



MEMORANDUM

TO: TAG Faculty Review Point Persons and OTM Faculty Panel Leads

FROM: Paula Compton, Associate Vice Chancellor, Articulation and Transfer

DATE: November 2, 2009

SUBJECT: Calendar Conversation Review Process

Seventeen public institutions plan to shift to a semester calendar beginning with the 2012-13 academic year. Each will need to submit its Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) semester courses to the established faculty panels that review/approve such submissions. It is anticipated that the panels will start reviewing calendar conversion courses beginning Summer 2010.

Recognizing the workload issues that such a conversion process will entail, at both institutional and statewide levels, on September 25, 2009 representatives from all the current faculty panels were convened to discuss how best to approach this issue. Attached are diagrams that outline the two main paths for review/approval that will be adopted - full and partial reviews.

FULL REVIEW PROCESS

For new offerings, or courses that were previously approved in quarter hours but underwent a significant content change, full review is required and will be the same as the current practice that involves the creation of new courses in the inventory and new matches:

- complete data-entry with learning outcomes in the Course Equivalency Management System (CEMS),
- a copy of the new syllabus,
- submission to the OBR, and
- review by the full faculty panel

All learning outcomes and guidelines of the match being submitted must be completed by a content expert at the institution

See the attached diagram on the Full Review Process.

PARTIAL or "EXPEDITED" REVIEW PROCESS

Courses that are simply being converted from quarter to semester formats should be granted an expedited review. Such courses must have been previously approved and have not undergone a significant content

change during conversion. The subject area of the converted course must be on the eligible list, which will be discussed with the faculty panel leads.

Courses submitted in this manner will require:

- a copy of the new syllabus,
- a copy of the old syllabus,
- a memorandum detailing the changes (semester formatting and/or content changes) – The learning outcomes or guidelines for these matches will not need to be filled out; the match only has to be marked as “expedited”,
- submission to the OBR, and
- that faculty panel leads will either approve the submission or send it to their panels for at least an additional two-person partial review

These expedited steps will speed up the review process. However, accurate course data-entry and complete course syllabi information are still needed.

See the attached diagram on the Partial or “Expedited” Review Process.

Note

1. There will be situations where courses can exist within multiple guarantees. For instance, if a course is being submitted for both TAG and OTM, but was only approved for a TAG previously, the TAG submission can be expedited. However, the OTM submission would need to go through a full faculty review. The materials submitted for the course would need to include the new and old syllabi and a memorandum containing changes to the course. Only the learning outcomes or guidelines for the OTM submission would need to be filled out.

2. The expedited process is not a guarantee of an automatic approval by the faculty panel. It is crucial that institutions do their best to create a syllabus with as much information as possible, such as weekly descriptions of content covered and textbooks. Several faculty panel leads have expressed their need for those items to make a solid decision for both full and expedited review processes, especially in the TAG sequenced courses, where faculty panels will want to see how learning outcomes are redistributed in the semester format. If a match is disapproved or is pending, it will be returned to the institution for rework and resubmission as a full review.

3. We depend heavily on your data-entry and data submission in CEMS and will do our best to make the technology work for you. Some user-friendly improvements for both institutions and faculty panels will be provided soon.

Your cooperation on this important effort is greatly appreciated. Thank you for your understanding, and please let us know if you have any questions or concerns. They can be directed to me at pcompton@regents.state.oh.us or (614) 466-3334. Also, you may contact Hideo Tsuchida at htsuchida@regents.state.oh.us or (614) 644-0642, or Sam Stoddard at sstoddard@regents.state.oh.us or (614) 752-9532.

We will keep you informed as we develop the details of these review processes.

Attachments 2