

| OSS 023 |

<table>
<thead>
<tr>
<th>Number of courses in the match:</th>
<th>1 (up to 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current status of match:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ First time submission</td>
</tr>
<tr>
<td></td>
<td>□ Approved</td>
</tr>
<tr>
<td></td>
<td>□ Error</td>
</tr>
<tr>
<td></td>
<td>□ Error with enrollment</td>
</tr>
<tr>
<td></td>
<td>□ Submitted</td>
</tr>
<tr>
<td></td>
<td>□ Resubmitted</td>
</tr>
<tr>
<td></td>
<td>□ Disapproved</td>
</tr>
<tr>
<td></td>
<td>□ Pending</td>
</tr>
<tr>
<td></td>
<td>□ Not submitted</td>
</tr>
</tbody>
</table>

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.):  

<table>
<thead>
<tr>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOC 210</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
</tr>
<tr>
<td>10.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number. (Course Numbers must be exactly what will appear on a student’s transcript.):</td>
</tr>
<tr>
<td>□ SOC 210</td>
</tr>
<tr>
<td>Hours (be sure that the hours for this course matches the hours in the OAN.):</td>
</tr>
<tr>
<td>□ Semester Hours</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Course Placement in Major:</td>
</tr>
<tr>
<td>□ Major Requirement</td>
</tr>
<tr>
<td>□ Major Elective</td>
</tr>
<tr>
<td>□ Other</td>
</tr>
</tbody>
</table>

Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition):  
SOC 101  

Catalog/Course Description:  
Provides students with competing sociological perspectives supported by research data on the advantages and disadvantages of diverse family structures. Emphasis is placed on the ongoing debate within the discipline on whether traditional family if on a continued state of decline or if the family is changing to meet the demands of the modern world.  

Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations):
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.)
Student will be able to:

1. describe and explain research methods for examining modern marriage and family life.

2. compare and contrast major theoretical perspectives as they relate to marriage and the family, including Functionalism, Conflict Theory, and Symbolic Interactionism.

3. demonstrate an understanding of the socio-historical evolution of family forms and processes contributing to change in form over time.

4. explain the various interactions between work and family.

5. demonstrate and understanding of the causes and consequences of diversity in family form such as cohabitation, marriage, child-bearing, divorce, and remarriage.

6. analyze the causes and consequences of family violence and/or crisis.

7. explain the role of family and family practices in child socialization.

8. explain the causes and consequences of the social meanings given to gender and sexual orientation in families.

9. identify and explain the role of social structure, governmental policy, and systems of inequality on family form and dynamics.

Description of Assessment and/or Evaluation of Student Learning (The assessment plan needs to be appropriate for the expected rigor of the course):
Evaluation of student achievement is based upon assignments, examinations that may contain objective and essay items, and class projects.

Master Syllabi and Working Syllabi (if both are used):
Course Syllabus
Spring Semester 2008

School of Arts and Sciences
Program Name: A.A. or A.S.
Course Name: Marriage and the Family
Course Number: SOC 210
Credits: 3
Contact Hours: 3 Lecture
Instructor's Name:
Office Hours & Location:
Campus Phone:
Campus E-mail:
Additional Contact Information:
Catalog Description:
Provides students with competing sociological perspectives supported by research data on the advantages and disadvantages of diverse family structures. Emphasis is placed on the ongoing debate within the discipline on whether traditional family is on a continued state of decline or if the family is changing to meet the demands of the modern world.
Prerequisites/Co-Requisites: SOC 101
Potential Textbooks or Other Resource Material:


General Information
For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Owens Community College Catalog online.

Course Objectives:
This course will:
1. To methodically examine modern marriage and family life.
2. Identify and explain major theoretical perspectives as they relate to marriage and the family, including Functionalism, Conflict Theory, and Symbolic Interactionism.
3. Identify the socio-historical evolution of family forms and processes contributing to change in form over time.
4. Identify and explain various interactions between work and family.
5. Identify and explain the causes and consequences of diversity in family form such as cohabitation, marriage, child-bearing, divorce, and remarriage.
6. Identify and explain the causes and consequences of family violence and/or crisis.
7. Explain the role of family and family practices in child socialization.
8. Identify and explain causes and consequences of the social meanings given to gender and sexual orientation in families.
9. Examine and explain the role of social structure, governmental policy, and systems of inequality on family form and dynamics.

Student Learning Outcomes:
Student will be able to:

1. describe and explain research methods for examining modern marriage and family life.
2. compare and contrast major theoretical perspectives as they relate to marriage and the family, including Functionalism, Conflict Theory, and Symbolic Interactionism.

3. demonstrate an understanding of the socio-historical evolution of family forms and processes contributing to change in form over time.

4. explain the various interactions between work and family.

5. demonstrate understanding of the causes and consequences of diversity in family form such as cohabitation, marriage, child-bearing, divorce, and remarriage.

6. analyze the causes and consequences of family violence and/or crisis.

7. explain the role of family and family practices in child socialization.

8. explain the causes and consequences of the social meanings given to gender and sexual orientation in families.

9. identify and explain the role of social structure, governmental policy, and systems of inequality on family form and dynamics.

Grading Procedure: (i.e., include the way in which the grade is calculated)

Specific Course Rules Select from List

Specific Course Rules: Select from List

Specific Course Rules: Select from List

Specific Course Rules: Select from List

Disability Resources Services: If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to apply for services, please contact the Disability Resources Services Office.

Miscellaneous Information:

Resources: Select from List

Assignment Calendar
“The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”

Course Syllabus
Spring Semester 2008
School of Arts and Sciences

Program Name: Sociology
Course Name: Marriage and the Family
Course Number: SOC 210-004 (CRN 10186), SOC 210-006 (CRN 10187)
Credits: 3 hours
Contact Hours: Tues/Thurs: 8:00 am to 9:15 am - Lectures CH 103
          Tues/Thurs: 9:30 am to 10:45 am - Lectures CH 103
          Lab

Instructor’s Name: L. Ann Butzin

Office Hours & Location: CH 170-C
          Tues/Thurs: 11:00 – 12:30 pm
          Tues/Thurs: 3:15 – 5:15 pm

Campus Phone: 567.661.7540
Campus E-mail: Linda_Butzin@owens.edu

Catalog Description: Provides students with competing sociological perspectives supported by research data on the advantages and disadvantages of diverse family structures. Emphasis is placed on the ongoing debate within the discipline on whether traditional family if on a continued state of decline or if the family is changing to meet the demands of the modern world.

Prerequisite: (Currently recommended: SOC 101)
Current Textbooks, Materials, Equipment (software/hardware requirements):
Access to computer and internet
Basic knowledge of MS Word, MS Power Point, and Blackboard

General Information:
For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Owens Community College Catalog online.

Course Objectives: Student will
1. learn to methodically examine modern marriage and family life.
2. learn major theoretical perspectives as they relate to marriage and the family, including Functionalism, Conflict Theory, and Symbolic Interactionism
3. learn the socio-historical evolution of family forms and processes contributing to change in form over time.
4. examine the various interactions between work and family
5. examine the causes and consequences of diversity in family form such as cohabitation, marriage, child-bearing, divorce, and remarriage
6. learn the causes and consequences of family violence and/or crisis
7. examine the roles of family and family practices in child socialization
8. learn the causes and consequences of the social meanings given to gender and sexual orientation in families
9. examine the roles of social structure, governmental policy, and systems of inequality on family form and dynamics.

Student Learning Outcomes: Student will be able to
1. explain and apply the methods for examining modern marriage and family life.
2. identify major theoretical perspectives as they relate to marriage and the family, including Functionalism, Conflict Theory, and Symbolic Interactionism
3. explain the socio-historical evolution of family forms and processes contributing to change in form over time.
4. explain the various interactions between work and family
5. explain the causes and consequences of diversity in family form such as cohabitation, marriage, child-bearing, divorce, and remarriage
6. identify the causes and consequences of family violence and/or crisis
7. explain the role of family and family practices in child socialization
8. explain the causes and consequences of the social meanings given to gender and sexual orientation in families
9. identify the roles of social structure, governmental policy, and systems of inequality
impacting on family form and dynamics.

Grading Procedure:

1. Seven quizzes worth 45 points each for a total of 315 points
2. One Family Tree project worth up to 30 points
3. Inclass exercises worth a total of 20 points
4. Progress reports – worth 2 points each – a total of 12 pts
5. One Research Project with PPT slides (class presentation not required) – worth up to 23 pts
6. Grade based on points earned:
   A = 360 - 400 pts  B = 320 - 359 pts  C = 280 - 319 pts  D = 240 - 279 pts

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Specific Course Rules: Attendance
Attendance for entire class period is expected and counts toward your final grade.

Specific Course Rules: Make-up Test Policy
No more than ONE quiz can be made up and all makeups are given during the final week of class with no exceptions. Quizzes will not be left in Testing Center for any students other than those registered with Disabilities Services.

Specific Course Rules: Cell Phone Usage
All cell phones and pagers are to be placed out of sight, and turned off or placed on vibration so as to not disturb the class. Any student who interacts with or displays either device will be asked to leave the class. Picture-taking and audio recording by cell phones violates others' rights to privacy. Any student who does this will not be permitted to attend the class beyond the point of incidence.

Specific Course Rules: Tape Recording in Class
Tape recording of lectures is allowed as long as students own standard recording equipment (NO cell phones), operate, and retain possession of their own devices.

Specific Course Rules: Laptops, I-pods, and other electronic devices not addressed above
NONE are allowed to be in use during scheduled class time.

Specific Course Rules: Civility in the Classroom
Any student who is disrespectful, disruptive, or engaged in other unacceptable behaviors will be asked to leave the classroom for the remainder of the class period. Continued behaviors will result in student being asked to drop the course.

Specific Course Rules: Quality and Submission of Work by Student
All works must be written or typed in dark blue or black ink, or written in pencil ONLY. All works must have students' OCID number and course information on the first page. All submitted works are permanently retained by the professor and will only be returned for review during the class period. Absent students may
make an appointment to review the work privately in CH 170-C. Any student who
fails to return any graded work will earn a 'F' for the assignment. No exceptions.
ONLY originals of papers and project forms from course website (family tree, etc.)
will be accepted – NO Xerox copies.

Miscellaneous Information: The following resources are on campus to help all
students. Please take the time to explore and take advantage of their resources.

Disability Resources Services: If you have a disability or acquire one, you may be
titled to received individualized services and/or accommodations intended to
assure you an equal opportunity to participate in and benefit from the program. To
receive more information or to apply for services, please contact the Disability
Resources Services Office.

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Resources: The Writing Center: The Writing Center offers friendly assistance to
help students improve their writing skills. Students may bring notes, pre-writes,
outlines, and drafts to the Writing Center, and professionally trained writers will
assist them in developing the skills necessary to become independent and effective
writers.

Students may call 567-661-7351 to schedule an appointment; however, the
Writing Center also welcomes walk-ins. Writing Center staff encourages students
to bring their writing in early enough to allow ample time for revision (this may
require more than one conference). The Writing Center is located in College Hall
room 156-D (or on the Findlay Campus, in Room 149 [567-429-3628]). Hours of
operation vary per semester; the Owens Community College web site lists current
hours of operation.

Resources: Tutoring Services
Resources: Student Learning and Resource Center
Resources: Library

ADDITIONAL INFORMATION:

1. Due to safety issues, liability, and other legal concerns – children are NOT
allowed in
   the classrooms during scheduled class times. It is understandable that some
students
   need some assistance when sitters are not available. Such issues and
concerns should be
   taken to Dr. Chip Campbell at the Student Resource Center.
2. Communication between professor and students can ONLY BE DONE through OCC’s Blackboard website. ANY EMAILS from PERSONAL web addresses CANNOT be opened or receive a response. Students should communicate with each other in the same manner.

3. Any students wishing to audit a course MUST BE REGISTERED in the course.

4. Students are required to READ additional materials and ACTIVELY PARTICIPATE in class discussions over all readings (text and additional articles)

Assignment Calendar

2007 Calendar   Topic
Tues – Jan. 15  Introduction, Syllabi distributed, In-class activity
Chapter 1:   American Myths and Dreams
Myths about Family Life; Changing Patterns of Intimate Relationships; The Family in Utopia, and A Note on Theory
Thurs – Jan. 17
Tues – Jan. 22  Chapter 2: Diversity in Families
The Variability of Family Life; The Single-Parent Family; Racial/Ethnic Families; and Families with Same-Sex Parents
Thurs – Jan. 24  Quiz 1 on Chapters 1 & 2
Confirmation Forms due
Tues – Jan. 29
Thurs – Jan. 31
Tues – Feb. 5   Chapter 3: Gender Roles – Foundation for Intimacy
Men and Women: How Do they Differ; Gender Roles: Nature or Nurture; Changing Gender Roles and Orientations
Chapter 4:   Sexuality
The Meaning of Sex; Sex and Intimate Relationships; Contraception; Teen Sex; Sex in Marriage; Extramarital Sex; and Sexual Diseases and Dysfunctions
Thurs – Feb. 7  Progress Reports due;
Quiz 2 on Chapters 3 & 4
Tues – Feb. 12  Chapter 5: Getting to Know Someone Else
We Are Social Creatures; The Nature of Intimacy; Meeting and Getting to Know
Others; and Developing a Relationship
Thurs – Feb. 14 Chapter 6: Getting Involved
Hanging Out and Hooking Up; Dating; Moving Beyond Dating; Cohabitation; Breaking Up; and Staying Single
Tues – Feb. 19 Progress Reports due;
Quiz 3 on Chapters 5 & 6
Thurs – Feb. 21
Chapter 7: Falling in Love
The Meaning of Love; When You Fall in Love; Passionate Versus Companionate Love; Loving and Liking; Styles of Love; and A Love Threatened - Jealousy
Tues – Feb. 26 Chapter 8: Selecting a Life Partner
Is There A Best Way to Select A Life Partner; Narrowing the Field – Assortative Mating; and Predictors of Marital Satisfaction
Thurs – Feb. 28 Class cancelled due to Educational conference
Mar. 3 & 6 Spring Break – No Classes
Tues – Mar. 11 Chapter 9: Getting Married
What Are Your Chances of Getting Married; Why Do People Marry; Types of Marriage; Expectations; Adjusting to Marriage; and First Year Changes
Thurs – Mar. 13 Progress Reports due; Quiz 4 on Chapters 7, 8 & 9

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Tues – Mar. 18 Chapter 10: The Challenge of Communication
The Nature of Communication; Communication as an Interaction Process; Listening; Impediments to Communication; Satisfying Communication; and Improving Communication Skills.
Chapter 11: Power and Conflict in Marriage
Power in Marriage; Marriage as a Power Struggle; Conflict in Marriage; Negative Consequences of Severe Conflict; Styles of Conflict; and Good Fighting
Thurs – Mar. 20
Chapter 12: Work and Home
His Work and Her Work; Changing Patterns of Working; Why Women Work Outside the Home; Challenges of Dual-Income Families; Satisfactions of Dual-Income Families; and Work and Well-Being
Tues – Mar. 25 Progress Reports due; Quiz 5 on Chapters 10, 11, & 12
Thurs – Mar. 27 Chapter 13: Becoming a Parent
Changing Patterns of Childbearing; To Bear or Not to Bear; Options for the Infertile; Children and the Quality of Life; Parenting: Her Experience and His Experience; and Parenting and the Well-Being of Children
Tues – Apr. 1
Thurs – Apr. 3
Chapter 14: The Family Life Cycle
The Family Life Cycle; The Newly Married: A Family Without Children; The Family With Young Children; The Family at Midlife: Adolescents and Aging Parents; The Launching and the Empty Nest Stage; and The Aging Family; Death of a loved one (NOT in text)

Tues – Apr. 8 Progress Reports due; Family Tree due; Quiz 6 on Chapters 13 & 14 and death
Thurs – Apr. 10
Tues – Apr. 15
Thurs – Apr. 17

Chapter 15: Family Crises
Sources of Family Crises; Abuse of Alcohol and Other Drugs in the Family; Violence in Families; Reacting to Crises; and Coping Patterns

Separation and Divorce
Chapter 16: Divorce Trends; The Process of Uncoupling; Causes and Correlates of Divorce; Effects of Divorce on Spouses/Parents; Effects of Divorce on Children; Child Custody; and Coping with the Disruption

Chapter 17: Remarriage and Stepfamilies
Type and Number of Remarriages and Stepfamilies; Déjà Vu – Dating and Mate Selection Revisited; Why Remarry; Issues in Recoupling; Living in a Stepfamily; and Making It Work

Tues – Apr. 22 Progress Reports due
Thurs – May 8 Section 004: 8:00 to 9:45 am - Quiz 7 on Chapters 15-17
Tues – May 6 Section 006: 8:00 to 9:45 am - Quiz 7 on Chapters 15-17

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”

Confirmation Form

The following form is to be completed and returned on Tuesday, January 22, at the beginning of class. Placing a check mark [X] in each box confirms that you have read and comprehend all of the items listed on these pages. ALL of these items can be found on Blackboard under the files in this course shell.

[ ] The syllabus for this course (handed out in class)
[ ] Current textbooks, materials, and equipment required for course
[ ] Course Objectives and Student Learning Outcomes
[ ] Grading procedures and grading scale
[ ] ALL of the ‘Specific Course Rules’
[ ] Misc. Info: Disability Resource Services, Writing Center, Student Resource Center
[ ] Additional information: children in classrooms, email policy, required course registration, student obligation to read materials and actively participate in class
[ ] Assignment Calendar (topics, text chapters, due dates, etc.)
[ ] The Academic Policy for honesty and submission of student papers, projects, etc.
[ ] The ‘real world’ philosophy of Bill Gates
[ ] How to Succeed in College
[ ] Family Tree Forms
[ ] Research and Stats
[ ] Finding a family crest and genealogy data
[ ] Seven principles of good learning
[ ] Study skills
[ ] Doing a web search and ancestors
[ ] Getting an OCID and emails
[ ] One way that test questions are made
[ ] Allowed news sources (sources for student research on ALL projects, etc.)
[ ] Planning your future (how to enhance your resume and find scholarships)
[ ] Progress Report forms
[ ] PPTs (Power Points) on stats
[ ] Self-Assessment Forms
[ ] PPTs on Prepared for College
[ ] Diagramming a research project
[ ] Instructor’s schedule with office hours available for student appointments.

Please email any questions that you have and I will do my best to give you a rapid response.

Signature: ________________________________________  OCID: __84-

________________________________

Date completed: ________________________________

Additional Documentation:

OBR Use

<table>
<thead>
<tr>
<th>Approved-Effective Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending (i.e. Additional Information Requested)</td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
<tr>
<td>Today’s Date</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Quarter Institutions</th>
<th>Summer</th>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Material Submitted for Review</td>
<td>By 6/1</td>
<td>By 8/15</td>
<td>By 1/1</td>
<td>By 3/1</td>
</tr>
<tr>
<td>Faculty Panel Reviews Completed</td>
<td>By 8/1</td>
<td>By 12/31</td>
<td>By 2/28</td>
<td>By 5/31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Institutions</th>
<th>Summer</th>
<th>Autumn</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Material Submitted for Review</td>
<td>By 6/1</td>
<td>By 8/15</td>
<td>By 1/1</td>
</tr>
<tr>
<td>Faculty Panel Reviews Completed</td>
<td>By 8/1</td>
<td>By 12/31</td>
<td>By 5/31</td>
</tr>
</tbody>
</table>

8. 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.
9. This form should be used for all submissions or resubmissions starting immediately.
10. 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
Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us
Brett Berliner (614) 466-2004 bberliner@regents.state.oh.us