Summer Session is charged with developing a curriculum that is balanced, helps students make progress in their degrees, encourages participation by graduate students, and is cost-effective. Additionally, summer session can be a good time for innovative courses to be tested before being offered in FWS. Summer Session welcomes course proposals that help us meet these goals.

In preparing a draft curricular plan, we review information such as a course’s past enrollment, student evaluations, the FWS curricula, impacted classes, etc. We consult with departments on concerns that arise regarding proposed courses, levels of instruction, and enrollment projections to ensure that we consider all relevant information before setting the summer curriculum. Similar to last year, the relevant assistant dean, chair, and department manager will be consulted if a course does not look viable for the curriculum or needs to be cancelled.

Once courses are selected, Summer Session will notify the department and obtain course scheduling information directly from instructors. Please contact Cheryl Becking if you have any questions.

During the year, under the direction of our new Summer Session Director, Dr. Monica Parikh, the funding model (including the amount returned to departments as a “rebate”) will be discussed with CPB, deans, assistant deans, department managers, and others. For summer 2014, we hope to implement new incentives for offering impacted courses, utilizing graduate students, and encouraging students to enroll. However, for summer 2013, the funding model will stay the same as it was in 2012.

Timeline
Proposals due to Summer Session with dean’s approval: November 16
Acceptances emailed to Departments and Instructors: December 14

Course Proposal Recommendations
A proposed course should fulfill several of the following:

- Encourages student enrollment
- Meets major or minor requirements
- Is heavily impacted in FWS quarters
- Is an upper division course
- Carries GE code(s)
- Fulfills Fall prerequisites
- Is a 1- or 2-unit course
- Will be taught by a GSI

Some courses may not fit the traditional 5-week summer format and may be proposed for 7, 8, or 10 weeks, although longer courses tend to be less attractive to students and may be hard to fill.

Enrollments
Courses are generally expected to cover their costs. If this is not possible, other courses offered in the department should have sufficient enrollment to make up the difference (the cost center is the department). Note that tuition and fees go to central campus. Summer Session is given a budget that is based on projected enrollment. Last year this worked out to $60 a unit (or $300 for a five-unit course).

If a course has an enrollment limit, please indicate that on the proposal form. Once accepted, the enrollment limit for the course (or none, if none is listed) will be final.

Session Dates for 2013

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Session One:</td>
<td>June 24 – July 26</td>
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<tr>
<td>Session Two:</td>
<td>July 29 – August 30</td>
</tr>
<tr>
<td>7-Week Session:</td>
<td>June 24 – August 9</td>
</tr>
<tr>
<td>8-Week Session:</td>
<td>June 19 – August 16</td>
</tr>
<tr>
<td>10-Week Session:</td>
<td>June 24 – August 30</td>
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</table>
Course Proposal Instructions

1. Complete the attached "2013 Summer Session Course Proposal" form either online or in ink. Please send it (as an attachment) to cbecking@ucsc.edu or to Cheryl Becking at Mail Stop: Summer Session.

2. Prioritize courses on the form (those listed first will be considered of highest priority) and note key info such as why a particular course is critical to offer this summer.

3. Type “Y” in the “New” column if this is a new course, and attach a syllabus. (If the new course is accepted by Summer Session, the department will then be asked to submit a completed “Request for Course Approval” to Summer Session.)

4. Note whether the course is proposed for Session 1 or 2, and whether for 5 (standard), 7, 8, or 10 weeks.

5. If the course has an enrollment limit, note that. An enrollment limit will not be placed on a course once it has been accepted.

6. Indicate course number, course title, and the number of units the course carries.

7. Indicate which General Education codes the course satisfies (if any), and if the course meets major or minor requirements. This information may be different in summer than during FWS quarters, and will be verified with the Committee on Educational Policy (CEP) and the Academic Editor.

8. Provide the instructor's name, email address and current academic title.

Ladder Rank Faculty and Lecturers must meet the same standards that apply during other quarters of the academic year.

Graduate Student Instructors
Departments should follow CEP’s “Policy on the Appointment and Use of Graduate Student Instructors”. Please visit http://senate.ucsc.edu/committees/cep-committee-on-educational-policy/policies-guidelines/Student Instructors/GSIform-Feb2012.pdf to review the policy. If selected to teach, Summer Session will request a copy of the “GSI Appointment Approval Form” from the department, and any other paperwork required for CEP approval.

9. Once complete, please have the Department Chair and Divisional Dean sign the proposal indicating approval. Please also enter the name of the departmental contact, their phone number and email address, and date the form.

More Information
How to propose a course: summer.ucsc.edu/proposals
Summer Session Instructor’s Guide: summer.ucsc.edu/guide