

**Ohio Northern University
Semester Transition Coordinating Committee**

Minutes May 14, 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 revised timeline for the semester conversion was distributed to committee members. The Semester Transition Coordinating Committee reviewed the timeline and provided feedback to the timeline subcommittee, which Michele Govekar will incorporate into the next draft of the timeline. In addition, the following assignments were given to members of the timeline subcommittee:

- consult with Registrar – Michele Govekar
- consult with Human Resources – Lisa Robeson
- consult with Contracted Business Services – Laurie Laird
- consult with Other Business Units – Michele Govekar & Lisa Robeson

The finalized timeline will be presented at the next Semester Transition Coordinating Committee on May 28, 2008.

The committee discussed the University of Minnesota Semester Conversion Instructions. The committee decided that the ONU Principles & Standards documents were sufficient and no further instructions are needed at this time.

VP Lippert asked that each committee member who has a charge for another group or University committee email that information to the members of the Semester Transition Coordinating Committee before the next meeting on May 28 so that assignments can be made before summer.

During the May 28 meeting, the committee will discuss an agenda for the fall opening session. If possible, each department chair should create a rough outline of program requirements (especially gen eds and cognates) to provide to the Semester Transition Coordinating Committee before May 28. This will facilitate the committee in planning the meetings for the opening session.

VP Lippert asked that the summer schedule for each committee member be emailed to her.

The next meeting will be on May 28 from 9:00-10:30 am in Dicke 115.

The meeting was adjourned at 9:20 am.

Minutes submitted by: Natalie DiPietro