Call for Summer 2014 Courses

September 13, 2013

To: Departmental Executive Officers
From: Raúl Curto, Executive Associate Dean; Helena Dettmer, Associate Dean for Undergraduate Programs and Curriculum
RE: Call for Summer 2014 Courses

The College invites proposals for Summer 2014 offerings, with the dates for each session as follows:

- May 19-June 12        Four-Week Session
- May 19-June 26        Six-Week Session I
- May 19-August 7       Twelve-Week Session
- June 16-August 7      Eight-Week Session
- June 30-August 7      Six-Week Session II

The CLAS deadline for submission for Summer 2014 offerings is November 1, 2013. We will start reviewing proposals on October 15, and complete the evaluations by November 8. Final approvals will be completed by the Registrar’s deadline of November 15.

Please enter your proposed summer schedule into the MAUI offerings planner; include the name of the proposed instructor and the proposed budget for each entry along with all required course information. We anticipate that departments will submit requests with budget amounts within 10% of their Summer 2013 salary totals, as reflected in the Summer 2013 Departmental file located at General Use/Accounting/Summer Session.

If the department’s proposed salary totals for Summer 2014 session falls outside of the ± 10% range, the DEO must consult with Executive Associate Dean Curto and provide a rationale for the difference before the proposed summer offering will be approved. Please email Dean Curto before placing the proposed entry in the MAUI course planner. Please keep in mind that teaching assistants may not teach a course at or above the 100 or 3000-level.

Additionally, CLAS does not anticipate offering graduate courses in the summer sessions, except for independent reading or dissertation direction courses. DEOs who would like to offer graduate courses during Summer 2014 should consult with Executive Associate Dean Curto before proposing such courses; approval will be granted only in truly extraordinary circumstances.
Last summer, enrollments were very strong, with only four courses cancelled. We appreciate your help in making summer 2014 another success and suggest that you use similar planning strategies for this upcoming summer.

Please also consider these planning guidelines for Summer 2014:

1. **Focus on General Education courses and gateway courses for the major.** Summer session is an opportunity for students to complete General Education requirements and other foundational courses required for the major. This focus is consistent with our commitment of helping students to graduate within four years.

2. **Integrate summer offerings with fall and spring curriculum planning.** Summer courses must allow students to segue into more advanced courses offered during the regular academic year but should not compete with these other offerings. If a fall or spring course is generally overpopulated or is a key course for a pre-professional program or for a major that students repeat for a second-grade-only option, the course may be proposed as a summer offering as long as it does not damage regular session enrollments.

3. **Ensure courses are equivalent with other offerings of the same course.** Courses offered in the summer session must be carefully constructed to ensure the same learning outcomes are achieved as in the 16-week fall or spring counterpart. Equivalency is important for the integrity of the degree and for the student’s successful completion of the next course in a sequence.

4. **Make sure UI and CLAS classroom policies are observed.** All CLAS and UI teaching and classroom policies and procedures must be observed during the summer session, such as providing a class syllabus, holding office hours, and the completion of evaluations by students.

If a department wishes to propose an offering that does not meet the guidelines above, the DEO should first consult with Associate Dean Dettmer.

Again, thank you for your help.