

## QUARTERS TO SEMESTERS TRANSITION TEAM CHARGE

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.

A draft of a semester conversion timeline that provides a broader context for the work of the transition team has been created. 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).

