

Finding Aid for the Academic Senate, Quarter to Semester
(Q2S) Transition Team Records, 1987, 1990-1997



Collection Number: RG 68/3

Archives & Special Collections

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Descriptive Summary

Title: Academic Senate, Quarter to Semester (Q2S) Transition Team Records, 1987, 1990-1997

Record No.: RG 68/3

Accession No.: UA 2007.8

Creator: the Quarter to Semester (Q2S) Transition Team

Extent: 1 box, .3 cubic feet

Abstract: A collection of materials including correspondence, meeting minutes, board resolutions, printed materials etc... from the Quarter to Semester Transition Team during the quarters to semester conversion.

Administrative Information

Provenance: Quarter to Semester Transition Team

Preferred Citation: Academic Senate, Quarter to Semester (Q2S) Transition Team Records, 1987, 1990-1997, RG 68/3, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.

Restrictions: None

Processing Information: Processed by Lisa Marie Garofali, January 2008

Historical Sketch

In 1967, what was then Youngstown University became a member of the state university system. The State of Ohio then mandated that all state universities use a Quarter calendar. At that time, the new YSU converted from a semester system to a quarter system.

Not long after the mandate was instituted it was rescinded. By that time, however, many institutions did not want to go through the conversion process all over again to return to semesters. But in the years since then, a number of universities did decide to convert back to semesters, and even more institutions began discussing whether they should convert.

At YSU the issue was examined by the Academic Senate several times. In the mid-1980's the Senate explored the issue but voted not to convert to semesters. The issue was examined again in 1991, and the Senate again decided not to recommend a conversion.

In 1995, University President Dr. Leslie Cochran addressed the Senate and stated that he felt that the question of conversion to a semester system was not one of whether, but of when. There had been some interest in beginning a conversion at that time, but the Administration recommended that it be postponed because of the press of other business on the University's agenda, including a review of General Education requirements¹.

The transition was proposed because of changes in state-funding procedures, the expense involved in administering a quarter-based institution, the wish to bring YSU into conformity with institutions in the state and in western Pennsylvania, and the desire to improve access. The conversion will also provide students with more time for an in-depth study of course material as well as make enrollment more stable².

In the Summer of 1997, Dr. Cochran appointed an *ad hoc* Semester Conversion Work Group to review the important issues that would have to be dealt with during a conversion and to make appropriate recommendations concerning a conversion process. Addressing the University community at his annual opening address on September 15, Dr. Cochran announced that he would ask the Board of Trustees to approve a conversion to a semester system at its December meeting. In the meantime, colleges and departments were asked to examine semester issues specific to their own units and to begin discussions of how the conversion would affect them.

At its meeting on December 15, 1997, the Board of Trustees approved a conversion to a semester system effective with the start of classes in Fall 2000. Shortly afterward, President Cochran appointed a Semester Conversion Transition Team to oversee the conversion process³, aka The Q2S Transition Team. Memberships were drawn from a collection of members from the Academic Senate, Academic Planning Committee of the Senate, Student Government, Department Chairpersons, Academic Advisors and The Semester Conversion Work Group. Team members composed of⁴:

- Bill Countryman, Registrar
- Janice Elias, Assistant Provost for Planning
- Donna Esterly, Executive Director of Computing and Information System
- Bob Hogue, Assistant to the Dean of Arts and Sciences, and CS&IS
- Ram Kasuganti, Chairperson, Management
- Floyd Kerr, Assistant Athletic Director
- Hana Kilibarda, President, Student Government
- Jody Patrick, Advisor, HHS
- Nancy White, Psychology, Chairperson of the Q2S Team.

¹ "Quarters to Semesters at Youngstown State University: Background and History." Online Posting 12 March 1998. Retrieved 4 Jan. 2007 < <http://www.cc.yosu.edu/q2s/history.html> >

² *North Central Association Self Study*. Online Posting. Retrieved 2 Jan. 2008 <http://dspacc.maag.yosu.edu:8080/dspacc/bitstream/1989/937/43/Chapter_6>

³ "Quarters to Semesters at Youngstown State University: Background and History." Online Posting 12 March 1998. Retrieved 4 Jan. 2007 < <http://www.cc.yosu.edu/q2s/history.html> >

⁴ "Report to the Campus on the Progress of Semester Conversion." The Q2S Transition Team. Box 1, folder 5 of this collection.

The duties of the team were comprised of the following⁵:

- Consult appropriately with Academic Senate leadership in establishing procedures and guidelines for the semester conversion process
- Provide information important for the conversion process to departments, colleges and other appropriate campus units
- Work with appropriate Academic Senate committees to facilitate curricular processes
- Organize workshops to the campus focused on curricular, advisement, and other issues related to the conversion
- Provide assistance to academic and administrative units across the campus during the transition period
- Coordinate conversion of university information systems to the new calendar
- Establish subgroups as necessary to facilitate the transition to semesters
- Report regularly to the President on conversion activities
- Report regularly to the campus community on the conversion process

To help keep the campus informed of the process of converting from Quarters to Semesters, the Q2S Transition team prepared a website (<http://cc.yzu.edu/q2s/>) and had information guides available. The website offered various topics about the conversion from quarters to semesters such as frequently asked questions, advisor handbook, course conversion tables, and advising plans for each College.

Scope and Content Note

The records were collected by the Quarter to Semester (Q2S) Transition Team and were transferred to the YSU Archives and Special Collections by Interim Associate Provost Nate Ritchey. The records were shelved with Academic Senate Records on 3rd floor Tod Hall. The records are divided into 6 series. Series I involves the correspondences with dates 1991, 1995-1997, and some undated. Series II are the minutes of the ad hoc Semester Conversion Work Group during the summer of 1997. Series III contains a series of reports from the Quarter/Semester Committee of the Academic Senate in 1990/1991, the Semester Conversion Work Group in Fall of 1997, and the Q2S Transition Team report undated circa 1998. The printed materials in Series IV contains an information guide, 1999-2000, and a Q2S Plan Ahead handout which contains frequently asked questions about the quarter to semester conversion. Series V includes examples of other colleges in Ohio making the conversion from quarters to semester and their preparations for the conversion. The final series involves a variety of material about the quarter to semester conversion from 1987, and 1994-1998.

Series Description

Series I:	Correspondence
Series II:	Minutes
Series III:	Reports
Series IV:	Printed Materials
Series V:	Conversion Examples
Series VI:	Subject Files

⁵ "Q2S Transition Team" 23 Dec. 1997. Box 1 folder 18 of this collection

Related Materials

Academic Senate Records RG 68
Office of the Registrar Records RG 45
Division of Enrollment Management RG 43

Index Terms

Leslie H. Cochran
Quarters
Semesters
Ohio Board of Regents
Academic Senate
Academic Planning Committee
Academic Curriculum Committee
Semester Conversion Work Group
Q2S Transition Team
James J. Scanlon
G. L. Mears
Transfer of Credits
Academic Calendar
Thomas Maraffa

BOX 1

SERIES I: CORRESPONDENCE

Folder	Content
1	1991, 1995-1997, undated

SERIES II: MINUTES

Folder	Content
2	Semester Conversion Work Group, Jul 1997-Aug 1997

SERIES III: REPORTS

Folder	Content
3	Quarter/Semester Committee, 1990-1991
4	Semester Conversion Work Group, 1997
5	The Q2S Transition Team, undated circa 1998

SERIES IV: PRINTED MATERIALS

Folder	Content
6	Information Guides, 1999-2000
7	Q2S Plan Ahead, undated

SERIES V: CONVERSION EXAMPLES

Folder	Content
8	Cleveland State University, 1994-1995
9	The University of Toledo, 1995-1998
10	Weber State University, 1996 Dec 13
11	St. Cloud State University, 1996 Jun 11

SERIES VI: SUBJECT FILES

Folder	Content
12	Board of Trustees Resolution, 1997 Dec 12
13	Board of Trustees Bylaws, 1995
14	Quarter Vs. Semester System: Advantages and Disadvantages, undated
15	University Organization, 1997-1998
16	Suggested Budget for Semester Conversion Process, undated circa 1997
17	Scheduling for Undergraduates, 1987 Aug 12
18	Q2S Transition Team, 1997
19	Timetable from Completing Semester Conversion Tasks, undated
20	Office of Records and Registration Semester Conversion Concerns, undated
21	Challenges and Opportunities/Student Concerns, undated
22	Chair's Reaction, undated
23	Thomas Maraffa-Why the Semester Calendar is Good for YSU, undated
24	Conversion to the Semester Grading System, undated
25	Various Search Results, undated
26	University of Cincinnati Registration and Scheduling, 1994
27	University of Akron Office of the Registrar, 1996 Apr 5