

MEMORANDUM

TO: Faculty Planning to Teach in 2023 Winter Session

FROM: Gail Gasparich, Ph.D.
Provost and Senior Vice President for Academic Affairs

DATE: August 26, 2022

SUBJECT: **RELEVANT INFORMATION ABOUT 2023 WINTER SESSION**

I am pleased to share with you the success of the 2022 Winter Session, which resulted in 116 course sections enrolling 1805 students! Of those sections, 114 were offered via distance learning (99 fully online and 15 blended). Thank you to the faculty who taught courses during the Winter Session.

For Winter 2023, the earliest date for classes to begin is Monday, December 12, 2022, and the last possible date is Sunday, January 15, 2023. The minimum acceptable enrollments for classes offered this winter will be 10 students for undergraduate offerings and 7 students for graduate offerings. The link to the locally negotiated policy statement on winter office hours is [here](#). If you have any questions about the policy, please contact the APSCUF office.

Proposed course offerings are to be submitted using the Intent to Offer Winter Course 2023 DocuSign PowerForm. The link is available on the Provost's [webpage](#). Once submitted, the form will flow as follows: Department Chair, Administrative Manager, College Dean, College of Graduate Studies and Adult Learning (CGSAL) and finally, Registrar's Office. The process will be managed by CGSAL by Alison Wells. If you have any questions, contact Alison via email at Alison.Wells@millersville.edu. Please have all course submissions finalized by **Friday, September 2, 2022**.

The [Registrar's Office website](#) contains course schedule information.

Because of the irregular meeting schedules of winter session courses, it is not possible to develop a make-up schedule that will address all possible course situations in the event of inclement weather. In 2001¹, a decision was made to allow faculty to utilize their own professional judgment under these circumstances. Additionally, the pandemic provided faculty with experiences in online and remote learning options to help mitigate inclement weather scenarios.

Accordingly, the following are key points regarding the winter schedule and course cancellation due to inclement weather:

- In the event of inclement weather during Winter Session 2023 classes, individual faculty will decide on schedule adjustments to accommodate missed class time. Timely notification and directions should be provided to students.
- Please refer to the attachment “Winter Session 2023 Dates” for guidance in determining total contact hours needed in a winter course.
- Faculty who schedule make-up classes on campus should contact the Registrar’s Office at 717-871-5005 to check on classroom availability.

In the event of inclement weather, opening delays or closing announcements will be made on the MU Alert System, MU’s homepage and local radio and television stations as early as possible. It is expected that classes will meet as regularly scheduled unless an official announcement has been made by the university administration through the local media. Hopefully, the weather will cooperate, and we will all be able to enjoy a serene and calm 2023 Winter Session.

IT managers will be on call when the university is closed. Please follow the “off hours” instructions provided when reporting any issues to the Help Desk (ext. 7777) so that the manager is alerted. Any individual issues should be directed to the Help Desk when the university re-opens.

¹2001 Senate Note:

In 2001 Senate forwarded a motion proposing an inclement weather schedule to the Administration, who sought considerable input in deliberating this issue. All three deans discussed the proposal with their School Councils (as they were then called), and all three Councils believed it more appropriate to continue the current practice that faculty develop their own strategies for making up classes as a result of inclement weather. This response was supported by both Student Senate and APSCUF at Meet and Discuss. Therefore, the motion for an adjusted schedule during inclement weather was not approved in the interest of allowing faculty to utilize their own professional judgment under these circumstances.

Winter Session 2023 Dates: December 12, 2022 - January 15, 2023

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

Dec 25 and Jan 1

Option 1: Distance Learning Classes (fully online or at least 80% online)

The schedule will be determined by faculty. Faculty must provide a start and end date and must meet the required student learning outcomes. For those courses that are 80% online, a meeting schedule (dates and times) for the face-to-face (F2F) meetings must be provided, and the course must meet the required student learning outcomes. F2F courses converted into a distance learning format must go through the expedited approval process for distance learning courses – details are found online at:

[Distance learning \(DL\) course approval process](#)

Please note: faculty only receive distance learning stipends if the course is fully online or at least 80% online; if the course is meeting F2F for more than 20% of the course but still utilizing technology, it is considered a blended course and should not have a .50 section code (which designates distance learning).

Example for 80% online course:

Total F2F Days	Total Contact Hours for F2F Meetings	Possible Dates	Possible Days
2	7 hrs. of F2F total – example meeting times 8 a.m. - Noon (12/19), 8 – 11 a.m. (1/9)	Dec. 12 and Jan. 2	Monday

Option 2: Evening/Weekend Classes*

Examples:

If the course is offered evenings only, the schedule will vary, but must meet the required contact hours.

Total # of Days	Total Contact Hours Needed, including final but not breaks	Possible Dates	Possible Days
9	4 hours, 10 min – example meeting time 8 a.m. - 12:10 p.m.	Dec. 12 - 16 and Jan. 2 - 5	MTWRF and MTWR

If the course is offered with a mixture of evenings and weekends, the schedule will vary, but must meet the required contact hours.

Total # of Days	Total Contact Hours Needed, including final but not breaks	Possible Dates	Possible Days
8	4 hours, 25 min on week-day evening sessions and 6 hours on Saturday session	Jan. 4 - 7 and Jan. 11 - 17	WRFS WRFS

Option 3: 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.

Option 4: 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 want to start this option in the winter session and go into or throughout the spring semester.

Option 5: Face-to-Face, On-Campus Classes*

Examples:

Total # of Days	Total Contact Hours Needed, including final but not breaks	Possible Dates	Possible Days
8	4 hours, 45 min	Dec. 12 - 15 and Jan. 2 - 5	MTWR MTWR
10	3 hours, 45 min	Dec. 12 - 16 and Jan. 2 - 6	MTWRF MTWRF

Note: *The suggestions above are just examples. Creative format options are encouraged. Any creative scheduling must meet the minimum hour requirements and requires approval of the Dean.*

***Please be sure to build in alternative plans for potential snow days.**