



# Summer Scoop

Week of  
January 11 – January 15, 2021

## Virtual Student Fair

Join Summer Session at the 2021 Winter Student Services and Academic Support Fair. Please share this information with your students. Staff from Summer Session will be available to answer questions live during the event. In addition, meet over 70 UC San Diego academic departments, student-centered resources, and recreation groups. Log on at <https://virtualfairs.ucsd.edu>. Questions? Contact Renee Lee at [summer@ucsd.edu](mailto:summer@ucsd.edu).

Details for the live sessions are below:

- Tuesday, January 12 from 12-2pm
- Thursday, January 14 from 3-5pm

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## Summer Session 2021 Hiring Announcements

### 1. Summer Session appointment files no longer require a Bio/Bib!

That means the CV will weigh more heavily in the DUE's review. Please make sure the candidate's CV is detailed and complete.

### 2. You may re-use UCPATH Summer Session positions from 2020.

Kelly Maheu confirmed that we can re-use Summer Session positions from last year – but you will need to make sure the funding is up to date.

Kelly's recommendation is to hire instructors in UCPATH as soon as they accept their appointment letters.

After the July 1<sup>st</sup> reallocation process in UCPATH, please go in and re-enter the funding on those Summer Session positions for fiscal year 2022.

Resources have been updated accordingly.

- [Instructor Appointment Handbook](#) – Hiring procedures, deadlines, and sample appointment file forms.

Materials from the December training session: How to Hire Summer Session Instructors & IAs

- [Presentation Slides](#) – Summer Session overview and hiring procedures for all instructor types.
- [Slides from Graduate Division presentation](#) – Associate-In applications only
- [Link to video recording of the session](#) – *Note: Bio/Bib is still mentioned in the video.*

Questions? Contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

Need more information? Visit us online at: <http://summersession.ucsd.edu>, or email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).  
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619

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## Preview of Classes for Summer Session 2021

All courses that were approved to be offered in Summer Session 2021 have been posted to the Summer Session website on the Preview of Classes.

The Preview is updated with all changes on a weekly basis. All new edits will be posted every Tuesday and Thursday, beginning January 7. For questions or concerns, contact Renee Lee at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu).

[Click here for a direct link to the Preview of Classes.](#)

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## UC San Diego's 3<sup>rd</sup> Annual Changemaker Week

UC San Diego's third annual Changemaker week is next week. Celebrate UC San Diego as a [changemaker campus](#) by joining in on the sessions happening January 16 through 23. Discover how to create positive social change through public and community service, research, social innovation, social entrepreneurship, social justice, and more! You can visit the Changemaker site to view the schedule of events: <https://changemaker.ucsd.edu/events/changemaker-week/index.html>

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## Review Disability Services on Campus

During October's Disability Awareness Month, a survey was sent out on the "Disability Experience at UC San Diego." Thank you to all who participated. This survey, which focused on the student disability experience, was intended to collect input as part of an external review that will take place in January. The review follows up on a recommendation from a workgroup on the disability experience and will help us better support our campus community and improve the disability experience.

The review will look at both the Office for Students with Disabilities, which arranges academic accommodations for students, and the Disability Counseling and Consulting office, which does the same for faculty and staff, as well as access across campus for all individuals for disabilities. Results from the Customer Satisfaction Survey will be used to assess services provided by Disability Counseling and Consulting.

An open meeting was scheduled between staff and the review team for Tuesday, January 26 from 3:00pm - 4:00pm. Please RSVP for this meeting here:

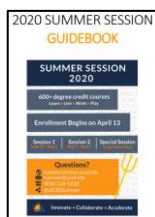
<https://forms.gle/CBdMqW36fzANL8dg9>. Space is limited, so please RSVP soon.

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## Summer Session Annual Workflow

October	November	December	January (in progress)	February	March
Call for Course Proposals	Course Proposals Due – November 12  Summer Session Kickoff Meeting – November 19	How to Hire Summer Session Instructors Training  Summer Session Advisory Committee Meeting  Preview of Classes posted	Approved Courses scheduled within ISA  Schedule Build Spreadsheets due to Registrar – January 28	Classroom Assignments as needed  Faculty teaching Appointment Letters Sent out  Approved Courses set up in ISIS	Schedule of Classes Available on TritonLink beginning March 18
April	May	June	July	August	September
Students Begin Enrollment	Enrollment Management of Waitlists  Student Fees Assessed	Session 1 Classes Begin  Fees Due	Students: Add/Drop Courses	Session 2 Classes Begin  Fees Due  Faculty Pay Date (Session 1)	Sessions End  Reporting Begins  Faculty Pay Date (Session 2)

### Resources for Summer Session Faculty



The [2021 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.



All Summer Session instructors are eligible for services at [the Engaged Teaching Hub at the Teaching + Learning Commons](#)

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