

**Ohio Northern University  
Semester Transition Coordinating Committee**

Minutes May 7, 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.

Section 5 of the Standards document was approved by the committee as follows:

**Section 5:** Normally, the number of contact hours per week for a course will be equal to the number of credit hours for the course. The number of contact hours per week for a course may be different for courses with components such as laboratory or recitation or other types of courses (for example: seminars, studio courses, clinical experiences, internships, independent study, capstone).

The Standards document has now been finalized. Natalie DiPietro will compile the final language and distribute it to the committee. It will also be posted to the website.

The following tasks were assigned:

1) Registrar – set up a numbering schedule (course numbers). In addition, each college was encouraged to involve the Registrar at the college level.

2) College Curriculum Committees – oversight of changes to the curriculum, including changes to general education and course requirements for the program. Colleges must revise and approve degree programs by 2/19/09. (Additional milestones regarding decisions on general education, etc, are listed in the timeline for the conversion). The normal process for approval of curricular changes should be followed. In addition, each college curriculum committee is to add the individuals from the Semester Transition Committee to the email distribution list so that the Semester Transition Committee can receive updates on each college's progress.

Michele Govekar indicated that based on the University of Minnesota experience, the semester transition at Ohio Northern may require a budget. VP Lippert and the rest of the committee concurred.

Committee members should talk to the deans of the colleges about the possibility of using some time during the opening activities for the 2008-2009 school year in meetings regarding the semester transition.

The committee looked at possible meeting times the week of May 19 and May 26. The committee may meet on Thursday, May 29. The committee may also try to meet during the week of May 19, but a date was not determined. These meeting dates will be further discussed at the next meeting on May 14.

Committee members are to read the University of Minnesota "Semester Conversion Instructions" in preparation for the meeting on May 14.

The meeting was adjourned at 9:15 am.

Minutes submitted by: Natalie DiPietro