LBC SUMMER COURSE SELECTION PROCEDURES

OVERVIEW –

The main rationale for teaching on-campus summer courses lies in the academic benefits to the students (e.g. schedule flexibility, decreased time to degree) and the various benefits to the instructors (e.g., income, teaching experience, SoTL opportunities). The college does not pay for teaching these courses, so the college does not earn any income from teaching them.

The faculty salaries for summer courses taught on campus are paid by the Registrar’s Office (RO) from funds that are not part of the LBC budget. Hence, the entire process of selecting which courses will be taught is tightly controlled by the RO, as will become clear from the detailed timetable below. LBC can only get permission to teach courses for which there exists evidence of demand; any course section that does not fill will be cancelled by the RO.

The following timetable is laid out specifically for summer 2012, but will apply, mutatis mutandis, to future years as well.

TIMETABLE FOR COURSES TO BE TAUGHT SUMMER 2012 –

OCTOBER 2010-- FINAL SUMMER 2012 STUDY ABROAD PLAN ESTABLISHED

This is the first stage in the process since study abroad enrollments impact the need for on-campus offerings.

Two years out the leader(s), location and program offerings for study abroad are identified. Self-supporting budgets are developed and approved by the Assistant Dean for Undergraduate Student and Academic Affairs.

OCTOBER, 2011-- NOTICE FROM THE REGISTRAR

Following a 3-year trend of Summer course offerings, the RO uses data from a matrix of summer offerings, FTEs (credit hours x enrollment), essential curriculum requirements or gateway courses, special requests, and a modest inflation marker to develop initial FTE credit hour targets and funding allocations for the next summer. Since the RO pays the faculty salaries for our on-campus summer offerings, this is a crucial step in establishing how many courses we are likely to be able to offer.

Approved by the Dean and BAC on February 25, 2011.
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NOVEMBER, 2011   SUBMIT BUDGET REQUEST & PRELIMINARY SCHEDULE

In collaboration with the Budget Officer and Dean, the Assistant Dean identifies the courses and/or course disciplines to be offered and create a proposed budget within the guidelines stated by the Office of the Registrar. Historically we have offered a section of 118, one to two sections of LB 3xx, one to two sections of LB 492, and have recently experimented with LB 270 (now under an online model). The Assistant Dean advises all LBC faculty of the proposed summer courses and solicits expressions of interest.

DECEMBER, 2011   IDENTIFY FACULTY

In collaboration with scheduling contacts of our disciplines, the Assistant Dean communicates with faculty who have expressed interest in summer courses or have taught them in the past.

Historical notes:

*For Mathematics:* Hanni Nichols has created a version of LB 118 to best assist at-risk students. Additionally, Hanni assists with mathematics advising for the college’s summer AOP program for incoming freshmen.

*For HPS:* The scheduling officers contact their colleagues and identify interest. This system has worked well and not necessitated an alternative method for making final decisions. Should conflicts arise, the Dean is notified and makes the hiring decision.

*For Senior Seminar:* In years when two 492's are warranted, the Assistant Dean identifies interested parties from among all faculty members. The underlying goal would be a balance of HPS and STEM faculty, as with our academic year offerings. In instances where only one on-campus 492 is warranted the Assistant Dean reviews the history of summer offerings and attempts to balance between the HPS and STEM faculty. E.g., for summer 2011, STEM faculty taught single courses in US10 and US09, so the college turned first to the HPS faculty for interested instructors; ultimately one HPS and one STEM faculty were offered courses.

Once faculty instructors are identified, the Assistant Dean makes a formal recommendation for summer 2012 faculty employment to the Dean. In all personnel decision, the Dean has final authority and responsibility for offering employment. The budget officer, using the summer salary formula, creates the summer budget based on the actual identified faculty and resubmits to the RO.

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FEBRUARY-MARCH 2012  OFFER LETTERS

The Budget Officer and Dean create offer letters with specific responsibilities and compensation for identified faculty.

MARCH 2012  SUMMER ENROLLMENT BEGINS

Based on the enrollment matrix of the RO, students are allowed to pre-register for summer 2012 courses through the first week of summer classes.

MAY 2012  FINAL REVIEW OF PRE-ENROLLMENT

Throughout the enrollment period, the Assistant Dean and Director of Academic affairs and Advisement monitor enrollments and communicate opportunities with students. In consultation with the faculty of record, RO, and the Dean the Assistant Dean determines if the course has enough enrollment (key indicator of FTE markers) to be offered or if it needs to be cancelled.

Note: The college must give at least 2 weeks’ notice to any faculty member in the UNTF if a summer course they were supposed to teach is being cancelled due to low enrollment. Otherwise, the college (not the RO) will be obligated to pay the salary to the instructor for that cancelled course.

MAY 2012  SUMMER CLASSES BEGIN