

QUARTERS TO SEMESTERS TRANSITION TEAM CHARGE AND DRAFT TIMELINE

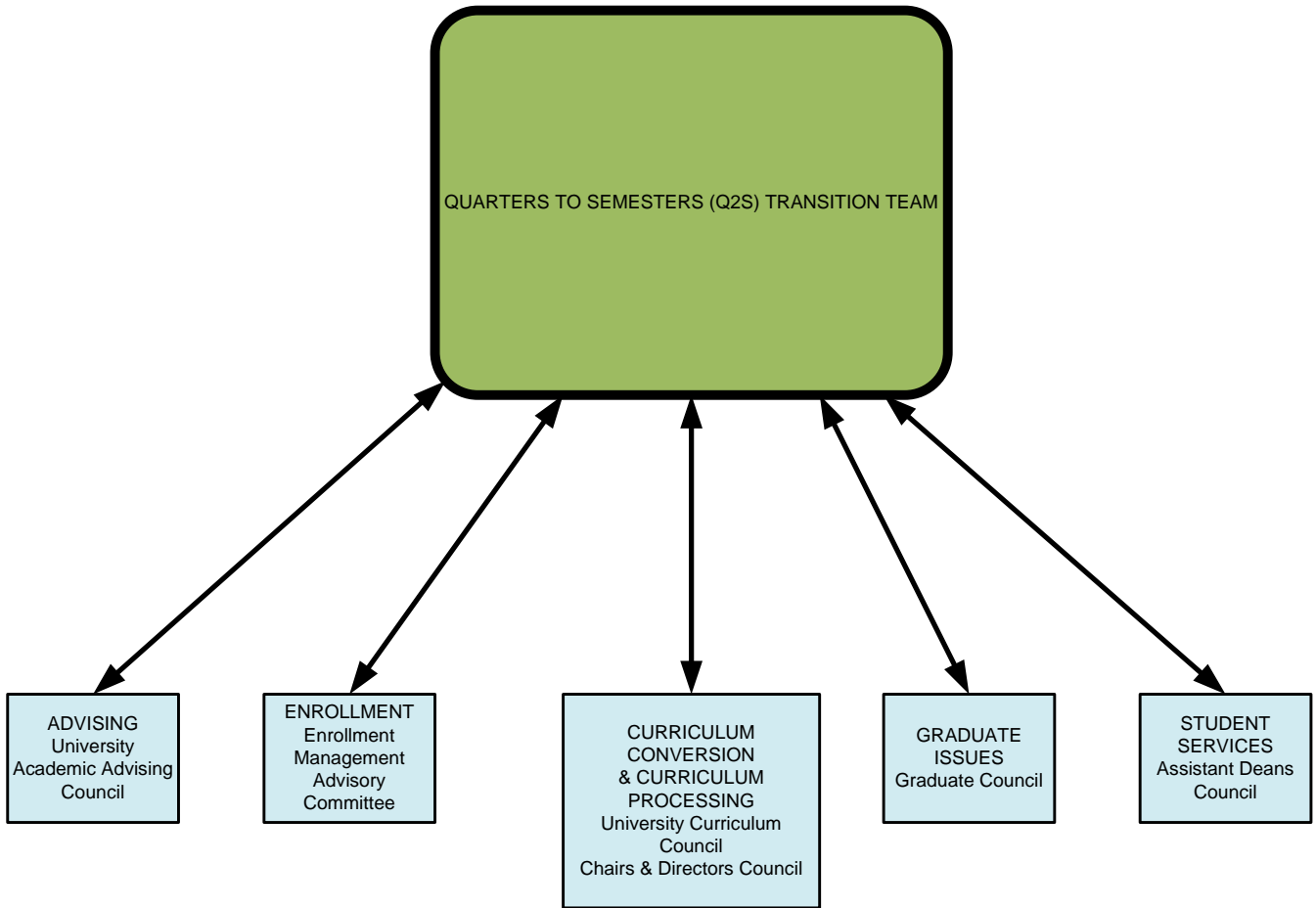
It is anticipated that the Board of Trustees will give approval at their October meeting for the university to begin a transition from quarters to semesters. As a consequence, a group representative of the university community, the Quarters to Semesters Transition Team, has been convened to create a framework for the transition process. Specifically, the transition team will be asked to provide recommendations on the following matters listed in order of priority:

1. Development of a coordinated approach that schools and departments would take to convert their majors, their major-specific courses, and their general education courses.
2. Implementation of a comprehensive advising program that would focus on the needs of “transition” students
3. Establishment of a semester system academic calendar (specifying when the year begins and ends, and the timing of breaks and final exams) which will consist of two regular 15 week semesters along with summer sessions.

Attached to this charge is a draft of a semester conversion timeline that provides a broader context for the work of the transition team. The proposed timeline builds on the experiences of other institutions that have completed a successful transition from quarters to semesters. In accordance with the timeline, the Quarters to Semesters Transition Team will begin its work in Fall Quarter and is charged with creating, by the start of Spring Quarter, a transition framework that incorporates and addresses effectively the matters identified above.

While there are many important matters that influence a successful transition to semesters, there are three key issues that require special attention: holding harmless students who will be subject to the transition; ensuring that the teaching obligations of faculty match those that are currently in place; and being thoughtful and creative in how we approach our curriculum as a semester institution. The assumptions, constraints, and principles contained in the document entitled “Quarters to Semesters Conversion: Assumptions, Constraints, and Principles,” once the transition team has reviewed and endorsed them, will provide guidance on these significant issues.

The work of the Q2S Transition Team will be aided by the expertise of Ohio University staff who will serve as ex officio members. During Fall Quarter, the team will also be able to work with Dr. Andy Jorgensen, associate professor of Chemistry at the University of Toledo. Dr. Jorgensen, who oversaw the University of Toledo’s successful conversion from quarters to semesters, has agreed to serve as an informal advisor for the Q2S Transition Team. The team is also encouraged to use standing committees and councils as partners in its work including, but not limited to: University Academic Advising Council (advising matters); Enrollment Management Advisory Committee (enrollment matters); Assistant Deans Council (student services matters); Graduate Council (graduate matters); Chairs & Directors Council; and University Curriculum Council (curriculum conversion matters and curriculum processing).



DRAFT Academic Calendar Conversion Timeline

[For discussion purposes, timeline is subject to change]

2008-09 Academic Year **Year 0-Planning Year**

2008-09 Fall Quarter:

- Board of Trustees makes the decision to convert to semesters beginning the 2012-13 academic year.
- Calendar Conversion Project Director is hired.
- Outside Consultant (from a university comparable to Ohio U. who has made a recent calendar conversion) is hired and begins working with the institution.
- Transition team is established.
- Calendar Conversion Office is established.
- Departments should select faculty member(s) from their department to oversee curriculum conversion through one full calendar year.
- Begin discussions with UCC to establish course/curriculum (academic program) conversion guidelines.
- Project: Automation of UCC Processes underway with target of being ready for pilot for Winter Quarter. (UCC, OIT, Registrar)
- A review of the retake policy should be undertaken to determine if our current policy can be enforced for students who retake courses under quarters and semesters.

2008-09 Winter Quarter:

- Course/curriculum conversion guidelines established, approved by Provost and distributed to colleges and departments/schools.
- Begin process of converting the university general education curriculum into a semester format.
- Administrative plan developed.
- Begin creating (on-line) course/curriculum approval forms. Pilot online forms and processes as a result of the Automation of UCC course/change approval process project.
- Begin preparation of the Student Semester Transition Guide.

2008-09 Spring Quarter:

- With conversion guidelines in hand, departments/schools begin planning their course/curriculum conversion.
- Pilot of online course/curriculum forms complete and automation process fully in production.
- Finish changes to the general education curriculum.

2008-09 Summer Quarter:

- Department/schools continue planning course/curriculum conversion.

- Student Semester Transition Guide is completed and distributed to students attending precollege.

2009-10 Academic Year Year 1-Curriculum Conversion

2009-10 Fall Quarter:

- Departments/schools finish course/curriculum conversion and submit this information to colleges for approval.

2009-10 Winter Quarter:

- Colleges begin process for approving course/curriculum conversion from departments/schools.

2009-10 Spring Quarter:

- Colleges finish approving course/curriculum conversion and submit information to UCC for final approval.
- UCC begins process of approving course/curriculum conversion.
- Note: The approval process can occur throughout the year assuming the Automation of UCC Processes is working effectively. For example, once a department/school has approved a course it would automatically be routed to the college for approval and then to UCC. Thus, the approval process should be working on a continuum.

2009-10 Summer Quarter:

- UCC continues approving course/curriculum conversion.
- Finalize the 2011-2012 Undergraduate catalog (last catalog produced with quarter based curriculum). This assumes there can be a deadline for quarter curriculum changes.
- As a result of the automation of the UCC process the data will reside in an Oracle database.

2010-2011 Academic Year Year 2-SIS Loading/Catalog Production

2010-2011 Fall Quarter:

- UCC finishes approving course/curriculum conversion.
- Registrar's Office begins to load semester course equivalencies to quarter courses in the DARS T/A software.
- Registrar's Office begins encoding semester curriculum (degree requirements) into DARS.
- PEOPLESOFT LIVE AT END OF FALL.

2010-2011 Winter Quarter:

- Begin the process of loading courses/curriculum into the on-line catalog database. Begin preparing the 2012-13 undergraduate/ graduate catalogs.
- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.

- Convert the semester courses from the Oracle database into PeopleSoft SIS.
- Begin encoding semester course prerequisites in PeopleSoft SIS.

2010-2011 Spring Quarter:

- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites continues.
- Updating the 2012-13 catalog(s) continues.
- Departments/schools complete advisor training.

2010-2011 Summer Quarter:

- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites continues.
- Updating the 2012-2013 catalog(s) continues.
- Quarter to Semester Transition Guide available to students.

**2011-2012 Academic Year
Year 3 (final year)-Advising/PeopleSoft Loading**

2011-2012 Fall Quarter:

- Departments/school begin advising transition students. Contracts are prepared with each student detailing the courses required to complete their degree under a semester system.
- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites continues.
- Updating the 2012-2013 catalog(s) continues.
- Scheduling of fall 2012-2013 semester classes begins.

2011-2012 Winter Quarter:

- The 2012-13 catalog (first under semesters) goes live.
- Advising continues.
- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites is finalized.

2011-2012 Spring Quarter:

- Students register for 2012-13 fall semester classes

- DARS with semester curriculum available.

2011-2012 Summer Quarter:

- First term offered in a semester format

**2012-2013 Academic Year
Year 1 of semesters**

2012-2013 Fall Quarter:

- Semester classes begin