



# Q2S

**Quarters To  
Semesters**

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

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To: Department Chairpersons

From: Craig Campbell, Academic Programs Committee <sup>cc</sup>  
Anne York, Undergraduate Curriculum Committee <sup>AY</sup>  
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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 1<sup>st</sup>**. Further, the last date by which the semester conversion materials must reach the Senate office is **February 1<sup>st</sup>**. 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