MEMORANDUM

TO: Faculty Planning to Teach in 2021 Winter Session

FROM: Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President for Academic Affairs

DATE: August 10, 2020

SUBJECT: RELEVANT INFORMATION ABOUT 2021 WINTER SESSION

The 2021 Winter Session courses are being offered primarily online except for classes that have experiential components, and with a variety of start and end dates. The earliest classes begin on Monday, December 14, 2020 and the latest end on Sunday, January 17, 2021. For your information, 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 2021 OnBase form. The link is available on the Provost’s webpage (scroll about three-quarters down). Once submitted, the form will flow as follows; Department Chair, Administrative Manager, College Dean, and then Registrar’s Office. The process will be managed by the College of Graduate Studies and Adult Learning (CGSAL), Alison.Wells@millersville.edu. Please have all course submissions finalized by Friday, September 4, 2020.

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.

The Registrar's Office website contains course schedule information, and the Winter Session calendar can be found here.

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 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 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.

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 2021 classes, individual faculty will decide on schedule adjustments to accommodate missed class time.
- Please refer to the attachment “Winter Session 2021 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 2021 Winter Session.
Winter Session 2021 Dates: December 14, 2020 - January 17, 2021

The following dates cannot be scheduled for face-to-face classes:
Dec 25 - Jan 1

Option 1: Distance Learning Classes (via Desire2Learn; 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:

https://www.millersville.edu/about/administration/policies/pdf/academics/curriculum-approval-policy-distance-learning-course-approval-process.pdf

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 technology-enhanced course and should not have a .50 section code (which designates distance learning).

Example for 80% online course:

<table>
<thead>
<tr>
<th>Total F2F Days</th>
<th>Total Contact Hours for F2F Meetings</th>
<th>Possible Dates</th>
<th>Possible Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7 hrs. of F2F total – example meeting times 8 a.m. - Noon (12/17), 8 – 11 a.m. (1/7)</td>
<td>Dec. 14 and Jan. 4</td>
<td>Mondays</td>
</tr>
</tbody>
</table>

Option 2: Evening/Weekend Classes*

Examples:

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

<table>
<thead>
<tr>
<th>Total # of Days</th>
<th>Total Contact Hours Needed, including final but not breaks</th>
<th>Possible Dates</th>
<th>Possible Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>4 hours, 10 min – example meeting time 8 a.m. - 12:10 p.m.</td>
<td>Dec. 14 - 18 and Jan. 4 - 7</td>
<td>MTWR</td>
</tr>
</tbody>
</table>

If the course is offered with a mixture of evenings and weekends, the schedule will vary, but must meet the required contact hours.
<table>
<thead>
<tr>
<th>Total # of Days</th>
<th>Total Contact Hours Needed, including final but not breaks</th>
<th>Possible Dates</th>
<th>Possible Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>4 hours, 25 min on week-day evening sessions and 6 hours on Saturday session</td>
<td>Jan. 6 - 9 and Jan. 13 - 16</td>
<td>WRFS WRFS</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Total # of Days</th>
<th>Total Contact Hours Needed, including final but not breaks</th>
<th>Possible Dates</th>
<th>Possible Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>4 hours, 45 min</td>
<td>Dec. 14 - 17 and Jan. 4 - 7</td>
<td>MTWR MTWR</td>
</tr>
<tr>
<td>10</td>
<td>3 hours, 45 min</td>
<td>Dec. 14 - 18 and Jan. 4 - 8</td>
<td>MTWRF MTWRF</td>
</tr>
</tbody>
</table>

*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 potential snow days.*