

Calendar Conversion Update

**Report to:
The University of Toledo Board of Trustees
Academic Affairs Committee**

**Presented by:
Dr. Andrew D. Jorgensen
Calendar Conversion Project Director**

February 13, 1996

The calendar conversion process is progressing. We are now at the one-third point in time between the Board decision to convert to semesters and the actual first day of classes under this calendar. Activities carried out so far can be characterized by a high degree of cooperation from the members of the faculty and administration who have been involved in the necessary tasks. It has been a time of increased communication across the campus.

The work of conversion is being overseen by the Calendar Conversion Coordinating Committee (CCCC) of Vice-Presidents Hample, Fry and Meabon, with most activities to date occurring in the Calendar Conversion Council (CCC) Academic and Administration units. To coordinate all conversion efforts the Project Director chairs the Calendar Conversion Council Liaison Committee, which is composed of leaders from the both CCC units, and he reports regularly to the CCCC. In December some of the focus shifted to departments and colleges when they began the task of developing courses and curricula for a semester system.

The following conversion tasks have been completed or are very near completion:

- ▶ **Standard Class Start/Stop Times:** This policy was developed to reduce student schedule conflicts and to better utilize classroom space.
- ▶ **Course Numbering System:** A new system was devised to provide university-wide standardization of course numbers. This will improve the use of transcripts and degree audits.
- ▶ **Student Appeals Process:** A procedure to handle student appeals related to the transition was developed in consultation with Student Senate.
- ▶ **Calendar Conversion Office:** In December a project director was appointed and the Calendar Conversion Office was established and staffed by a full-time secretary.

The following tasks are ongoing at this time:

- ▶ **Departmental Curricula Proposal Preparation:** Departments are approximately one-half completed with course and major requirement proposal development. This is scheduled to be finished by March 1.
- ▶ **Administrative Timeline:** The Calendar Conversion Council-Administrative group devised an extensive timeline of conversion activities that has been widely distributed across campus. Monthly updates of this information are made. A copy of the most recent version of this timeline is attached. Much of the administrative effort to date has been in the area of planning for the conversion and in the start of making modifications to the student information computer system.
- ▶ **Student Guide to Semester Conversion:** The first draft of this document is close to completion. We hope that this will be in the hands of students before the end of the Spring Quarter.
- ▶ **Year in Advance Scheduling:** We are working on being able to present to students a tentative list of courses to be taught in the Winter and Spring Quarters of 1997 when we distribute the Fall Quarter of 1996 schedule of classes early in May. This will help students to plan out their last terms under quarters.
- ▶ **University Catalogue:** Development of policies and time schedules related to the preparation of the 1997-98 university catalogue have been progressing. The major changes from the present format are: greater uniformity across colleges, a much earlier availability (March 1997) so that students can effectively plan their first year on semesters, and a less expensively printed document with the content reduced to essentials.

- ▶ **Academic and Administrative Policies** A group is preparing a series of proposals regarding various policy issues which will be affected by the calendar conversion. This includes add/drop deadlines, late registration procedures, tuition refund parameters and full-time student designations.

A successful calendar conversion process will continue to require the dedicated efforts of many individuals on the campus. The need to proceed with due diligence as dictated by the necessary time constraints is fully appreciated by all parties.

Questions and comments can be addressed to the project director at 530-7256, e-mail semester@uoft02.utoledo.edu or semester@utnet.utoledo.edu.

Calendar Conversion Update

Report to:

The University of Toledo Board of Trustees Academic Affairs Committee

Presented by:

Dr. Andrew D. Jorgensen
Calendar Conversion Project Director
September 10, 1996

ONE YEAR AND COUNTING

In just under one year we will be teaching classes on a semester schedule. It seems appropriate to start this report with the statement which ended the last update to this committee:

The conversion process to date has been characterized by the dedicated efforts of numerous individuals across the campus. It has been a time of review of the past and planning for the future. What evolves from the conversion will be a significant improvement for our students, faculty and staff.

CURRICULUM REVIEW

Approximately 4,750 new semester courses are one step away from final curricular approval. In the early fall meetings of the Faculty Senate and the Graduate Council this last step will be completed for the vast majority of courses. The deadline for completion of all curricular review was set at October 1. This deadline should be met for about 97% of all courses which we expect to have in the semester inventory. The total number of new classes will probably be less than 75% of the number of quarter courses.

UNIVERSITY CATALOGUE

All college and departmental entries for the 1997-98 University Catalogue have been submitted and are now under review. This document will be produced in a more standardized and easier to use format than recent editions. Printed copies will be available to continuing students by March 1. An electronic edition will be accessible as soon it can be produced.

FALL 1997 SCHEDULING

Work is progressing on the conversion of the Student Information System for the first term on semesters. Department chairs are now reviewing information needed to create the Fall Semester 1997 class schedule. The plan is to have students start registering for these classes by the end of April.

COMMUNICATION WITH STUDENTS

New students will receive information on the conversion as part of their FYI courses this fall. All students will be updated through Collegian articles and columns, public forums including dormitory presentations and via their advisers. In the Fall Quarter advisers will be provided with a significant amount of documentation on the new curricula. Communication to the broader Toledo community is also planned.

CONCLUSION The conversion process is progressing on schedule and as expected.

Notes For:

Calendar Conversion Report on Academic Policies

Presented to:

The University of Toledo Board of Trustees Student Affairs Committee and Academic Affairs Committee

Presented by:

Dr. Andrew D. Jorgensen
Calendar Conversion Project Director
October 8, 1996

In March of this year a Conversion Policy Committee chaired by Professor Jack Maynard began a review of academic policies.

Purpose: Consider both necessary changes due to conversion & attempt to bring greater consistency to these policies across campus

Membership: included faculty, administrators and a student representative

Results were forwarded through the Calendar Conversion committee system to the Vice-Presidents. All proposed policy changes were shared with the Deans. Policies which included faculty authority were sent to Faculty Senate. In spring meetings the Senate accepted some proposals and modified others. Recently presented to Student Government.

The document previously distributed to you includes all proposed changes. They are in 3 categories:

Hours and Term Dependent: every policy with the word quarters or hours needed to be reviewed and many of them changed - others just restated (12 hours for full time on both calendars.) Greater conformity across colleges was achieved.

Time Sensitive Policies: Add/Drop/Withdrawal - some deadlines changed to reflect 15 weeks in a semester vs 10 weeks in a quarter.

Grades Modifications: Each of the bodies considered the present grade system and are now recommending two changes:

"I" Grade would no longer be punitive (not an F), but with a defined extension.

"DR" Grade would be replaced by an "IW"=instructor withdrawal to handle the problems which the "DR" was originally designed to do.

Promulgation:

These will be on the Web in a few days.

Reproduced in the Adviser's Handbook which will be distributed in two weeks.

In the 1997-98 *Transition Catalogue* available in March.

Calendar Conversion Progress Report

June, 1997

The calendar conversion process continued apace throughout the 1996-97 year. Virtually every office and department was involved in one or more aspects of the project. This report includes the major conversion-related accomplishments that occurred in many different areas of the university.

CURRICULUM

- ☛ The complete inventory of more than 7,000 quarter classes was replaced by approximately 5,000 semester classes. These courses were approved at departmental, college and university levels.
- ☛ All courses were activated in the Student Information System in time for early fall registration in May.
- ☛ Departments provided Academic Program Completion Guides for transition students in their degree programs. These documents detail semester course degree requirements for those who started their curricula on quarters.
- ☛ A series of four programs about teaching on semesters was presented to interested faculty members.
- ☛ Multiple offerings of a three-part adviser training series were held.

COMMUNICATION

- ☛ Students received conversion information through direct mailings, columns in *The Collegian*, and meetings with advisers. New students were informed about conversion in their orientation classes.
- ☛ A reference card with key semester information was provided to all employees.
- ☛ Faculty were sent a summary of new academic policies which will commence with semesters.
- ☛ A completely revamped transition catalog was prepared. This document was designed with a more comprehensible format and a greater degree of internal consistency between college entries.
- ☛ This 1997-98 University Catalog was provided to all students and faculty members. It contains information on all degree programs and virtually all courses. It also has comprehensive tables of quarter to semester course equivalencies.
- ☛ The degree program and course description sections of the catalog were posted on the university's web site. Regular updates will be made to these entries.
- ☛ Copies of several of our conversion documents were made available to other universities.

ADMINISTRATIVE ISSUES

- ☛ Quarter-based lab fees were converted to semester equivalents.
- ☛ The Student Information System was modified to accommodate semester courses and permit departments to directly enter their proposed class schedules into the system.
- ☛ The Degree Audit Reporting System was converted to semesters and updated both for semester curricula and for semester completion of programs begun on quarters.
- ☛ A series of academic policy changes which were made to improve consistency between colleges and to address perceived problems were submitted to the Board of Trustees and subsequently approved.
- ☛ Scheduling policies for semester summer classes were developed and sent to the Board for approval.
- ☛ A more efficient pattern of class scheduling was implemented for fall classes.
- ☛ A computerized room utilization program was employed for the first time.
- ☛ Revisions to university refund policies were made to accommodate the semester calendar and changes in academic policies.
- ☛ Efforts are continuing on the task of automating transfer credit evaluation.

CONCLUSION On September 2 we will be ready for our first day of semester classes.

Calendar Conversion Final Report

Presented to:

The University of Toledo Board of Trustees

Presented by:

Dr. Andrew D. Jorgensen

Calendar Conversion Project Director

October 8, 1997

To state the obvious, we are on semesters! I'd like to take 90 seconds to look at the conversion by the numbers.

We are in week 6 of our first semester in 30 years.

Students are enrolled in 4,000 sections from our inventory of 5,200 semester courses, which replaced about 7,200 quarter classes.

Several new policies on course adds & drops as well as grades are now in effect.

We sent communications to students and faculty about appropriate academic loads on semesters, ie, 15-16 hours for standard progress.

In 8 days students will start registering for the spring semester.

Departments are now creating their schedules for the 4 sessions of summer 1998. The schedule booklet will be sent to students before the end of 1997.

This week we will mail a survey to 5,000 continuing students asking them about the conversion experience and related activities, like registration and advising.

This was a 28-month process which challenged the entire community, but 100's rose to the challenge and finished the job - **on time** and in a **1st class manner**.

Last number:

So far we have received zero student conversion appeals. Students have asked many questions, but to date the answers have apparently been satisfactory.

It's been a great experience. We received wonderful cooperation from faculty and staff as well as strong administrative support - and we had outstanding leaders & exceptional office staff to assist and coordinate the project.

Of course, faculty are still recasting their classes in semesters and staff continue to make necessary adjustments to many aspects of our university life, but...

In summary - we are on semesters and **the conversion was a success!**