WINTERSESSION 2020

PLANNING PACKET

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Available online:
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TIMETABLE FOR 2019/2020 WINTERSESSION

| Schedule available on the web | 10/7/2019 |
| Registration begins          | 11/4/2019 |
| Classes begin                | 12/16/2019 |
| Final exams                  | 1/10/2020 |

WINTERSESSION CONSIDERATIONS

Wintersession is a four-week session in the spring semester, and all courses are conducted fully online. (Exceptions must be approved in advance by the Provost). The Wintersession term includes the period over break when University offices are closed (December 23, 2019 through January 1, 2020). As a result, Help Desk hours for student assistance are limited, as are CSTL and Southeast Online services.

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 and align with HLC standards. A course credit hour calculator is available by contacting onlineinstruction@semo.edu.

- **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 correctly-coded wintersession section. 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 Registrar’s Office.

- **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)

New for Wintersession 2020

- Wintersession courses should consist ONLY of general education courses and/or those discipline specific lower level courses that have high demand (bottleneck courses) and are prerequisites in respective curriculum maps. Any exceptions to this should be presented to the Provost for consideration.
Each college that offers Wintersession courses must not only cover the direct instructional cost of each course that is offered, but overall must meet at least a 60% ROI collectively for all courses offered by the respective colleges. If the 60% ROI is not met, colleges are responsible for paying the difference.

Regardless of the breakeven or ROI, wintersession courses should not be set at capacities of less than 15 or more than 35 (undergraduate) and 25 (graduate).

When a wintersession section fills, a new section may be added to the schedule if spring/fall fill rates indicate a need for additional capacity and another faculty member can be identified to teach the new section.

Preference for Wintersession should be given to RNTT and junior faculty members when at all possible, with the understanding that instructor expertise in the discipline area and online teaching experience is paramount. Chairs should not teach during the Wintersession unless there are extenuating circumstances that have been approved by the Provost prior to the course being offered, etc. Current faculty should be given right of first refusal to teach prior to utilizing adjunct faculty.

**IT Help Desk support for Wintersession**

**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 23-25:** Closed

**December 26-27, Dec 30:** Remote support available 10.00 a.m. to 2.00 p.m.

**December 31 and January 1:** Closed

**January 18-19:** Towers Help Desk available 12.00 p.m. to 4.00 p.m.

**January 20:** Closed, Towers Help Desk available 5:00 p.m. – 12:00 a.m.

**Wintersession 2019/2020 CSTL support**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Phone help service</th>
<th>Email help service (<a href="mailto:cstlsupport@semo.edu">cstlsupport@semo.edu</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 16-20</td>
<td>8.00 a.m. to 5.00 p.m.</td>
<td>8.00 a.m. to 5.00 p.m.</td>
</tr>
<tr>
<td>December 21 – January 1</td>
<td>None</td>
<td>8.00 a.m. to 5.00 p.m. weekdays</td>
</tr>
<tr>
<td>January 2 – 11</td>
<td>8.00 a.m. to 5.00 p.m. weekdays</td>
<td>8.00 a.m. to 5.00 p.m. weekdays</td>
</tr>
</tbody>
</table>

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 [https://semo.edu/online/wintersessionFAQ.pdf](https://semo.edu/online/wintersessionFAQ.pdf).

**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. 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. If a full-time faculty is not available to teach, part-time faculty will be compensated at the regular semester rate:

<table>
<thead>
<tr>
<th>Degree</th>
<th>One (1) Credit Hour</th>
<th>Three (3) Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>$840</td>
<td>$2520</td>
</tr>
<tr>
<td>Masters + 30 hours</td>
<td>$922</td>
<td>$2766</td>
</tr>
<tr>
<td>Doctorate</td>
<td>$1014</td>
<td>$3042</td>
</tr>
<tr>
<td>Emeriti</td>
<td>$1217</td>
<td>$3651</td>
</tr>
</tbody>
</table>

Recall that each college that offers Wintersession courses must not only cover the direct instructional cost of each course that is offered, but overall must meet at least a 60% ROI collectively for all courses offered by the respective colleges. A spreadsheet will be provided by the Provost to assist Deans and Chairs in calculating these figures.
Enrollments in a single course should not be split into multiple sections. All caps will be set to at least 15 and no more than 35 for undergraduate courses and 25 for graduate courses. Any exceptions must be approved in advance by the Provost.

**Under-enrolled Courses**
Instructional costs shall not exceed the cost of delivery for the course. Courses not meeting this criteria should be cancelled by the department, unless there is a compelling reason that a faculty member must teach the class with headcount compensation, as approved by the Provost. **The decision to cancel an under-enrolled Wintersession class will be made by December 2, 2019.**

**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](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 Southeast Online by November 15, 2019. Contact [onlineinstruction@semo.edu](mailto:onlineinstruction@semo.edu) to setup a meeting time.

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

<table>
<thead>
<tr>
<th>Form</th>
<th>Field</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSASECT</td>
<td>Section Number</td>
<td>Z74</td>
</tr>
<tr>
<td>SSASECT</td>
<td>Campus</td>
<td>W (web-based)</td>
</tr>
<tr>
<td>SSASECT</td>
<td>Instructional Method</td>
<td>NT</td>
</tr>
<tr>
<td>SSASECT</td>
<td>Building</td>
<td>Web</td>
</tr>
<tr>
<td>SSASECT</td>
<td>Hours per Week</td>
<td>“0”</td>
</tr>
<tr>
<td>SSADETL</td>
<td>Degree Program Attributes</td>
<td>ONL and INT</td>
</tr>
<tr>
<td>SSASECT</td>
<td>Part of term</td>
<td>INT</td>
</tr>
<tr>
<td>SSARRES</td>
<td>Student Attribute Restrictions</td>
<td>Exclude SACM</td>
</tr>
</tbody>
</table>

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 Times and Instructor tab](image)

**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).

**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.

**Study Abroad**
Study abroad courses during wintersession are exceptional circumstances. They should be approved by following the “Short Term Study Abroad Student Fee Calculation Sheet” and should be submitted to the Provost.