

# Summer Scoop



Week of  
October 8 to October 12

## Instructional Scheduling Assistant for Summer Scheduling 2019

Do you plan to offer credit-bearing courses to students this summer? Do you want to schedule those classes in campus space with the Registrar? Do you want to pay a faculty to teach that course? If the answer to any of these questions was yes, then you are going to be using the Instructional Scheduling Assistant!

The Instructional Scheduling Assistant (ISA) will be used for summer scheduling for 2019. The ISA training materials can be found on the ISA website and at the links below:

[Tutorial Document](#)  
[Instructor Training Video](#)

Training for the Summer Session ISA modules occurred in September. Reference materials for this training can be found on the ISA website and at the links below:

[Presentation Slides](#)  
[Recorded Summer Session Webinar](#)

If you want to set up additional training sessions for your unit, please contact Katie Frehafer at [kfrehafer@ucsd.edu](mailto:kfrehafer@ucsd.edu) or x43112. Additionally, Katie is hosting office hours for the ISA. You can find those hours posted [here](#), and below:

Katie Frehafer, Urey Hall 1625  
Mondays, October 8, 15, and 22 from 10:30am to 11:30am  
Thursdays, October 11, 18, and 25 from 3pm to 4pm

---

## Course Scheduling Announcement

Following the Call Letter for Course Proposals for Summer Session 2019, departments and programs will receive the documents required to submit courses to Summer Session via the ISA this week. The ISA will generate an email to all campus partners who have previously submitted courses and as well as new departments.

The email will include documents required to submit Proposed Courses to Summer Session: [the Summer Session Guidebook](#), [5-Year Enrollment History Report](#), and [the Tips & Changes for Summer Session 2019](#). All of these documents are also posted on the Summer Session website under [Staff & Faculty resources](#).

Proposed Courses are due to Summer Session on or before **Thursday, November 15, 2018**. For any questions regarding this process, please contact Matt Sapien at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu) or by phone at x44744.

---

## Summer Session Pay Rates for 2019 Instructors

The maximum Summer Session course salary has increased from \$10,000 to \$12,000.

Please help spread the word to your faculty interested in teaching Summer Session courses.

### Instructional Support Positions

Summer Session 2019 will use the student academic title pay rates that went into effect on 10/1/18. [Click here for a direct link to the Grad Division website](#).

The 2019 Summer Session hourly TA pay rate is: \$32.23 per hour

Examples of student academic title payments for 2019 Summer Session courses can be found on the Summer Session website under the Staff & Faculty – [Appointment & Payroll Documents](#).

For questions, contact Lisa Bargabus in Summer Session at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) and x25064, or Courtney Aguila in Graduate Division at [c8aguila@ucsd.edu](mailto:c8aguila@ucsd.edu) and x46562.

---

Need More Information?

\*\*\* Visit us online at: <http://summer.ucsd.edu> or email us directly at [summer@ucsd.edu](mailto:summer@ucsd.edu) \*\*\*  
Summer Session Office, SERF 122, Mail Code 0079, P: 858-534-5258, F: 858-822-2619

