Dear Colleagues,

Last June the University Senate approved the semester calendar. The Senate, the Office of Academic Affairs, the colleges and their departments and schools, and the university’s academic support units will now be moving forward in partnership to ensure that the conversion to semesters happens on time and in good order by autumn, 2012, and that faculty, staff, and students will be fully involved.

This QSU newsletter, which you will receive early each month until the calendar conversion is complete, is meant to keep the Ohio State community apprised of the issues involved in the process. It will include information about steps being taken and emerging issues, and it will highlight questions that many of you are raising about how the semester calendar will affect what we do.

In this inaugural issue of QSU, we will bring you up to date on actions thus far. We also want to tell you what some of the next steps in the process will be.

**Actions to Date:**

- A three-tiered structure has been developed to coordinate the conversion to semesters. Led by Vice Provost Randy Smith and two faculty fellows, Professors Steve Fink (Department of English) and Ann Christy (Department of Food, Agricultural, and Biological Engineering), it consists of:
  -- A Coordinating Committee, co-chaired by Randy and Steve and made up of some 25 members, which will meet monthly starting this month;
  -- Subcommittees focused on advising, space, technology, communications, core business processes, curriculum (co-chaired by Ann Christy), and graduate education—all to be up and running by December; and
  -- Designated representatives in each academic unit.
- All three tiers of this structure are being supported by Assistant Provost and Semester Project Manager Jay Johnson, Associate Provost Alexis Collier, Director of Institutional Research and Planning Julie Carpenter-Hubin, Director of the University Center for the Advancement of Teaching Alan Kalish, and Program Manager Melissa Soave.
- A website, [http://oaa.osu.edu/semester_conversion.php](http://oaa.osu.edu/semester_conversion.php), has been created
to keep the university community informed about the conversion and its implications. The site will be updated regularly.

- Discussions are ongoing with a number of key University Senate entities, including the Steering and Fiscal Committees, the Council on Enrollment and Student Progress, and the Council on Academic Affairs. Topics include:
  -- the definition of a semester credit hour;
  -- the daily calendar;
  -- course numbering; and
  -- possible revision of the General Education Curriculum (GEC) through the University Level Advisory Committee on the GEC.

- Updates have been provided to the Board of Trustees, the Council of Deans, and department chairs and school directors.

- Regular interactions are taking place with the Board of Regents and with institutional partners across Ohio.

**Next steps:**

- Later this quarter there will be a meeting with all designated representatives from the academic units for an update and discussion of semester issues.
- By December, a manual will be available to disseminate basic information, templates that units can use to submit courses and programs, and full timelines showing when colleges can submit courses for approval.
- Later this year, the University Level Advisory Committee on the GEC will submit its report on how the semester conversion might affect the GEC.

Please look for the next issue of QSU early next month for the latest on the semester conversion. Meanwhile, we hope you will also consult the [website](#) for ongoing updates.

Sincerely,

W. Randy Smith  
Vice Provost for Academic Programs and Co-Chair,  
Semester Conversion Coordinating Committee

Steven S. Fink  
Associate Professor of English and Co-Chair,  
Semester Conversion Coordinating Committee

*Questions or comments about the transition to the semester calendar?  
Contact Assistant Provost Jay Johnson, johnson.1043@osu.edu*