



## SUMMER SESSION 2021 POLICIES AND PROCEDURES

Summer 1: Tuesday, May 18, 2021 - Friday, June 25, 2021

Summer 2: Monday, June 28, 2021 - Friday, August 6, 2021

Summer Full: Tuesday, May 18, 2021 - Friday, August 6, 2021

Summer session offerings benefit students, faculty, departments and colleges, and the university. For students, summer can be a good time to take courses to stay on track, to lighten their load for the upcoming academic year, or to complete a program of study early. For faculty, summer can be a good time to offer a course online or in an alternative format. Additionally, for most faculty, teaching is elective and is compensated separately from the academic year. For departments and colleges, summer offerings can provide another way to deliver the general education curriculum while also introducing students to new subject areas. For the university as a whole, summer offerings keep the vibrancy of the academic mission at the forefront, and contribute in a variety of ways to the strategic goals of the university.

Despite these benefits, summer poses unique challenges in enrollment management as compared to the regular academic year. By taking an active role in managing summer session enrollment, the Summer Sessions Committee hopes to better serve student, faculty, and university interests by ensuring the integrity of lecture/discussion courses, by minimizing the cancellation of courses, and by maintaining an overall high level of efficiency. Such efficiency helps generate revenue that benefits the university as a whole and ensures that summer sessions will continue to be sustainable in the future. This document therefore sets forth policies and procedures that facilitate breadth, depth, and efficiency of summer session course offerings.

### I. POLICIES FOR SUMMER SESSIONS

#### A. *Critical Deadlines*

Faculty decision to cancel a Summer 1 or Summer Full class:	after 5/14/2021 at 3:00 PM
Faculty decision to cancel a Summer 2 class:	after 6/24/2021 at 3:00 PM
Last day for students to add/drop Summer 1 or Summer Full class:	5/21/2021
Last day for students to add/drop Summer 2 class:	7/02/2021
Last day for students to withdraw from Summer 1 class:	06/24/2021
Last day for students to withdraw from Summer 2 or Summer Full class:	07/16/2021

More Details: <https://www.valpo.edu/registrar/files/2021/03/University-Calendar-for-2021-22.pdf>

#### B. *Enrollments*

Faculty on 9-month appointment should note that compensation for summer teaching is tied to actual enrollments. A course must enroll a minimum of 5 students by 3 days before instruction begins in order to proceed. If it does not, a) it will be cancelled, or b) it may be offered as an independent study (IS). Therefore, deans/chairs should consider these facts when deciding to offer courses in the summer, and when deciding to cancel or proceed with an under-enrolled course by the specified deadline.

### C. Faculty Compensation

Compensation rates for Summer Session are determined by the Provost's Office and are announced in the spring of each year. The Summer Sessions Committee may periodically review compensation rates and offer recommendations to the Provost and Vice President for Finance and Administration. Faculty compensation for summer session is based on the following model. The numbers reflect a typical 3 credit course:

Enrollment	MBA		UNDERGRADUATE		GRADUATE		CONHP	
	Increase *	Stipend (\$)	Increase *	Stipend (\$)	Increase *	Stipend (\$)	Increase *	Stipend (\$)
5		3,500		3,500		3,500		3,500
6	\$0	3,500	\$0	3,500	\$0	3,500	\$0	3,500
7	\$0	3,500	\$0	3,500	\$0	3,500	\$0	3,500
<b>8</b>	<b>\$200</b>	<b>3,700</b>	<b>\$200</b>	<b>3,700</b>	<b>\$200</b>	<b>3,700</b>	<b>\$200</b>	<b>3,700</b>
9	\$0	3,700	\$0	3,700	\$0	3,700	\$0	3,700
<b>10</b>	<b>\$250</b>	<b>3,950</b>	<b>\$100</b>	<b>3,800</b>	<b>\$150</b>	<b>3,850</b>	<b>\$200</b>	<b>3,900</b>
11	\$250	4,200	\$100	3,900	\$150	4,000	\$200	4,100
12	\$250	4,450	\$100	4,000	\$150	4,150	\$200	4,300
13	\$250	4,700	\$100	4,100	\$150	4,300	\$200	4,500
14	\$250	4,950	\$100	4,200	\$150	4,450	\$200	4,700
15	\$250	5,200	\$100	4,300	\$150	4,600	\$200	4,900
16	\$250	5,450	\$100	4,400	\$150	4,750	\$200	5,100
17	\$250	5,700	\$100	4,500	\$150	4,900	\$200	5,300
18	\$250	5,950	\$100	4,600	\$150	5,050	\$200	5,500
19	\$250	6,200	\$100	4,700	\$150	5,200	\$200	5,700
20	\$250	6,450	\$100	4,800	\$150	5,350	\$200	5,900
21	\$250	6,700	\$100	4,900	\$150	5,500	\$200	6,100
22	\$250	6,950	\$100	5,000	\$150	5,650	\$200	6,300
23	\$250	7,200	\$100	5,100	\$150	5,800	\$200	6,500
24	\$250	7,450	\$100	5,200	\$150	5,950	\$200	6,700
25	\$250	7,700	\$100	5,300	\$150	6,100	\$200	6,900
<b>26</b>	<b>\$100</b>	<b>7,800</b>	<b>\$100</b>	<b>5,400</b>	<b>\$100</b>	<b>6,200</b>	<b>\$125</b>	<b>7,025</b>
27	\$100	7,900	\$100	5,500	\$100	6,300	\$125	7,150
28	\$100	8,000	\$100	5,600	\$100	6,400	\$125	7,275
29	\$100	8,100	\$100	5,700	\$100	6,500	\$125	7,400
30	\$100	8,200	\$100	5,800	\$100	6,600	\$125	7,525
31	\$100	8,300	\$100	5,900	\$100	6,700	\$125	7,650
32	\$100	8,400	\$100	6,000	\$100	6,800	\$125	7,775

\* Increase varies by College/degree level due to variance in tuition rates.

**NOTE:** The pay will be adjusted in proportion to the number of student credit hours. For example, faculty teaching a 1-credit *undergraduate* course will receive a base compensation of 1/3 of a 3-credit course rounded up (\$1170 for n=5). The increments will also be 1/3 (\$70 at n=8, and \$35 at n=10 and so on). Faculty teaching a 4-credit class will receive an additional 1/3 compensation (\$4670 for n=5). The increments will also be roughly 1/3 more (\$270 for n=8, and \$135 for n=10 and so on). This model will apply to all respective compensation models of various programs. Exceptions for certain labs, clinical supervision etc. will apply as outlined by the respective college deans.

#### ***D. Some Rules and Exceptions***

- **Labs:** The rate of compensation for labs in science and engineering disciplines is 1 credit for each hour of laboratory instruction up to a maximum of 3 hrs. Minimum enrollment for full compensation for these laboratories is 12 students (*this number may be lower, if social distancing is in practice*).
  - Faculty may request *two* lab sections, only if the first section is filled to full capacity (depending on the physical lab space, equipment, number of computers etc.).
  - In Summer 2021, full capacity will be defined based on COVID-19 related social distancing restrictions.
  - Labs that are run online may open more than one section only for reasons of pedagogic effectiveness as determined by the department chair or the college dean.
- **Course sections:** Faculty may request two sections of the same class if:
  - The first section has reached a capacity of 32 students
  - And the second section has the potential for enrolling at least 5 students
  - If the second section does not enroll 5 students, the excess capacity must be absorbed in the first section and the cap raised to a max of 36.
- **Other forms of instruction:** Compensation for courses involving internships, independent studies, and practica are calculated using specific rates per student credit hour.
  - *Independent Study:* Compensation for independent study will be at the rate of \$100 per student credit hour. Faculty will be compensated for up to a maximum of 12 credits of independent study during each summer session, with no carry over option across sessions. If a faculty member elects to take on more than 12 credits of independent study, no compensation is provided for the additional credits. Faculty teaching full time in a summer session (7 credits within a single session) may not supervise more than six (6) credits of independent study projects over the two summer sessions. Any course involving independent study must have the prior written approval of the Dean of the student's college. Independent study (IS) may be offered only after a student has submitted for approval a detailed plan of study to the Registrar's Office one week before the beginning of the Summer Session. Prior written approval of the plan must have been obtained from the supervising instructor and the department chair.
  - *Internship:* Compensation for internships will be at the rate of \$65 per student credit hour, with a maximum equal to a three-credit course and will apply only to internships in which students register and pay for the credits. Any course involving internship must have the written approval of the Dean of the student's colleges. This approval will contain the specific financial arrangements agreed upon by the Deans, the faculty member, and the department chair. Copies of the approved arrangements must be sent to the Registrar's Office as well as to the Office of the Provost.
  - *Practicum:* Compensation arrangements for courses involving practica vary. The chair of the department in which the practicum is offered should consult with the Deans of the student's colleges.
  - *Clinics and Studios:* The rate of compensation for all other clinics, studios, and hands-on learning experiences is 0.60 credit for each hour of instruction. Minimum enrollment for full compensation is 5 students.

- **Acadeum Course Sharing:** All courses offered in the summer must prioritize the needs of Valpo students. Sharing courses on Acadeum is optional and should not be a priority when planning for summer course offerings.
  - All courses shared on Acadeum must have a minimum cap of 10 for Valparaiso University Students and then additional seats (no less than 4) for Acadeum students.
  - There is no separate or special pay for courses shared on Acadeum.
- **Faculty Maximums:** Unless on a 12-month appointment with clear guidelines on teaching responsibilities, no faculty member shall carry a teaching load of more than 9 credits, excluding independent study, in the period between Spring Commencement and the Opening Convocation of the following fall semester.

### ***E. Course Cancellation and Enrollment Deadlines***

Specifying cutoff dates and times for enrollments and identifiable cancellation dates allows faculty members to make informed decisions about cancelling or proceeding with a course. These procedures also allow for notification and redistribution of students into other classes in a timely manner. The following guidelines apply:

- Instructors must wait to cancel a course until *three days prior* to the first day of the summer session.
  - If a class needs to be cancelled before that time period, please seek approval from the Provost's office.
- If enrollment is less than 5, the Provost's office may cancel a course as early as *five days prior* to the first day of summer session (excluding weekends and University holidays).
- If enrollment is less than 5 at the start of summer session, the Provost's office may cancel a course as late as *one day* after the first day of instruction (excluding weekends and University holidays).
  - Instructors may offer the course as Independent Study to students if they have a pressing need for graduation in August, only if all other options for the student have been exhausted.

### ***F. Payroll Dates***

Pay dates are determined based upon the Drop/Add deadline in coordination with the University's biweekly payroll deadlines. This means that there are generally two or three pay periods for Summer Session 1 and two or three pay periods for Summer Session 2 for courses running the full session. Necessary adjustments will be made for courses not running the full term or for courses running through Summer Full.

## **II. CONSIDERATIONS FOR SUMMER SESSION OFFERINGS**

This section offers guidance to deans, department chairs, and others who may wish to develop proposals for summer course offerings. As these suggestions are based on experience, following them may maximize a college or department's chances for success when delivering a proposed slate of summer courses.

**A. *Summer enrollments are smaller than the regular academic year.***

The success of summer session depends on the good will, interest, and efforts of faculty to offer relevant and attractive courses. Summer Session 1 generates about 9-10% of the number student credit hours in a regular fall or spring semester. Summer Session 2 enrolls about 20% fewer students than Summer 1. Thus, a program having 100 majors could expect only about 5 of them to be on campus during either summer session, which is just enough to fill ( $n = 5$ ) a single summer course.

**B. *Prioritize summer course offerings based on college or departmental assessment***

These priorities might include (1) general education needs, (2) program needs, (3) attractiveness of the course to undergraduate, graduate, and visiting students, and (4) faculty interest. For example, courses that serve multiple needs—both general education and major/minor requirements—might be given priority over specialized courses that serve only a limited audience of majors. Full-time faculty should be given preference over adjunct faculty unless there are specific curricular and staffing reasons for using adjunct faculty. As a rule, faculty members who are terminating their association with the University are not eligible to teach during the summer sessions.

**C. *Balance course offerings in terms of topic, level, audience, and method (e.g., traditional onsite, online, shorter duration, weekend, full session, etc.).***

Although the specific strategy for establishing a set of summer courses is likely to vary by college and department, here are some recommended strategies for success:

- *Offer courses that fulfill general education requirements*, particularly those that are also popular electives that also serve a significant number of majors/minors.
- *Offer several courses that have broad appeal and interest*. For example, consider offering one introductory level course and one upper-level course during each summer session. When possible, the upper-level course should carry a graduate level designation (but be sure to inquire with the Provost's office at the time of schedule proposal).
- *Supplement regular academic year offerings with courses that target special summer audiences*. For example, there may be courses offered for in-service teachers during the summer
- *Schedule classes at the right time of day*. In the recent past, early morning, late afternoon, evening, and online courses have been most successful in enrolling students. Late morning and mid-day courses have generally been less successful, although exceptions exist.
- *Offer a mix of online and traditional onsite courses*. The same general guidelines apply to online course offerings as traditional onsite courses: The ideal courses target both majors and non-majors, are open to graduate students, and fulfill a general education requirement. For all online courses, expectations for on-campus meetings should be spelled out clearly in advance, preferably as part of the course listing in the Summer Session Schedule. Please note that international students who are on campus for the summer may require an in-person meeting time for courses that are otherwise offered only online.
- *Consider alternative course durations and delivery formats as appropriate for the topic, learning objectives, and expectations for student workload*. Generally, courses serving the traditional student population are offered over a full 6-week summer session. However, instructors of courses targeting special audiences are encouraged to consider formats that optimally meet the needs of those audiences (e.g., 4-week or weekend format). In addition,

instructors may now offer courses during the Full Summer Session (extending from the start of Summer Session 1 through the end of Summer Session 2).

***D. Ensure success by avoiding common pitfalls.***

- *Avoid simply listing all, or only, the courses submitted by the faculty.* Strive to create a slate of offerings that is consistent with college and department priorities and that serves as many different needs as possible.
- *Avoid targeting only majors and minors.* Departments should avoid listing courses serving only majors and minors if these courses are offered regularly during the academic year, as the summer audience is likely to be very limited. Colleges and departments should only use this strategy when there is evidence of significant demand for the course.
- *Avoid overloading the schedule with too many online courses.* For example, offering more than 1-2 online courses per session within a single department is likely to be counterproductive in that it may spread the interest too thin across the courses.
- *Avoid offering regular lecture courses as Independent Studies (IS).* This may compromise the integrity of those regular courses and should be considered only when absolutely necessary. Such situations might include serving students that plan to graduate in August, assuming all other options have been exhausted, or targeting a special constituency limited to summer enrollment. Using the IS format as an alternate means of teaching under-enrolled lecture courses is not adequate justification.
- *Avoid last minute cancellations by avoiding proposals for courses that are unlikely to make healthy enrollments in the first place.* Cancellation of summer session courses represents a significant problem – it undermines our credibility with students, generates distress for both students and faculty at the beginning of the session, and consumes significant administrative time.

If you have questions, comments, or suggestions about any of the procedures and policies, please contact one of the members of the Summer Sessions Committee listed below.

Eric Johnson, Interim Provost

Mike Tyler, Associate Provost for Graduate and Online Education

Lissa Yogan, Assistant Provost for Faculty Affairs

Bharath Ganesh Babu, Special Assistant to Provost for Summer Programs

Allison Urbanczyk, Registrar

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