

**Ohio Northern University
Semester Transition Coordinating Committee**

Minutes April 9, 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

VP Lippert called the meeting to order at 8:00 am.

A website for the semester transition has been created and is accessible from the ONU website via Academic Affairs or directly from the following link:
http://wwwnew.onu.edu/academics/academic_affairs/semester_transition_coordinating_committee
Committee members should make their respective colleges and departments aware of the website.

The principles that should be established for the conversion of quarters to semesters were discussed, and committee members brought forth recommendations and concerns from their colleges. The following was decided:

- Dr. Croskery and Dr. Smalley will draft a preface for the principles.
- Dr. DiPietro and Dr. Govekar will draft principle #1.
- Dr. DiPietro and Dr. Robeson will draft principle #2.
- Dr. Croskery and Dr. Smalley will draft principle #3.
- It was proposed that principle #4 read: "In general, the impact of the change to semesters should be staffing neutral overall."
- It was proposed that principle #5 read: "The necessary support provided by a program to other programs should be preserved."
- Dr. Croskery and Dr. Smalley will draft principle #6.
- It was proposed that principle #7 read: "The transition to semesters should not impede a student's progress toward a degree."

In addition, all committee members should consider how to best specify that the curricula be coherent throughout the semester transition. Those charged with drafting principles should come to the next meeting with written materials to distribute to the committee.

The Semester Transition Coordinating Committee discussed the number of weeks that should be included in each semester. The Colleges of Pharmacy and Engineering in particular supported a 15-week semester with 1 week of finals, while a few departments favored a shorter semester of 13 or 14 weeks. The option of a "mini-term" was also discussed. Committee members are charged to consult with all departments/programs with accrediting bodies and experiential requirements and to bring information to the next meeting. Ms. Cole was also asked to research calendar terms lengths for a sample of institutions on semesters. Regardless of the length of the semester, pedagogy should be considered.

Standards for the semester conversion were also discussed. All committee members are to bring recommendations for Standards 1 and 3 to the next meeting; Dr. DiPietro will address Standard 2. Standards 4-7 will be reviewed at the next meeting.

The meeting was adjourned at 9:50 am.

Minutes submitted by: Natalie DiPietro