

CALL FOR COURSES SUMMER - 2009



REACH HIGHER

CONTINUING EDUCATION
THE UNIVERSITY OF MONTANA
SUMMER SEMESTER 2009

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Welcome Letter from Dean Sharon E. Alexander

Deans and Department Chairs,

Well, we've done it again! Summer 08 met both the enrollment and financial targets, thus starting the new fiscal year on a positive note. For the past two years, participating academic units have stepped up to the plate in helping to meet the goals set by the Provost. Once again, we experienced significant growth in online learning. Our marketing efforts emphasized the "any time, any place" concept of online and students have responded by enrolling. This past summer two special projects were selected for funding: *Creative Pulse* and the *Indian Law Program*. The latter was designed for graduate students who could take up to 5 courses in the area of Indian law with Professors who are the foremost experts in the nation. The inaugural program served 29 students and generated 7.08 FTE. We anticipate continuing the program during Summer 2009.

We are embarking on a totally different process for the Call for Courses this year by sending all information electronically via e-mail, or on our website, montanasummer.umt.edu. The materials available include the *At-a-Glance Statistics* for your unit as well as longitudinal data for UM. This information will be your guide to assist with planning your course offerings. Please note the early deadlines for submission of materials; this facilitates our getting the information to students earlier, which, in turn, enables them to plan for spring and summer semesters at the same time.

Placing an emphasis on marketing summer has been a part of our success, and we will continue working with Student Affairs personnel to maximize opportunities. We also extend an invitation to you to submit ideas for special marketing related to your courses and/or programs. For financial and logistical assistance, please contact Peggy.

We encourage you to offer more general education, lower and upper division courses and core requirements. In addition if your academic unit has online courses that could be offered, we suggest you give consideration to this as well. We begin monitoring enrollments in January and will forward updates to you in case you need to make decisions about additions or cancellations.

We will continue to work with the Office of Planning and Budget and the Financial Aid Office to ensure that summer students receive equal opportunities to receive financial aid and/or fee waivers, as the inability to access financial support is one of the major reasons why many students cannot attend UM in summer.

Thank you for your support and I look forward to another successful summer term in 2009.

Dean Sharon E. Alexander
Continuing Education

Introduction to the Call for Courses Guidebook

The Guidelines and Forms in this publication provide the information you need to identify and propose the courses your academic unit will offer during Summer Semester 2009, including budget and employee compensation. Continuing Education provides your unit with maximum flexibility in course offerings and audience customization. The following descriptions should aid you in determining delivery methods for your summer curriculum. This Call for Courses is being distributed only to deans and chairs.

Summer Courses

Guidelines for submitting summer courses are listed on pages 7-13. Courses generate FTE and your academic unit receives an allocation to offer these courses.

UMOnline Courses

To enhance student access to summer courses and to generate additional FTE, faculty may use UMOline to offer courses online, a combination of face-to-face and online, or to add online supplements to face-to-face courses. There is a growing trend for students to enroll in online offerings during the summer. For more information about UMOline, see the description below. If you have questions regarding summer courses, contact Jeff Wimett at jeffrey.wimett@umontana.edu or call 243.4470.

Please use the Summer Semester 2009 *Section Addition Form* to add online courses to your unit's summer schedule. The University of Montana's online learning environment enables faculty to create and teach online courses, distance education certificate and degree programs, and to augment face-to-face courses with online supplements. UMOline provides scheduling flexibility and expands educational access.

Any UM instructor may add a Blackboard online course supplement to enhance delivery of face-to-face courses. UMOline staff, in collaboration with the Information Technology Office (ITO), provides courseware support to faculty for the University's Blackboard Community System. Blackboard provides course access to students and faculty during evenings, weekends, and other convenient hours. If you have questions regarding UMOline courses, contact Keith Lynip at keith.lynip@umontana.edu or call 243.6317.

To assist departments with Summer Semester schedule development, the Call for Courses guidelines and forms are available at montanasummer.umt.edu. If you have questions or need assistance, the Continuing Education staff is available to visit with department chairs, faculty and staff.

Important Dates for Summer 09

First 5-week session:	May 26-June 26, 2009
Second 5-week session:	June 29-July 31, 2009
Full 10-week session:	May 26-July 31, 2009
Special sessions:	May 26-August 21, 2009

Course Planning, Budgeting and Payroll

- 9/29 Deans receive the Summer the Call for Courses to plan Summer Semester 2009. Call for Courses forms are also available online at montanasummer.umt.edu.
- 10/17 Department chairs deliver completed Summer Semester forms to Deans' offices for review and signature approval, including course schedules and budget summaries
- 10/24 Deans submit approved Summer Semester forms to the Summer Semester Office. Deans should continue to submit deletions, additions, or changes to the Summer Semester Office. Department Chairs must obtain approval from their Deans' Office prior to submitting materials to the Summer Semester Office
- 11/7 The Summer Semester Office distributes updated 2009 course schedules and budget summaries for departmental editing and approval
- 11/14 Departments return edited and approved course schedules to the Summer Semester Office. Throughout the year, deletions, additions, and changes to the schedule should be sent to the Summer Semester Office. Department chairs must obtain approval from their Dean prior to submitting materials to the Summer Semester Office
- 1/2 The Summer Semester Office distributes the final 2009 course schedules for departmental editing and approval
- 1/23 Department Chairs return approved course schedules and budgets to the Summer Semester Office
- 3/6 Department chairs and deans receive budget and payroll information for review and signature approval
- 3/20 Department chairs return approved budget and payroll information to the Summer Semester Office
- 3/27 CE processes and obtains signature on payroll forms, including Request for Personnel Transaction Forms, Extra Compensation Forms, and Graduate Assistant Contracts
- 4/3 Department Chairs approve employee contracts and forward to Academic Deans
- 4/10 Academic Deans approve employee contracts and forward to Continuing Education

Important Dates for Summer 09

- 5/1 Continuing Education Dean approves employee contracts and forwards to the Provost's Office
- 5/15 Signed payroll forms are submitted to HRS, via the Provost's Office
- 7/1 First 5-week summer session payroll checks are issued
- 7/31 Second 5-week summer session payroll checks are issued

Marketing

- 10/29 The online Summer Semester schedule is available for viewing at montanasummer.umt.edu
- 10/31 Summer Semester promotion begins and continues throughout the year

Other Dates and Deadlines

- 1/19 Students begin registering for Summer Semester 2009
- 4/20 Student bills are assessed. Students may begin paying tuition via Cyberbear
- 5/25 Memorial Day Holiday
- 5/26 First summer session begins
- 6/26 First summer session ends
- 6/29 Second summer session begins
- 7/3 Independence Day Holiday
- 7/31 Second summer session ends
- 8/4 Grades are due via Cyberbear for Faculty

Completing the Banner Worksheets

For your reference, the attached files include your Summer Semester 2008 course schedule. Using the guidelines on pages 8-10, please edit your 2008 schedule to reflect your department's Summer Semester 2009 course offerings. Although we provide the Summer Semester 2008 course schedule as a guide, we encourage you to add and/or change your course submissions for 2009 to provide a student-centric course schedule. Please refer to the course meeting schedule on page 9 to determine course meeting days and times. If a course is offered during a special session, specify the new dates.

Recommendations for Increasing Student FTE

Remember, to meet UM enrollment goals, please include general education, lower and upper division courses and courses required for majors, where applicable. UOnline courses offer FTE generating opportunities for campus units. Helpful Hints for Completing the Schedule Worksheets is located on page 8. To add new courses, use the attached *Section Addition Form*; this form is also located electronically at montanasummer.umn.edu.

To increase student FTE, enable students to register for more summer courses and to make optimal use of available classroom space, please follow these guidelines.

- Offer courses that fulfill general education, lower and upper division and requirements in a student's major.
- Add online courses to enhance student access and convenience, and increase department FTE.
- Schedule courses using the Monday-Thursday scheduling option. Refer to page 9 for meeting schedules.
- Schedule departmental course offerings in both 5-week sessions and all class periods during the day.
- Schedule required sequences of courses in successive sessions to enable students to complete a series. For example, ECON 111S should be scheduled during the first 5-week session, and ECON 112S should be scheduled during the second 5-week session, to permit students to register for both courses.
- Schedule four-credit courses meeting for five weeks and short courses, with daily course periods longer than 110 minutes, during afternoon and evening hours. Short course schedules are subject to review and rescheduling.
- Offer required and/or high enrollment courses during Summer Semester.

Helpful Hints for Completing the Schedule Worksheets

The Banner Schedule Worksheets and *Section Addition Forms* are due to your dean's office October 17, 2008.

- 1) When adding new courses, please use the attached *Section Addition Form*.
- 2) Insert days and times on the Banner worksheets, using the four-day per week schedule as often as possible.
- 3) To assist with data entry and scheduling, make all changes on the departmental course schedule in RED. We don't want to miss your changes!
- 4) If you are deleting a course, make a RED delete line through the entire course on the worksheet.
- 5) Do not change a course number on the same line as an old course number. If old course numbers are no longer valid, delete the course and submit a *Section Addition Form* for the new course.
- 6) Follow all course scheduling guidelines for submitting courses.
- 7) If a course requires Consent of Instructor, it is important that you mark YES on the Consent of Instructor line on the *Section Addition Form* or indicate Consent of Instructor clearly on the Class Schedule.
- 8) If your department offers a cross-listed course, please obtain approval to offer the cross-listing from the appropriate chair. Please ensure details are identical for each cross-listing, including credits, meeting times, rooms, etc.
- 9) When adding or changing an instructor on the worksheet, include Faculty Identification Numbers for each instructor.
- 10) Please indicate both a projected and a maximum enrollment for each class. If no maximum course enrollment is specified, the enrollment will be set to the room size.
- 11) The Registrar's Office schedules classrooms based on the information provided on these worksheets. If you have special classroom needs (technology, tables, arm tablet chairs or moveable chairs, etc.), please indicate these needs in the right-hand margin of the Class Schedule Worksheet or at the bottom of the *Section Addition Form*.
- 12) Specify dates for Special Session courses (section numbers 80-99) and online courses (section numbers 50-59). To avoid scheduling conflicts, on-campus short courses must be scheduled during either the first 5-week session or the second 5-week session.
- 13) Indicate any changes to the Course Grading Option.

If you have any questions, contact Jeff Wimett, 243.4470, jeffrey.wimett@umontana.edu.

Summer 09 Standard Meeting Schedules

Scheduling Guidelines

During Summer Semester 2009, face-to-face classes should begin at one of the times specified in the schedule below and meet within the time periods listed. The summer standard meeting schedules follow:

**5-week, 3 credit courses
4 days per week, M-R**

	Begin	End
Period 1	7:30 am	9:20 am
Period 2	9:30 am	11:20 am
Period 3	11:30 am	1:20 pm
Period 4	1:30 pm	3:20 pm
Period 5	3:30 pm	5:20 pm
Period 6	5:30 pm	7:20 pm

**10-week, 3 credit courses
4 days per week, M-R**

	Begin	End
Period 1	7:30 am	8:25 am
Period 2	9:30 am	10:25 am
Period 3	11:30 am	12:25 pm
Period 4	1:30 pm	2:25 pm
Period 5	3:30 pm	4:25 pm
Period 6	5:30 pm	6:25 pm

**5-week, 3 credit courses
5 days per week, M-F**

	Begin	End
Period 1	7:30 am	9:00 am
Period 2	9:30 am	11:00 am
Period 3	11:30 am	1:00 pm
Period 4	1:30 pm	3:00 pm
Period 5	3:30 pm	5:00 pm
Period 6	5:30 pm	7:00 pm

Course Scheduling Guidelines

Contact Times

A course must provide a minimum of 750 contact minutes per academic credit. For courses meeting more than 110 minutes, add one 10-minute break to the total. Some departments may schedule courses for shorter sessions with dates different than the 5- and 10-week sessions. On-campus short courses should be scheduled during either the first or second 5-week session. This allows maximum use of available classrooms. Pre- or post-course work may be required for short courses. Short course schedules are subject to review to ensure compliance with Board of Regents policy. If a class does not fit a traditional meeting format, contact Jeff Wimett at 243.4470 to have variations approved.

Consent of Instructor

Use Consent of Instructor (C/I) only when absolutely necessary. To prevent unauthorized registrations, please list restrictions and prerequisites in the comments section of the *Section Addition Form*.

Cross-Listed Courses

All cross-listed courses must be pre-approved by the chairperson of the cross-listed department(s). To obtain a list of approved cross-listings, please consult the 2008-2009 General Catalog or contact the Registrar's Office.

Course Section Numbers

The Summer Semester Office assigns section numbers for all Summer Semester courses as follows:

First 5-week Session, May 26 – June 26:	Sections 01-29
Second 5-week Session, June 29 – July 31:	Sections 30-49
10-week Session, May 26 – July 31:	Sections 60-79
Special Sessions: (classes meeting with dates different than the 5- or 10-week sessions)	Sections 80-99
UMOnline internet courses	Sections 50-59

Enrollments and Course Cancellation Policies

Deans and department chairs should ensure that courses are adequately enrolled to attain unit enrollment goals. Decisions to conduct or cancel under-enrolled courses must be approved by the department chair and dean. If a department/school decides to cancel a course, notify Jeff Wimett, 243.4470, immediately to implement payroll cancellation and other student record management procedures.

Limiting Enrollment

To meet FTE goals, limiting course enrollment is discouraged. If necessary, indicate clearly all such required limits on the course schedule.

Course Descriptions for Seminars, Special Topics, Etc.

Provide descriptions for courses not described in the 2008-2009 General Catalog; i.e., courses numbered 195, 295, 395, 455, 494, 495, 555, etc. The Summer Semester Office submits Course Proposals for 595 Special Topics to the UM Graduate School for approval. Forms for submitting course descriptions are available online at montanasummer.umt.edu.

Salary Policies for Summer Courses

Instructional Salary Policies

Faculty salaries are calculated in accordance with the *Collective Bargaining Agreement*, among the University Faculty Association, The University of Montana, and the Montana University System. If the terms of the agreement are modified, changes and adjustments will be made. Eight credits is the maximum, full-time teaching load for the 10-week session. Rate of pay varies proportionately for less than full-time teaching.

Before an employee may receive compensation, The University of Montana requires Curriculum Vitas, Transcripts and Background Checks. Please forward these completed documents to the Provost's Office.

How to Calculate Instructional Salaries

To calculate faculty salaries, use the following formula:

- Academic Year base salary x 2/9 x number of credits teaching/8
(To adhere to contractual guidelines, use 2/9, not .222, and FY 08 base salaries)

First calculate the Maximum Summer Salary (AY base salary x 2/9). For example, an individual making an AY base salary of \$36,000 has a Maximum Summer Salary of \$8,000 (\$36,000 x 2/9). The amount this individual makes per course is figured by multiplying \$8,000 x the number of credits teaching divided by 8. The total salary for a three-credit class is \$3,000 (\$8,000 x 3/8).

Request for Personnel Transaction forms (RPTs) are prepared by the Summer Semester Office, and signed by the department chair, academic unit dean, Continuing Education dean and the Provost. Signed contracts are forwarded to Human Resource Services for final contract preparation.

First 5-week summer session payroll checks will be issued on July 1, 2009. Second 5-week summer session payroll checks will be issued on July 31, 2009. If a faculty member teaches both sessions, prorated compensation will be paid on July 1 and July 31. Staff members who are teaching during Summer Semester will be paid on the nearest UM bi-weekly cycle.

Chair and Administrative Stipends

Deans should evaluate the need for chair support in each department and assign administrative FTE accordingly. Office-hour schedules for chairpersons are the responsibility of each dean.

Instructions for Completing the Departmental Budget Summary

Please enter the summer salaries and FTE on the *Departmental Budget Summary Form* using the following instructions. This form, also available online at montanasummer.umn.edu, calculates salaries automatically.

Use a separate line for each instructor. Enter FY 09 academic year (AY) base salary for faculty (not including chair stipend), or denote Visitor status. Visitor status applies to faculty teaching only during Summer Semester; UM faculty whose titles indicate Visiting Instructor and have a previous year AY base salary are considered AY employees. Summer Semester employment contracts may not overlap academic year contracts.

In the divided lines that follow, list in order by summer session the classes each individual is teaching. Use a line for each course or stipend. Special session courses should be listed in order by date; i.e., if a special session course falls during first summer session, please list it with first session courses. Include the chair stipend and list the session the stipend covers. List the number of credits for each course. FTE should calculate automatically, as follows:

Credit/FTE Conversion Table:

Credits	FTE	Credits	FTE
1	.125	5	.625
2	.25	6	.75
3	.375	7	.875
4	.50	8	1.00

To figure FTE for chair stipends, calculate the Maximum Summer Salary (AY base salary x 2/9), and then divide the dollar amount of the chair stipend by the Maximum Summer Salary. The decimal generated by this calculation is the FTE for the chair stipend. *Example:* For an AY base salary of \$36,000 and a chair stipend of \$1,000, the Maximum Summer Salary = \$36,000 x 2/9 = \$8,000. The chair FTE = \$1,000 divided by \$8,000 = .125 chair FTE.

Faculty salaries per course and total budget amount should calculate automatically. To manually calculate faculty salaries, use the salary formula on page 11.

Enter the name and telephone number of the person preparing the forms. This individual may be contacted about any questions.

A Handy Checklist

Did You Remember To...

1. Edit the departmental copy of the 2008 course schedule to reflect the department's Summer Semester 2009 course schedule? (All changes should be indicated in RED ink.)
2. Determine course day and times, considering the 4-day per week schedule?
3. Provide correct dates for all special session courses?
4. Complete a *Section Addition Form* for each course added to the existing schedule?
5. Complete the *Departmental Budget Summary*?
6. Provide course descriptions for all classes not described in UM's 2008-2009 General Catalog?

Submit the departmental course schedules and corresponding departmental budget summaries to your deans by October 17, 2008. Deans should submit approved schedules and budgets to the Summer Semester Office by October 24, 2008. Course deletions or additions which occur after this deadline should be approved by the department chair and dean prior to submission to the Summer Semester Office.