

WINTERSESSION 2019

PLANNING PACKET



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Available online:

www.semo.edu/pdf/2018WintersessionPlanning.pdf

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TIMETABLE FOR 2018/2019 WINTERSESSION

Schedule available on the web	10/8/2018
Registration begins	11/5/2018
Classes begin	12/17/2018
Final exams	1/11/2019

WINTERSESSION CONSIDERATIONS

Wintersession is a four-week session in the Spring 2019 semester, and all courses are conducted fully online (Exceptions must be approved in advance by the Associate Provost). The Wintersession term includes the period over break when University offices are closed (December 24, 2018 through January 1, 2019). As a result, Help Desk hours for student assistance are limited, as are CSTL services for faculty. **Therefore, it is recommended that only faculty who have previously taught online should be assigned to teach in Wintersession.**

Course Workload and Rigor

All Wintersession courses must adhere to the credit hour standards of the University and include the same amount of content and rigor as when the course is offered during a regular semester. The expectation is that a course requires 2,250 minutes of student effort per credit hour. In typical lecture courses, this is 750 minutes in class and 1,500 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 to ensure that credit hour requirements are met.

➤ **A faculty member may teach only one Wintersession course.**

If a faculty member is planning to co-teach more than one course, such as for an international immersion experience, separate approval occurs when the trip fee is proposed.

➤ **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 appear 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 (such as if a course is essential for graduation), permission may be granted by the department chair for a student to enroll in a second Wintersession course. The department chair should forward the request to the Registrar's Office along with the student's S0 number.

➤ **All Wintersession courses must be internally QM certified upon Banner entry.**

For questions about QM certification and training, see the CSTL web site:

<http://cstl.semo.edu/cstl/QualityMatters/QualityMatters.aspx>

Wintersession 2018/2019 CSTL support for faculty

Dates	Phone help service	Email help service (support@cstl.semo.edu)
December 17 – 21	8.00 a.m. to 5.00 p.m.	8.00 a.m. to 5.00 p.m.
December 22 – January 1	None	8.00 a.m. to 5.00 p.m. weekdays
January 2 – 11	8.00 a.m. to 5.00 p.m. weekdays	8.00 a.m. to 5.00 p.m. weekdays

IT Help Desk support for Wintersession students

Weekdays unless otherwise noted below: 8.00 a.m. to 5.00 p.m. Remote support available 5.00 to 8.00 p.m.

Weekends unless otherwise noted below: Remote support available 10.00 a.m. to 2.00 p.m.

December 24-25: Closed

December 26-28: Remote support available 10.00 a.m. to 2.00 p.m.

December 31 and January 1: Closed

January 19: Towers Help Desk available 12.00 to 4.00 p.m.

January 20: Closed

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 semo.edu/online/faq.

BUDGET PLANNING

With few exceptions, full-time faculty appointments are for the 10-month academic year. Wintersession appointments represent an additional contract that is specifically related to the teaching of a Wintersession course, unless the course is being taught as part of regular spring load. The following compensation and salary proration parameters apply to traditional or web-based delivery formats and short-term study away programs conducted domestically or internationally.

Full-time faculty will be compensated at 2.75% of base salary per credit hour taught. Part-time faculty will be compensated at the regular semester rate:

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

Using the tables on the next page, the salary for each course will be prorated based on student enrollment on the last day to add a Wintersession class or to withdraw with 100% refund. During this Wintersession, the corresponding date for proration is **December 18, 2018**. (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. Base salaries can be checked in the NBAJOBS table in Banner.)

Table for Prorating salary for faculty teaching Undergraduate Courses

Number of Students Enrolled, <i>n</i>	Percent of Wintersession course compensation
0-5	0%
6-11	$n/12\%$
12-35	100%
36-41	$100\% + (n-30)/12\%$
42-65	200%

Table for Prorating salary for faculty teaching Graduate Courses*

Number of Students Enrolled, <i>n</i>	Percent of Wintersession course compensation
0-4	0%
5-9	$n/10\%$
10-29	100%
30-34	$100\% + (n-25)/10\%$
35-54	200%

* The graduate table is used for all 600-level classes, 500 or 800-level classes having at least 5 graduate students enrolled, and 400/600-level cross-listed courses using the combined enrollment if at least 5 graduate students are enrolled. In all other cases, the undergraduate table is used.

Enrollment capacity for single-section online Wintersession courses should be proposed by the chairperson and dean. Under no circumstances will enrollment capacity be less than 30 students for undergraduate courses or 25 students for graduate courses without advance permission of the Associate Provost.

Enrollments in a single course should not be split into multiple sections. Any exceptions must be approved in advance by the Associate Provost.

Under-enrolled Courses

Undergraduate classes with fewer than 6 students enrolled and graduate classes with fewer than 5 students enrolled should be cancelled by the department, unless there is a compelling reason that a faculty member must teach the class without compensation, as approved by the Associate Provost. **The decision to cancel an under-enrolled Wintersession class should be made by December 3, 2018.**

FOR DEPARTMENT CHAIRS & ADMINISTRATIVE ASSISTANTS: BANNER ENTRY

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>). If an instructor who has not taught online before will be teaching an online Wintersession course, the instructor **must** meet in advance with one of the Instructional Designers available through CSTL by November 15, 2018. **However, it is strongly recommend that faculty who teach in Wintersession should have taught online previously.**

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

Form	Field	Entry
SSASECT	Section No.	Must start with Z. First section Z01, second one Z02, etc.
SSASECT	Campus	W (web-based)
SSASECT	Instructional Method	NT
SSASECT	Building	Web
SSASECT	Hours per Week	“0”
SSADETL	Degree Program Attributes	ONL
SSASECT	Part of term	INT
SSARRES	Student Attribute Restrictions	Exclude SACM

On the “Meeting Times and Instructor” tab of SSASECT place a check mark in the box for each day of the week and enter the Start Time as “0000” and End Time as “2359” or choose the Meeting Time code 42 and tab. See example below:

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	23-DEC-2013	17-JAN-2014	<input checked="" type="checkbox"/>	0000	2359	01						

Enrollment capacity for single-section online Wintersession courses should not be limited without permission of the Associate Provost.

Number of Sections

Only one section of a given Wintersession course should be entered into Banner. **The spawning process for Wintersession courses is obsolete and no longer used;** enrollments are allowed to grow to meet student demand. Any plans to split enrollment in a single course into multiple sections must be approved in advance by the Associate Provost.

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. These costs should be entered into the Section Text field in Banner.

Split Load Instructions

When courses are concurrently taught by an instructor (e.g. 400/600 level courses), the workload 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 comprising the one course. When a course is team-taught, the load should be split between the instructors according to the percentage of effort (equal effort = equal share of workload).