TO: Faculty Interested in Teaching During Winter 2024 Session

FROM: Gail Gasparich, Ph.D.

Provost and Vice President for Academic Affairs

DATE: August 15, 2023

SUBJECT: **DEADLINE TO SUBMIT COURSE INFORMATION FOR 2024 WINTER SESSION**

Winter 2024 classes will begin on Monday, December 11, 2023, and end on Sunday, January 14, 2024. **Faculty who are interested in offering a Winter course should submit information to their Department Chair by September 1, 2023**. Your submission should include:

1. Course information (Subject, Course Number, Title).
2. Instructional delivery method (100% online, face to face, or blended).
3. Dates and times for any face to face or synchronous online meetings.
4. Dates and times for any inclement weather make-up days, if course includes any face-to-face component.
5. Indication of whether the course is approved for DL offering, if applicable.

Departments will compile the lists of course offerings and submit to their Dean for approval, using the Excel format that was provided.

Faculty who are offering winter courses will be contacted in the Fall to complete a DocuSign form where they will indicate their minimum agreed-to enrollment, based on Continuing Education Pay scale. This number is for CE pay agreement purposes only; your Dean may require a higher enrollment to run the course. If the number of students enrolled falls below the minimum number you list, the section may be cancelled, or reassigned, or your chair or Dean may ask if you are willing to keep the assignment with lower pay.

The process will be managed by CGSAL by Alison Wells. If you have any questions, contact Alison via email at [Alison.Wells@millersville.edu](mailto:Alison.Wells@millersville.edu).

The [Registrar’s Office website](https://www.millersville.edu/registrar/index.php) contains course schedule information. For your information, the link to the locally negotiated policy statement on winter office hours is [here](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Winter-and-Summer-Office-Hours.aspx). If you have any questions about the policy, please contact the APSCUF office.

**Winter Session 2024 Dates: December 11, 2023 - January 14, 2024**

**Standard course offering dates: 12/11/2023 – 1/14/2024**

**The following dates cannot be scheduled for face-to-face classes:**

**Dec 25 and Jan 1**

**Distance Learning Classes** (80 - 100% online)

The schedule will be determined by faculty. Please use standard term start and end dates wherever possible. Faculty must meet the required student learning outcomes. For those courses that are 80-99% online, a meeting schedule of the dates and times for the face-to-face (F2F) meetings must be provided. **Courses must be approved for Distance Learning** (policy linked here: [Distance learning (DL) course approval process)](https://millersvilleuniversity.sharepoint.com/sites/FacultyLocalAgreements/SitePages/Distance-Learning-(DL)-Course-Approval-Process.aspx)

*Note 1:* ***Faculty receive distance learning stipends for courses offered 80-100% online****.*

*Note 2: Synchronous online class meetings are counted as online class time and not counted toward in-person time. (Example: instructor schedules 10 hours of online synchronous meetings with remainder of coursework done asynchronously – this would be considered a 100% online class).*

*Note 3: A class may schedule in-person face-to-face meetings for up to 20% of the required course meeting hours (no more than 7.5 hours for a 3 credit class) and still qualify as DL. Courses offered in this manner are coded as “O8” Online 80-99%.*

**Blended and Face-to-Face Classes**

Course is offered in-person and may incorporate some online work. Please use standard term start and end dates wherever possible. *DL approval is not needed. No DL stipend is given.*

*Blended courses are those which meet in person for 30-79% of the required course hours.  
Face-to-face courses meet primarily in person, with 0-30% of the time online.*

**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. *DL approval is not needed. No DL stipend is given.*

**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 choose to start this option in the winter session and go into or throughout the spring semester.*