



Ted Strickland, Governor
Eric D. Fingerhut, Chancellor

Board of Regents

University System of Ohio

Memorandum

To: Provosts and Chief Academic Officers, TAG Coordinators, OTM Coordinators

From: Paula K. Compton, Associate Vice Chancellor, Articulation and Transfer

Date: September 27, 2010

Subject: Sample Memos Available for Institutions Undergoing Calendar Conversion in the Expedited Review Process

As seventeen quarter institutions are making their transition to semesters, Ohio Board of Regents Articulation and Transfer Team has also been working with them to help make the submission process for Ohio Transfer Module and Transfer Assurance Guides as smoothly as possible.

One of the first steps taken was the creation of the Expedited Review Process. If a new semester course has undergone no or little content change from the old quarter course and the old course was previously approved for OTM/TAG, the course would be eligible for the Expedited Review Process. Each OTM/TAG course also must be on the Expedited-Review-Eligible List, which is available on the Ohio Board of Regents Academic Calendar Conversion website (<http://regents.ohio.gov/calendar-conversion/expedite-list.php>).

In the Expedited Review Process, institutions must submit new and old syllabi, a memo detailing changes, and a co-/pre-requisite syllabus if applicable. We received some inquiries about the content of the memo detailing changes. To answer those questions, we have created a webpage to link from Academic Calendar Conversion and CEMS Support pages for you to see sample memos and helpful tips. The helpful tips were compiled based upon some of the conversations that the faculty review panels had with the Articulation and Transfer Team. You can find the sample memos and helpful tips at <http://regents.ohio.gov/transfer/cemssupport/memo-detailing-changes.php>. For your convenience, three sample memos and a list of helpful tips are also attached to this memo.

I would like to thank Dr. Joe Law and Dr. Carol Engelhardt Herring of Wright State University for helping us draft sample memos and allowing us to share their documents with you.

If you would like other information posted on the Academic Calendar Conversion or CEMS Support websites that might be useful to you and your colleagues, please feel free to let Stephanie McCann, Program Manager, know at smccann@regents.state.oh.us.

Thank you very much for all the work that you do to ensure that students in Ohio can benefit from these important initiatives.

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