Memorandum

To: Provosts and Chief Academic Officers

From: Paula Compton, Associate Vice Chancellor of Articulation and Transfer

Date: November 22, 2016

Subject: Guideline from the Statewide Faculty Review Panel Leads on the Use of Open Source Materials

As requested by the two-year chief academic officers, Ohio Articulation and Transfer Network staff asked the panel leads from all Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) Review Panels to consider the substitution of open source materials for textbooks in course submissions.

Review Panels validate the statewide criteria (learning outcomes, topics, or guidelines) when examining courses for TAG or OTM approval. In essence, open source materials will be treated the same as traditional textbooks in the review process. Required sources for the institutional course must meet the expected rigor established in the statewide criteria.

Based on panel lead consensus, resubmission of a previously approved course is not required for a change in textbook or required course resources. Once a panel approves a course for the statewide guarantee (TAG and OTM), the panel trusts the institution/faculty to maintain and adhere to the learning outcomes/guidelines as they select their materials.

They also agreed that it would be important and appreciated when submitting a new course for panel review, for the institutional faculty to accurately reflect what specific texts or open source materials are planned to support the TAG/OTM criteria and provide a complete list and web URL for all open source materials being used/considered for the course at the submitter’s institution. This information will allow the faculty review panel members to access the materials. Open source materials will not change the basic qualifier; the resource or source being used in the course must support the achievement of the learning outcomes or guidelines.

Should you have any questions, please feel free to contact Hideo Tsuchida at (614) 644-0642, htsuchida@highered.ohio.gov.