

CALL FOR SUMMER SESSION COURSES

SUMMER SESSION 2021

MAY 24 - AUGUST 13

SUMMER SESSION COURSE PROPOSAL

DEADLINE: FEBRUARY 5, 2021

The School of Extended & International Education's Summer Session 2021 courses will be offered to matriculated SSU students and non-matriculated students (including students from other colleges/universities and junior college students). These include internships, special topics, online, and hybrid courses. All Summer 2021 classes must be offered remotely unless approved for an exception for lab- or field-based instruction.

PROPOSAL PROCESS

Summer Session course proposal forms may be submitted electronically via email to julie.shell@sonoma.edu, and are due by February 5, 2021. All proposals must be approved by the Department Chair and appropriate School Dean. SEIE accepts approvals by electronic signature or via email, however review and approval processes vary by academic school. **Please check with your Department Chair and/or Dean to confirm the approval process and timeline for your department.** Summer Session Course Proposal forms can be found at seie.sonoma.edu/resources-faculty/propose-courseprogram under "How to Propose a Course/Program" and expanding the "Winter Intersession, Summer Session, and Fall & Spring Special Sessions" section. Course information will be available for faculty review March 1. Faculty contracts will be sent out mid-April. For more information, contact Julie Shell at julie.shell@sonoma.edu.

FACULTY PAY

Faculty can teach up to 15 weighted teaching units (WTU) during the summer term, and are limited to 8 WTU in any given four-week session. Faculty may teach in different four-week summer sessions as long as they do not exceed 8 WTU at any one time (either in one session or across two sessions) and do not exceed 15 WTU for the entire summer term.

Summer session classes are programmed using the 1/30th faculty pay scale (2357). Per the collective bargaining agreement, faculty are paid their regular per-unit rate for a fully-enrolled class, defined as 20 enrollments. For each enrollment under the fully-enrolled target, compensation is reduced by 2.5% per enrollment below 20, with minimum compensation of 65%. Additional compensation will be automatically calculated for enrollments in excess of 20 students.

For more information on the Faculty Salary Schedule, please visit www.calstate.edu/HRAAdm/SalarySchedule/salary.aspx. For questions about SEIE's summer payroll policies, please contact Julie Shell at julie.shell@sonoma.edu.

Summer Session pay is issued in the middle of the month following the last day of class.

125% RULE

The Unit-3 Faculty Collective Bargaining Agreement (Article 36) and the CSU System-Wide Additional Employment Policy (HR 2002-05) limit total employment in the California State University system to a total of 125%. Academic year faculty may teach during Summer, but are limited to no more than 15 units in the Summer Session across the CSU system. Caution must be taken so that the number of units assigned over the length of the Summer Session does not exceed the allowable overage. It is your responsibility to monitor and not violate the 15 unit/125% rule.

CAPS AND CANCELLATIONS

In order to receive full compensation, summer courses must be capped at or above 20 students, unless the class is regularly offered with a lower enrollment cap during the regular academic year. Faculty wishing to set a higher enrollment cap should consult with Julie Shell to ensure compliance with Summer Session workload limits.

Generally, instructors are expected to teach classes with 12 or more enrollments, except under extraordinary circumstances. Classes with fewer than 12 enrollments may be canceled for low enrollment at the discretion of the instructor as long as the instructor notifies SEIE no later than two weeks prior to the start of the class. Although every reasonable effort will be made to serve the campus community, classes with fewer than 10 enrollments may be subject to cancellation by SEIE. SEIE is a self-support unit, and is required to be fiscally responsible and cover the cost of our staff's efforts in managing the summer term for the University.

No classes will be canceled less than two weeks prior to the start date in order to protect the students who have made their plans and enrolled.

SCHEDULING

For the 2021 Summer Session, SEIE will offer one 12-week session and three 4-week sessions. Courses scheduled in a 4-week session must start on the first day of the session. All courses must be scheduled within a set of session dates.

Courses of any length that cross 4-week session dates will be scheduled in the 12-week session.

12-WEEK SESSION: May 24 - August 13

4-WEEK SESSION I: May 24 - June 17 (No classes may be held Monday, May 31)

4-WEEK SESSION II: June 21 - July 15 (No classes may be held Monday, July 5)

4-WEEK SESSION III: July 19 - August 12

SCHEDULING FORMAT

The recommended meeting pattern for 4-week sessions is M-TH. For hybrid courses, we strongly recommend holding on-campus class meetings M-TH. **15 hours of classroom time and/or online instructional content are required for each academic unit** for lecture/discussion courses. Lab and activity courses require additional hours. In order to best utilize our classroom resources, please schedule your classroom hours within the following time blocks:

- Morning: 8 am - 12 pm
- Afternoon: 12 pm - 5 pm
- Evening: 5 pm - 10 pm

4-WEEK SESSIONS I & II

15 days instruction: M - Th (recommended)

- 3 units/45 hours: 2 hours + 50 min/day
- 4 units/60 hours: 3 hours + 50 min/day

4-WEEK SESSION III

16 days instruction: M - Th (recommended)

- 3 units/45 hours: 2 hours + 40 min/day
- 4 units/60 hours: 3 hours + 40 min/day

12-WEEK SESSION

Classes of any length (up to 12 weeks) may be scheduled in the 12-week session so long as they meet the requirement for 15 hours of classroom time and/or online instructional content for each academic unit for lecture/discussion courses. Lab and activity courses require additional hours. 12-week session classes must be scheduled within the session dates, but do not need to begin on the first day of the session.

Please direct any questions to Julie Shell at julie.shell@sonoma.edu or 707-664-2396.

CAMPUS-BASED LAB/FIELD-BASED CLASSES

Classes scheduled on campus must be approved for an exception in order to be offered on-campus during Summer Session 2021. Please contact your department chair if you are unsure about whether or not your class has been granted an exception.

CLASSROOM TECHNOLOGY

All campus classrooms are now tech rooms. Some classrooms have a data projector, wifi, computer, VCR, and DVD player, and some have a hookup for a laptop computer to connect to a data projector and wifi. If you request a smart classroom, please be sure to indicate what technology you will need, and if you would prefer to use your own laptop computer. If you will be using your own Mac laptop, you will need to bring your own cable to connect to the classroom technology. The IT Help Desk does not have Mac connector cables.

REQUESTING A TA OR GRADER

Requests for a grader or TA are subject to approval for Summer 2021. Please contact Julie Shell to request a TA or grader.

Consistent with the Chancellor's mandate to slow hiring across the CSU, positions and personnel actions continue to require provost/presidential pre-approval.

CLASS REQUISITES

Summer Session courses are scheduled with the standard SSU pre-requisites listed in the University catalog unless a specific request is made to modify those requisites. Please indicate in the Course Information section of the proposal form if you would like to waive some or all of the requisites.

ENROLLMENT AND FEES

Enrollment and payment for these courses will be handled through SEIE. Fees for all courses offered through SEIE are in addition to the regular fees charged for university courses. Registration begins online Tuesday, March 9 via MySSU for matriculated students and through the SEIE Office for non-matriculated students.

