

OAN Course Submission Frequently Asked Questions

OAN Submission Form Questions

- Q.** Should I submit the OAN Course Submission Form and syllabus separately?
- A.** When possible, provide only one file for each OAN submission. Fill out the entire OAN Course Submission Form and then paste the syllabus in the document after the OAN Submission Form.
- Q.** A course was not approved because the OAN Submission Form was not complete, what did I do wrong?
- A.** Make sure all fields on the OAN Submission Form have been completed.
- Include the course name, course number and OAN.
 - Indicate if there is more than one course mapped to meet the Learning Outcomes of the OAN by completing the appropriate section. For example, “Course **(1)** of a **(2)** course mapping.”
 - Provide the credit hours, lecture hours, lab hours, prerequisites and placement score information as necessary.
 - Insert the catalog/course description, texts/reading materials, course objectives, and description of assessments/evaluation in the designated boxes.

Note: You may enter information in the boxes described above by “cutting” the information from the master syllabus and “pasting” it in the appropriate box.

- Q.** Is it a good idea to show exactly how my course meets the TAG Learning Outcomes? How can I show that?
- A.** Yes, it is a good idea. Many of the courses that have been approved have clearly identified how the course meets the TAG Learning Outcomes by copying the Learning Outcomes and then pasting the matching information from the syllabus next to it. This can expedite the process for the review panel and demonstrate how the course clearly meets the Learning Outcomes. However, it is still necessary to include the entire syllabus for review.
- Q.** Where can I find the learning outcomes for an OAN?
- A.** These are available online at <http://www.regents.state.oh.us/tags/tags.html>.
or by TAG at http://www.regents.state.oh.us/articulation_transfer/AT/OAN/oan.html
1. Click on the TAG you wish to view.
 2. The link to the learning outcomes by TAG is at the top of the page just above the list of institutions.

Q. Can I provide the name of a faculty member who may be able to answer the review panel's questions?

A. Yes. Including the name and contact information for a faculty member who works with the course may be helpful to the review panel.

Prerequisite Course Information

Q. What information does the campus need to provide about a prerequisite?

A. Provide the course title and course number. It is helpful to look at it from the point of view that the faculty members on the review panel are not familiar with your institution's course numbering system. Therefore, you should provide any information that may help the panel during the review.

Q. What if a prerequisite is required by the OAN but on my campus it is required earlier in the major/sequence?

A. Clearly demonstrate how a student meets the prerequisite earlier in the major.

Q. If a prerequisite is not approved, will a course that contains that prerequisite automatically be rejected as well?

A. That is certainly a possibility. However the final decision to approve or disapprove any course rests with the relevant faculty panel.

Course Submission Information

Q. What if our campus would like to submit the same course for two different OANs?

A. Submit an OAN Submission Form and the syllabus twice; once for each OAN.

Q. What if two courses meet the Learning Outcomes of the OAN when combined?

A. Submit each syllabus with its own OAN Course Submission Form. Be sure to fill out the section of the submission form that specifies the number of courses mapped to the OAN. For example, "Course 1 of a 2 course mapping."

Q. Are there any examples of courses that have been approved?

A. Yes. The faculty review panels have been identifying courses they believe are model submissions. Some of these approved courses are below:

- **Business**
Bowling Green State University's submission for OBU001
http://www.regents.state.oh.us/articulation_transfer/AT/OAN/Business/bgsu/BGSU-2005-OBU001-ACCT221.pdf
- **Mathematics**
Sinclair Community College's submission for OMT005
http://www.regents.state.oh.us/articulation_transfer/AT/OAN/Math/scc/Sinclair-2005-OMT005-Calculus%20and%20Analytic%20Geometry%20I-MAT%20201.pdf
- **Engineering**
Lakeland Community College's submission for OES001
http://www.regents.state.oh.us/articulation_transfer/AT/OAN/Engineering/lakeland/Lakeland%20Community%20College-2005-OES001-Introduction%20to%20Technology-MECT1000.pdf
- **Health Information Management**
Lorain County Community College's submission for OHL005
http://www.regents.state.oh.us/articulation_transfer/AT/OAN/Health%20Information%20Management/lccc/LCCC-2005-OHL005-MEDICAL-TERMINOLOGY-ALHN-110.pdf

Resubmissions

- Q.** When can a campus resubmit a course that was not approved?
- A.** Courses can be resubmitted as soon as the campus has addressed the concerns of the faculty review panel.
- Q.** How do we resubmit a course that was not approved?
- A.** Resubmit the corrected syllabus and OAN Course Submission Form by e-mailing it to atpanels@regents.state.oh.us. **Please indicate in the e-mail message that it is a resubmission.**
- Q.** Is there a deadline for resubmissions?
- A.** We encourage you to address the concerns of the faculty panels and resubmit as soon as possible.

Notification of Approval/Disapproval

- Q.** Are the Report-Outs that detail whether a course has been approved or not official notice of a course that isn't approved?
- A.** No. The Report-Outs were developed to give campuses an opportunity to fix any problems the faculty panels identify so the courses can be resubmitted with corrections.

- Q.** When will campuses receive official notice about courses that are not approved?
- A.** It is our priority to have the faculty panels complete the Round I reviews while also providing campuses with the opportunity to correct any problems and resubmit courses. When the courses for Round I have been sufficiently reviewed, OBR will send official notice to each institution.

Q. What is the expected completion date for Round I?

A. Spring of 2006.

Curriculum Changes

Q. How often will the courses and TAGs be evaluated? What if our courses change?

A. We realize that changes may need to occur and the TAGs may need to be reevaluated in the future. However, we must finish the initial reviews before we can reevaluate the TAG Learning Outcomes and matched courses. A process for reevaluation will be established in the future.

Q. What if there isn't enough information on the Report-Out to determine why a course was not approved?

A. We have asked each faculty panel to provide detailed information as to why a particular course(s) was not approved. However, if you did not receive enough information, contact the Board of Regents. We may be able to put you in contact with the lead faculty member of the review panel who can discuss the course submission with you.

Additional Questions

If you have additional questions or need more information, please contact the following staff at the Board of Regents:

Policy

Paula Compton – pcompton@regents.state.oh.us or 614.466.3334

Nick Wilson – nwilson@regents.state.oh.us or 614.466.4158

A&T Clearinghouse and HEI

Jim Ginzer – jginzer@regents.state.oh.us or 614.752.9486

OAN Submissions

Lacey Snoke – lsnoke@regents.state.oh.us or 614.466.6004