

Summer Session 2010 Planning Form Key

THE PLANNING FORM contains formulas in calculated columns (formatted columns are shaded and calculated cells are indicated by small green arrows in the upper left corner).

When inserting rows or deleting or changing information within a cell, the formula is often not transferred and the form calculations are incomplete. It may be necessary to copy calculated cells to new lines/cells within a column. Please be aware of this possibility to keep the form as accurate as possible.

A. **COURSE INFORMATION**

Provide the indicated information for each individual course. (Do not combine the FTE/salary for an instructor teaching more than one course.) If more than one section is being offered for a single course (two unique sections of 101, for example), list each one individually.

CRN - Provided if rolled from Banner, otherwise left blank.

COURSE # -- Enter the numeric course number in column B and any alphabetic designation in column C (e.g. 497A should have 497 in column B and "A" in column C).

TITLE – Provide accurate course title consistent with that listed in the University Bulletin. If this is a special course, please match this title with the one submitted to the Curriculum Coordinator.

GUR - Check this box if the course is a GUR.

CR – Total course credits. If a variable amount, please indicate (**this will require manual entry in the SCH and Summer FTE columns**) To enter variable credit amounts such as 1-15, click on the cell in the CR column in which you want to enter this information, click the **Format** tab at the top of the page, select **Cells**, then select the **Number** tab and finally select **Text** from the list and click **OK**. This will allow entry of the actual variable credit range. The credit value of any course must match that assigned in the general catalog

10 EST – Enter the estimated enrollment for summer 2010. For special courses this should represent the "minimum" enrollment projection, rather than the maximum. **If your estimated enrollment for a course exceeds that of the previous summer offering of the course or if the course has not been recently offered in the summer, a justification for that estimate must be attached.**

10 LIM – Enrollment limit for the course (this will be coordinated with an appropriate classroom assignment). For special courses this should represent the "maximum" enrollment projection, rather than the minimum. **If the course limit is different than the limit during the academic year, a justification for that change must be attached. For courses paid by SCH, instructors may not be paid for enrollments exceeding this limit.**

SCH – This is calculated as the product of CR times 10 EST. For variable credit courses enter this value manually.

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SPECIAL – Indicate with an “X” if the course is a special course. Also enter a “G” in this box if this course is to be funded in whole or part by a grant proposal submitted. Complete a Special Course Budget form, as appropriate. A special budget code will be created for these courses.

6 wk, 9 wk or Dates – Specify the course length, e.g., 6-wk, 9-wk, or actual dates.

DAYS – Days of the week which the course meets, e.g. MWF, TR, MTWRF.

TIME – Time period for which the course meets, e.g. 8 -9:20, 1-1:50, etc. Start times should use the following guidelines in order to better meet student schedules (see block schedule).

- All courses should begin on the hour
- Two-hour long courses should begin on even hours
- Courses meeting longer than two hours should be scheduled to start at or after 12 p.m.
- If arranged times, indicate with Arrange.

If arranged days, indicate with Arrange.

CONTACT HOURS - Enter total contact hours. 1 credit is equivalent to 10 contact hours. 1 contact hour is equivalent to 50 minutes. Refer to Block Schedule for contact hour calculations and assistance.

An academic credit is a measure of the total time commitment required of a typical student in a particular course of study. Total time consists of three components: 1) time spent in class; 2) time spent in laboratory, studio, field work, or other scheduled activity; and 3) time devoted to reading, studying, problem solving, writing, or preparation. One credit hr is defined to include the following ratio of hours per week devoted to the course of study:

- Lecture course – one contact hour per credit (two hours outside preparation implied). One contact hour is equivalent to 50 minutes.
- Laboratory or studio course – at least two contact hours per credit (one hour outside preparation implied).
- Independent study – at least thirty hours work for each credit.

B. INSTRUCTOR INFORMATION

Provide the instructor information for each individual course. Do not combine the FTE/salary for an instructor teaching more than one course. Use an additional line if more than one instructor is being charged to an individual course. *In this case only name, FTE, and salary need to be entered for the additional instructor.*

LAST NAME, FIRST NAME – Enter the names as they will appear on the faculty contracts.

PAY CR: Enter the number of credits the faculty will be paid for if it is different from the Course Credits.

SUMMER FTE – This is automatically calculated by the product of *PAY CR* and 0.08333334. For variable credit courses, enter this value manually.

PAY TYPES: Fill in one type for each course that represents how the faculty will be paid for that specific course:

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ACADEMIC YEAR SALARY (Pay Type 1) – For planning purposes, salaries for Summer Session 2010 should be based on 2009-10 academic salaries.

FIXED SALARY (Pay Type 2) – Non-tenure track faculty or those paid fixed salaries should be included here. This should be a salary amount consistent with that to be submitted on the faculty contract. Current full- or part-time non-tenure track faculty should use current salaries. For special courses, use the estimated "minimum" salary amount. No formulas will be used to calculate this salary.

SALARY PER SCH (Pay Type 3) – For classes with instructors paid a specific rate per student credit hour. The amount must not exceed **\$115 per SCH for undergraduate classes and \$150 per SCH for graduate classes. Instructors may not be paid for SCH exceeding limits established for class enrollment.**

C. ESTIMATED EXPENSES

EST SUMMER SALARY – This value will automatically be calculated or entered from either the *ACADEMIC YEAR SALARY* column, *FIXED SALARY* column or the *SALARY PER SCH* column. If you indicate "staff" as the instructor, then use an annual base salary of \$60,000 or the department's average salary, whichever is most appropriate. Changes can be made later. The total salary paid to an individual instructor (including Type 3 payments) cannot exceed 25% of their academic year salary.

BENEFITS – This field will automatically calculate the benefit amount multiplying the *EST SUMMER SALARY* by 25% - the standard average estimate for summer benefits (actual values vary by individual)

OTHER COSTS – Other costs for courses include specific high-cost supplies, travel for field trips, publicity, etc., which are not covered by the department. The projected course enrollment must generate enough revenue to cover all expenses charged to the course.

TOTAL – This is automatically calculated by adding *EST SUMMER SALARY*, *BENEFITS* and *OTHER COSTS*.

D. ESTIMATED REVENUE

TUITION – Actual tuition rates are set for summer 2010. Your worksheet will use \$153 for undergraduate courses and \$202 for graduate courses. These values represent the amount of revenue returning to the instructional budget (and do not include the S&A or renewable energy portion of the fees paid by the student).

COURSE FEES – Include here special charges for labs, travel, workbooks, etc. which are collected by summer session (do not include course fees collected by the department). Multiply the fee by the estimated number of students.

TOTAL – This is automatically calculated by adding *TUITION* and *COURSE FEES*.

E. ESTIMATED NET

This is automatically calculated by subtracting the *TOTAL ESTIMATED EXPENSES* from the *TOTAL ESTIMATED REVENUE*.