

**Ohio Northern University
Semester Transition Coordinating Committee**

Minutes April 23, 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 7:50 am.

The timeline sub-committee distributed materials to all committee members. A list of tasks to be included in the timeline has been compiled, but dates have not yet been assigned to most tasks.

The committee discussed the timeline for approval of the proposal by the University Steering Committee on General Education. It was proposed that college curriculum committees would approve the 6 objectives for general education and common, university-wide general education courses by November 2008 (end of fall quarter). Decisions regarding college-specific general education should be made by college curriculum committees, in consultation with other department chairs as needed, by May 2008 (end of spring quarter).

The Academic Affairs Committee was assigned the responsibility of proposing the new semester-based calendar. The committee will begin these discussions no later than the Fall of 2008. Therefore, each department and college needs to provide to Laurie Laird a list of constraints (including accreditation standards) and preferences regarding the length of the semester by the end of spring quarter (May 2008). In addition, needs or preferences on other considerations such as a standard length of time for classes, the possibility of half-semester courses, the days of the week on which classes will meet, and dedicated time for Chapel as well as university meetings, can be sent to Professor Laird.

Jon Smalley indicated that the second guideline established for the Academic Affairs Committee ("The calendar should operate with a minimum number of days of instruction") was unclear. Dr. Smalley will propose new language for this guideline.

The committee discussed whether they will meet over the summer; the final decision will be made at a future meeting. It was proposed that a sub-committee may be created to meet over the summer.

The timeline sub-committee should continue to meet to establish dates for the tasks in the timeline.

A sub-committee comprised of Laurie Bell, Natalie DiPietro, Jeff Heinfeldt, and Jon Smalley was charged with reviewing Standards 2, 3, and 4 and bringing recommendations to the next meeting on April 30, 2008.

Dr. Smalley has created tables which illustrate possible combinations of courses, credits, and weeks of instruction per term that would allow the university to achieve Principle 3 of the semester conversion process, which states that the a program's instructional hours

over an academic year should be approximately the same after the semester conversion.

The meeting was adjourned at 8:50 am.

Minutes submitted by: Natalie DiPietro