

Guidelines for Summer School Course Offerings (Summer of 2013-14 academic year)

Rationale for guidelines

Previous to summer 2013, between 38% and 74% of our summer course offerings were taught in under-enrolled courses (<4 students per course) at reduced rates of faculty pay. Decisions of whether courses would be taught to under-enrolled sections were made shortly before summer courses started and students were caught in situations where their courses were cancelled with little notice to find alternate courses. Beyond the uncertainty, there are both pedagogical and logistical reasons for setting a lower limit. From the logistical side, it is very time consuming to track, adjust, and account for classes with no lower limit and no deadline; pedagogically, classes with only 1 or 2 students operate very differently from regular class offerings with much variation, making the cost/benefit ratio questionable policy. These guidelines seek to minimize student frustration with cancelled courses while at the same time fully recognizing faculty effort to teach summer school courses.

1. Summer school faculty compensation rates are determined on a three year cycle (we're on the 2nd year of the current cycle).
2. A minimum enrollment of four students must be attained by noon **May 23, 2013** or courses will be cancelled. NOTE: *Faculty may choose at the time they submit their course if they are willing to conduct their class with 3 students at 75% compensation. In this case, the course will proceed if 3 or more students enroll but will be cancelled on May 23 if only 2 or fewer.* Faculty will not be compensated on a sliding scale for teaching fewer than minimum enrollment.

Guidelines

1. A call for summer session courses will go out to faculty in mid-October.
2. Interested faculty will communicate their interest in teaching summer session to their respective department chair by the end of week three winter term.
3. Department chairs will communicate intended summer school course offerings with the Associate Dean of Curriculum and Enrichment by the end of week five of winter term.
 - a. Intended course offerings should represent courses which cause bottlenecks in the major, have high interest, and are most likely to meet the minimum enrollment number of four students. Recent enrollment trends demonstrate courses which fulfill general education requirements are the most likely to meet minimum enrollment standards.
 - b. All faculty in the department should be given opportunities to teach summer school courses on a rotating basis.
 - c. Intended course offerings will be reviewed by the Dean of the College, the Associate Dean of Curriculum and Enrichment, and the Registrar to determine which courses will be offered. Decisions on course offerings will be communicated with Department chairs by the beginning of week six of winter term.
 - d. Summer Session offerings will be available for viewing by the end of week seven of winter term.
 - e. Note: All new courses proposed for Summer Session should be approved through governance before being proposed to Academic Affairs.
4. Registration for summer courses will begin mid-April (April 14). Instructors will be notified on May 9 if their summer course has fewer than four students registered. Courses with fewer than minimal enrollment by noon, May 23, will be cancelled.
5. Faculty supervising independent and/or directed study courses during the summer will receive a \$100 stipend per credit hour supervised.

6. Faculty supervising summer internships will receive a \$100 stipend per student supervised for a credit bearing internship or a \$50 stipend per student for a non-credit bearing internship, unless a separate directors/supervisor's fee agreement exists for special programs.

Private study: Academic policy for private study stipulates, "in exceptional cases, a student who is a graduation candidate and who critically needs a course may take a required course through private study with an instructor. The student must petition the Committee on Advanced Standing and Degrees and the Dean of the College for final approval. The student is responsible for all fees above and beyond regular tuition. Approvals will only be considered when:

- a. The course is not offered at a time when the student needs to take it.
- b. The course is required for the student to complete their major and/or degree.
- c. The course is not enabling early graduation.
- d. Pre-payment is required in the business office prior to enrollment"

Requests for summer private study need to be submitted to AS&D by **noon Thursday, May 1.** (Private study is *not* a back-up plan for summer courses failing to meet minimum enrollment.)