Summer Scoop

Week of January 24 - January 28, 2022

Academic Senate Policy Update on Distance Education - Summer Session 2022

Academic Senate has endorsed an exception to the Policy on Distance Education Courses to allow any undergraduate or graduate course to be offered remotely in Summer 2022 without formal approval of the R designation. This means that Summer Session 2022 courses will have varying modalities – remote, in-person, and hybrid. Scheduling submission deadline is January 27, 2022.

Summer Course Scheduling – Schedules due THIS THURSDAY, January 27

The Academic Senate has provisionally approved courses to be offered remotely in Summer 2022 without formal approval of the R designation.

Please submit your initial schedule build with days, times, and instructor names to the Scheduling Office via the ISA by this Thursday, January 27. Remote courses will have RCLAS as the building designation and require a day and time to set up the course in ISIS. If the department has already submitted their course schedule to the Registrar in the ISA, and the department would like to change the modality to remote, please email registrar-scheduling@ucsd.edu and they can return your schedule to you to make changes.

For questions regarding summer courses, contact Renee Lee at summer-courses@ucsd.edu. For questions regarding ISA functions, please use the "Send feedback" feature in the ISA, located at the bottom of the left navigation pane.

Reference Guide for training:
ISA Quick Start Guide:
https://summersession.ucsd.edu/_files/Guidebook/ISA_Quick_Start.pdf

ISA Training Guide: https://docs.google.com/document/d/183r7I4fjX3YiMIw-L86BMpibX-6tmRbNwvLO_rIHXq4/preview

Accommodating Students with Disabilities

Whether you are teaching on-campus or remotely or offering hybrid instruction this summer, please remember that reasonable accommodations may be necessary for our students with disabilities. The Office for Students with Disabilities (OSD) encourages you to do the following:
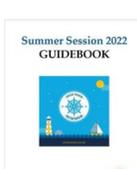
1.   Include a statement on your syllabus about accommodations. Sample language may be found on the OSD's website: https://osd.ucsd.edu/faculty-staff/forms.html#Sample-Statement-for-Course-Syl.

2.   Expect to receive an Authorization for Accommodation (AFA) letter via email for each student who needs accommodations for your course. Students are responsible for requesting accommodations from the OSD each quarter, and disabling conditions may occur at any time.

3.   If you have questions about the accommodations listed on the AFA letter, ask the OSD liaison in your department (https://osd.ucsd.edu/faculty-staff/academic-liaisons.html) and/or email the OSD at osd@ucsd.edu.

4.   Consider creating a pandemic resilient course, which will be beneficial for all students. The Teaching and Learning Commons provides suggestions and resources on their website: https://keepteaching.ucsd.edu/ .

5.   Want to know more? Check out these videos from our colleagues at UCSF: https://osd.ucsd.edu/faculty-staff/forms.html#Additional-Training-Videos-for-.

Disability IS Diversity, and we appreciate your efforts to create learning environments that are inclusive for all.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation of accounts Data reporting continues	Call for Course Proposals Course proposals due Summer Session kickoff meeting	Training: How to hire Summer Instructors Summer Session Advisory Committee meeting 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

April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Session 1 classes begin Tuition & fees due	Students: Add/drop classes Faculty Pay Date (Session 1) Tuition & fees due	Session 2 classes begin	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:

2022 Guidebook

The 2022 Guidebook contains policies and procedures pertaining to Summer Session instruction.

Engaged Teaching Hub

All Summer Session instructors are eligible for services at the Engaged Teaching Hub at the Teaching + Learning Commons

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TEACHING + LEARNING commons

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