

Overview of University of Minnesota Conversion Process

(<http://www.irr.umn.edu/convert>)

Change to Semesters Coordinating Group appointed by University Senate/Administration

- Chaired by a Project Director
- Made a list of everything that needed to be done and assigned responsibilities; Assigned critical tasks to other entities (existing committees, offices, etc.); Provided oversight for schedule
- Provided a set of instructions (*Red Book*) to each campus/college
- Each campus/college designated a semester coordinator to oversee departmental conversion efforts
 - Departments were provided:
 - a base inventory of degree programs to convert to semester-based equivalents
 - a base inventory of courses to convert to semester-based equivalents
 - Implementation schedule provided a full year for degree program/course conversion process and a partial year for the college review/approval process
 - Electronic and paperless process
 - Each campus/college determined its own process of review/approval based on current practices
 - In addition, deans' offices reviewed/approved submissions
 - Submissions included curricular offerings for two years and justification was required for offering courses greater than two years apart
 - Assistance/consultation available
- Adopted seven objectives/principles for the conversion process
- Established semester standards
- Developed project implementation schedule
 - Mobilization, organization, and base information
 - Timelines, guidelines, and objectives
 - Academic program conversion
 - Student information and advising
 - Student systems/Redesign project
 - Other policies and procedures