Courses Update: ISA Closing
In preparation for the upcoming Summer Session Advisory Committee meeting. The ISA will stop accepting further course submissions until after the meeting is over. Please submit any changes or additional courses to Summer Session within the ISA before 5pm tomorrow, December 1, 2020.

Other future course dates:
Monday, December 14 - Summer Session Advisory Committee meets to review courses proposed for Summer Session 2021.
Thursday, December 17 – ISA is re-open for course submissions.

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

How to Hire Summer Session Instructors - Training Session
Thursday, December 10 - Registration Link Below
The Summer Session Office holds an annual training with our campus partners to discuss how to hire instructors for Summer Session. The How to Hire Summer Session Instructors Training Session will be hosted in December 2020. The meeting will be hosted on Zoom. The meeting registration link can be found below:

Meeting Details:
Date: Thursday, December 10
Time: 10am – 12pm
Registration Link:
https://ucsd.zoom.us/meeting/register/tJUrdeuurDMiHNzBNrTWs16hMjmDSCW6i9WY

There will be staff representatives from Academic Personnel and Grad Division. 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.

Fulbright Virtual Speaker Series
UC San Diego Division of Global Education and the San Diego Chapter of the Fulbright Association are hosting a webinar on The Digital Future of Health with keynote speaker, Professor Shafi Ahmed, MD, PhD. Meeting details can be found below:
Meeting Details:
Date: Thursday, December 3
Time: 12 pm – 1 pm with Q&A following
Registration Link:
https://ucsd.zoom.us/webinar/register/WN_PtLkJaBASLWiiWUY961NKA

Professor Shafi Ahmed is a multi-award-winning cancer surgeon, teacher, futurist, innovator and virtual reality leader. In this webinar he will speak on the digital transformation of healthcare and medical education. His vision is to merge the world of medicine, global education, and virtual reality. In 2016 he performed the first virtual reality operation which was watched in 140 countries. This webinar is part of the Global Education’s Fulbright Speaker Series and is open to all! For questions, contact Debi Gianni at dgianni@ucsd.edu.

Summer Session Kickoff Meeting
The Summer Session office hosted a kickoff meeting for our partners in academic departments 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/iWEB0OevNYKbBsdSCFRIkIVTHgkBdh4cnLsgw-16uRhiHpvQruLPBjOml9el.SlmegZUMUFTWDQ

Access Passcode: 1YW6g%sz
# Summer Session Annual Workflow

<table>
<thead>
<tr>
<th>October</th>
<th>November (in progress)</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Course Proposals</td>
<td>Course Proposals Due – November 12</td>
<td>Advisory Committee Meeting</td>
<td>Preview of Classes posted</td>
<td>Classrooms Assigned</td>
<td>Schedule of Classes Available on TritonLink beginning March 18</td>
</tr>
<tr>
<td>Summer Session Kickoff Meeting – November 19</td>
<td></td>
<td></td>
<td>Approved Courses scheduled within ISA</td>
<td>Faculty teaching Appointment Letters Sent out</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schedule Build Spreadsheets sent to Registrar</td>
<td>Approved Courses set up in ISIS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Begin Enrollment</td>
<td>Enrollment Management of Waitlists</td>
<td>Session 1 Classes Begin Fees Due</td>
<td>Students: Add/Drop Courses</td>
<td>Session 2 Classes Begin Fees Due</td>
<td>Sessions End Reporting Begins</td>
</tr>
<tr>
<td></td>
<td>Student Fees Assessed</td>
<td></td>
<td></td>
<td>Faculty Pay Date (Session 1)</td>
<td>Faculty Pay Date (Session 2)</td>
</tr>
</tbody>
</table>

---

## 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](https://www.ucsd.edu/).

---

Need more information? Visit us online at: [http://summersession.ucsd.edu](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