

Summer Session

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TO: Department Chairs and Program Directors

FROM: Marlene Harlan, Director of Summer Programs

DATE: November 2, 2009

SUBJECT: ***PLANNING FOR SUMMER SESSION 2010***

As fall 2009 is in full swing, it's time to begin summer session planning for 2010. Preliminary data shows approximately an eight percent increase in student headcount and credit hours in summer 2009 in addition to careful monitoring of course enrollment and expenses by the Colleges.

Planning for summer session falls into five distinct phases:

- I. November 2-December 31, 2009: Course planning and special course budgets
- II. January 2010: Summer Session Preview publication and publicity materials
- III. March/April 2010: Faculty contracting – information to be provided in winter 2010
- IV. January – June 2010: Class schedule changes and additions
- V. January – August 2010: Student services including registration

Attached are your summer 2010 Planning Form(s) and Timeline. Additional course planning documents can be accessed at <http://www.acadweb.wvu.edu/eesp/summer/staffresources.shtml> **Completed electronic planning forms need to be approved by your College Dean and emailed to Summer.Session@wvu.edu by December 31.** Summer Session staff will review planning forms, special course budgets and faculty salary minimum and maximums and contact deans/chairs/directors where clarification is needed. If you have any questions about summer session, please use the following contact information.

Summer Session 2010 Contacts
<b>Course &amp; Faculty Contract Questions:</b> CBE, CFPA, CST, Huxley, WCE: Kelley Johnson x3320 or Kelley.Johnson@wvu.edu CHSS and Fairhaven: Tracey Bertels x6830 or Tracey.Bertels@wvu.edu
<b>General Summer Session Inquiries:</b> x 3308 or Summer.Session@wvu.edu
<b>All Other Staff Inquiries</b> – Marlene Harlan, x7221 or Marlene.Harlan@wvu.edu

### **Creative offerings and marketing services**

Summer is an opportunity for faculty to be creative in their course offerings and delivery. Popular with students each summer are the intensive language series and Chemistry classes. Short courses that span two days to two or three weeks and faculty-led travel courses are also gaining popularity with students and faculty. Environmental Science and Journalism offered the first summer session online courses this past summer; these courses had strong enrollments and provided opportunities for students to enroll in additional courses.

Summer Session will provide additional marketing and publicity services for creative and unique offerings to include web sites, fliers, brochures, posters and e-marketing. Please consider creative offerings this summer and contact me if you have any questions or need marketing assistance.

C: Terry Williams  
College Deans

Attachment