

**Ohio Northern University  
Semester Transition Coordinating Committee**

Minutes April 2, 2008

Roll (absentees underlined): Bell, Laurie; Cole, Christine; Croskery, Patrick; DiPietro, Natalie; Govekar, Michele; Heinfeldt, Jeffery; Laird, Laurie; Lippert, Anne; Myers, Deirdre; Reza, Farhad; Robeson, Lisa; Smalley, Jonathan ; Theisen, William; Woodley, Nancy  
(Due to a conflict, Jon Smalley arrived following the meeting and was provided information concerning the next meeting.)

VP Lippert called the meeting to order at 8 am.

Each member of the Semester Transition Coordinating Committee should have received a letter outlining the 4 charges to the group:

1. Develop standards and principles to guide the transition process.
2. Create a master list and schedule of all tasks to be completed.
3. Assign responsibility for completion of tasks.
4. Communicate the transition to and solicit input from all campus constituents.

The Semester Transition Coordinating Committee will utilize existing infrastructure (such as the Academic Affairs Committee, General Education Committee, and the like) to facilitate the majority of the tasks necessary for the transition from quarters to semesters. Members of the Semester Transition Coordinating Committee will serve as liaisons to their respective colleges and departments. They are expected to consult with the dean and academic affairs/curriculum committee of their respective colleges.

Minutes from the Semester Transition Coordinating Committee meetings will be posted online.

Christy Cole has conducted online research regarding other universities' experiences in transitioning from a quarter-based calendar system to a semester-based calendar system. Universities she has examined include University of Minnesota, Bluffton, Auburn, Shawnee State College, University of Alabama at Birmingham, and others. The University of Minnesota experience is well-documented and is representative of the other universities she researched. Christy distributed documents from the University of Minnesota titled "Overview of the University of Minnesota Conversion Process", "Standards for the Semester Conversion", "Semester Conversion Instructions", and "University of Minnesota Semester Conversion Project". These materials are accessible from: <http://www.irr.umn.edu/convert/>.

The committee reviewed each of the documents as well as a draft of a possible Ohio Northern University semester conversion timeline, based on the University of Minnesota implementation categories and schedule.

Nancy Woodley recommended the addition of a representative from the College of Law to the Semester Transition Coordinating Committee. VP Lippert indicated that a representative from the College of Law may serve as a consultant to the committee but at this time will likely not be a standing member of the committee.

VP Lippert asked the committee to review the principles and standards from the University of Minnesota semester conversion. Committee members are to begin to draft principles and standards for the Ohio Northern University semester conversion; they are to consult with the dean and others in their college and to bring these recommendations to the next meeting,

which will be held on April 9, 2008. At the April 16 meeting, the committee will begin to discuss the timeline and implementation schedule.

The meeting was adjourned at 9 am.

After the meeting, Christy Cole distributed two additional items regarding the University of Minnesota's conversion to semesters, including an overview of "lessons learned".

After the meeting, the meeting schedule for spring quarter was distributed. The meeting schedule for spring quarter is as follows:

April 9:	8:00-10:00 a.m. – McIntosh 202
April 16:	8:00-10:00 a.m. – Dicke 115
April 23:	7:45-9:30 a.m. – McIntosh 202
April 30:	8:00-9:30 a.m. – McIntosh 202
May 7:	8:00-9:30 a.m. – Dicke 115
May 14:	8:00-9:30 a.m. – McIntosh 202

Minutes submitted by: Natalie DiPietro