SBHE Approves New Tuition Model!

After many years of waiting, it is finally done. What this means is that all courses will be billed in the same way, so online (formerly DCE) and face-to-face will be billed the same starting in fall 2018. For summer 2018, you can choose to do as much online as makes sense for your program. In fact, summer is a good option for online courses, and large gains in enrollments were observed in online courses in summer 2017.

Extra Revenue Allocations from Summer School 2017

These will be distributed within the next two weeks. This is determined based on student credit hours generated, adjusted for graduate tuition waivers, and the cost of instruction. If your course(s) enrollments increased, your allocation should be higher unless enrollment was from graduate students with tuition waivers and/or the cost of the instructional contract was higher.

Summer School 2017 Annual Report

This report is attached for your reference, and no action is needed. It contains summary information about enrollment and allocations. Please let me know if you have any questions.

Summer 2018 Scheduling

Thanks to those departments that have submitted their updated schedules for summer 2018.

A reminder of 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. We subtract SCH for students on graduate tuition waivers in our allocation calculation.

- **Consider popular Gen Eds or other bottleneck courses**. These are likely to garner the most enrollment in summer. Drop me an email if you would like to see a list bottleneck courses.

- **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** requirement. Would keeping class times between Mondays to Thursday with Fridays 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. Information for non-degree students is at [https://www.ndsu.edu/provost/department_and_college_information/summerschool/students/](https://www.ndsu.edu/provost/department_and_college_information/summerschool/students/). Make sure students know that admissions deadlines are important to meet.

- **Be cautious and patient with forecasting your allocation** – we won’t know our overall program allocation until books close on the FY18 budget in early fall of 2018. The budget and enrollment are not necessarily proportionate, and can be affected by overall NDSU budget needs. Since our allocations have held steady for 2015 through 2017, 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 – Remember 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.

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Summer School 2017 Calendar Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and other actions</th>
<th>– 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>
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<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>
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<td>March 20 (week of)</td>
<td>Advising Week</td>
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<td>March 27</td>
<td>Summer/Fall registration begins online – please encourage early registration</td>
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<tr>
<td>March 31</td>
<td>Contracts are due</td>
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<tr>
<td>April-May</td>
<td>Checking on scheduling, enrollments and trouble shooting</td>
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<tr>
<td>May 12</td>
<td>Registration deadline to assess minimum enrollments for first session</td>
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<tr>
<td>May 16-August 4</td>
<td>Full 12-week summer session</td>
<td>See add/drop deadlines <a href="https://www.ndsu.edu/provost/department_and_college_information/summerschool/">here</a></td>
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<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>
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<tr>
<td>June 9</td>
<td>Registration deadline to assess minimum enrollments for second session</td>
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<tr>
<td>June 13-August 4</td>
<td>8-week summer session. See add/drop deadlines <a href="#">here</a>.</td>
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<tr>
<td>July</td>
<td>Request for summer 2018 schedules</td>
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<tr>
<td>August</td>
<td>Vice Provost sends out feedback survey to instructors, chairs, heads and/or directors. Deadline for summer 2018 schedules – end of August</td>
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<td>September</td>
<td>Distribution of extra revenue allocations.</td>
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<td></td>
<td>Vice Provost compiles and reviews feedback; prepares annual report for Summer School</td>
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*Stay tuned for 2018!*