

**SUMMER SCHOOL COMMITTEE MINUTES**

Thursday, September 27, 2007 11:30 AM -- Russell Hall 128

Committee Members Present: Stephen Hicks, Jill Mitchley, Kevin Range, Denise Shoemaker, Anna Mae Smith

Committee Members Absent: Andrew Talbot

- I. Anna Mae Smith was elected chair.
- II. Jill Mitchley was elected secretary.
- III. Review of summer school guidelines (attached) for 2008
  - a. Changes (from the 2007 guidelines) include the following:
    - i. Rather than the document being the Summer School Guidelines, it will be called Summer School Policy so that it is deemed as more formal rather than informal.
    - ii. Change the presentation (lay-out) of the document to more easily reference undergraduate and graduate information
    - iii. Dates of the sessions (usual change due to the new year)
    - iv. Review of enrollments will occur at noon on May 1 rather than at 4:00 PM to allow time for a thorough and accurate review and for contract preparation
    - v. Review of enrollments for contingency contracts to be firm contracts or to be cancelled will be the Friday two weeks prior to the session begin date to allow time for notification to faculty and students
    - vi. Change 'Director of Summer Session' to 'Registrar'
    - vii. Add a statement about exceptions to the enrollment numbers
  - b. Discussion about different treatment of graduate, undergraduate, and online courses
    - i. All courses will be reviewed for minimum enrollments on the same date.
- IV. Discussion of pairing courses
  - a. Pairs must be identified by April 15.
  - b. Any courses within a department may be paired.
  - c. Courses may not be paired across summer sessions.
  - d. The total enrollment for the paired courses must be at least twenty students.
- V. Summer cost savings proposal
  - a. Stephen Lee submitted a winning cost savings proposal during a recent University contest. "At a previous university I worked, we went to an alternate summer schedule that entailed longer hours Monday through Thursday and a ½ day on Friday. Not only did it help morale, it saved money when air conditioning in all buildings was shut off on Friday afternoon."
  - b. Considerations include the EOP and Upward Bound programs. Denise Shoemaker will discuss the issue with Doug Posey and Carroll Rhodes.
  - c. Anna Mae spoke briefly about the PA program class schedule. Their day would lengthen to 8:00 PM if they met only Monday through Thursday. Therefore, there schedule will be an exception to the 4-day schedule.
  - d. The committee approves this idea with revisions to the class meeting schedule to include **no** scheduled classes on Fridays. *(If approved these changes will need to be made on the guidelines/policy document.)*

Previous Meeting Time (5-week sessions, Mon - Fri classes)	Proposed Meeting Time (5-week sessions, Mon - Thurs only)
8:30 – 10:10	8:30 – 10:30
10:20 – 12:00	10:40 – 12:40
12:10 – 1:50	12:50 – 2:50
2:00 – 4:00 (currently Mon-Thurs)	3:00 – 5:00
Previous Meeting Time (3-week sessions, Mon - Fri classes)	Proposed Meeting Time (3-week sessions, Mon - Thurs only)
8:30 – 11:20	8:30 – 11:55

- VI. Next meeting will be called as needed.
- VII. Meeting adjourned at approximately 12:15 PM.

Respectfully Submitted,

*Jill R. Mitchley*

xc: President, University  
 President, APSCUF  
 President, SCC  
 Vice President, Academic Affairs

Vice President, Finance & Admin  
 Vice President, University Advancement  
 Vice President, Student Affairs  
 Dean, College of Arts & Science

Dean, College Educ & Human Services  
 Library (Archives)  
 Chair, Strategic Planning Committee

