



Summer Scoop

Week of
November 2 – November 6, 2020

New Training – Working with Minors in a Virtual Setting

Risk Management has put forward a new training for the virtual landscape. Although we have moved on from the summer months, many departments continue to host programs for minors. Additionally, these programs are now virtual, which brings new and unique challenges and risks.

UC San Diego Risk Management has partnered with Praesidium to create an exciting new abuse-prevention presentation addressing working with minors in a virtual setting. It covers: understanding child sexual abuse in a university setting, how abuse and false allegations occur, best practices when interacting with minors in a virtual setting, and how to report a range of concerns.

You can register for the trainings via UC Learning Center, or by using this link: [Working With Minors In A Virtual Setting](#). There are two upcoming trainings in November, details are below:

- Thursday, November 5 at 9am
- Wednesday, November 18 at 1:30pm

Questions? Contact Bryce Bresser at bbesser@ucsd.edu.

UCPath and Financial Information System Town Hall

The UCPath and Financial Information System Town Hall is scheduled for **Wednesday, November 4 at 1:30 p.m.** In this session, a comprehensive update on the implementation, discuss issues raised by the campus community and outline efforts to support and improve department operations will be presented.

The Town Hall will feature campus experts and a Q&A session moderated by Adam DiProfio, Director of Finance & Budget EVCAA, with additional panelists joining us to answer questions from faculty and staff:

- Arlynn Renslow, Director, Business & Financial Services
- Cheryl Ross, Assistant Vice Chancellor, Controller
- Kevin Chou, Executive Director, Information Technology Services
- Pearl Trinidad, Executive Director, Business & Financial Services
- Ted Johnson, Associate Controller, Chief Procurement Officer

You are invited to submit a question as part of your registration or during the event itself. There will be a 45 minute Q&A session. If you have any questions about the town hall, please contact the Budget & Finance support program team at esrfisp@ucsd.edu.

[Register to attend the UCPath and Financial Information System Town Hall at this link »](#)

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

Summer Kickoff Meeting – POSTPONED

The Summer Session office was planning a kickoff meeting with partners from Registrar, Financial Aid, and Student Financial Solutions. However, due to scheduling conflicts, this meeting has been postponed.

Please be on the lookout for another meeting invite in mid-November. The meeting will outline the parameters for Summer Session 2021. Please contact Matt Sapien at msapien@ucsd.edu for questions.

Appointment File Training

The Summer Session Office holds an annual training with our campus partners to discuss how to hire instructors for Summer Session. Appointment File Training will be hosted in December 2020. Please be on the lookout for more information coming out soon regarding this training session. You can reach out to Lisa Bargabus for questions at summer-payroll@ucsd.edu.

Course Scheduling Resources 2021

- [Summer Session Guidebook 2021](#)
 - Tips & Changes for Summer Session 2021 (Page 7 of the Guidebook)
- [5-Year Enrollment History Report 2016-2020](#)
- [ISA Quick Start Guide](#)

Please submit ISA feedback within the system so that the ISA team can assess and address any issues that may arise.

For questions regarding summer course scheduling, please contact Renee Lee at summer-scheduling@ucsd.edu.

Summer Session Annual Workflow

October	November (in progress)	December	January	February	March
Call for Course Proposals	Summer Session Kickoff Meeting – Postponed Course Proposals Due – November 12	Advisory Committee Meeting	Preview of Classes posted Approved Courses scheduled within ISA Schedule Build Spreadsheets sent to Registrar	Classrooms Assigned 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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