

Introduction & Table of Contents

Welcome to the 2012 Summer Semester planning cycle. The following guidelines and forms for Summer courses should assist you in course identification, planning, budgeting, and employee compensation. All of the information included in this document can be found at umt.edu/xls/facstaff/callforcourses/summer.

If you have any questions, please contact [Jeff Wimett](#) at x4470.

General Information

- [Important Dates & Deadlines](#)
- [Marketing & Publicity](#)

Determining Your Course Schedule

- [Recommendations for Increasing FTE](#)
- [Standard Meeting Schedule](#)
- [Course Scheduling Guidelines](#)
- [UMOnline Information](#)

Scheduling Your Courses

- [Completing Schedule Worksheets](#)
- [Section Addition Form](#)
- [Graduate-Level Special Topics Course Proposal](#)

Budget & Salary Information

- [Salary Policies](#)
- [Helpful Hints for Completing the Budget Summary Form](#)
- [Budget Summary Form Formulas](#)
- [Budget Summary Form](#)

[Checklist](#)

Important Dates & Deadlines

First 5-week session	May 21-June 22, 2012
Second 5-week session	June 25-July 27, 2012
Full 10-week session	May 21-July 27, 2012
Special sessions	May 21-August 17, 2012

- 10/17 Deans/departments receive the Summer Call for Courses to plan Summer Semester 2012. Call for Courses information is available online at umt.edu/xls/facstaff/callforcourses/summer.
- 10/31 Departments submit Summer Semester course schedules and budget summaries to deans' offices for approval.
- 11/7 Deans submit approved Summer Semester course schedules and budget summaries to Summer Programs.
- 11/21 Summer Programs in XLS distributes updated 2012 course schedules and budget summaries. Departments may continue to submit dean-approved changes to Summer Programs.
- 11/28 Summer 2012 schedule available for viewing.
- 1/6 Summer Programs distributes the final 2012 course schedules for departmental editing and approval.
- 1/18 Departments return any final changes and final approved budgets to Summer Programs.
- 1/23 **(SUBJECT TO CHANGE)** Students may begin registering for Summer Semester via CyberBear.
- 3/2 Department chairs and deans receive budget and payroll information for review and approval.
- 3/16 Department chairs return approved budget and payroll information to Summer Programs.
- 3/23 Summer Programs processes and obtains signatures on payroll forms, including Request for Personnel Transaction Forms, Extra Compensation Forms, and Graduate Assistant Contracts.
- 4/2 Department chairs approve employee contracts and forward to Academic Deans.
- 4/9 Academic Deans approve employee contracts and forward to Summer Programs.
- 4/23 SELL Dean approves employee contracts and forwards to the Provost's Office.
- 5/11 Signed payroll forms are submitted to HRS, via the Provost's Office.
- 7/1 First 5-week summer session payroll checks are issued.
- 8/1 Second 5-week summer session payroll checks are issued.

Marketing & Publicity

Summer Semester is promoted in the following ways:

Online Summer Semester Schedule

The schedule will be available in a variety of formats beginning November 2011. Schedules can be accessed here: <http://umt.edu/xls/summer/courses.aspx>.

Summer Semester Web Site: umt.edu/xls/summer

In addition to schedules, the web site includes Special Topics course descriptions, information about special programs, and relevant student information. If your department creates a web site for special courses or programs and would like to link it from the summer site, please contact [Jeff Wimett](#).

Printed Ads, Posters, Flyers, and Brochures

Ads and printed pieces are developed and distributed on-campus, through direct mailings, in publications, and at special events.

Recommendations for Increasing Student FTE

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

- Offer courses that fulfill general education or major requirements (both lower and upper division).
- Add online courses to enhance student access and convenience, and increase department FTE.
- Schedule courses using the Monday-Thursday schedule. Refer to the [Standard Meeting Schedule](#) for guidelines.
- 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, ECNS 111S should be scheduled during the first 5-week session, and ECNS 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 the afternoon and evening hours. Short course schedules are subject to review and rescheduling.
- Offer required and/or high enrollment courses during Summer Semester.

Standard Meeting Schedule

During Summer Semester 2012, face-to-face courses should begin at one of the times specified in the schedule below and meet within the time periods listed. Please ensure that your course offerings are scheduled over the six course periods throughout the day. Scheduling all courses in the popular second and third time slots reduces course options for students wishing to take multiple courses.

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

Online vs. Face-to-Face

A course that includes any face-to-face meetings cannot be considered an online course. Only courses which meet 100% online can be scheduled as online courses.

Contact Time

A course must provide a minimum of 750 contact minutes per academic credit. For classes meeting more than 110 minutes, add one 10-minute break per class.

Short Courses

Some departments may schedule courses for shorter sessions with dates different from the 5- or 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. Please avoid schedule 3-credit courses that only meet for one-week. If a course does not fit a traditional meeting format, please contact [Jeff Wimett](#) at x4470.

Consent of Instructor

Use Consent of Instructor (C/I) only when absolutely necessary. To prevent unauthorized registrations, please list restrictions and prerequisites on the Banner Rollover Report and Section Addition Form.

Cross-Listed Courses

All cross-listed courses must be pre-approved by the chair of the cross-listed department(s). To obtain a list of approved cross-listings, please consult the 2011-2012 General Catalog or contact the Registrar's Office.

Course Scheduling Guidelines (continued)

Course Descriptions for Seminars, Special Topics, etc.

Please provide a description for all courses not described in UM's 2011-2012 General Catalog. Please submit the description (no more than one paragraph) to [Jeff Wimett](#).

Summer Programs will submit Course Proposals for 595 Special Topics to the UM Graduate School for approval, once received from the department with chair and dean signatures. The form is provided [here](#).

Section Numbers

Section numbers for all Summer Semester courses are assigned as follows:

First 5-week session	May 21-June 22, 2012	Sections 01-29
Second 5-week session	June 25-July 27, 2012	Sections 30-49
Full 10-week session	May 21-July 27, 2012	Sections 60-79
Special sessions	May 21-August 17, 2012	Sections 80-99
UMOnline courses	All sessions	Sections 50-59

Enrollments and Course Cancellation Guidelines

Deans and department chairs should ensure that courses are adequately enrolled to attain unit enrollment goals. The minimum enrollment guidelines are listed below. Decisions to conduct under-enrolled courses must be approved by the department chair and dean, in consultation with Beckie Christiaens, Executive Director of SELL. To allow students and faculty to make alternative arrangements, decisions to cancel or conduct an under-enrolled course should be made approximately two weeks prior to a course beginning.

Undergraduate Lower Division (100-200)	15 students
Undergraduate Upper Division (300-400)	10 students
Graduate (500 and above)	5 students

If a department/school decides to cancel a course, please contact [Jeff Wimett](#), x4470.

Limiting Enrollment

To meet FTE goals, limiting face-to-face course enrollment is discouraged. If necessary, indicate clearly all such required limits on the Banner Rollover Report or Section Addition Form. Please note that a suggested enrollment cap for online courses is 25 students.

UMOnline Information

UMOnline, The University of Montana's online learning division, housed in the School of Extended and Lifelong Learning, assists faculty, students and staff in creating and participating in quality educational opportunities through course supplements and fully online courses. Online courses are generally funded through state-support; credit and non-credit courses may be offered.

Courses are delivered through the Moodle Learning Management System (LMS). The LMS provides a number of tools to promote interaction and engagement such as the discussion forum, webconference, survey, quiz and wiki.

UMOnline provides training and support for faculty to develop an online course. To learn more, contact [Robert Squires](#) at x6056

Develop an Online Course

To submit a proposal and learn more about the course development process, please contact [Robert Squires](#) at x6056

Please note the deadline for submitting a proposal for Summer Semester 2012 is November 15.

Request a Moodle Supplement

Any UM instructor may request an online course supplement for web-enhance face-to-face course delivery. To request a supplement, visit http://umonline.umt.edu/facstaff/m_supplement.aspx.

Tech Support for Moodle and Online Courses

Technical support is available for all users of the LMS. Contact information for UMOonline Technical Support can be found here: <http://umonline.umt.edu/tech/support.aspx>.

Completing Schedule Worksheets (Banner Rollover Reports and Section Addition Form)

Your 2012 Summer course schedule (i.e. Banner Rollover Report) was emailed to your department. If you did not receive it, please contact [Jeff Wimett](#), x4470.

Please edit the Report to reflect your departments' Summer Semester 2012 course offerings. Although we provide your 2011 course schedule as a guide, we encourage you to add and/or change your course submissions for 2012 to provide a student-centric course schedule. Helpful hints for updating the Report and completing Section Addition Forms are below.

- Remember to update each detail on the Banner Rollover Report, including dates and times.
- To assist with data entry and scheduling, please make all changes on the Banner Rollover Report in **RED**. We don't want to miss your changes!
- If you are deleting a course, make a **RED** delete line through the entire course on the Banner Rollover Report.
- When adding a new course, *or when the course number has changed*, please use the [Section Addition Form](#). If a course number has changed, delete the course on the Banner Rollover Report.
- Ensure that courses reflect changes from Common Course Numbering and the new General Education groups.
 - Common Course Numbering: umt.edu/newnumber
 - General Education: <http://www.umt.edu/registrar/students/generaledreq.aspx>
- Specify dates for Special Session courses (section number 80-99). To avoid scheduling conflicts, on-campus short courses must be scheduled during either the first 5-week session or second 5-week sessions.
- The Registrar's Office schedules classroom based on the information provided on these worksheets. If you have special classroom needs (technology, tables, specific chairs, etc.) please include these needs in the right-hand margin of the Banner Rollover Report or at the bottom of the Section Addition Form.
- When adding or changing an instructor, include Faculty Identification Numbers for each.
- 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.
- Follow all [course scheduling guidelines](#) when updating or adding courses.
- **Submit all worksheets to your Dean's office by October 31.**

If you have any questions, please contact [Jeff Wimett](#), x4470.

Section Addition Form: Summer 2012

Subject			
Course Number			
Section Number			
Title of Course			
Consent of Instructor	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Campus/Delivery Method <i>*please note that a course with any face-to-face meetings cannot be considered online</i>	Campus	Delivery Method	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online <input type="checkbox"/> Other _____
Grade Mode	<input type="checkbox"/> T (Traditional) <input type="checkbox"/> C/NC (Credit/No Credit) <input type="checkbox"/> T or C/NC (Student Option)		
Part/Term	<input type="checkbox"/> 1 st 5-week session (May 21-June 22) <input type="checkbox"/> 2 nd 5-week session (June 25-July 27) <input type="checkbox"/> Full 10-week session (May 21-July 27) <input type="checkbox"/> Special Session: _____ - _____ (provide dates)		
Enrollment	Projected _____	Max _____	
Credit Hours	Min _____	Max (if variable) _____	
Meeting Time Information (Refer to Standard Meeting Schedule and Course Scheduling Guidelines)			
Day(s) Please use M-T-W-R-F	Time(s) If online, leave blank	Building/Location If online, enter "www"	Room If online, leave blank
Instructor Information (Full Name and Faculty Identification Number)			
Instructor of Record	ID _____		
Co-Instructor	ID _____		
Major and Class Restriction Information			
Major Restriction	Include _____	OR Exclude _____	
Class Restriction	Include _____	OR Exclude _____	
Cross-List Information			
Subject	Course Number	Section Number	Title

Please list any prerequisites, corequisites, or other departmental requirements or notes:

Proposal to Offer State-Funded Special Topics Graduate Course (595) Summer 2012

Department and Course Number

Credits

Course Title

Please describe the proposed course:

Are letter grades assigned to students? _____ Yes _____ No

Are prerequisites required for registration? _____ Yes _____ No

Is the instructor a University of Montana faculty member? _____ Yes _____ No

If the answer to any of the above questions is "No" please attach an explanation or supporting materials.

Signatures in the spaces below indicate:

- The faculty member is fully qualified to teach graduate courses in the subject of the proposed course
- The proposed course has received faculty review and approval within the academic unit
- The course has not been offered more than twice previously at the 595 level
- The existing research and library facilities are adequate to support the proposal

Instructor

Department Chair

College/School Dean

Graduate School

Summer Programs will route the form to the Graduate School for the final signature

Submit by **November 7, 2011** to Jeff Wimett, Extended Learning Services (XLS)

Salary Policies

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. Ten percent (10%) of the instructor's Academic Year base salary is equal to 1.0 FTE, the maximum monthly full-time teaching load.

Before an employee may receive compensation, The University of Montana requires a curriculum vita, transcript, and background check. For any new employee, please forward these completed documents to the Provost's Office.

RPTs and Payroll Checks

Request for Personnel Transactions (RPTs) are prepared by Summer Programs, then 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.

Payroll Check Issue Dates

- First 5-week session: July 1, 2012
- Second 5-week session: August 1, 2012
- Ten-week session: Prorated compensation will be paid on July 1, 2012 and August 1, 2012
- Staff members who are teaching 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 chairs are the responsibility of each dean.

Helpful Hints for Completing the Budget Summary Form

The [Departmental Budget Summary Form](#) will calculate salaries and FTE automatically. Detailed information about the formulas is [here](#), if needed. If you have any questions, please contact [Jeff Wimett](#), x4470.

- Use a separate line for each instructor.
- List faculty in alphabetical order.
- List courses taught by each faculty member in order, by session. Session numbers follow:
 - **2** denotes the first 5-week session
 - **3** denotes the second 5-week session
 - **7** denotes the 10-week session
 - **5** denotes any others (special sessions, workshops, conferences, etc.)
- If a course is in Session 5 (a special session, workshop, conference, etc.), note the dates.
- All special session courses should be listed in order, by date.
- Enter the name and telephone number of the person preparing the form. This person may be contacted about any questions.
- To determine FTE, divide the compensation for each course or stipend by ten percent (10%) of the instructor's Academic Year base salary. Ten percent (10%) of the instructor's Academic Year base salary is equal to 1.0 FTE, the maximum monthly full-time teaching load.
- Once completed, submit to the chair and academic unit dean for signatures. Deans' offices will return the completed and signed Form to Summer Programs.

Budget Summary Form Formulas

These formulas are built into the [Departmental Budget Summary Form](#).

Instructional Salaries

(Academic Year base salary / 170 / 4) x (number of credits teaching x 15 hours per credit)

For example, an individual making an AY base salary of \$26,187 and teaching 3 credits will earn \$1,732.95.

- | | |
|-------------------------------------|----------------------------------|
| 1. Calculate Hourly Rate | $\$26,187 / 170 / 4 = \38.51 |
| 2. Calculate number of credits x 15 | $3 \times 15 = 45$ |
| 3. Multiply steps #1 and #2 | $\$38.51 \times 45 = \$1,732.95$ |

FTE for Chair or Administrative Stipends

Chair or Administrative Stipend
(Academic Year base salary x 1/10)

For example: an individual making an AY base salary of \$30,000 and a chair stipend of \$1,000 will have a chair stipend FTE of 0.333.

- | | |
|--|----------------------------------|
| 1. Calculate Maximum Summer Salary | $\$30,000 \times 1/10 = \$3,000$ |
| 2. Calculate FTE (stipend/Max Summer Salary) | $\$1,000/\$3,000 = .333$ |

Checklist

Did you remember to...

_____ Consider general education or major requirements, enrollment trends, and ways to [increase FTE](#)?

_____ Determine course day(s) and times within the [4-day per week schedule](#), where appropriate?

_____ Complete the [Proposal to Offer Special Topics Course \(595\)](#) form and provide signatures by the department chair and dean?

_____ Make changes to the [Banner Rollover Report](#)?

_____ Submit [Section Addition Forms](#) for any courses not on the Banner Rollover Report?

_____ Ensure that courses reflect changes from Common Course Numbering and the new General Education groups?

- Common Course Numbering: umt.edu/newnumber
- General Education: <http://www.umt.edu/registrar/students/generaledreq.aspx>

_____ Provide correct dates for all special session courses?

_____ Provide course descriptions for all courses not described in UM's 2011-2012 General Catalog? Please submit the description (no more than one paragraph) to [Jeff Wimett](#).

_____ Complete the [Departmental Budget Summary](#)?

_____ Submit all information by the appropriate [deadlines](#)?