



Semester Conversion Summary Timeline

Cautionary Note

This is a tentative and necessarily aggressive plan for the conversion from quarters to semesters.

The first projected semester term at Cal Poly is fall 2025

History

- The campus has considered converting several times
- President Baker wanted us to be on trimesters
- 1993 – considered becoming a charter campus
- Faculty, staff and students considered semesters in the 1990s
- 2012 Semester Review Task Force

From the Tribune, 1993

Editorials

**A charter may be
Poly's best option**

Today

- Mandate to convert
- Preserve (fast pace of classes, student success, learn by doing)
- Enhance (student success, implementation of Teacher Scholar Model (TSM), summer internships, study abroad, administrative efficiency, etc.)
- Transform/improve/refresh curriculum, programs, possibly courses offered in varied terms/units
- 3 year catalog: resolution before Academic Senate
- Will need wide ranging collaboration and consultation across all units/divisions
- Communication is critical at all stages via multiple vehicles

Transformational-Institutional Identity

- TSM
- Student centered approach?
- Achieve goals articulated in strategic planning, enrolment planning, accreditation and program review documents

Four Stages of Semester Conversion

Stage 1: Groundwork – develop comprehensive plan (Winter 2022 - early fall 2022)

Stage 2: Redesign and approve GE, non-GE support curriculum, begin redesign of major and graduate curriculum, begin implementation of operational conversion processes (Summer 2022 – Summer 2023)

Stage 3: Continue with operational changes, finish curriculum redesign and approval of curriculum (Summer 2023 – Summer 2024)

Stage 4: Revise policies, complete operational changes, complete student transition plans, publish 2025-2026 catalog, orientation (Summer 2024 – Summer 2025)

Fall 2025: first semester

Stage 1: Winter 2022 – Fall 2022

- Establish a semester conversion steering committee
- Develop a conversion plan
- Identify semester conversion point people in each area of university
- Develop guiding principles
- Select a calendar model
- Adopt a course unit and scheduling model
- Commit to the first semester calendar (2025-2026)
- Conduct surveys
- Budget

Stage 1: Winter 2022 – Fall 2022

Begin operational planning. For example,

- Identify expected advising needs at different stages of converting and post conversion
- Explore Course scheduling options (to ensure we utilize our facilities as efficiently as possible)
- Identify infrastructure changes (e.g., student affairs, financial aid, admissions, enrollment planning)
- Explore consequences for information technology (CMS)
- Evaluate additional staffing needs across units/divisions
- Develop semester conversion website (including FAQ) and communications plan (external and internal)

Stage 1: Winter 2022 – Fall 2022

Develop and evaluate processes (some examples):

- Develop curriculum conversion processes
- Evaluate impact of conversion on existing processes such as:
 - WASC (and other accreditation agencies)
 - Program review
 - New program development
- Adopt new GE template (ideally spring 2022)

Stage 2: 2022-2023

- Continue GEGB recertification of upper division C and D
- Identify faculty members in each department and college responsible for curriculum conversion oversight
- Redesign GE curriculum and non-GE support courses by the end of fall 2022 (complete approval by end of end of winter 2023)
- Begin redesigning of major and graduate curriculum (complete redesign by the end of spring-summer 2023 (for approval in 2023-2024)
- Work with all campus constituents on unit/divisional infrastructure and IT changes to systems, processes, policies
- Approve 2024-2025 & 2025-2026 academic calendar
- Meet accreditation needs

Stage 3: 2023-2024

- Resolve any outstanding conflicts between departments and programs within colleges and across colleges
 - Begin approval of major and graduate curricular converted courses (Fall 2023 and Winter 2024)
 - Complete the 2025-2026 catalog review of courses and programs (by Spring 2024 to publish fall 2024)
 - Complete development of advising transition *plan* for students who will continue into 2025 (the first semester)
 - Work with all campus constituents on unit/divisional infrastructure and IT changes to systems, processes, policies
 - Develop/revise policies (in fall differentiate between editorial, moderate, substantial revisions needed)
 - Meet accreditation needs
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Stage 4: 2024-2025

- Complete policy revision
- Complete student transition plans (advising)
- Complete any outstanding curricular issues
- Meet accreditation needs
- Publish 2025-2026 catalog by fall 2024
- Develop orientation plans to prepare for fall 2025 (fall 2024 or before?)

2025-2026

First year of semesters at Cal Poly

Winter-Spring 2022 (into Fall)

Likely Academic Senate Activity

- 3 year catalog resolution
- General Education Template (General Education Governance Board)

Winter-Spring 2022 (into Fall)

Likely Academic Senate Activity

- Ad hoc Academic Senate semester conversion committee (to make various recommendations such as expected faculty workload in semesters, semester units per class, TSM in semesters, develop curriculum approval processes for semester conversion, plus)

Winter-Spring 2022 (into Fall)

Likely Academic Senate Activity

- Participate in the development of a semester conversion budget
- Surveys – to other Q2S campuses on teaching workloads and scholarly activities

Other Activities Winter-Spring 2022

- CTLT panel discussion with other CSU campuses
- Creation of a university wide semester conversion steering committee
- Consultation with student groups, faculty groups, staff groups
- Communication (external and internal)



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SAN LUIS OBISPO