

**Ohio Northern University
Semester Transition Coordinating Committee**

Minutes April 16, 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.

The committee reviewed the 7 principles for the semester transition. Proposed language for each principle as well as additional language for a preface and notes section was brought forth from committee members and discussed. Final language was approved by a unanimous vote of the committee and is attached.

The committee discussed the standards for the semester transition. Standard 1 details the length of the semester calendar. The College of Pharmacy has consulted with the Dean, Director of Experiential Education, and faculty and favor a 15-week calendar with 1 week of finals. It was also noted that with 2 weeks of finals the calendar could be consistent with the College of Law. The College of Pharmacy detailed the ACPE accreditation guidelines that require a minimum of 1440 advanced experiential hours. The College of Engineering indicated that ABET accreditation standards require a minimum of 28 weeks of classes, excluding finals. Engineering faculty voted in favor of a minimum of 70 instructional days in a semester, excluding holidays and breaks; given holidays and breaks, the 70 instructional days may represent 15 calendar weeks. The College of Business faculty determined that the rationale for the length of the semesters should be documented and mission-related, but were not opposed to 15 weeks and 1 week of finals. Dr. Woodley consulted with Biology, Nursing, Forensics, and Chemistry and found each group favorable to 15 weeks and 1 week of finals. However, since all departments within Arts & Sciences have not yet been solicited for feedback, it was decided that the College of Arts & Sciences faculty should be further consulted on the length of semesters before the end of the 2007-2008 academic year. It was also decided that committee members from all colleges should further discuss with their respective colleges/programs the actual number of instructional days needed in a semester (not the number of weeks) and whether or not they are favorable to a "mini-mester" (sometimes also known as a J-term or May-mester) and the conditions for adding such a term.

It was determined that Section 1 would be further discussed by the Academic Affairs Committee; however, this action item was not yet assigned. The length of the semester calendar will ultimately be approved by President Baker. Dr. Croskery recommended that the Semester Transition Coordinating Committee provide guidelines to the Academic Affairs Committee for this discussion. The Semester Transition Coordinating Committee approved the following guidelines for Standard 1:

- The result should be a single, unified 4-college (undergraduate) calendar.
- The calendar should operate with a minimum number of days of instruction.
- The resultant calendar should be consistent with accreditation requirements of programs.
- Detailed consultation should be sought from all faculty parties.

It was decided that detailed timelines need to be drafted. A sub-committee comprised of Christy Cole, Pat Croskery, Michele Govekar, Laurie Laird, and Lisa Robeson was established to draft the timeline. The timeline will be presented at the meeting on 4/23/08.

Committee members should continue to review the remaining standards, as these will be further discussed on 4/23/08.

The meeting was adjourned at 9:30 am.

Minutes submitted by: Natalie DiPietro