



Summer School

2016

Planning Packet

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Summer Packet available online:
<http://cstl.semo.edu/cstl/planning/summer2016.pdf>

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Timetable for Submissions

From the Office of the Registrar

Timetable for 2016 Master Schedule

Schedule available on the web	Jan. 25
Registration begins	Feb. 15
First 4-week classes begin	May 17 *

* Classes at the Regional Campuses begin on May 16.

**List of new online instructors
due in to Allen Gathman (agathman@semo.edu)
by **January 18, 2016****

**Workshop submission forms
due in to Allen Gathman (MS4610)
by **January 18, 2016**
See p. 11 for details**

Sessions

Main Campus

Main Campus courses meet Tuesday – Friday.

<u>Session</u>	<u>Start Date</u>	<u>End Date</u>
1 st 4-week	Tuesday - May 17	Friday – June 10
1 st 6-week	Tuesday – May 17	Friday – June 24
12-week	Tuesday – May 17	Friday – August 5
Memorial Day	Campus closed to observe Memorial Day on Monday, May 25.	
8-week	Tuesday – June 14	Friday – August 5
2 nd 4-week	Tuesday – June 14	Friday – July 8
2 nd 6-week	Tuesday – June 28	Friday – August 5
3 rd 4-week	Tuesday – July 12	Friday – August 5
Independence Day	Independence Day is Monday, July 4. Campus closed. Friday, July 1 is makeup day for July 4 for courses meeting on Mondays.	

Note: All night and ITV classes that meet on Mondays will observe May 27 as the makeup day for Memorial Day (May 30).

Regional Campuses

Regional Campus courses meet Monday – Thursday.

<u>Session</u>	<u>Start Date</u>	<u>End Date</u>
1 st 4-week	Monday - May 16	Thursday – June 9
1 st 6-week	Monday – May 16	Thursday – June 23
Memorial Day	Campus closed on Monday, May 30. Makeup day will be on Friday, May 27.	
8-week	Monday – June 13	Thursday – August 4
2 nd 4-week	Monday – June 13	Thursday – July 7
2 nd 6-week	Monday – June 27	Thursday – August 4
Independence Day	Independence Day is Monday, July 4. Campus closed. Friday, July 1 is makeup day for July 4 for courses meeting on Mondays.	
3 rd 4-week	Monday – July 11	Thursday – August 4

Session Meeting Times

Main Campus Courses

Meet Tuesday – Friday

Classes must begin and end according to the University standard schedule.

First 4-Week Session		
May 17, 2016 - June 10, 2016 (Tues. – Fri.)		
Assumes 15 Class Days + 1 Final Exam Day		
3 (CH) / TWRF	2 (CH) / TRF	1 (CH) / TR
08:00 am - 10:40 am	08:00 am - 10:40 am	08:00 am - 10:00 am
10:50 am - 01:30 pm	10:50 am - 01:30 pm	10:50 am - 12:50 pm
01:40 pm - 04:20 pm	01:40 pm - 04:20 pm	01:40 pm - 03:40 pm
06:00 pm - 08:40 pm	06:00 pm - 08:40 pm	

8-Week Session				
June 14, 2016 - August 5, 2016 (Tues. – Fri.)				
Assumes 31 Class Days + 1 Final Exam Day				
1 (CH) / TR	2 (CH) / TRF	3 (CH) / T- F	4 (CH) / TRF	5 (CH) / TWRF
08:00 am - 08:50 am	08:00 am - 09:15 am	08:00 am - 09:15 am	08:00 am - 10:45 am	08:00 am - 10:15 am
09:30 am - 10:20 am	09:30 am - 10:45 am	09:30 am - 10:45 am	09:30 am - 12:15 pm	11:00 am - 01:15 pm
11:00 am - 11:50 am	11:00 am - 12:15 pm	11:00 am - 12:15 pm	11:00 am - 01:45 pm	02:00 pm - 04:15 pm
12:30 pm - 01:20 pm	12:30 pm - 01:45 pm	12:30 pm - 01:45 pm	12:30 pm - 03:15 pm	
02:00 pm - 02:50 pm	02:00 pm - 03:15 pm	02:00 pm - 03:15 pm	2:00 pm - 04:45 pm	

First 6-Week Session		
May 17, 2016 – June 24, 2016 (Tues – Fri.)		
Assumes 23 Class Days + 1 Final Exam Day		
3 (CH) / TWRF	2 (CH) / TRF	1 (CH) / TR
08:00 am - 09:45 am	08:00 am - 09:10 am	08:00 am - 09:10 am
10:00 am - 11:45 am	10:00 am - 11:10 am	10:00 am - 11:10 am
12:00 pm - 01:45 pm	12:00 pm - 01:10 pm	12:00 pm - 01:10 pm
02:00 pm - 03:45 pm	02:00 pm - 03:10 pm	02:00 pm - 03:10 pm

Second 6-Week Session		
June 28, 2016 – August 5, 2016 (Tues – Fri.)		
Assumes 23 Class Days + 1 Final Exam Day		
3 (CH) / TWRF	2 (CH) / TRF	1 (CH) / TR
08:00 am - 09:45 am	08:00 am - 09:10 am	08:00 am - 09:10 am
10:00 am - 11:45 am	10:00 am - 11:10 am	10:00 am - 11:10 am
12:00 pm - 01:45 pm	12:00 pm - 01:10 pm	12:00 pm - 01:10 pm
02:00 pm - 03:45 pm	02:00 pm - 03:10 pm	02:00 pm - 03:10 pm

Second 4-Week Session		
June 14, 2016 – July 8, 2016 (Tues. – Fri.)		
Assumes 15 Class Days + 1 Final Exam Day		
3 (CH) / TWRF	2 (CH) / TRF	1 (CH) / TR
08:00 am - 10:40 am	08:00 am - 10:40 am	08:00 am - 10:00 am
10:50 am - 01:30 pm	10:50 am - 01:30 pm	10:50 am - 12:50 pm
01:40 pm - 04:20 pm	01:40 pm - 04:20 pm	01:40 pm - 03:40 pm
06:00 pm - 08:40 pm	06:00 pm - 08:40 pm	

Third 4-Week Session July 12, 2016 - August 5, 2016 (Tues. – Fri.) Assumes 15 Class Days + 1 Final Exam Day		
3 (CH) / TWRF	2 (CH) / TRF	1 (CH) / TR
08:00 am - 10:40 am	08:00 am - 010:40 am	08:00 am -10:00 am
10:50 am - 01:30 pm	10:50 am - 01:30 pm	10:50 am - 12:50 pm
01:40 pm - 04:20 pm	01:40 pm - 04:20 pm	01:40 pm - 03:40 pm
06:00 pm - 08:40 pm	06:00 pm - 08:40 pm	

12-Week Session May 17, 2016 - August 5, 2016 (Tues. – Fri.) Assumes 47 Class Days + 1 Final Exam Day		
3-5 (CH) / T	4 (CH) / R	
09:00 am – 05:30 pm	09:00 am – 03:00 pm	

Regional Campuses

[Meets Monday - Thursday](#)

Classes must begin and end according to University standard schedule.

First 4-Week Session May 16, 2016 - June 9, 2016 (Mon. – Thurs.) Assumes 15 Class Days + 1 Final Exam Day		
	3 (CH) / TR	
	5:30-8:20 pm	

8-Week Session June 13, 2016 - August 4, 2016 (Mon. – Thurs.) Assumes 31 Class Days + 1 Final Exam Day			
3 (CH) / MW	3 (CH) / TR	3 (CH) / MTWR	
9:00 am – 11:50 am	9:00 am – 11:50 am	12:00 pm - 01:15 pm	
1:30 pm – 4:30 pm	1:30 pm – 4:30 pm		
5:30 pm – 8:20 pm	5:30 pm – 8:20 pm		

Online Courses

Note that all courses offered online in summer 2016 must have met Quality Matters standards before they are entered in Banner with “active” status. For questions about QM certification and training, see the OIT web site. (<http://oit.semo.edu/oit/InstructionalDesign/QualityMatters.aspx>)

In preparing summer 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 procedure requires deans to send a list of courses to be taught online for the first time and a list of instructors who will be teaching online for the first time each semester to the Dean of Online Learning (Allen Gathman, agathman@semo.edu or MS4610). 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. **Please send this list of new online instructors to the Dean by January 18, 2016.**

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

Field	Entry
Section No.	Must be in the format 74X – First section should be 740, next 741, etc.
Campus	W (web-based)
Instructional Method	NT
Building	Web
Hours per Week	“0”
Degree Program Attributes	ONL (or other as required)

Enrollment capacity for summer online courses is 30 for undergraduate courses and 25 for graduate courses, except in special cases by permission of the Dean of Online Learning.

Number of Sections

Summer online courses should be initially listed with a single section in any given partial term (1st 4-wk, 8-wk, etc.). If that section fills, the department 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 should be opened as necessary to meet demand. If two sections have fewer than 36 total students enrolled at the start of the term, the sections should be collapsed into one by the department.

Courses Funded Through Extended & Continuing Education

Funding for regional campus courses is available from the Extended & Continuing Education office. Joyce Becker, Director, will work with departments to fund regional campus offerings.

Scheduling Parameters

There are seven standard summer sessions. Courses should be scheduled according to the regular weekly calendar within one of these sessions. However, under special circumstances, and with the approval of the Vice Provost, non-standard schedules may be implemented for the current summer school term.

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 facilitate 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.

The standards for different course types are shown below.

Type	Supervised Minutes/credit hour (Minimum)	Expected Unsupervised Student Time (Minimum)
Private lesson	450	1800
Lecture	750	1500
Workshop	1200	1050
Lab	1500	750
Internship	2250	0

Other types of courses would fall into these five categories as shown:

Type	Includes
Private lesson	Private lessons (music, etc.)
Lecture	Lecture, independent study, readings, webinar
Workshop	Workshop (8XX course numbers)
Lab	Lab, studio, independent research, rehearsal & production
Internship	Internship, clinical, practicum, field study, travel, thesis, special projects

Clock hour/credit hour equivalencies for workshops are as follows.

- 1 Credit Hour = 20 Clock Hours (1 Week) + 1050 minutes out-of-class work
- 2 Credit Hours = 40 Clock Hours (2 Weeks) + 2100 minutes out-of-class work
- 3 Credit Hours = 60 Clock Hours (3 Weeks) + 3150 minutes out-of-class work

For all courses (traditional, online, blended), it is the responsibility of the college or school to ensure that credit hour requirements are met.

Budget Planning

Summer sessions are self-supporting. Any course that enrolls enough students (minimum 6 undergrads or 5 graduate students, see below) brings in enough fees to compensate the instructor, thanks to the pro-rating salary structure used. Thus decisions about what courses to offer are up to the individual departments. Experience indicates that online summer courses are quite likely to fill.

With few exceptions, faculty appointments are for the 10-month academic year. Summer appointments represent an additional contract, which is specifically related to the teaching of one or more classes or their equivalent in a non-instructional assignment. 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 salary structure shown below. Salaries for summer 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.

Prorating Salaries

Faculty Teaching Undergraduate Classes

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

Faculty Teaching Graduate Classes

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

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

For 500 level classes with both undergraduate and graduate students enrolled, the graduate table is used. For 400/600 level courses, the graduate table is used, and the 400 and 600 level enrollments are added to get the total number of students.

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." These dates are the same in the summer and are given below for each summer 2016 session.

Administrative Assistants using Internet Native Banner can find enrollment for the appropriate census date for any summer section in SSASECT under the “section enrollment information” tab.

Last Day to Add or Withdraw With 100% Refund for 2016 Summer Sessions

1st 4-Wk	1st 6-Wk	12-Wk	2nd 4-Wk	8-Wk	2nd 6-Wk	3rd 4-Wk
Wed. May 18	Fri. May 20	Fri. May 20	Wed. June 15	Fri. June 17	Thu. June 30	Wed. July 15

Cancellation of Underenrolled Sections

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. Faculty will not be paid for sections with fewer than 6 undergraduate or 5 graduate students enrolled except by special prior arrangement with the Dean of Online Learning.

2016 Summer Classes with Low Enrollment May Be Cancelled Through the Following Dates

1st 4-Wk, 1st 6-Wk, 12-Wk	2nd 4-Wk and 8-Wk	2nd 6-Wk	3rd 4-Wk
Mon. May 2	Tues. May 31	Mon. June 13	Mon. June 27

Exceptions

There are a few rare cases, most of them involving accreditation standards, in which course pay scales should use a different pro-rating schema from those shown above. Such cases must be approved in advance of the summer term by the Dean of Online Learning.

Workshops and Study Abroad

Workshops usually are one-time course offerings, but may be repeated **if not a part of the regular curriculum**. Workshops are not compensated according to the pro-rating plan used for regular classes. If the faculty member is to receive a credit hour load assignment for the workshop or study abroad, enrollment must be sufficient for student incidental fees to cover the **salary plus benefits**. Base salary is 2.75% of the instructor's 10-month salary per credit hour. Benefits are calculated as shown below. A Workshop Submission Form is found in this packet and is also available as a fillable PDF at http://cstl.semo.edu/cstl/planning/workshop_form_2016.pdf. Please feel free to duplicate the form. The form must be submitted for each workshop to be offered.

Guidelines for Workshops

Workshops must be approved through the normal curricular process outlined on the provost's web site (<http://www.semo.edu/provost/curriculum/guide/39658.html>). Credit hours for workshops are determined on the basis of 1200 minutes per credit hour, as described in the faculty handbook (<http://www.semo.edu/facultysenate/handbook/5a.html>).

Please NOTE changes in the way workshops are handled. First, the number of students required will be calculated based on incidental fee revenue only (i.e., excluding general fees). Also, if the workshop does not reach the required number of enrollments, it may still be offered, but faculty pay will be prorated proportionally.

Workshops for which the Workshop Submission Form has not been received on time will be removed from the schedule.

Study Abroad Experiences

In addition to salary and benefits, study abroad experiences should also generate enough incidental fee revenue to pay the sponsoring faculty member's travel expenses. For more information on faculty-led study abroad, see the Study Abroad Faculty Guide (http://www.semo.edu/pdf/Provost_StudyAbroadFacultyGuide_Final.pdf).

Return to the Dean of Online Learning, MS4610, by [January 18, 2016](#).

WORKSHOP SUBMISSION FORM

2016 Summer Session

College of: _____

Department of: _____

Instructor: _____

Workshop Name: _____

CRN and No/Sec: _____ - _____

Begin Date: _____ End Date: _____

Credit Hours __

Workshop Notations:

- All workshops must have been approved through the Departmental and College Process.

Description of Workshop including prerequisites (75 words or less):

BUDGET FOR WORKSHOPS

Description of materials/expenditures not normally provided to the student:

Travel Costs: \$ _____

Other Costs: \$ _____

Total additional cost to student: \$ _____

Calculating Instructional Cost:

$$\begin{array}{ccccccc} \$ & + & \$ & + & \$ & = & \$ \\ \text{_____} & & \text{_____} & & \text{_____} & & \text{_____} \\ \text{(Base salary for course)} & & \text{Benefits (see below)} & & \text{(Instructor travel if any)} & & \text{Instructional Cost (IC)} \end{array}$$

**Calculate number of students needed to cover Instructional Costs
(based on incidental fee revenue):**

		<i>Required Students</i>
Graduate Students	IC ÷ (\$258.30 x # of Cr. Hrs)	_____
Undergraduate	IC ÷ (\$197.55 x # of Cr. Hrs) (Please round up for number of students required)	_____

Please attach copy of the course approval document (CAD).

Approvals:

_____	_____
Department Chairperson	Date
_____	_____
College Dean	Date
_____	_____
Dean of Online Learning	Date

Benefits calculation for Summer Workshop faculty

CURP – faculty hired after 2010 –

Before 7/1/16, 5.89% + 7.65% FICA = 13.54%

After 7/1/16, 5.67% + 7.65% FICA = 13.32%

MOSERS – Faculty hired 2010 or earlier –

16.97% + 7.65% FICA = 24.63%

Completing Summer Assignments in Banner

Faculty Load

There is no credit hour limit *per se* for faculty in the summer. Total summer pay for a faculty member, including pay for teaching, research, and alternate assignments, must not exceed 33% of the faculty member's 10-month base salary. Load assignments should be made with this restriction in mind. If all the faculty member's summer pay comes from summer instruction, then this would impose a limit of 12 credit hours (12 x 2.75% = 33%). However, if the faculty member has summer pay from the University for research, alternative assignment, etc., this will reduce the number of credit hours of teaching that can be assigned to that faculty member.

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.

Banner entry instructions

1. For full-time faculty, the maximum summer pay rate per credit hour taught is 2.75% of their base salary for the preceding academic year. All summer pay should then be prorated according to enrollment as shown on page 8. 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	Two (2) Credit Hours	Three (3) Credit Hours
Masters	\$830	\$1660	\$2490
Masters + 30 hours	\$910	\$1820	\$2730
Doctorate	\$1000	\$2000	\$3000
Emeriti	\$1200	\$2400	\$3600

2. Salaries for workshops and study abroad must be shown on the workshop form to permit determination of the amount of fee revenue required to support workshops and study abroad experiences.
3. Departments are responsible for notifying new hires to complete new-hire paperwork and submit a resume and official transcripts. The link to new-hire paperwork is http://www.semo.edu/hr/forms_list.htm#New_Employee. All forms under the New Employee section must be completed except for the Appointment Memorandum. Departments then enter the new hire into NEOGOV and attach the new-hire paperwork, resume, and transcripts. The official transcripts must be forwarded to Human Resources.

4. All faculty appointments should be completed by April 8th.
5. Exact deadlines for the Banner Contract Process for contract issuance will be published at a later date.
6. In the event that an appointment must be canceled after contracts have been issued, the departments are to follow the Banner Contract Process below:
 - a. Cancel the assignment in Banner SIAASGN.
 - b. Contact Human Resources via email (humanresources@semo.edu) to cancel the contract in self-service.
7. Two (2) non-instructional assignments must be completed in Banner SIAASGN for chairpersons. The summer rate is 1/9th of the base salary + a \$3000 stipend. The appointment is for the complete summer term from the Monday preceding the first 4-week session through the Monday following the close of the regular session, consisting of the period from May 18 through August 10. Enter the two (2) chairperson assignments based on the example below.

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
AA00	.001		LA	PSPR		SU		10CH	F99622	10
AA01	3.000		LA	PSPR		SU		10CH	F99622	10

8. All non-instructional assignments must be entered into Banner SIAASGN. This is found in the Faculty Non-Instructional Assignment form under Option within the SIAASGN table. You must provide the following for each assignment:

Type:	See the table below
Work Load:	Credit Hour Equivalent
College:	Insert your college
Department:	Insert your department
Contract:	Change to SU for summer.
Assignment Type:	Insert Assignment Type Code – see table attached.
Position Number:	Insert position number for the faculty member
Position Suffix:	Insert correct suffix (see below). 10 = Chairperson 12 = Non-Instructional Assignment 15 = 1 st 4-Week 15 = 1 st 6-Week 15 = 2 nd 4-Week 20 = 12-Week 20 = 8-Week 20 = 2 nd 6-Week 21 = 3 rd 4-Week (depends on dates) = FY 51 = Extended and Continuing Education course paid in June 52 = ECE course paid in June and July 53 = ECE course paid in July

	60 = Dual Credit
PLEASE NOTE	If a full-time staff member teaches a summer course, use the position number F99495 with the correct suffix.

The Faculty Non-Instructional Summer Assignment Type Codes are:

AA00	Chair Summer Only Stipend
AA01	Chair Summer Only Alt Assignment
AA02	Assoc Dean Smr Only Alt Assignment
AA03	Director – Alt Assignment
AA04	Coordinator / Supervisor Alt Assignment
AA05	Administrator Alt Assignment
AA06	Radiation Safety Alt Assignment
AA07	Farm Supervisor Alt Assignment
AA08	Assessment Alt Assignment
AA09	Library Administrator Alt Assignment
AA10	Accreditation Alt Assignment
AA11	Miscellaneous Alt Assignment
GA03	Summer Only Graduate Assistant

Note: When the hardcopy reports of assignments are sent to your department for review, you will need to provide the following information for each non-instructional assignment:

- a. Exact Description of the assignment
 - b. Exact start Date and End Date
 - c. Funding Source
 - d. Credit Hour Equivalent
 - e. Salary
 - f. Special pay dates if grant stipulated other than the University payroll calendar.
9. University pay dates are noted below:
- a. 1st and 2nd 4-Week and 1st 6-Week Assignments – paid 100% June 30.
 - b. 12-Week, 8-Week, and 2nd 6-Week Assignments – paid 50% June 30 and 50% July 31.
 - c. 3rd 4-Week Assignments – paid 100% July 31.
10. Please refer to the table below for the funding codes for each summer assignment.

Assignment Type Codes for Summer

Code	Description
02CR	Core Funding
03EL	Extended Learning Funding
07RR	Reading Recovery Funding
08AP	Advanced Placement Teacher Development Funding
09DC	Dual Credit Funding
10CH	Summer Chairperson
12WK	Summer Workshop Funding
14MS	Summer Alternative Funding
15GR	Summer Grant Funding
17IE	Intensive English Program Funding
18BE	Southeast – Malden
19KA	Southeast – Kennett
20SA	Southeast – Sikeston
21CE	Continuing Education
23NL	No Load
24PB	Poplar Bluff
25CC	Cape College Center
26CT	Center Technology