



Summer Scoop

Week of

December 14 - December 18, 2020

Summer Course Timeline

Summer Session met today with the Summer Session Advisory Committee to review the courses proposed for Summer Session 2021. Please view the timeline below for an overview of the next steps happening over the next week and beyond.

Summer Course Timeline:

Date	Action
Monday, December 14	Summer Session Advisory Committee meets to review courses proposed for Summer Session 2021.
Wednesday, December 16	Summer Session approves or denies courses within ISA for Summer Session 2021. Departments are notified via the ISA.
Thursday, December 17	ISA is re-open for course submissions.
Monday, December 21	Preview of Classes posted to Summer Session website.
Thursday, January 28, 2021	Departments return completed Schedule Build file to Scheduling Office (registrar-scheduling@ucsd.edu).
Thursday, March 18, 2021	Schedule of Classes posted on TritonLink for students to view for enrollment planning.

Please feel free to contact Renee Lee with course scheduling questions at summer-scheduling@ucsd.edu.

Training Session: How to Hire Summer Session Instructors and Instructional Support – Recorded Session available

Summer Session hosted a training on How to Hire Summer Session Instructors and Instructional Support last Thursday, December 10. Presenters from the Graduate Division joined Summer Session in walking through the steps to the hiring process.

You can find the recording at the link below. It is protected by a password, which is also below. Please be mindful of any extra spaces when you enter the password. For questions regarding the training, you can contact Lisa Bargabus at summer-payroll@ucsd.edu.

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

Meeting Recording:

https://ucsd.zoom.us/rec/share/OpkIJuRWhNnI6jx7K4NdAi81ck7vvStS2nDYkOkENh1T-1_8wtQzzftxUOMiMOsT.26k9Rn2NoquUld_p

Access Passcode: H1e.yFqd

Staff Town Hall – Return to Learn THIS WEEK

Please join CHRO Nancy Resnick for the next Return to Learn Staff Town Hall on Tuesday, December 15 at 4 p.m. for updates on the [Return to Learn](#) program and campus operations during the COVID-19 pandemic.

The Staff Town Hall will feature a Q&A session moderated by HR Strategic Communication and Engagement Manager with the following panelists available to answer questions from staff:

- Gary Matthews, Vice Chancellor of Resource Management and Planning
- Pierre Ouillet, Vice Chancellor and Chief Financial Officer
- Angela Scioscia, M.D., Interim Executive Director for Student Health and Wellness
- Elizabeth H. Simmons, Executive Vice Chancellor
- Terri Winbush, Senior Director of Labor Relations and Employee Relations

The program will also include updates from:

- **UCPath:** Pearl Trinidad, Executive Director, Business and Financial Services
- **Oracle Finance:** Vince Kellen, Chief Information Officer
- **Mental Wellbeing Resources:** Crystal Green, Director, Faculty and Staff Assistance Program

[Register to attend the Staff Town Hall »](#)

If you have any questions about the Staff Town Hall, please contact the Return to Learn program at rtl@ucsd.edu.

Recorded Session available - Summer Session Kickoff Meeting

The Summer Session office hosted a kickoff meeting on Thursday, November 19. This meeting outlined the parameters for Summer Session 2021.

The meeting was recorded for those who could not attend the training session. You can find the recording at the link below. It is protected by a password, which is also below. Please be mindful of any extra spaces when you enter the password. For questions, contact Matt Sapien at msapien@ucsd.edu.

Meeting Recording:

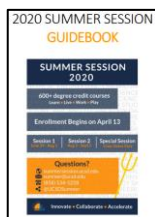
<https://ucsd.zoom.us/rec/share/iWEB00evNYKbBsdSCFRikIVTHgkBdh4cnlsgw-l6uRhiHpKjv1QquLPBiOmLI9el.SImegZYUMUfTWTDQ>

Access Passcode: 1YW6g%sz

Summer Session Annual Workflow

October	November	December (in progress)	January	February	March
Call for Course Proposals	Course Proposals Due – November 12 Summer Session Kickoff Meeting – November 19	How to Hire Summer Session Instructors Training– December 10 Summer Session Advisory Committee Meeting – December 14	Preview of Classes posted Approved Courses scheduled within ISA Schedule Build Spreadsheets due to Registrar	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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