

Date: November 13, 1998.

**To: Academic Programs Committee members
College Deans**

From: Craig Campbell, Chair, Academic Programs. -7190

**Re: Minutes for meeting held November 13, 1998.
Dissemination of new programs form and
curriculum fast track II form.**

Present: Craig Campbell, Renee Falconer, Kathylyn Feld, David Ruggles, Patricia Sarro, Daniel Suchora, James Tackett, & Nancy White (ex-officio, Q2S), Charles Singler (Chair A&S Curriculum).

A quorum was recognized.

I. Election of Chair. Craig Campbell asked if anyone else wanted to be chair. Nobody volunteered. He offered to do it this year as well. Committee members voted in favor.

II. Discussion on Programs Form.

Charles Singler discussed some perceived problems with form including addition of a summary statement, signatures and dates, meaning of hours at 600 to 700 level, and meaning of hours in "degree".

Discussion of whether programs committee should watchdog these or assume department and college curriculum committees will see to proper hours...?

Committee agreed to drop form requests for hours required at 600 and 700 level (though chair has kept in a reminder to observe required hours as converted from quarter hours).

Committee agreed to drop form request for total hours of free electives.

Adoption of 2/3 rule "plus or minus" one hour.

Discussion of role of programs committee considering GER requirements have not been ironed out. Question raised: Why plan at all at the programs level before GER? (But remember that new GER requirements will only affect new incoming students).

Question of if we are asking for total program information when so much is subject to change.

Discussion of deadlines - they are so close.

Committee finally agreed to new form with changes as stated above and with a statement at bottom that the committee is aware that these proposals will be tentative in many ways, and that the emphasis here should be on courses for the major and on support course used in the major.

Chair will type up new programs cover and distribute to department chairs with help of committee members from each college. Nancy White encouraged distribution of new Fast Track II form from the Curriculum committee as well to save time. This will be done.

Next Meeting: November 20, 1998.

2031. Agenda: more Q2S & Early Childhood.

Geography Conference - Cushwa

November 13, 1998

Academic Programs Quarter to Semester Conversion Program Proposal Form

PD# _____ Date Received _____

Program Title _____ Department _____

1. Attach the current advisement sheet.
2. Summarize the changes being made from the existing program to the converted program.

Summary of Revised Program

Number of hours required in the major _____

Number of hours required from support courses _____

If the total number of required hours in the program exceeds $\frac{2}{3}$ of the hours required under the quarter system (plus or minus 1 hour), please provide a rationale.

Number of total hours for the degree _____ (please be sure university hour requirements of 600 and 700 level are met according to the $\frac{2}{3}$ rule).

If the total number of hours for the bachelor's degree exceeds 124, provide a rationale.

3. In the space below, discuss how the changes will impact other departments/programs.
4. If proposed changes affect another department/program, attach a memorandum signed by all affected parties indicating that the changes have been discussed with said departments/ programs.

Signatures with Dates:

Department Chairperson _____ Date _____

College Committee _____ Date _____

Dean _____ Date _____

Program Division _____ Date _____

Senate Approved Date _____

5. The programs committee recognizes that this proposal is subject to further change (GER, etc.). Complete the following program conversion table to the extent now possible. Indicate the nature of the quarter to semester changes by using the code numbers, one through five, listed below. From diskette provided to your department chair, add to the form below as needed. Include specifically courses for the major and support courses needed.

Existing Program (Quarters)	Revised Program (Semesters)	Nature of Change
Total Quarter Hours	Total Semester Hours	

Code for Explanations of Changes: (1) Course has been deleted
(2) Semester equivalent
(3) Semester replacement
(4) New course
(5) Other - provide explanation here.

Date: November 6, 1998.

To: Academic Programs Division Committee Members.

Chair, Academic Senate

Chair, Senate Executive Committee

From: Craig S. Campbell, Chair, Academic Programs.

C.S. Campbell

**Re: Academic Programs Committee meeting planned for
Friday, November 13, 10:00 a.m., Cushwa Hall 2031 -
Geography Conference Room.**

I am calling a meeting for next Friday, November 13. We have a few issues to discuss. This time seems to be the best for the members of the committee, future meetings will probably be held at the same hour. Agenda will be as follows:

- * Officially electing a chair for this year (I'll continue, but if anyone has an aching desire to chair the committee...please let me know).
- * Concerns regarding proposed programs/curriculum forms for Q2S.
- * Situation of HHS Pre-Kindergarten program in light of College of Education's pulling the early childhood program.
- * Procedures when programs finally start coming in.

I am inviting Jim Morrison, Chair of the Senate, and Charles Singler from the Senate Executive Committee to attend to share concerns about program forms.

Until now, things have been quiet on the programs front, so...few meetings. This will soon change, it is the calm before the storm.

Date: September 29, 1998.

To: Academic Programs Division Committee Members.

From: Craig S. Campbell, Chair, Academic Programs.

Re: Beginning of quarter.

Hope you all are getting a better start on your quarter than I am. Remember that this year we will be meeting in an office in Tod Hall together with Q2S and Curriculum committee people and will have some secretarial help. Please fill out the calendar included marking the times you CANNOT meet. I will let you know shortly when our first meetings will be.

Also Nancy White has suggested that the LATEST date that conversion materials can be turned in to Curriculum and Programs committees might be February 1st (most will have done it before this, we hope). Does this date sound OK to most of you?



Q2S

**Quarters To
Semesters**

Quarter to Semester Transition Team
Youngstown State University / Youngstown, OH 44555
<http://cc.yzu.edu/q2s>

October 7, 1998

To: Department Chairpersons

From: Craig Campbell, Academic Programs Committee ^{cc}
Anne York, Undergraduate Curriculum Committee ^{AY}
Nancy White, Q2S ^{NW}
Bill Jenkins, GER ^{BJ}

We are sending this memo to provide information to facilitate the completion of your curriculum and program conversion activities during Fall quarter. First, we will be occupying a shared Academic Senate, GER, and Q2S office beginning October 12. The phone number is 2985. When you submit your conversion materials, it is essential that they be submitted as a single package containing both curriculum and program forms, syllabi, and any attached memoranda. The package should be forwarded by your College Curriculum Committees directly to the new Senate office in Tod Hall. If anyone is delivering the materials in person, we will be occupying the Provost's conference room on the second floor of Tod Hall until the permanent offices are ready later this quarter. The submission must be complete; if any parts of it are missing, it will be returned to the department without review.

Second, the Curriculum and Programs Committees have determined that the absolute latest date by which the conversion materials must reach the College Curriculum Committees is **December 1st**. Further, the last date by which the semester conversion materials must reach the Senate office is **February 1st**. Note that this applies to the semester conversion materials. We anticipate that quarter-based changes to curriculum and programs will be at an absolute minimum; however if any such changes are necessitated by, for example, accreditation requirements, please make this abundantly clear on the proposals.

Finally, the General Education submission process will occur in winter and spring. The General Education Committee is in the process of developing criteria for each domain, and a submission process, which will be communicated to you by the start of winter quarter. Any courses which you assume might become General Education courses must nevertheless be submitted with your complete package of semester conversion materials this fall.

If you have any questions or require any assistance, please call one of us. We strongly encourage early submission of your conversion materials.

c College Curriculum Committee Chairpersons