

## **MEMORANDUM**

TO: Faculty Planning to Teach in 2020 Winter Session

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

DATE: December 6, 2020

SUBJECT: **RELEVANT INFORMATION ABOUT 2020 WINTER SESSION**

As you are aware, the 2020 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 16, 2019 and the latest ending on Sunday, January 19, 2020. 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.

D2L technical assistance is available after hours and 24/7 by calling 877-325-7778. 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 2020 classes, individual faculty will decide on schedule adjustments to accommodate missed class time.
- Please refer to the attachment “Winter Session 2020 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 2020 Winter Session.

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### **Winter Session 2020 Dates: December 16, 2019– January 19, 2020**

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

#### **Option 1: Distance Learning Classes** (via D2L; 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; these courses have a .50-.52 section number. If a course is Blended (up to 79% of instruction online), it is not considered Distance Learning and should not have a .50-.52 section.*

Example for 80% online course:

<b>Total F2F Days</b>	<b>Total Contact Hrs for F2F Meetings</b>	<b>Possible Dates</b>	<b>Possible Days</b>
2	7 hrs of F2F total – example meeting times 8am-Noon (12/17), 8-11am (1/7)	Dec. 16 and Jan. 6	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.

<b>Total # of Days</b>	<b>Total Contact Hrs Needed, including final but not breaks</b>	<b>Possible Dates</b>	<b>Possible Days</b>
9	4 hrs, 10 min – example meeting time 8am-12:10pm	Dec. 16-20 and Jan. 6-9	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.

<b>Total # of Days</b>	<b>Total Contact Hrs Needed, including final but not breaks</b>	<b>Possible Dates</b>	<b>Possible Days</b>
8	4 hrs, 25 min on week-day evening sessions and 6 hrs on Saturday session	Dec 18-21 and Jan. 8-11	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**

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:

<b>Total # of Days</b>	<b>Total Contact Hrs Needed, including final but not breaks</b>	<b>Possible Dates</b>	<b>Possible Days</b>
8	4 hrs, 45 min	Dec 16-19 and Jan 6-9	MTWR MTWR
10	3 hrs, 45 min	Dec 16-20 and Jan 6-10	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.**