

MEMORANDUM

TO: Faculty Planning to Teach in 2019 Winter Session

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

DATE: December 7, 2018

SUBJECT: **RELEVANT INFORMATION ABOUT 2019 WINTER SESSION**

As you are aware, the 2019 Winter Session courses are being offered in several different formats with a variety of start and end dates, the earliest classes beginning on Monday, December 17, 2018 and the latest ending on Sunday, January 20, 2019. For your information, the link to the locally negotiated policy statement on winter office hours is [here](#). If you have any questions about the policy, please contact the APSCUF office.

IT managers will be on call when the university is closed. Please follow the “off hours” instructions provided when reporting any issues to the Help Desk (ext. 7777) so that the manager is alerted. Any individual issues should be directed to the Help Desk when the university re-opens.

The [Registrar’s Office website](#) contains course schedule information, and the Winter Session calendar can be found [here](#).

Because of the irregular meeting schedules of winter session courses, it is not possible to develop a make-up schedule that will address all possible course situations in the event of inclement weather. In 2001 Senate forwarded a motion proposing an inclement weather schedule to the Administration, who sought considerable input in deliberating this issue. All three deans discussed the proposal with their School Councils (as they were then called), and all three Councils believed it more appropriate to continue the current practice that faculty develop their own strategies for making up classes as a result of inclement weather. This response was supported by both Student Senate and APSCUF at Meet and Discuss. Therefore, the motion for an adjusted schedule during inclement weather was not approved in the interest of allowing faculty to utilize their own professional judgment under these circumstances.

Accordingly, the following are key points regarding the winter schedule and course cancellation due to inclement weather:

- In the event of inclement weather during Winter Session 2019 classes, individual faculty will decide on schedule adjustments to accommodate missed class time.
- Please refer to the attachment “Winter Session 2019 Dates” for guidance in determining total contact hours needed in a winter course.
- Faculty who schedule make-up classes on campus should contact the Registrar’s Office at 717-871-5005 to check on classroom availability.

In the event of inclement weather, opening delays or closing announcements will be made on the MU Alert System, MU’s homepage and local radio and television stations as early as possible. It is expected that classes will meet as regularly scheduled unless an official announcement has been made by the university administration through the local media. Hopefully the weather will cooperate and we will all be able to enjoy a serene and calm 2019 Winter Session.

Winter Session 2019 Dates: December 17, 2018– January 20, 2019

**The following dates cannot be scheduled for face-to-face classes:
Dec 25-Jan 1**

Option 1: Distance Learning Classes (via Desire2Learn; fully online or at least 80% online)
The schedule will 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. Face-to-face courses converted into a distance learning format must go through the expedited approval process for distance learning courses – details are found online at:

<https://www.millersville.edu/about/administration/policies/pdf/academics/curriculum-approval-policy-distance-learning-course-approval-process.pdf>

Please note: faculty only receive distance learning stipends if the course is fully online or at least 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 (12/17), 8-11am (1/7)	Dec. 17 and Jan. 7	Mondays

Option 2: Evening/Weekend Classes*

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 8am-12:10pm	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	Jan. 2-5 and Jan. 9-12	WRFS WRFS

Total # of Days	Total Contact Hrs Needed, including final but not breaks	Possible Dates	Possible Days
	Saturday session		

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

The schedule will 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	Dec 17-20 and Jan 8-11	MTWR MTWR
10	3 hrs, 45 min	Dec 18-22 and 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.

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