CALL FOR SUMMER SESSION COURSES

SUMMER SESSION 2018
MAY 29 - AUGUST 16
SUMMER SESSION COURSE PROPOSAL
DEADLINE: FEBRUARY 1, 2018

The School of Extended & International Education’s Summer Session 2018 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.

PROPOSAL PROCESS

Summer Session course proposal forms may be submitted electronically (via email) or to the Office of the School of Extended and International Education (SEIE), and are due by February 1, 2018. All proposals must be approved by the Department Chair and appropriate School Dean. SEIE accepts approvals by 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 time line for your department. Summer Session Course Proposal forms can be found at www.sonoma.edu/exed under “Propose a Course/Program”. Course information will be available for faculty review in late February. Faculty contracts will be sent out mid-April. For more information, contact Julie Shell at 707-664-2396 or julie.shell@sonoma.edu.

FACULTY PAY

Summer session classes are programmed using the 1/30th faculty pay scale. Per the collective bargaining agreement, faculty are paid their regular per-unit rate for a fully-enrolled class. For each enrollment under the fully-enrolled target, compensation is reduced by 5%, with minimum compensation of 65%.

Although the CBA defines fully enrolled as 20 students, SEIE has set the target for SSU at 15 in deference to the size of our campus and the history of our summer enrollments. Summer faculty will receive full compensation for 15-20 enrollments, and reduced compensation for enrollments below 15. 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/HRAdm/SalarySchedule/salary.aspx. For questions about SEIE’s summer payroll policies, please contact Julie Shell at 707-664-2396 or julie.shell@sonoma.edu. Summer Session pay is issued in the month following the last day of class.

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 who set a higher cap will automatically receive additional compensation for enrollments in excess of 20 students.

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 one week prior to the start date in order to protect the students who have made their plans and enrolled.

SCHEDULING

For the 2018 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 29 - August 16
4-WEEK SESSION 1: May 29 - June 21 (Classes begin Tuesday, May 29)
4-WEEK SESSION II: June 25 - July 19 (No classes July 4)
4-WEEK SESSION III: July 23 - August 16
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 blocks of time:

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

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 SESSIONS 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.

ONLINE/HYBRID CLASSES

Classes scheduled as hybrid or fully-online must be approved for that delivery mode in the SSU catalog. If your class has not been approved for your proposed delivery mode, please consult with your department about submitting an MCCCFC. MCCCFCs must be submitted to EPC for review no later than February 1, 2018, in order to be considered for Summer 18 courses.

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 in the classroom request section on the proposal form 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

We are no longer able to accommodate late requests to add a TA, ISA, or grader for a course. If you will need a TA, ISA, or grader for your class, please be sure to complete the Guest Speakers and Teaching Assistants section of the course proposal.

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 Friday, March 10 via MySSU for matriculated students and through the SEIE Office for non-matriculated students.

We look forward to working with you!