TO: Department Chair

FROM: Michele Lasak
Director of Summer Sessions

SUBJ: SUMMER SESSIONS 2013

MEMORANDUM

October 2012

It is time once again to begin the planning process for next year’s summer sessions. We have prepared the attached packet of materials to assist you in organizing your 2013 summer schedule. You will find a summary of your department’s summer 2012 enrollment, expenditures and revenue performance as well as guidelines for faculty compensation and Faculty Appointment Recommendations forms. Information concerning your unit’s 2013 instructional allocation will be provided directly from the Dean’s Office.

Summer 2012
As you examine the attached reports, please take a moment to assess your performance level as compared to last year. Unfortunately, we experienced shortfalls in headcount as well as credit hours across the board this past summer. The addition of online sections as we approached the start of the sessions helped to ease enrollment slippage early on and allowed us to avoid a more severe enrollment deficit. While our targets were not met, the Office of Summer Sessions is committed to meeting enrollment challenges through ongoing investment in online courses for both summer and winter terms combined with strategic scheduling. Your contributions to the summer program remain integral to summer’s success, and I would like to thank all academic units for participating in summer sessions.

Summer 2013 – Schedules due November 30, 2012
After reviewing your unit’s enrollment/revenue report, we ask that you deploy your allocation in a way that would maximize the potential for maintaining and improving your department’s summer enrollment capacity. Toward that end, I must ask two things for summer 2013:

- Avoid scheduling multiple sections of the same course (except for online courses) unless enrollment patterns demonstrate otherwise. We were able to minimize cancellations last summer by not overscheduling the same course multiple times. We can easily add sections should enrollment dictate that we do so.

- Schedule within your allocation. Cancellations were also minimized last summer by scheduling within the amount allocated for your unit. Overextending the budget without a legitimate purpose can result in excessive cancellations. I ask that funding be used to schedule core course offerings and that funds be deployed in a manner that will increase the unit’s summer enrollment capacity. Should additional salary funding be required to address perceived or real student demand, please let me know.
Requests for Technical Assistant should be done separately. Technical assistant stipends must be kept to a minimum utilizing your allocation for the funding of instructor stipends. Justification for technical assistants will be required from the department before any position can be approved. Science labs (Chemistry & Physics) are excluded from this approval process. Funding for only those technical assistants has been included in the regular allocation for the unit. All other requests should be made separately and are subject to approval.

Unused Allocation: I would like to remind you that any unused portion of your allocation will be returned to the Summer Sessions' instructional account. These funds are not available for your future use. Rather, they will be reassigned by me to those departments awaiting funding approval.

Deadline for Course Submission: November 30
Once you have updated your 2013 summer schedule in PeopleSoft, the attached Faculty Appointment Recommendations form should be completed and submitted electronically via email to Darlene Scalera at dscalera@albany.edu by Friday, November 30. The attached form and information can also be accessed on our website www.albany.edu/summer under the Summer Sessions Faculty & Staff Resources tab.

Any changes that you make to your initial course submission must be submitted first to Summer Sessions so that the summer schedule can be kept up to date. We will then forward the request to the Registrar for processing. Any course submissions requiring additional funding must be approved prior to scheduling.

Course Cancellation Policy
At the conclusion of the advance registration period (the first week of May), any salaried courses with an enrollment of 4 or less students will be early cancelled by the Director of Summer Sessions regardless of session. By early cancelling:

● students in the cancelled class still have a full array of summer course options from which to select an alternate to the cancelled course.

● teaching faculty are afforded ample time to take advantage of other summer opportunities as well as relief from time consuming preparation for a summer course which will most likely be cancelled.

● the Summer Sessions budget becomes less of an issue at the start of each session for “borderline” courses targeted for cancellation.

As we near the start of each session, courses that are borderline with 5 to 9 students enrolled will be placed on watch for cancellation. There is no automatic cancellation of borderline courses. Final decisions regarding cancellations will be made in collaboration with you, your Dean’s Office, and the instructor. Courses enrolling ten or more students are guaranteed to run.

I would like to thank you for your continued cooperation and assistance in the preparation of Summer Sessions. Should you have any questions concerning any aspects of planning, please feel free to call or email me or Darlene Scalera.

cc: W. Hedberg
Dean’s Office