



**Q2S**  
**Quarters To**  
**Semesters**

Quarter to Semester Transition Team  
Youngstown State University / Youngstown, OH 44555  
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February 9, 1998

To: All Deans and Chairpersons

From: Anne York, Chair, Undergraduate Curriculum Committee *ay*  
Craig Campbell, Chair, Academic Programs Committee *cc*  
Nancy White, Q2S Transition Team *NW*

With the impending change of calendar, we thought it urgent to communicate with you about certain curricular matters. What should departments and programs be doing now? They should not be submitting curriculum and program changes that will become obsolete almost immediately. While we realize that certain changes may be mandated by external accrediting agencies, many appear to be attempts to "pad" the curriculum in order to make the reduction of curriculum easier and less thoughtful. Hence we request that such curriculum and program changes be held to an absolute minimum.

What you should be doing now is examining the support courses provided for others and used by your own programs. It is imperative that you begin to have discussions with departments about your collective needs. For example, what biology courses will be needed by Health and Human Services programs? What economics courses will be needed by business? If these discussions are finished by the end of this quarter, then next quarter when the specific transition guidelines become available, you will be able to move ahead with your own curriculum changes more efficiently.

In addition, you should begin thinking about how to recombine or rearrange courses in order to achieve the approximately one third reduction in courses or hours that is typically utilized in these transitions. How would your two and three course sequences look under a semester system? During spring quarter we will be holding a series of workshops to guide you in the specifics of these changes, but you should lay the groundwork now by beginning to have these internal discussions.

So that you can better understand the urgency of these requests, we anticipate that all curricular and program conversions must be finished by January 1999. That gives you eleven months. Good luck!

c: Charles Singler, Chair, Academic Standards Committee  
Q2S Transition Team  
Provost Scanlon