

## 2013-2014 SUMMER SCHOOL: DEPARTMENT/PROGRAM CHAIR INFORMATION

Please list the courses your department would like to offer on the attached Excel template. The deadline to submit departmental offerings is **Friday, December 13 (end of Week 4)** so you may want to set an earlier deadline with your faculty. Completed Excel files should be submitted to me via email.

What will happen after you submit your proposed departmental offerings?

- Pareena, Liesl, and I will review proposals over winter break.
- I will let you know by Monday, January 6, 2014 which courses have been approved for the summer schedule.
- Susan Granet will contact you shortly thereafter to work with you to determine the daily course schedule for approved courses.
- The Summer Schedule will be live on Web Advisor by Friday of week 7.

I have also attached the Summer School Guidelines document (included in the email to faculty) for your reference. This is a continuation of guidelines introduced last year with a couple refinements (e.g., the pre-authorization from faculty to have a 3-student class at 75% compensation). I've included information about Private Study because some faculty are unfamiliar with this option and to avoid faculty and/or students considering this a back-up plan simply because a course does not fill.

For proper review, any Private Study proposals will need to be submitted to AS&D by May 1.

Assuring we have courses that will meet enrollment helps everyone. Encourage submission of high-demand courses (ones fulfilling general education requirements; bottleneck courses for majors; ones with few or no prerequisites). If we can make summer offerings more predictable, students and advisors will be able to include them into their planning.

Thanks for your help on this and please let me know if you have any questions--

Jeff

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