To: Summer Sessions Chairs/Heads/Directors and Liaisons

From: Dave Wilson, Associate Vice Chancellor for Academic Affairs

Date: September 6, 2011

Re: Dissolution of the Office of Summer Sessions

In order to provide colleges greater flexibility in meeting key University goals (e.g. increased retention, decreased time to degree, enrollment growth), we are dissolving the Office of Summer Sessions and revising some summer session procedures for summer 2012.

Goals for Summer Revisions
Grow total fall-spring-summer SCH production by using summer curriculum strategically within and across the colleges.
Expand instructional capacity by authorizing colleges to use fall-spring-summer and residential-distance offerings as an integrated curriculum system.
Increase undergraduate retention and six-year graduate rates by reducing undergraduate bottlenecks.
Facilitate new uses of summer curriculum (jump start programs, etc.)
Facilitate exploration of new faculty appointments and apportionments across the fall-spring-summer continuum.

Budgeting for Summer 2012
Using 3-year trend data for summer expenditures and a specific review of summer 2011 salary and operating expenditures, we are offering each college a summer 2012 budget. Each college will determine how to allocate its budget internally across departments or programs. Our stated goal is to have every college produce at least 3% more summer SCH in 2012 than in 2011. Re-allocation of college budgets for 2013 and beyond will be determined by each college’s performance on the SCH growth and other goals.

Campus-wide Policies for Summer 2012
In scheduling courses, workshops, and other for-credit experiences, colleges must follow existing University calendar and class start times and University requirements for contact hours.
Faculty salaries will remain at 2.8% per course SCH. Lecturer and TA salaries should be based off 9-month pay and may continue to vary by department/college.
Colleges should keep the goals stated above in mind when allocating summer funding to departments and deciding which courses will be scheduled.
Colleges are free to establish (or not) their own course enrollment minimums and partial pay policies. There will be no centralized course minimums or partial pay policy.

We will use 2011-12 to consider further refinement of summer policies and procedures (e.g. summer calendars and terms, summer salaries, an incentive and accountability system, a review and re-allocation process, management data needs, etc.).
Cycle Sheets
Course cycle sheets will be distributed by Registration just as they are for fall and spring terms. Deadlines will also be set by Registration. Please work with your college dean’s office to coordinate the return of the cycle sheets.

The chart below shows how courses were distributed throughout the day for each of the 2009 summer terms. Notice the large clustering of courses in the 9:30 am to noon time slots. As you schedule courses, please work to avoid clustering so that students may take more than one course and we optimize the use of our facilities.

Example of the number of course sections by time period for each summer term

Departmental Budgets
Centralized budget worksheets are no longer required. Check with your dean’s office to understand how your college will address budgeting for summer 2012.

New Summer Course Proposals and Summer Workshops
These forms are no longer required. Check with your dean’s office to see how your college will address workshops and new courses.

World Campus Forms
A revised version of this form is still required. Please complete the form at the unit level, receive a signature from the unit chair/head, and forward the form to the dean’s office for review and approval. Approved forms will then be sent to International Affairs. Please be certain that study abroad courses are listed on your completed course cycle sheets.

Thank you for your concerted efforts to build a set of summer offerings that increase our retention rates, decrease time to degree, and increase our capacity for growth.