November 2, 2016

TO: Deans and Department Heads

FROM: Dr. Frank Dooley, Vice Provost for Teaching and Learning
       Dr. Jon Harbor, Associate Vice Provost for Teaching and Learning
       Blake Nemelka, Director of Summer Session

RE: Summers 2017-2019 Guaranteed Courses Policy

The Office of the Provost has been operating a “summer guarantee” program for select courses taught during Summer 2014, Summer 2015, and Summer 2016 terms. In essence, the guarantee referred to both the department guaranteeing to offer the course and the Office of the Provost guaranteeing to cover the cost of instruction for the course, no matter the enrollment. The program has been very successful in supporting enrollment growth, and only 2.5% of courses needed to use the guarantee because of low enrollment. The purpose of the guarantee is to reduce departmental risk as you expand summer offerings and grow enrollment with the goal of the courses/sections becoming self-sustaining.

After a thorough review of the past three summer terms’ enrollment data, the Office of the Provost has decided to continue the summer guarantee program, given its demonstrated success in achieving enrollment growth, but with some minor modifications. Departments were asked to work with the Division of Summer Session staff to propose new guaranteed courses for the Summer 2017, Summer 2018, and Summer 2019 terms. These requests have been considered and attached to this memo you will find the courses in your department that the Office of the Provost will guarantee for summer terms 2017-2019, including Summer Start Session offerings.

Data from the last three summers indicated that some minor changes were necessary in the guarantee policy. The summer guarantee policy for the next three summers will be as follows:

- Guaranteed courses are courses for which the department guarantees to offer at least one section per summer for the next three summers, and for which the Office of the Provost guarantees to cover the cost of instruction, no matter the enrollment. If the regular summer funding model payout is larger than the cost of instruction then the regular summer funding model will be used to pay the department.
- Section caps for a guaranteed course must be equal to or greater than the section cap for that course during the preceding academic year. Exceptions to this cap rule for a specific course can be requested by sending a justification by email to the Director of Summer Session.
- For courses that use the guarantee because enrollment is not sufficient to cover the cost of instruction using the regular summer funding model, the Office of the Provost will guarantee the cost of instruction subject to the following terms:
  - The Office of the Provost will guarantee up to a specified number of sections for each course. The maximum number of guaranteed sections for each course is given on the attached list. If your unit needs a higher limit, please email a justification to the Director of Summer Session for consideration. We request that you fill sections before opening new sections, and consider combining sections that are not at capacity to produce smaller numbers of full sections.
  - The cost of reimbursed instruction for a faculty member teaching a course section is capped from the Office of the Provost at an amount equal to one month of salary for the faculty member during the academic year. Units are at liberty to pay above the capped amount with their own funding. Courses requiring teaching and/or lab assistants will also have these assistant costs guaranteed in addition to the faculty member’s pay.
- Requests to add new courses to the guaranteed list can be sent to the Director of Summer Session.

Thank you for your support of summer at Purdue. Please contact Blake Nemelka, Director of Summer Session, with any questions or comments at bnemelka@purdue.edu.