

WINTERSESSION 2021

PLANNING PACKET

Contact:

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Available online:

<http://www.semo.edu/pdf/2021WintersessionPlanning.pdf>

TIMETABLE FOR 2020-2021 WINTERSESSION

Schedule available on the web	10/5/2020
Registration begins	11/2/2020
Classes begin	12/21/2020
Final exams	1/15/2021

WINTERSESSION CONSIDERATIONS

Wintersession is a four-week session in the spring semester, and all courses are conducted fully online. (Exceptions, including requests for Hyflex sections to run in wintersession, must be approved in advance by the Provost). The Wintersession term includes the period over break when University offices are closed (December 24, 2020 through January 1, 2021). As a result, Help Desk hours for student assistance are limited, as are CTL and Southeast Online services. This wintersession, all courses at Southeast will be offered in Canvas, our new LMS.

Course Workload and Rigor

All Wintersession courses must adhere to the credit hour standards of the University and include the same amount of content and rigor as when the course is offered during a regular semester. The expectation is that a course requires 2,250 minutes of student effort per credit hour. In typical lecture courses, this is 750 minutes in class and 1,500 minutes outside of class. Online and blended courses should be designed to promote the achievement of student learning outcomes comparable to those of face-to-face courses requiring the standard amounts of in-class and out-of-class time. For all courses (traditional, online, blended), it is the responsibility of the college to ensure that credit hour requirements are met and align with HLC standards. A course credit hour calculator is available by contacting onlineinstruction@semo.edu.

- **A faculty member may teach only one Wintersession course.**
- **A student may take only one Wintersession course.** Banner will show a time conflict if a student attempts to enroll in more than one correctly-coded wintersession section. Since Wintersession courses appear along with regular spring courses, students often enroll in them by mistake. Please ask faculty advisors to emphasize to students that courses with section numbers starting with a “Z” are Wintersession courses, and to remind their advisees that they can take only one such course. A student enrolled in more than one Wintersession course may be administratively dropped from excess enrollments. On rare occasions (such as if a course is essential for graduation), permission may be granted by the Registrar’s Office.
- **All Wintersession courses must be internally certified through our online course review process prior to being offered.** This wintersession is during a transition from the QM rubric to the OSCQR rubric. Please visit this site to learn more about course design processes - <https://semo.edu/ctl/course-review/online-review.html>. Contact ctlsupport@semo.edu for questions and guidance on getting your course through the review process. If this has not been completed by December 1 (or in progress) the course(s) will be removed from the Wintersession schedule.
- **Wintersession courses should consist ONLY of general education courses** and/or those discipline specific lower level courses that have high demand (bottleneck courses) and are prerequisites in respective curriculum maps. Any exceptions to this should be presented to the Provost for consideration.
- **Wintersession offerings are contingent on ROI.** Each college that offers Wintersession courses must not only cover the direct instructional cost of each course that is offered, but overall must meet at least a 60% ROI collectively for all courses offered by the respective colleges. If the 60% ROI is not met, colleges are responsible for paying the difference.
- **Wintersession course capacity.** Regardless of the breakeven or ROI, wintersession courses should not be set at capacities of less than 15 or more than 35 (undergraduate) and 25 (graduate).
- **When a wintersession section fills,** a new section may be added to the schedule if spring/fall fill rates indicate a need for additional capacity and another faculty member can be identified to teach the new section.
- **Preference for Wintersession should be given to RNTT and junior faculty members** when at all possible, with the understanding that instructor expertise in the discipline area and online teaching experience is paramount. Chairs should not teach during the Wintersession unless there are extenuating circumstances that have been approved by the Provost prior to the course being offered, etc. Current faculty should be given right of first refusal to teach prior to utilizing adjunct faculty.

IT Help Desk support for Wintersession

Weekdays unless otherwise noted below: 8.00 a.m. to 5.00 p.m. Remote support available 5.00 p.m. to 8.00 p.m.

Weekends unless otherwise noted below: Remote support available 10.00 a.m. to 2.00 p.m.

December 24-25: Closed

December 28-30: Remote support available 10.00 a.m. to 2.00 p.m.

December 31 and January 1: Closed

January 16-17: Towers Help Desk available 12.00 p.m. to 4.00 p.m.

January 20: Closed, Towers Help Desk available 5:00 p.m. – 12:00 a.m.

Wintersession 2020/2021 CTL support

Dates	Phone help service	Email help service (ctlsupport@semo.edu)
December 21-23	8.00 a.m. to 5.00 p.m.	8.00 a.m. to 5.00 p.m.
December 24 – January 1	None	8.00 a.m. to 5.00 p.m. weekdays
January 2 – 15	8.00 a.m. to 5.00 p.m. weekdays	8.00 a.m. to 5.00 p.m. weekdays

Any student who enrolls in a Wintersession course will receive an automatic email with information about Wintersession, including a link to the student Wintersession FAQ at <https://semo.edu/online/wintersessionFAQ.pdf>.

BUDGET PLANNING

With few exceptions, full-time faculty appointments are for the 10-month academic year. Wintersession appointments represent an additional contract that is specifically related to the teaching of a Wintersession course. The following compensation and salary proration parameters apply to traditional or web-based delivery formats.

Full-time faculty will be compensated at 2.75% of base salary per credit hour taught. If a full-time faculty is not available to teach, part-time faculty will be compensated at the regular semester rate:

Degree	One (1) Credit Hour	Three (3) Credit Hours
Masters	\$840	\$2520
Masters + 30 hours	\$922	\$2766
Doctorate	\$1014	\$3042
Emeriti	\$1217	\$3651

Recall that each college that offers Wintersession courses must not only cover the direct instructional cost of each course that is offered, but overall must meet at least a 60% ROI collectively for all courses offered by the respective colleges. A spreadsheet will be provided by the Provost to assist Deans and Chairs in calculating these figures.

Enrollments in a single course should not be split into multiple sections. All caps will be set to at least 15 and no more than 35 for undergraduate courses and 25 for graduate courses. Any exceptions must be approved in advance by the Provost.

Under-enrolled Courses

Instructional costs shall not exceed the cost of delivery for the course. Courses not meeting this criteria should be cancelled by the department, unless there is a compelling reason that a faculty member must teach the class with headcount compensation, as approved by the Provost. **The decision to cancel an under-enrolled Wintersession class will be made by December 1, 2020.**

FOR DEPARTMENT CHAIRS & ADMINISTRATIVE ASSISTANTS: BANNER ENTRY

In preparing Wintersession assignments, please note the “Online Course and Program Approval Procedures” approved by the Faculty Senate in 2013:

(<http://www.semo.edu/facultysenate/bills/45522.htm>). If an instructor who has not taught online before will be teaching an online Wintersession course, the instructor **must** meet in advance with Southeast Online by November 20, 2020. Contact onlineinstruction@semo.edu to setup a meeting time.

When entering the information for a wintersession course into Banner, please ensure that all appropriate descriptive fields are correctly completed.

Form	Field	Entry
SSASECT	Section Number	Z74
SSASECT	Campus	W (web-based)
SSASECT	Instructional Method	NT
SSASECT	Building	Web
SSASECT	Hours per Week	“0”
SSADETL	Degree Program Attributes	ONL and INT
SSASECT	Part of term	INT

On the “Meeting Times and Instructor” tab of SSASECT place a check mark in the box for each day of the week and enter the Start Time as “0000” and End Time as “2359” or choose the Meeting Time code 42 and tab. See example below:

Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
12/19/2016	01/13/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0000	2359

Split Load Instructions

When courses are concurrently taught by an instructor (e.g. 400/600 level courses), the workload should be split evenly into each course. This also applies to courses for which the load is divided evenly among the number of sections comprising the one course. When a course is team-taught, the load should be split between the instructors according to the percentage of effort (equal effort = equal share of workload).

Additional Costs Must Be Disclosed

If students are required to purchase anything for the course, such as additional texts, materials, or software packages, federal law mandates that you inform them at the time of registration. These costs should be entered into the Section Text field in Banner.