TIPS & CHANGES FOR 2018

Below is a brief summary of tips & changes to the 2018 Summer Session program. More details are outlined in the Summer Session Guidebook.

COURSES
1. The Schedule Build process used for Summer 2017 will continue as is while the Instructional Scheduling Assistant is developing features for Summer Session scheduling.
2. A Late Proposals procedure for course proposals submitted after the Summer Session Advisory Committee meets is added to the Guidebook.
3. The Call Letter for Course Proposals for Summer Session 2018 requests that Global Seminars, Travel Study, and Summer Success Programs be included on Schedule build worksheets.

FACULTY
1. UC San Diego lecturers are eligible to teach Global Seminar.
2. New appointment letter format to improve terms of teaching appointments.
3. SharePoint for appointment files, appointment letters and payroll worksheets will continue as is.
4. Teaching + Learning Commons offers services to Summer Session faculty.

STUDENTS
1. Live Chat Feature on Summer Session website to improve quick responses.
2. Online Academic Integrity Tutorial for new and visiting students required.
3. One-Time Document Fee for new and visiting students implemented.
5. Integration of online pre-authorization tool into the new campus-wide enrollment system, EASY (Enrollment Authorization System)
6. Tutoring in mathematics, chemistry, and writing provided by the Teaching + Learning Commons.

PROGRAMS
1. Success Programs: A Steering Committee and Coordinator Committee were formed.
2. New Programs in 2017: Triton Prep, Summer Academy in the Arts & Humanities, Triton Sophomore Scholars
3. Summer Success Programs marketing strategy included a partnership with Admissions Office to participate in the calling campaign.
4. Financial Transparency across Summer Success Programs included various types of fee posting to students billing statements.
1. **ISA: COMING for SUMMER SESSION 2019**
   The Schedule Build process used by the Office of the Registrar will continue forward as it did for Summer Session 2017. Please view Course Proposal Changes on the Summer Session Guidebook for these instructions.

2. **LATE COURSE PROPOSALS for SUMMER SESSION 2018**
   The deadline for Course Proposals for Summer Session 2018 is Thursday, November 16, 2017. Please return your Schedule Build sheets to summer-scheduling@ucsd.edu on or before this date. If a new course is proposed, a Request for Course Approval form must be submitted and approved by Educational Policy Committee (EPC) – Academic prior to submitting a Course Proposal to Summer Session.

   If a new Course receives EPC approval after November 16 2017 and a department or program wants to offer the course in the upcoming Summer, departments can submit a late proposal for the course. Instructions have been added to the Summer Session Guidebook for this process.

3. **INCLUDE GLOBAL SEMINARs, TRAVEL STUDY, SUMMER SUCCESS PROGRAMS COURSES in CALL LETTER**
   To better align the comprehensive planning for courses in special programs such as Global Seminar Programs or Summer Success Programs (SSPs), the Call Letter for Course Proposals for Summer Session 2018 included language on Global Seminars, Travel Study, and SSPs with the intent that academic departments and programs would be reminded to include any courses within these programs with their Course Proposals for standard Summer Session 2018.

**TIPS for PROPOSING COURSES**
- A copy of the Summer Session 5-year Enrollment report is attached for reference. Please verify that your list of proposed courses for Summer Session 2017 meets the required enrollment history minimum of 15 students the past two summers. If the course was not offered last summer, then use enrollment from the most current summer last taught. If your course is new to Summer, add it with a note of the last quarter taught.

- Departments are encouraged to propose courses that best meet graduation requirements since more than 50% of the UC San Diego student population during summer are seniors.

- Departments are encouraged to review their list of waitlisted courses for Fall, Winter & Spring to identify courses with high student demand. To help improve time to degree, Summer Session is asking departments to offer courses that students were unable to enroll in during the academic year.

- Stay up-to-date with deadline reminders and any updates by subscribing to The Summer Scoop – a weekly newsletter sent out by the Summer Session office.
Click here to view past versions of The Summer Scoop on the Summer Session website. Click here to subscribe.

Please contact Matthew Sapien (x44744 or summer-scheduling@ucsd.edu) Administrative Assistant, for questions regarding course planning and scheduling.

**FACULTY**

1. **UCSD LECTURERS ARE ELIGIBLE TO TEACH GLOBAL SEMINARS**
   UC San Diego Academic Year Lecturers (1630, 1631, 1632 title codes) are now eligible to teach Global Seminar courses. The standard compensation amount is $15,000 for each two-course Global Seminar program with more students enrolled.

2. **NEW APPOINTMENT LETTER FORMAT**
   Faculty appointment letters were redesigned to more clearly explain Summer Session compensation. Changes included adding the faculty’s annual salary, providing a breakdown of contingent vs full salary, and including a graphical explanation of the enrollment snapshot process.

4. **SHAREPOINT FOR APPOINTMENT FILES, APPOINTMENT LETTERS AND PAYROLL WORKSHEETS WILL CONTINUE**
   Departments will continue submitting appointment files to the Summer Session SharePoint Faculty Files site. In addition to using SharePoint for the appointment file approval workflow, Summer Session will be using SharePoint as a shared folder for all department appointment letters and payroll worksheets. Please email new SharePoint user access requests to Lisa Bargabus at summer-payroll@ucsd.edu.

5. **TEACHING + LEARNING COMMONS OFFERS SERVICES TO SUMMER SESSION FACULTY**
   The Teaching + Learning Commons offers services and resources to Summer Session faculty through the Center for Engaged Teaching (CET). Visit the Teaching + Learning Commons website for more information.

Please contact Lisa Bargabus (x25064 or summer-payroll@ucsd.edu), Business Affairs Analyst, for questions regarding faculty hiring and payroll.
STUDENTS

1. **LIVE CHAT FEATURE on SUMMER SESSION WEBSITE**
   When a Summer Session staff member is in the office and online, there is a “live chat” feature available on the Summer Session website. Students can message Summer Session staff and get instant answers to their questions. The typical hours for this feature to run are 8am to 4:30pm, Monday through Friday.

2. **ONLINE ACADEMIC INTEGRITY TUTORIAL**
   Beginning in Summer Session 2017, new and visiting students were required to take an online Academic Integrity Tutorial. The tutorial was hosted by the Academic Integrity Office on Moodle. Steps to completing the tutorial were distributed with enrollment information. Students’ accounts were created with a hold on their account that could only be lifted by completing this tutorial.

3. **IMPLEMENTATION OF ONE-TIME DOCUMENT FEE FOR NEW & VISITING STUDENTS**
   Beginning in Summer 2017, a One-Time Document Fee of $80 was assessed to all visiting students. This is in alignment with the One-Time Document Fee that was implemented by the Office of the Registrar in Fall 2016. Errors in the system discovered during Summer 2017 have been fixed for Summer 2018.

4. **NEW ENROLLMENT PROCEDURES for HIGH SCHOOL STUDENTS**
   For Summer 2018, high school students will use the current online visitor application to enroll themselves in Summer Session courses. Summer Session staff will review high school student enrollments and continue to work with academic departments to ensure proper course placements.

5. **INTEGRATION of WEB-BASED PREAUTHORIZATION into ENROLLMENT AUTHORIZATION SYSTEM (EASY)**
   Continuing from Summer 2017, the web-based preauthorization request system helps facilitate the preauthorization process for both academic departments and the 700+ visiting students. For Summer Session 2018, the preauthorization system has been integrated into the campus-wide Enrollment Authorization System (EASY).

6. **FREE TUTORING SERVICES WERE OFFERED via THE TEACHING + LEARNING COMMONS**
   Tutoring services were offered to all Summer Session students for the first time through The Teaching + Learning Commons. Tutoring was available online and in-person, both by appointment or walk-in hours.

   Please contact Renee Lee (x48277 or renee@ucsd.edu), Student Affairs Manager, for Summer Session student issues.

PROGRAMS

**SUMMER SUCCESS PROGRAMS 2018**
Summer Success Programs (SSP) at UC San Diego serves a diverse and global community of entering undergraduates in holistic five to ten week academic programs. SSPs introduce students to the structure and rigor of the research university, provide them with opportunities to foster meaningful academic and social
connections, and embolden them to take ownership of their academic journey. Students may enroll in credit-bearing courses, and may be assigned an academic support such as a tutor and coach, and residential programs offer a resident assistant to ensure successful transition to UC San Diego. Students also have the option of taking non-credit enrichment internship programs.

1. **NEW ADMINISTRATIVE TEAMS FOR SUCCESS PROGRAMS: SUCCESS PROGRAM STEERING COMMITTEE AND SUMMER SUCCESS PROGRAM OPERATIONAL TEAM (SSPOT).**

   a. **Success Program Steering Committee**
      The EVC established a Summer Success Programs Steering Committee charged with supporting faculty and academic units interested in creating Summer Success Programs. The Success Program Steering Committee developed an overarching administrative framework that facilitates the planning, implementation and assessment of summer programs.

      Summer Success Program Steering Committee membership includes:
      • Gabriele Wienhausen, Faculty Director of the Teaching & Learning Commons (chair)
      • Jeff Orgera, AVC for Student Retention & Success
      • Becky Petitt, VC for Equity, Diversity and Inclusion
      • Becky Arce, Director of Summer Session

   b. **Summer Success Program Operational Team (SSPOT)**
      The SSPOT committee is comprised of Summer Success Program coordinators and Summer Session staff. The SSPOT meets bi-weekly to discuss operational and logistical components of the Summer Success Programs. There is also collaboration with other campus groups, facilities and resources. The purpose of the SSPOT committee is to streamline communication and maximize campus resources for Summer Success Programs.

2. **NEW SUMMER SUCCESS PROGRAMS IN 2017**
   2017 was a year of new ideas and new programs during the summer. UC San Diego introduced three new Summer Success Programs:

   a. **Triton Prep**
      A 10-week community based program for new incoming freshmen to UC San Diego from Gompers Preparatory Academy, Morse High School, Lincoln high school and Preuss School living in southeast San Diego. Classes were taught at the Malcom X Library. The program focuses on four integrated student success areas that include: mathematics, literacy and communication, student life preparation and parent engagement.

   b. **Summer Academy in the Arts & Humanities**
      A 5-week residential program that provides academic transition designed for transfer students from San Diego Community College Districts (SDCCD) to UC San Diego. Students in this program are admitted to majors in Arts & Humanities. This program is intended to enhance the academic performance of SDCCD transfer students, as well as optimize their transition experience.
c. Triton Sophomore Scholars

A summer program designed to support rising sophomores achieve success as they pursue their four-year plan to degree at UC San Diego. During the 10 weeks of the program, scholars will experience a comprehensive approach to college life by focusing on one course per summer session, living on campus, and connecting with faculty, staff, students, and university resources.

3. MARKETING PLAN FOR SUMMER SUCCESS PROGRAMS

The Office of Admissions at UC San Diego assisted in outreach of incoming students to Summer Success Programs. Admissions launched a Calling campaign Tool for all Summer Success Programs. The goal for this Calling Campaign was to market all programs as one, and provide different opportunities for new incoming students to choose from.

A comprehensive website was another marketing tool created for Summer Success Programs: [https://summersuccessprograms.ucsd.edu/](https://summersuccessprograms.ucsd.edu/)

4. FINANCIAL TRANSPARENCY ACROSS SUMMER SUCCESS PROGRAMS

For 2017, all students were officially enrolled & registered in ISIS, campus recharges were aligned with Academic Affairs resource management, and a model was created for Summer Session funding to departments. Summer Session worked with program leaders to create program budget projections that were monitored through all phases of program implementation.


Summer Session Program Specialist Jonathan Vega will assist program leaders to set up program details such as adding courses to the schedule of classes, hiring instructional teams (faculty, teaching assistants, tutors, readers, and mentors), recruiting students, enrollment & registration, and answering questions regarding housing & dining, student health services, financial aid, and changes to student billing statements.

Please contact Jonathan Vega (x45358 or summer-programs@ucsd.edu), Summer Program Specialist, to request access to the Program Proposal Application for Summer Session 2018.

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THANKS for YOUR EFFORTS to MAKE SUMMER SESSION a SUCCESS!

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