

Quarters to Semesters Transition Team Meeting
November 19, 2008
Baker 230

Present: Adeyanju, Carpenter, Cheripko, Conrath, Day, DeLong for Benton, Descutner, Downs, Elliott, Esmond-Kiger, Flaherty, Giesey, Leinbaugh, Lombardi, Munhall, Ruff, Scanlan, Sealover, Thomas, Tuck, Watts, Webster, Wickman, Willan, Williford

Guest: Bob Bulow, Asst. Registrar for Catalogue and Scheduling Services

Descutner offered his thanks to the group for their diligence in attending these weekly meetings and for sharing information with their colleagues and constituents. The Email responses to the recent posting of the draft calendar indicate that this is being taken seriously. Sixteen emails received this morning were from a very wide range of constituents and questions noted follow:

- the early start in August;
- a suggestion to start on the same date as Athens City Schools;
- support for a 10-week summer session;
- starting second semester after the MLK Holiday which would push the end date later in May

Descutner added that while we can discuss these considerations, our primary goal remains to formulate a calendar with the best interests of the students in mind.

Descutner shared good news regarding the University of Cincinnati's trustee approval of the conversion to semesters by fall 2012. This decision confirms that OSU, Cincinnati, Wright State and Ohio University are all following the same model and within the same timeframe.

Wickman will share details of his survey to graduate students on their preferences for the length of Winter Break at the next meeting (January 7). Briefly, 77% of the 100 responses received prefer a winter break of 4 to 7 weeks for research purposes.

Bulow shared a report compiled from a review of class/student contact hours within the semester framework at our peer institutions and Ohio's four-year public schools.

Assumptions:

- Bulow used a standard three contact hour model, rather than credit hours, to accommodate lab components.
- Most institutions use a 50 minute block on MWF and 75 minute block on T-Th. This variation helps avoid unnecessary overlaps that would be created by running a mix of 50's and 75's across the whole week.
 - Start times should be consistent throughout the MWF and T-Th days. The standard class time start is 8:00 a.m.; the T-TH schedule can start a new block every 90

minutes. Consistency in start/end times works well for students and room use. Variations should require pedagogical reasons for approval.

- Prime time utilization is 9:00 a.m. to 3:00 p.m. daily. Most schools allow 50 to 60% of classes to be scheduled during prime time.
 - Two-hour blocks can be scheduled on MWF or T-Th after 3:00 p.m. or before 10:00 a.m.
- Esmond-Kiger suggested planning 2-hour blocks consistently for a four hour block format and asked for an example that shows where 3- and 4-hour classes might fit.
- Giesey mentioned that 1 hour meetings each day are preferable for many disciplines to maintain continuous exposure to the content.
- Exceptions:
 - Four hour courses that don't have a lab component.
 - Graduate cohorts.
 - Regional campuses will not be constrained by the Athens campus framework. Their non-traditional and commuter students need scheduling that accommodates their work lives.
- Responsibility for finalizing the class schedule will rest with the Colleges to best utilize time and space.
 - There are more potential blocks of time under semesters than quarters, but there will be more sections needed for each required course.
- Anticipated problems include:
 - faculty members wanting to teach a 3-hour class on Monday and Wednesday;
 - competition among faculty desiring teaching assignments on Tuesdays and Thursdays rather than MWF.
 - Scanlan said that some schools alternate teaching assignments between MWF and T-Th each semester.
 - Since Veterans Day is on a different weekday each year, it routinely limits contact hours. Could we investigate whether this mandate can be met by requiring programming to honor the veterans without cancelling classes? Watts will ask Teri Geiger, Government Relations, to provide information on the law regarding this matter.
- Mock Schedule Practice Run:
 - Scanlan suggested doing a mock schedule 18 months in advance of roll-out to test the schedule fit.
 - Bulow is able to run a variety of scenarios; scheduling is normally done a year in advance anyway. The first semester model will be done from scratch, i.e., nothing from previous years to roll forward to build on.
 - Scanlan said a semester model could be done in enough time to allow a mock schedule. Conversions are supposed to be ready by the end of Winter Quarter 2010. At that time we should have prepared a set of

recommendations that picture how the calendar and class contact hours will work.

Q2S Academic Unit Coordinator orientation meetings are scheduled for this Thursday and Friday. Drs. Giese, Thomas, Tuck and others will review UCC approval processes, the General Education framework, and the *Assumptions, Constraints, and Principles* document. Coordinators will assist departments/schools with their work on actual course construction, revision and conversion. They will also work with each other across disciplines to ensure that major requirements do not conflict with or disadvantage other majors.

Andrew Jorgensen, our Q2S consultant, is preparing a report to summarize his review of our plans and address questions raised during his visit to campus.

Meeting adjourned by Descutner.