



Summer School

2019

Planning Packet

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Timetable for Submissions

From the Office of the Registrar

Timetable for 2019 Master Schedule

Schedule available on the website	Jan. 21
Registration begins	Feb. 11
First 4, 6, and 12-week classes begin	May 14 *
8-week and Second 4-week classes begin	June 11 *
Second 6-week classes begin	June 25 *
Third 4-week classes begin	July 9 *

*** Classes at the Regional Campuses begin the day before (Monday).**

**List of new online instructors
due to CSTL
by **January 22, 2019****

Sessions

Cape Girardeau Campus

Cape Campus courses meet Tuesday – Friday

NOTE that classes will have make-up days for the Independence Day holiday*.

<u>Session</u>	<u>Start Date</u>	<u>End Date</u>
1 st 4-week	Tuesday - May 14	Friday – June 7
1 st 6-week	Tuesday – May 14	Friday – June 21
12-week	Tuesday – May 14	Friday – August 2
Memorial Day	Campus closed to observe Memorial Day on Monday, May 27. Makeup day for night classes and regional campus classes will be Friday, May 31.	
8-week	Tuesday – June 11	Friday – August 2
2 nd 4-week	Tuesday – June 11	Friday – July 5
2 nd 6-week	Tuesday – June 25	Friday – August 2
3 rd 4-week	Tuesday – July 9	Friday – August 2
Independence Day make-up days*	Independence Day is Thursday, July 4. Campus closed. Monday, July 1 is makeup day for main campus classes. Friday, July 5 is makeup day for night and regional campus classes.	

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 13	Thursday – June 6
1 st 6-week	Monday – May 13	Thursday – June 20
Memorial Day	Campus closed on Monday, May 27. Makeup day will be Friday, May 31.	
8-week	Monday – June 10	Thursday – August 1
2 nd 4-week	Monday – June 10	FRIDAY – July 5
2 nd 6-week	Monday – June 24	Thursday – August 1
Independence Day	Independence Day is Thursday, July 4. Campus closed. Friday, July 5 is makeup day for July 4 for courses meeting on Mondays.	
3 rd 4-week	Monday – July 8	Thursday – August 1

Session Meeting Times

Cape Girardeau Campus Courses

Meet Tuesday – Friday

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

First 4-Week Session May 14, 2019 - June 7, 2019 (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	

First 6-Week Session May 14, 2019 – June 21, 2019 (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

8-Week Session June 11, 2019 - August 2, 2019 (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	

Second 4-Week Session June 11, 2019 – July 5, 2019 (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	

Second 6-Week Session June 25, 2019 – August 2, 2019 (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

Third 4-Week Session July 9, 2019 - August 2, 2019 (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 14, 2019 - August 2, 2019 (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 13, 2019 - June 6, 2019 (Mon. – Thurs.) Assumes 15 Class Days + 1 Final Exam Day		
	3 (CH) / TR	
	5:30-8:20 pm	

8-Week Session June 10, 2019 - August 1, 2019 (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 2019 must have met Quality Matters standards before they are entered in Banner with “active” status. As summer registration begins on February 11, the review must be finished before this date. Courses should be submitted for review by November 1 of each year, but later submissions will be reviewed as promptly as possible. For questions about QM certification and training, see the CSTL web site: (<http://cstl.semo.edu/cstl/QualityMatters/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 Mary Harriet Talbut, Interim Director of the CSTL (mhtalbut@semo.edu). **For Summer Sessions, please send this list of new online instructors and courses by January 19, 2018.** If an instructor who has not taught online before will be teaching a course online, or a course is to be offered that has not previously been taught online, the instructor **must** meet in advance with an Instructional Designer. To make an appointment for one of these required meetings, please call CSTL at 651-2298.

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 (and others as required)

Enrollment capacity for single-section online summer courses should be proposed by the chairperson and dean. Under no circumstances will enrollment capacity be fewer than 30 students for undergraduate courses or 25 students for graduate courses without the express permission of the Provost, is the final authority on whether any summer course is added to the schedule.

Number of Sections

Only one section of a given summer course in a specific term should be entered into Banner. **The spawning process for summer courses is obsolete and no longer used.** Enrollments and proration of compensation occur until the course capacity is reached. Chairs and deans are accountable for the offering of the same course in multiple summer terms when enrollment suggests that fewer sections would be sufficient.

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 Provost, non-standard schedules may be implemented for the current summer school term only.

All courses must adhere to the credit hour standards of the University. 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 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

For all courses (traditional, online, blended), it is the responsibility of the college or school to ensure that credit hour requirements are met. Please contact ccaile@semo.edu or mhtalbut@semo.edu for guidance related to online and blended requirements.

Budget Planning

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

Faculty Teaching Graduate Classes*

Number of Students Enrolled, <i>n</i>	Percent of Summer 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.

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 given below for each summer 2019 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. Base salaries can be checked in the NBAJOBS table in Banner.)

Last Day to Add or Withdraw With 100% Refund for 2019 Summer Sessions

1st 4-Wk	1st 6-Wk	12-Wk	2nd 4-Wk	8-Wk	2nd 6-Wk	3rd 4-Wk
Wed. May 15	Fri. May 17	Fri. May 17	Wed. June 12	Fri. June 14	Fri. June 28	Wed. July 10

Cancellation of Underenrolled Sections

Undergraduate classes with fewer than 6 students enrolled and graduate classes with fewer than 5 students enrolled should be cancelled. Faculty will not be paid for sections with fewer than 6 undergraduate or 5 graduate students enrolled except by special prior arrangement with the Provost.

2019 Summer Classes with Low Enrollment Should be Cancelled by the Following Dates

1st 4-Wk, 1st 6-Wk, 12-Wk	2nd 4-Wk and 8-Wk	2nd 6-Wk	3rd 4-Wk
Mon. April 29	Tues. May 28	Mon. June 10	Mon. June 24

Exceptions

Any rare proposals to use a different enrollment and salary proration schema based on accreditation standards must be approved in advance of the summer term by the Provost and are only applicable to the summer term in question, not all subsequent years.

Workshops and Study Abroad

Summer workshop and study abroad courses are treated exactly like other courses with respect to faculty compensation and scheduling. Additional information on planning for study abroad courses can be found on the Provost's website at http://semo.edu/provost/faculty_info/index.html

For Department Chairs & Administrative Assistants: Banner Entry

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 ($12 \times 2.75\% = 33\%$). 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 between the instructors according to the percentage of effort (equal effort = equal share of workload).

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 9. Base salaries can be checked in the NBAJOBS table in Banner. The base salary rates for part-time faculty are the same as academic year assignments:

Degree	One (1) Credit Hour	Two (2) Credit Hours	Three (3) Credit Hours
Masters	\$840	\$1680	\$2520
Masters + 30 hours	\$922	\$1844	\$2766
Doctorate	\$1014	\$2028	\$3042
Emeriti	\$1217	\$2434	\$3651

2. 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.
3. All faculty appointments should be completed by February 11, 2019.
4. Exact deadlines for the Banner Contract process for contract issuance are provided by the Budget Office via the Faculty Load Timeline.
5. 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. Complete the PT/OVL Changes form and submit to the Budget Office to cancel the contract in self-service.

6. 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 8-week session, consisting of the period from May 14 through August 6. 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

7. 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.

Faculty Non-Instructional Summer Assignment Type Codes

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
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.
8. 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.
9. Please refer to the table below for the funding codes for each summer assignment.

Code	Description
02CR	Core Funding
03EL	Extended Learning Funding
07RR	Reading Recovery 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
19KA	Southeast – Kennett
20SA	Southeast – Sikeston
21CE	Continuing Education
23NL	No Load
24PB	Poplar Bluff
25CC	Cape College Center
26CT	Center Technology