

#### Week of August 20 to August 24



#### Upcoming Deadline - Payroll

Final payroll worksheets with bonuses calculated have been posted to SharePoint. At this point, all snapshots have been completed. The deadline for PPS entries for Session 2 is Thursday, August 23.

# HEADCOUNT 23,176 ENROLLMENT

For questions, contact Lisa Bargabus at x25064 or <u>summer-payroll@ucsd.edu</u>.

## **ISA Training**

The Instructional Scheduling Assistant (ISA) will be used for Summer Session 2019 as the method for proposing courses and scheduling classes. In order to gauge your knowledge of the ISA, <u>the questionnaire</u> <u>at this link was sent to course schedulers</u>. Please send this link to anyone who schedules summer classes so they can fill it out before this

Wednesday, August 22.

For questions, contact Matt Sapien at x44744 or <u>summer-scheduling@ucsd.edu</u>.

### **Final Exams Meeting Locations**

Final exams must be listed on the Schedule of Classes when students enroll. The meeting locations of final exams will be posted to the Schedule of Classes on Friday, August 31.

For questions, contact Wendy Salazar at x40095 or <u>registrar-scheduling@ucsd.edu</u>.

## **Engaged Teaching in Summer Session**

The Engaged Teaching Hub is continuing their Summer Teaching Community Workshop. It will be every Friday in August from 12pm to 1pm in the Literature Building, Room 210. Conversation topics may include: resources for students on campus, collecting feedback from midterms and observations, academic integrity, exams, and CAPEs. Please RSVP at <u>engagedteaching@ucsd.edu</u>.

#### <u>Click here for a direct link to a flyer for this event.</u>

### Coming Soon: CAPE

Session 2 CAPE: Opens Friday, August 31 and closes Friday, September 7 at 8am. <u>Click here for the CAPE Calendar for Summer Session 2018.</u>

<u>Click here for tips on increasing CAPE response rates.</u>

