



Millersville University

P.O. Box 1002  
Millersville, PA 17551-0302  
www.millersville.edu

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS  
Phone: 717-871-7555  
Fax: 717-871-7952

## MEMORANDUM

TO: Faculty Planning to Teach in 2021 Winter Session

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

DATE: August 10, 2020

SUBJECT: **RELEVANT INFORMATION ABOUT 2021 WINTER SESSION**

The 2021 Winter Session courses are being offered primarily online except for classes that have experiential components, and with a variety of start and end dates. The earliest classes begin on Monday, December 14, 2020 and the latest end on Sunday, January 17, 2021. 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.

Proposed course offerings are to be submitted using the Intent to Offer Winter Course 2021 OnBase form. The link is available on the Provost's [webpage](#) (scroll about three-quarters down). Once submitted, the form will flow as follows; Department Chair, Administrative Manager, College Dean, and then Registrar's Office. The process will be managed by the College of Graduate Studies and Adult Learning (CGSAL), [Alison.Wells@millersville.edu](mailto:Alison.Wells@millersville.edu). Please have all course submissions finalized by **Friday, September 4, 2020**.

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](#).

Decisions regarding make-up sessions caused by inclement weather are left up to the instructor. Faculty should follow current [policy](#) and refer to the attachment "Winter Session 2021 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. Hopefully we will all be able to enjoy a serene and calm 2021 Winter Session.

## Winter Session 2021 Dates: December 14, 2020 - January 17, 2021

**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 and times) for the face-to-face (F2F) meetings must be provided, and the course must meet the required student learning outcomes. F2F 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 section code (which designates distance learning).*

Example for 80% online course:

<b>Total F2F Days</b>	<b>Total Contact Hours for F2F Meetings</b>	<b>Possible Dates</b>	<b>Possible Days</b>
2	7 hrs. of F2F total – example meeting times 8 a.m. - Noon (12/17), 8 – 11 a.m. (1/7)	Dec. 14 and Jan. 4	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 Hours Needed, including final but not breaks</b>	<b>Possible Dates</b>	<b>Possible Days</b>
9	4 hours, 10 min – example meeting time 8 a.m. - 12:10 p.m.	Dec. 14 - 18 and Jan. 4 - 7	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 Hours Needed, including final but not breaks	Possible Dates	Possible Days
8	4 hours, 25 min on week-day evening sessions and 6 hours on Saturday session	Jan. 6 - 9 and Jan. 13 - 16	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 the winter session and go into or throughout the spring semester.

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

Examples:

Total # of Days	Total Contact Hours Needed, including final but not breaks	Possible Dates	Possible Days
8	4 hours, 45 min	Dec. 14 - 17 and Jan. 4 - 7	MTWR MTWR
10	3 hours, 45 min	Dec. 14 - 18 and Jan. 4 - 8	MTWRF MTWRF

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

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