

**Date: May 21, 1998.**  
**To: Academic Programs Division Committee Members.**  
**University Deans, Academic Subcommittee on Q2S.**  
**From: Craig S. Campbell, Chair, Academic Programs.**  
**Re: Academic Programs Committee meeting minutes for May**  
**21, 1998, 3:00 p.m., Cushwa Hall 2031 - Geography**  
**Conference.**

**Present:** Craig Campbell, Jan Elias, Patricia Sarro, Dan Suchora, Guest: Nancy White for Q2S Committee. Officially there was not a quorum, but discussion ensued on quarter to semester transition deadlines and forms.

Discussion of dates. Semester transition monitoring forms SC1, SC2, SC3 due to Q2S committee (Nancy White) by June 1st. These forms are for **monitoring** departmental and program progress in the transition. A second set of these forms is due to Nancy White on September 1st, reconfirming conversion progress. The following dates were reaffirmed, though many expressed concern over time needed to complete the process and if these dates are too rushed.

September 1, 1998 - program transition worked out at department level.  
(No later than) November 1 - have curriculum proposals sent to college curriculum committees.

December 15, 1998 - have program proposals sent to Q2S Conversion Team consisting of merged UCC and Programs committees to be housed in Tod Hall office.

Student Transition Old to New Program. April 15, 1999 was also mentioned as date when entire conversion plan should be solidified in order to advise new students. Questions regarding how transition will affect new-program versus old-program students were addressed using a model example provided by Jan Elias from Baldwin Wallace College. Such equivalence requirements across the broader student populace, however, are worked out at the departmental level and are not the domain of the programs committee.

Form and Timetable Logistics. Differences in forms and their timetables need to be better emphasized. Desire was expressed to avoid duplication in forms wherever possible. In memos, better explanation of forms required needs to be expressed; e.g., difference between monitoring/conversion forms SC1, SC2, SC3 and programs form, etc. Q2S forms are to keep abreast of departmental conversion, while curriculum and programs forms should easily develop out of these.

New Programs Form. The new programs form was discussed. The new form is a combination of the old (A,B,C,D) form and new programs conversion tables developed by

Nancy. The table section of new programs form to be used to describe "existing" and then "revised" program should be rather open-ended so a wide variety of conversion scenarios can be expressed. Committee members please review form included and address comments/suggestions to me ASAP so form can be added, **preferrably by the end of next week**, to diskette/website collection of Q2S forms now being compiled.

**Summer.** As the Q2S Transition Team receives forms, we should be ready to address problems over summer. How many of my committee members are available for, say, three meetings over summer? When can you meet? **Please let me know.**

Next meeting: TBA.