



MEMORANDUM

October 2009

TO: Department Chair

FROM: Michele Lasak 
Director of Summer Sessions

SUBJ: SUMMER SESSIONS 2010

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 2010 summer schedule. You will find a summary of your department's summer 2009 enrollment, expenditures and revenue performance as well as information concerning your unit's 2010 instructional allocation, guidelines for faculty compensation and Faculty Appointment Recommendations forms.

Summer 2009:

As you examine your performance during this past summer sessions by reviewing the attached reports, I am pleased to say that overall enrollment held steady, generally equaling that of the previous summer. This is a fine achievement in light of the fact that, as a rule, tuition increases tend to negatively impact summer enrollment. Thanks to wise scheduling practices on the part of academic units, we have been able to maintain enrollment standards. We commend all academic units for participating in the summer program and for contributing a well-thought out schedule that made summer 2009 a success.

Summer 2010 – Schedules due November 13, 2009:

As in the past, we continue to ask that you deploy your allocation in a way that would maximize the potential for maintaining and improving your department's summer enrollment capacity. I would ask that you carefully review your unit's enrollment/revenue report and evaluate each course's enrollment. For a course that appears borderline in enrollment (5 to 9 students), perhaps the substitution of another course might be in order. Take care in requesting multiple sections of the same course as even high-demand courses in the academic year can result in thinly populated sections requiring cancellation.

In scheduling core courses, you should consider:

- heavily enrolled courses that are often closed to students during the regular academic year
- courses which can satisfy General Education requirements
- courses that have a broad appeal to students and have the probability of producing reasonable levels of enrollment

Requests for Technical Assistant should be done separately. Technical assistant stipends must be kept to a minimum, utilizing salary allocation for the funding of instructor stipends that will, in turn, produce tuition revenue. Justification for technical assistants will be required from you before any position can be approved.

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

Deadline for Course Submission: November 13

Please update your schedule and submit your completed Summer 2010 Faculty Appointment Recommendations to the Office of Summer Sessions, **SS-110, by Friday, November 13**. The enclosed information, including an electronic version of the Faculty Appointment Recommendations form, can be found on our website, www.albany.edu/summer under the **Summer Sessions Faculty & Staff Resources** tab. The forms can be downloaded and submitted electronically via email to Darlene Scalera at DScalera@UAMail.Albany.Edu.

Any changes that you may have to your initial course submission should be sent to Summer Sessions so that the summer schedule can be kept up to date. **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. Courses enrolling so few students at this point in the registration process rarely enroll enough additional students to run. By early cancelling:

- **students** enrolled have a full schedule of summer course options from which to choose 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 a result of this early action, the course cancellation process as a whole becomes far less painful for all concerned. As we near the start of each session, courses that are borderline having 5 to 9 students 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.

Summer Bulletin:

Although the summer website will be heavily promoted as the most accurate source for summer course information, the printed Summer Bulletin will be produced for 2010 and distributed at the end of February.

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