



Summer Scoop

Week of November 1 - November 5, 2021



OFFICE OF THE DEAN OF UNDERGRADUATE EDUCATION -
ACADEMIC AFFAIRS

November 1, 2021

COLLEGE PROVOSTS

GENERAL CAMPUS DEPARTMENT
CHAIRS

GENERAL CAMPUS PROGRAM
DIRECTORS

SUBJECT: Call for Course Proposals – 2022 Summer Session

I write to invite General Campus colleges, departments, and programs to submit proposals for Summer Session 2022 courses. Student interest in Summer Session continues to hold strong, with approximately 15,000 students and more than 35,000 enrollments in 2021. I hope that you will encourage your faculty - both those who have previously taught in summer, as well as those who have not - to teach Summer Session courses that complement the academic year curriculum. Graduate students who have advanced to candidacy are eligible to teach lower division courses as Associates-In.

It is particularly important that units consider offering classes that have waitlists, or are otherwise impacted during the academic year. Making these courses available in summer can help our students improve their time to degree. Please note that as of now, we do not know whether remote instruction, other than currently approved R-courses, will be possible; we are in conversation with the Academic Senate now. Our experience in Summer 2020-21 has been that students welcome this option.

In addition to proposed summer courses, we would also like to know of already approved courses (e.g. Global Seminars, Travel Study, and Summer Success Programs).

There will be two five-week summer sessions: June 27 – July 30, and August 1 – September 3, as well as Special Sessions of three, eight, and ten-weeks. The deadline to submit course proposals is Friday, November 19, 2021.

The success of Summer Session depends greatly on the interest and participation of departments and individual faculty. The Academic Affairs Financial Incentive pilot program is under review and the terms of the program will be announced January 2022. Faculty compensation will be calculated at the standard rate of 8.5% of their annual salary.

The Summer Graduate Teaching Scholars program sent out the Call for Nominations in a separate email.

The Director of Summer Session will be in touch providing more details for Summer 2022. If you have any questions about the Summer Session program, please contact Director Becky Arce (barce@ucsd.edu).

I hope for wide participation in Summer Session 2022.

John C. Moore

Dean of Undergraduate Education

ISA Training - Register Now!

- New to using the ISA for Summer Session scheduling?
- Curious about the new features in ISA for the initial summer schedule build?
- Need a refresher on using the ISA to schedule for summer vs academic year?

Please join us for a training session hosted by the ISA team & Summer Session.

Tuesday, November 9th

10am-11am on Zoom

Register by Monday, November 8th at:

<https://ucsd.zoom.us/meeting/register/tJ0uf-mpqzMqE9FA1x2W2wAVeH4RVDSVvibs>

The training will be targeted to academic department schedulers, course managers, and anyone who is interested in scheduling Summer Session courses in the ISA.

Topics include:

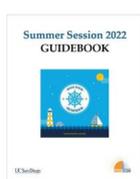
- Overview and demo of the ISA
- Summer submissions in the ISA (how it is different from Fall/Winter/Spring)
- Course submission deadline (November 19)
- Next steps and timeline for submission
- Q&A session with Erik Winter-Villaluz & Lisa Bargabus

Be sure to send at least one staff member from your unit to get the most up-to-date ISA tips and tricks. Questions? Contact Lisa Bargabus at summer-courses@ucsd.edu.

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 - Coming in November

Engaged Teaching Hub

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



Summer Session
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Visit us at: <https://summersession.ucsd.edu>

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