

DRAFT Academic Calendar Conversion Timeline

[For discussion purposes, timeline is subject to change]

Changes recommended by the Q2S Transition Team are highlighted as follows:

9-17-08. Highlighted in yellow [see, pg. 2] Reason for the change—to provide more time for schools/departments to complete their curriculum work.

2008-09 Academic Year

Year 0-Planning Year

2008-09 Fall Quarter:

- Board of Trustees makes the decision to convert to semesters beginning the 2012-13 academic year.
- Calendar Conversion Project Director is hired.
- Outside Consultant (from a university comparable to Ohio U. who has made a recent calendar conversion) is hired and begins working with the institution.
- Transition team is established.
- Calendar Conversion Office is established.
- Departments should select faculty member(s) from their department to oversee curriculum conversion through one full calendar year.
- Begin discussions with UCC to establish course/curriculum (academic program) conversion guidelines.
- Project: Automation of UCC Processes underway with target of being ready for pilot for Winter Quarter. (UCC, OIT, Registrar)
- A review of the retake policy should be undertaken to determine if our current policy can be enforced for students who retake courses under quarters and semesters.

2008-09 Winter Quarter:

- Course/curriculum conversion guidelines established, approved by Provost and distributed to colleges and departments/schools.
- Begin process of converting the university general education curriculum into a semester format.
- Administrative plan developed.
- Begin creating (on-line) course/curriculum approval forms. Pilot online forms and processes as a result of the Automation of UCC course/change approval process project.
- Begin preparation of the Student Semester Transition Guide.

2008-09 Spring Quarter:

- With conversion guidelines in hand, departments/schools begin planning their course/curriculum conversion.
- Pilot of online course/curriculum forms complete and automation process fully in production.
- Finish changes to the general education curriculum.

2008-09 Summer Quarter:

- Student Semester Transition Guide is completed and distributed to students attending precollege.

**2009-10 Academic Year
Year 1-Curriculum Conversion**

2009-10 Fall Quarter:

- Departments/schools **continue work on** course/curriculum conversion and **begin to** submit this information to colleges for approval.

2009-10 Winter Quarter:

- Colleges begin process for approving course/curriculum conversion from departments/schools.
- **Departments/schools continue work on course/curriculum conversion and continue to submit this information to colleges for approval.**

2009-10 Spring Quarter:

- **Departments/schools finish course/curriculum conversion.**
- Colleges **continue** approving course/curriculum conversion and submit information to UCC for final approval.
- UCC begins process of approving course/curriculum conversion.
- Note: The approval process can occur throughout the year assuming the Automation of UCC Processes is working effectively. For example, once a department/school has approved a course it would automatically be routed to the college for approval and then to UCC. Thus, the approval process should be working on a continuum.

2009-10 Summer Quarter:

- UCC continues approving course/curriculum conversion.
- Finalize the 2011-2012 Undergraduate catalog (last catalog produced with quarter based curriculum). This assumes there can be a deadline for quarter curriculum changes.
- As a result of the automation of the UCC process the data will reside in an Oracle database.

**2010-2011 Academic Year
Year 2-SIS Loading/Catalog Production**

2010-2011 Fall Quarter:

- UCC finishes approving course/curriculum conversion.

- Registrar's Office begins to load semester course equivalencies to quarter courses in the DARS T/A software.
- Registrar's Office begins encoding semester curriculum (degree requirements) into DARS.
- PEOPLESOFT LIVE AT END OF FALL.

2010-2011 Winter Quarter:

- Begin the process of loading courses/curriculum into the on-line catalog database. Begin preparing the 2012-13 undergraduate/ graduate catalogs.
- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Convert the semester courses from the Oracle database into PeopleSoft SIS.
- Begin encoding semester course prerequisites in PeopleSoft SIS.

2010-2011 Spring Quarter:

- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites continues.
- Updating the 2012-13 catalog(s) continues.
- Departments/schools complete advisor training.

2010-2011 Summer Quarter:

- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites continues.
- Updating the 2012-2013 catalog(s) continues.
- Quarter to Semester Transition Guide available to students.

2011-2012 Academic Year

Year 3 (final year)-Advising/PeopleSoft Loading

2011-2012 Fall Quarter:

- Departments/school begin advising transition students. Contracts are prepared with each student detailing the courses required to complete their degree under a semester system.
- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites continues.
- Updating the 2012-2013 catalog(s) continues.
- Scheduling of fall 2012-2013 semester classes begins.

2011-2012 Winter Quarter:

- The 2012-13 catalog (first under semesters) goes live.
- Advising continues.
- Encoding DARS continues.
- Encoding semester to quarter equivalencies in DARS T/A continues.
- Encoding prerequisites is finalized.

2011-2012 Spring Quarter:

- Students register for 2012-13 fall semester classes
- DARS with semester curriculum available.

**2012-2013 Academic Year
Year 1 of semesters**

2012-2013 Fall Quarter:

- Semester classes begin