

SUMMER SESSION PLANNING AND DEVELOPMENT FOR 2017

October 28, 2016

Task	Done By	Deadline	Comment
Guidelines for summer 2016 finalized	Provost	Nov. 7	AAC members and other key constituents contributed to decisions; Provost Office announces general plans to faculty in an email newsletter by November 4, 2016
"Save the dates" message emailed to students (copied to faculty)	Morello	November	Instead of a survey, a "save the date" type alert message to students will hopefully get folks thinking about the summer session.
Send out memo and instructions calling for proposed summer session schedules	Deans	Nov. 14	Between Nov. 14 and Dec. 14, chairs submit proposed schedules; Deans and staff review, discuss, approve
Approved schedules due to Registrar's Office	Deans	By Dec. 19	Deans/Associate Deans send in schedules as soon as finalized; don't hold until the end (this will help the Registrar's staff)
Summer course schedule built in Banner; courses set up	Evie Sherlock & Kevin Caffrey	Jan. 2017	Evie enters CAS courses; Kevin enters COB and COE courses.
Tentative summer schedule posted on the web goes live	Evie Sherlock & Kevin Caffrey	Jan. 25, 2017	<i>Same date as last year.</i>
Announcement sent to all faculty and students that summer schedule is available	Morello	Jan. 25, 2017	
Changes to initial schedule	Deans	Jan. – summer term	Chairs tell Dean, or Dean decides independently to make a change; Dean conveys change Evie or Kevin and to Ginny Irvin.
"Guide to Summer Registration" booklet prepared; summer session forms prepared	Registrar	Jan. – Feb. 2017	<i>This task has been shifted to the Office of the Registrar.</i>
"Guide to Summer Registration" booklet and forms posted on Registrar web page	Registrar	Feb. 15, 2017	Booklet is a web-only, PDF publication. It is being released FIVE weeks earlier than last year.
MARKETING PROGRAM DEVELOPED	Univ. Marketing	Jan. 2017	Jonathan & Morello will develop with Malcolm Holmes
Summer registration opens	Registrar	Mar. 7, 2016	Morello reminder announcement sent to all faculty and students
Summer student aide and operating budgets developed	Deans with Morello	SEE COMMENT	Requests from Deans due to Morello by Apr 1; Morello replies to Deans by Apr. 8; Morello confers with Deans re: requests; Morello replies to requestors with approved budget amounts.
BA/BS/BLS academic policy actions/issues	Academic Services	On going	Whatever general categories of actions for students Academic Services does in regular semesters it will do in the summer
Masters -- academic policy actions/issues	COB and COE	On going	Following same practices as in regular semesters
Schedule reviewed; low enrollment noted and courses canceled; pro-rated classes identified	Deans	Apr – May; June (June/July term)	May 8, 2017 is cancellation date for all summer classes EXCEPT for COE classes that begin on May 15 (May 1 is the cancellation for those) and June/July term courses (June 12, 2017 is date for that session). Provost's Office conveys cancellations to Evie or Kevin and to Ginny; Registrar's Office notifies students enrolled of course cancellation
Summer session contracts sent to 9-month teaching faculty and adjuncts hired to teach	Ginny Irvin	Apr./May, 2017	Late April/early May for full-term, 8-week, May/June, and any special times courses starting in May; early June for June/July courses. Ginny must be notified of any contract changes needed.
Summer revenue, profit/loss report prepared	Morello and Budget Office	Oct. 2017	
Planning for summer 2018 begins . . .	ALL	Oct. 2017	