



# Wintersession

# 2017

## Planning Packet

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**Wintersession Packet available online:**  
**<http://courses.semo.edu/content/winter2017.pdf>**

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## Timetable for 2016/2017 Wintersession

Schedule available on the web	10/3/2016
Registration begins	10/31/2016
Classes begin	12/19/2016
Final exams	1/13/2017

### Wintersession Considerations

Wintersession is a four-week session in the Spring 2017 semester, and all courses are conducted fully online (there may be a few exceptions, but they must be approved in advance by the Dean of Online Learning). It includes the period over break when University offices are closed (December 23, 2016 through January 2, 2017). As a result, help desk hours for student assistance are limited, as are CSTL/OIT services. **It is therefore recommended that only faculty who have previously taught online should be assigned to teach in Wintersession.**

#### **No faculty member should be assigned more than one course during a Wintersession.**

A faculty member may teach multiple sections of a single course during Wintersession if additional sections are added due to demand (see Number of Sections, p.7).

#### **A student may take only one Wintersession course.**

Banner will show a time conflict if a student attempts to enroll in more than one. Since Wintersession courses show up in Banner along with regular spring courses, students often enroll in them by mistake. Please ask faculty advisors to emphasize to students that courses with section numbers starting with a “Z” are Wintersession courses, and to remind their advisees that they can take only one such course. A student enrolled in more than one Wintersession course may be administratively dropped from excess enrollments. On rare occasions (if a course is essential for graduation, etc.), a student may obtain permission to take more than one Wintersession course; the student’s advisor should contact the Registrar for such permission.

Any student who enrolls in a Wintersession course will receive an automatic email with information about Wintersession, including a link to the student Wintersession FAQ at <http://online.semo.edu/Wintersession>.

#### **All courses offered in Wintersession must be internally QM certified at the time they are entered into the Banner schedule.**

For questions about QM certification and training, see the OIT web site (<http://oit.semo.edu/oit/InstructionalDesign/QualityMatters.aspx>) or contact Kris Baranovic at 651-2298 or [kbaranovic@semo.edu](mailto:kbaranovic@semo.edu).

**Wintersession 2016/2017 OIT service schedule for faculty:**

<b>Dates</b>	<b>Phone help service</b>	<b>Email help service (support@oit.semo.edu)</b>
Dec. 19 – 22	8 AM-5 PM	8 AM – 5 PM
Dec. 23– Jan. 2	None	8 AM – 5 PM weekdays
Jan. 3 – Jan. 13	8 AM – 5 PM weekdays	8 AM – 5 PM weekdays

Help desk service for students will also be on a limited holiday schedule during Wintersession; for details, check the IT web site.

## Budget Planning

With few exceptions, faculty appointments are for the 10-month academic year. Wintersession appointments represent an additional contract that is specifically related to the teaching of one or more class sections, unless the course is being taught as part of regular spring load. The base rate is 2.75% of salary per credit hour taught, and actual pay is dependent on enrollment. Salary calculation for each section is prorated following the structure shown below. Salaries for Wintersession classes use the index number of your PT/OVL funds, but they will be reimbursed; they do not count against the department's total PT/OVL funding.

**Table for Prorating salary for faculty teaching Undergraduate Classes**

Number of Students Enrolled	Percent of Salary
<b>6</b>	<b>50.00%</b>
<b>7</b>	<b>58.33%</b>
<b>8</b>	<b>66.67%</b>
<b>9</b>	<b>75.00%</b>
<b>10</b>	<b>83.33%</b>
<b>11</b>	<b>91.67%</b>
<b>12 or more</b>	<b>100.00%</b>

**Table for Prorating salary for faculty teaching Graduate Classes**

Number of Students Enrolled	Percent of Salary
<b>5</b>	<b>50.00%</b>
<b>6</b>	<b>60.00%</b>
<b>7</b>	<b>70.00%</b>
<b>8</b>	<b>80.00%</b>
<b>9</b>	<b>90.00%</b>
<b>10 or more</b>	<b>100.00%</b>

(Source: Faculty Senate Bill 14-A-37)

Base salaries can be checked in the NBAJOBS table in Banner. The base salary rates for part-time faculty are as follows:

Degree	One (1) Credit Hour	Three (3) Credit Hours
Masters	\$840	\$2520
Masters + 30 hours	\$922	\$2766
Doctorate	\$1014	\$3042
Emeriti	\$1217	\$3651

## Pay Proration Dates

According to Faculty Senate Bill 14-A-37, “The salary for each course will be prorated based on student enrollment on the last day to add a summer session class or to withdraw with 100% refund from a summer class.” We prorate on the corresponding dates for Wintersession. Both of these fall on **December 20, 2016** during this Wintersession. Administrative Assistants using Internet Native Banner can find enrollment for the appropriate census date for any Wintersession section in SSASECT under the “section enrollment information” tab.

## Underenrolled Courses

Undergraduate classes with fewer than 6 students enrolled and graduate classes with fewer than 5 students enrolled should be cancelled. If there is another unfilled section for the same partial term, the students from the cancelled section should be moved to the remaining section. The department is responsible for cancelling underenrolled sections and moving students to extant sections. **We recommend that the decision to cancel an underenrolled Wintersession class be made by December 5, 2016 if possible.**

## Wintersession Course Entry in Banner

**In preparing wintersession assignments, please note the “Online Course and Program Approval Procedures” approved by the Faculty Senate in 2013:**

(<http://www.semo.edu/facultysenate/bills/45522.htm>). The section on new online courses is moot, since all courses taught online in Wintersession must meet QM standards. If an instructor who has not taught online before will be teaching a course online, the instructor **must** meet in advance with one of the Instructional Designers. To make an appointment for one of these required meetings, please call Mary Harriet Talbut or Kris Baranovic at 651-2298. **However, we strongly recommend that faculty who teach in Wintersession should have taught online previously.**

When entering the information for an online course into the Banner system, please take care that all appropriate descriptive fields are correctly completed.

<b>Field</b>	<b>Entry</b>
Section No.	Must start with Z. First section Z01, second one Z02, etc.
Campus	W (web-based)
Instructional Method	NT
Building	Web
Hours per Week	“0”
Degree Program Attributes	ONL
Part of term	INT

Standard enrollment capacity for online courses is 30 for undergraduate courses and 25 for graduate courses.

## **Number of Sections**

**Only one section of a given Wintersession course should be entered into Banner initially.** Enrollment capacity for online courses is 30 for undergraduate courses and 25 for graduate courses. If the first section fills, the department chair may then open (“spawn”) a second one. Spawning is a departmental decision, and notification to the Office of Online Learning is not required. Additional sections may be opened as necessary to meet demand, assuming faculty are available and willing to teach them.

## **Additional Costs Must Be Disclosed**

If students are required to purchase anything for the course, such as additional texts, materials, or software packages, federal law mandates that you inform them at the time of registration. Such costs should be entered into the notes field in Banner.

## **Split load instructions**

When courses are concurrently taught by an instructor (e.g. 400/600 level courses), the work load should be split evenly into each course. This also applies to ITV courses for which the load is divided evenly among the number of sections making up the one course.

When a course is team-taught, the load should be split equally between the instructors.

## **Course Workload and Rigor**

All courses must adhere to the credit hour standards of the University. The expectation is that a course requires 2250 minutes of student effort per credit hour. In typical lecture courses, this is 750 minutes in class and 1500 minutes outside of class. Online and blended courses should be designed to promote the achievement of student learning outcomes comparable to those of face-to-face courses requiring the standard amounts of in-class and out-of-class time. For all courses (traditional, online, blended), it is the responsibility of the college or school to ensure that credit hour requirements are met.