

DEAN OF UNDERGRADUATE EDUCATION -
ACADEMIC AFFAIRS

October 10, 2023

COLLEGE PROVOSTS
GENERAL CAMPUS DEPARTMENT CHAIRS
GENERAL CAMPUS PROGRAM DIRECTORS

SUBJECT: Call for Course Proposals and Feedback – 2024 Summer Session

Dear Colleagues,

Student interest in Summer Session continues to hold strong, with approximately 14,000 students and more than 30,000 enrollments in 2023. Student demand also continues to exceed course supply. You can find tableau dashboards with detailed enrollment statistics from summer 2023 and previous years on the [summer session website](#). Thank you for providing these summer course opportunities for our students.

Today I am requesting your partnership in two ways to ensure that we have enough courses and instructors to meet student demand for summer 2024.

1. We want to hear from you! Please complete [this short survey](#) to help us understand how we can support you and your faculty to offer summer session courses.
2. We invite General Campus colleges, departments, and programs to submit proposals for Summer Session 2024 courses. Summer Session plays an important role in maximizing opportunities for student success by:
 - a) Offering courses that reduce time to degree and lower costs for students;
 - b) Giving graduate students an opportunity to develop their skills as instructors;
 - c) Offsetting state-mandated enrollment targets for the fall quarter.

Incentives for offering summer session courses include the following:

- d) Faculty compensation at the rate of 8.5% of their annual salary per course.
- e) The Academic Affairs Financial Incentive pilot program provides funding to departments with high summer session enrollments and high numbers of courses offered. This program has been reworked for 2024 to be more flexible. Details can be found on page 46 of the [2024 Summer Session Guidebook](#).

Potential Exception to Policy on Distance Education Courses

An announcement from the Academic Senate on options for online teaching for Summer 2024 is expected by the end of October, and may allow courses that do not have official R-Course designation to be taught remotely in Summer 2024. For the sake of planning, we are asking departments to submit what courses they would teach remotely should the Senate decide to waive the Distance Education policy in some form. Should the Senate decide otherwise, we will make necessary adjustments at that time.

Offering remote course options provides increased access and flexibility for both students and instructors. Offering remote coursework greatly improves our ability to serve students who seek to maximize their summer experience through internships, travel, and research that take them away from campus. Remote courses accounted for ~50% of summer enrollments since 2021. In order to meet student needs and Institutional goals, we must continue to grow all course offerings, including remote.

Instructor & TA Hiring Resources

Please aim to offer as many courses as possible, focusing on classes that typically have waitlists or are otherwise impacted during the academic year. We acknowledge that instructor and TA availability often present challenges. Here are suggestions to help mitigate these challenges:

- Hire graduate students as Associate Instructors. The [Summer Graduate Teaching Scholars](#) program provides training and support, and this experience can be transformative for a graduate student's career. The Summer Graduate Teaching Scholars Program Call for Registration will be sent out in a separate email.
- Work with the Division of Extended Studies to find candidate instructors should you lack other options.

Remember:

- TAs are now fully compensated by Summer Session.
- Instructor salaries are paid for by Summer Session

Summer Session 2024

- Session 1: July 1 – August 3
- Session 2: August 5 – September 7,
- Special Sessions: three, eight, and ten-weeks from July 1 - September 7

The deadline to submit course proposals is Wednesday, November 15, 2023.

The Director of Summer Session will provide more details in the coming weeks. If you have any questions about Summer Session, please contact Becky Arce (barce@ucsd.edu).

I thank you in advance for help in achieving wide participation in Summer Session 2024.

Christine Alvarado
Acting Dean, Division of Undergraduate Education