

**Ohio Northern University
Semester Transition Coordinating Committee**

Minutes May 28, 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 9:00 am.

The latest version of the timeline for the semester conversion was distributed to committee members. Committee members reviewed the timeline and provided feedback/corrections to the subcommittee. The committee unanimously voted to accept this revised timeline. The timeline subcommittee will make the final changes and distribute the document to committee members and to Christy Cole to be posted to the Academic Affairs website.

VP Lippert will distribute assignments to the appropriate areas.

The Registrar has indicated that he needs the name of the individual(s) from each department/college who will have the authority and responsibility to make decisions on curricular changes. These individuals will need to have an electronic signature. In addition, Adobe Acrobat 8.0 will be needed by each department/college to fill out the needed forms for the Registrar.

The opening session activities were discussed. A subcommittee was formed to meet over the summer to plan the opening session meetings related to the semester conversion. The committee consists of the following individuals: VP Lippert, Pat Croskery, Bill Theisen, Lisa Robeson, Jon Smalley, Michele Govekar, Christy Cole, and a representative from pharmacy (after the meeting, it was confirmed that Tom Kier would be a member of the subcommittee). VP Lippert requested that vacation schedules for each subcommittee member be sent to her. Each college/department should send the list of requested meetings to subcommittee members. The list should be generated in light of accrediting needs, employer expectations, graduate school admissions policies, etc.

The meeting was adjourned at 10:50 am.

Minutes submitted by: Natalie DiPietro