

MEMORANDUM

TO: University Faculty

FROM: Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President
for Academic Affairs

DATE: April 16, 2018

RE: **WINTER SESSION 2019**

I am pleased to share with you the success of this past Winter Session, which resulted in 111 course sections enrolling 1711 students! Of those sections, 69 were offered via distance learning (67 fully online and 2 blended). Thank you to the faculty who taught courses during the Winter Session.

As we begin to plan for 2019, I encourage all faculty to get involved with the Winter Session and to think creatively about how courses are offered during this term. Options can include: Distance Learning (which includes fully online courses or courses that are 80% online), Evening/Weekend, Immersion, Face-to-Face On-Campus Courses, and Internships/Co-Ops. **Please remember that payment for Winter Session courses will be on the Continuing Education Pay scale.** The current Continuing Education Pay chart can be found online at <http://www.millersville.edu/provost/Information%20for%20Faculty.php> and will be updated as appropriate for 2019.

Winter Session 2019 Dates: Monday, December 17, 2018 – Sunday, January 20, 2019.
The following dates cannot be scheduled for face-to-face classes: Dec 25 – Jan 1.

Option 1: Distance Learning Classes (via D2L; fully online or 80% online)
Schedule to be determined by faculty. Faculty must provide a start and end date and must meet the required student learning outcomes. For those courses that are 80% online, a meeting schedule (dates & times) for the face-to-face (F2F) meetings must be provided, and the course must meet the required student learning outcomes.

Please note: Faculty only receive distance learning stipends if the course is fully online or more than 80% online; if the course is meeting F2F for more than 20% of the course but still utilizing technology, it is considered a technology-enhanced course and should not have a .50-.52 section (which designates distance learning).

Example for 80% online course:

Total F2F Days	Total Contact Hrs for F2F Meetings	Possible Dates	Possible Days
2	7 hrs of F2F total – example meeting times 8am-Noon (12/19), 8-11am (1/9)	Dec. 17 and Jan.7	Mondays

Option 2: Evening/Weekend Classes*17

Examples:

If the course is offered evenings only, the schedule will vary, but must meet the required contact hours.

Total # of Days	Total Contact Hrs Needed, including final but not breaks	Possible Dates	Possible Days
9	4 hrs, 10 min – example meeting time 5pm-9:10pm	Dec 17-21 and Jan 7-10	MTWRF and MTWR

If the course is offered with a mixture of evenings and weekends, the schedule will vary, but must meet the required contact hours.

Total # of Days	Total Contact Hrs Needed, including final but not breaks	Possible Dates	Possible Days
8	4 hrs, 25 min on week-day evening sessions and 6 hrs on Saturday session	Jan. 2-5 and Jan 9-12	WRFS, WRFS

Option 3: Immersion Classes (field study, study abroad)

A minimum of 5 full days (7.5 hours a day) equates to a three-credit course. Note that travel time is not included in the required hours.

Option 4: Internships and/or Co-Ops

Schedule to be determined by faculty. Faculty must provide a start and end date and must meet the required student learning outcomes.

Note: Faculty may want to start this option in Winter Session and go into or throughout the spring semester.

Option 5: Face-to-Face, On-Campus Classes*

Examples:

Total # of Days	Total Contact Hrs Needed, including final but not breaks	Possible Dates	Possible Days
8	4 hrs, 45 min	Jan 7-10, Jan 14-17	MTWR, MTWR
10	3 hrs, 45 min	Dec 17-21, Jan 7-11	MTWRF, MTWRF

Note: The suggestions above are just examples. Creative format options are encouraged. Any creative scheduling must meet the minimum hour requirements & requires approval of the Dean.

Proposed course offerings are to be submitted, using the [Winter 2018 Intent to Offer form](#) available on the Provost's webpage, to your respective Dean, who will finalize offerings in consultation with the faculty and forward the information to the College of Graduate Studies and Adult Learning (CGSAL). (CGSAL will copy the Registrar.)

Please have all course submissions finalized by **Friday, September 7, 2018**

***Please be sure to build in snow days.**