**Update #10 for 2017 and #1 for NDSU Summer School 2018**

**Trend Data for Summer School 2014-2017**

Below is some trend data that will go into the summer 2017 annual report. I am sending this information earlier as it may help inform how you consider scheduling courses for summer 2018. Keep in mind that major changes with summer school happened in 2015, so the 2014 data is like comparing apples to oranges. Also, the enrollment data is not individual unduplicated students, but rather the totals for all courses (some students may have registered for more than one course). This is why these numbers may look larger than the official enrollment census report, which reports unduplicated values.

Please note that I don’t yet have updated data for 2017 extra revenue allocations. Allocations for 2017 are anticipated in September of 2017 barring any surprises.

Watch for the Summer School 2017 survey that will come out in early August to provide your feedback on the program. That information will also be included in the annual report.

**NDSU**

---

![NDSU Summer School Four Year Trends](image)

By College
By Department
NDSU Summer School Enrollment by Department/Program

NDSU Summer School Student Credit Hours by Department/Program

NDSU Summer School Salaries ($) by Department/Program

NDSU Summer School Allocations ($) by Department/Program
Summer 2018 Scheduling

Very soon your department or program will receive a request from Melissa Lamp, Summer School Program Administrative Assistant, to update the course schedule for summer 2018. This request will entail all courses to be offered in summer 2018, not just Summer School Program courses. We want you to start thinking strategically for how you schedule summer courses, and the information in this update is intended to help get you started with that.

These are the anticipated rules for the Summer School program (those courses that require Summer School contracts) for 2018:

- **Standard salary rates of:**
  - 3.33% of the 2017-2018 nine-month salary for each credit taught by benefited faculty (tenured, tenure-track, Professors of Practice, Instructors, Lecturers)
  - $1300/credit hour for temporary, non-benefitted instructors (non-graduate student)
  - $850/credit hour for graduate teaching assistants
  - Salaries may be negotiated, but any additional amounts will be subtracted from extra revenue allocations. Departments can supplement salary amounts by providing funding information. This must be determined prior to issuing of contracts, so that contracts accurately reflect the full salary and funding source. Contracts must be completed by the deadline indicated. No payment will be provided without a contract completed by the deadline for contract processing.
- **Minimum enrollments are enforced and are checked the Friday before the start of the session.** Units can make a case to run a course that does not quite meet the minimum, but approval is not guaranteed. **Enrollment minimums** include:
  - 20 students for courses at the 100, 200, 300 and 400/600 levels. The 400/600 dual courses are counted together.
  - 10 students for graduate courses at the 700-800 level.
- **New in 2018** – We won’t do Summer School contracts for non-didactic courses numbered X90-X99.

What strategies should be considered for scheduling courses for summer 2018?

For the Summer School program, these may help your department garner more extra revenue:
• **Meet the Minimums** - Only schedule courses that you are confident will meet minimum enrollments required by the Summer School program. Start recruiting students early and make sure they know that registering before the deadline is important. The higher the enrollment, the more extra revenue.

• **Consider the cost of instruction.** The higher the salaries, the less extra revenue there will be. You might have some high enrollment courses, but if you also include low enrollment courses with high salaries, the amount of revenue will not be as much.

• **Do you really need so many graduate level courses?** These tend to have the highest salary rates and the lowest tuition due to tuition waivers for graduate students.

• **Consider popular Gen Eds or other bottleneck courses.** These are likely to garner the most enrollment in summer.

• **More first year courses in 8-week session.** There is a need for more first year courses to be offered in the eight week summer session as more first year students will be coming in early for a head start. If your department has not previously scheduled first year courses during this session, this may be an opportunity. This would also help alleviate the excess demand during the following semesters and help with retention and completion rates.

• **Dynamic Scheduling** – you don’t need to be restricted by the standard 4 and 8 week sessions. If you have sequential courses, you could consider two 6-week sequential sessions. There is flexibility in scheduling to meet the contact hours/credit. Would keeping class times between Mondays to Thursday with Friday’s open be attractive for your students? How about online offerings? What ideas can I help with to make your schedule flexible in a way most attractive to the students who would take your courses? I am happy to help brainstorm ideas with you.

• **Recruit non-degree students, especially for online courses.** NDSU offers more courses in the summer than other institutions in our system. It is a good time to consider offering courses online that may be popular because of GERTA or for students who may be interested in transferring to NDSU.

• **Be cautious and patient with forecasting your allocation** – we won’t know our overall program allocation until books close on the FY17 budget in early fall of 2017. The budget and enrollment are not necessarily proportionate, and can be affected by overall NDSU budget needs. Since our allocation have held steady for 2015 through 2016, you can reasonably safely assume trends will be similar.

• **Decision Tree** – the diagram below may be helpful for deciding what courses to schedule for summer 2018.
Summer School Announcement Listserv – Time to Update

Please let us know if anyone new should be added to the Summer School Announcement Listserv. This listserv serves as the primary source of update information to Summer School stakeholders. The Deans and Chairs listservs automatically feed into the Summer School listserv. The Registrar, Kim Miller (Scheduling Coordinator) and Andrea Weber (Advising Resource Center Coordinator) are also included on the Summer School Announcement Listserv.

New people, not already on the listserv, will need to opt-in by emailing Melissa Lamp at melissa.lamp@ndsu.edu, and requesting to be added to the Summer School listserv. We encourage all involved with any aspect of Summer School to consider opting-in. This is the best way to get the updates straight from the Summer School Director. Please help get this information to the people who need it.
Questions?

Please let me know what questions you have about summer 2017 or 2018 and the Summer School program.

Thanks for your attention, consideration, and all that you do to help NDSU students succeed.

Charlene Wolf-Hall, PhD  
Vice Provost for Academic Affairs  
Old Main 103, Dept. 2000-P.O. Box 6050  
North Dakota State University  
Fargo, ND  58108  
701-231-6163  
charlene.hall@ndsu.edu

---

**Summer School 2017 Calendar Year**

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and other actions &amp; more information at <a href="https://www.ndsu.edu/provost/department_and_college_information/summerschool/">https://www.ndsu.edu/provost/department_and_college_information/summerschool/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>~February 13 (week of)</td>
<td>Melissa Lamp will send lists of courses to departments for review and updates. Soon after that, the revised list of all courses will be shared with the Deans’ offices for their information.</td>
</tr>
<tr>
<td>~March 1 (week of)</td>
<td>Contracts distribution begins (electronically) to instructors/departments with a March 31 deadline for submission of signed copies (can be signed electronically, but not required) back to Vice Provost for Academic Affairs.</td>
</tr>
<tr>
<td>March 20 (week of)</td>
<td>Advising Week</td>
</tr>
<tr>
<td>March 27</td>
<td>Summer/Fall registration begins online – please encourage early registration</td>
</tr>
<tr>
<td>March 31</td>
<td>Contracts are due</td>
</tr>
<tr>
<td>April-May</td>
<td>Checking on scheduling, enrollments and trouble shooting</td>
</tr>
<tr>
<td>May 12</td>
<td>Registration deadline to assess minimum enrollments for first session</td>
</tr>
<tr>
<td>May 16-August 4</td>
<td>Full 12-week summer session. See add/drop deadlines <a href="https://www.ndsu.edu/provost/department_and_college_information/summerschool/">here</a>.</td>
</tr>
<tr>
<td>May 16-June 9</td>
<td>4-week summer session. See add/drop deadlines <a href="https://www.ndsu.edu/provost/department_and_college_information/summerschool/">here</a>.</td>
</tr>
<tr>
<td>June 9</td>
<td>Registration deadline to assess minimum enrollments for second session</td>
</tr>
</tbody>
</table>
June 13-August 4 | 8-week summer session. See add/drop deadlines [here](#).
--- | ---
July | Request for summer 2018 schedules
August | Vice Provost sends out feedback survey to instructors, chairs, heads and/or directors.  
Deadline for summer 2018 schedules – end of August
September | Tentative – distribution of extra revenue allocations.  
Vice Provost compiles and reviews feedback; prepares annual report for Summer School