Project Details

**Title**: Switch to Semesters (S2S)/ Phase Three  
**Category**: 1-Helping Students Learn  
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<tr>
<th>Planned Project Kickoff</th>
<th>Target Completion</th>
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<td>11-01-2011</td>
<td>09-13-2012</td>
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1: **Project Goal**

A: This action project represents the third and final phase of Columbus State's Switch to Semesters (S2S). The semester conversion process has been underway since Autumn 2009 and is a President/Cabinet level initiative with the goal of converting all of Columbus State’s curriculum and processes from a quarter to a semester calendar. This effort is scheduled to complete in Autumn 2012. Phase 3 will focus on completing conversion of curriculum and information technology systems, and on preparing students, faculty and staff for the new calendar.

2: **Reasons For Project**

A: This project was developed based on guidance from the University System of Ohio (USO) Strategic Plan. A primary goal of the USO is to improve the level of educational attainment across the state. A key facet of meeting this goal is to improve transferability options, increase multi-campus partnerships, and increase efficiencies. In order to support these goals, the USO has recommended the use of a common calendar and asked all colleges in Ohio to convert to a semester calendar by Autumn 2012.

3: **Organizational Areas Affected**

A: The scope of the S2S project includes all departments on campus. During this third phase we will be focused on completion of curricular conversion, including distance learning; final updates to information technology systems; student advising; and communication to students, faculty, and staff. Divisions heavily involved will include:

- Arts and Sciences
- Career and Technical Programs
- Distance and Blended Learning
- Information Technology
- Student Affairs
- Institutional Advancement
- Business and Administrative Services

4: **Key Organizational Process(es)**

A: Project management: We have had a governance structure and project management process in place for this project since its start in Autumn 2009. We are using this project as a model for managing other large projects and have already begun employing the strategies we used on this project to support other initiatives.

Registration: The S2S project has undertaken a review of registration processes and deadlines. We are working to encourage students to register earlier so that they can increase their chances of appropriate preparation for the semester leading to greater academic success.

Distance Learning: One of the focuses of this year's work will be the conversion of distance learning courses. Faculty committees are currently looking at ways to improve delivery of and student success in distance learning courses.

Catalog development: We are working to streamline catalog production by improving course information entry into our Datatel Colleague ERP system and using it to source much of the catalog. This will improve the accuracy of the catalog while reducing the time needed...
to prepare it for publication.

Information Technology System testing: This is ongoing from last year’s S2S Action Project. We will be completing development of information technology system modifications this year and incorporating our testing processes into regular system maintenance and enhancements.

5: Project Time Frame Rationale

A: Extensive work planning has informed the timeline for this project. This phase builds on the work of the previous two years to wrap up the conversion and kick off our initial semester in Autumn 2012. This timeframe was based on research into the project plans of similar schools that have undergone semester conversion and an analysis of the tasks needed across the college to accomplish a successful conversion.

6: Project Success Monitoring

A: A variety of methods are used to monitor progress on S2S and to ensure involvement of key groups. Our progress monitoring is based on the project milestone list which we developed early in the project and have continued to update over the past three years. We also maintain a project risk register to identify and remediate any issues which could cause a delay. Multiple groups are involved in monitoring overall project progress:

- **Steering Committee meetings** focus on proactive milestone reviews, Key Business Decision (KBD) approvals, review of time sensitive key issues and risks, and cross-subcommittee communication.
- **Subcommittee meetings** focus on subcommittee specific milestone progress, KBD analysis, task groups as needed, and support the Core Implementation Team in completing activities and making decisions.
- **Core Team meetings** focus on the detailed activities of the project, implementation of system updates, risk resolution, and cross-project communication.

**Progress Reports** are generated by the project manager on a regular basis and include information from team members. They are shared with key campus groups such as Cabinet, deans and other administrators, Shared Governance committees, departments, and S2S team members.

7: Project Outcome Measures

A: Planning for the S2S effort began at CSCC in September 2009. A master plan of ‘milestones’ was subsequently developed through to the first semester in August 2012. Milestones, or measures, are major accomplishments over the course of the project schedule which impact most subcommittees’ work efforts and are well understood by all subcommittee members. They are significant points in time, tangible achievements, key meetings, key decisions made, key communications, etc. Milestones serve as the foundation for project level progress reporting and help ensure focus on most important events. Milestones will also be included on individual Subcommittee detailed work plans together with all the activities and tasks. This is “milestone driven work planning”.

- **Project Documentation and Sharing.** Network folders have been established based on the organization and work plan of the project for ease of finding project documentation.
- **Risk/Issue Management.** A risk register will detail risk, mitigating actions and ownership issues. A log file will compile issue descriptions, resolutions and issue resolution ownership.
- **Questions Log and Process.** This is a mechanism for capturing all S2S related questions from the many stakeholder groups and funneling to the right subcommittee for answer ownership.