



CAMPUS MEMO

TO: College of Arts & Letters
FROM: Carey Adams, Dean
DATE: Wednesday, July 2, 2008
RE: Call for Intersession Proposals

The College invites proposals for courses to be taught in the January and May 2009 intersession periods. Previously, intersession course proposals were recommended at the department and college levels and then forwarded to what was then the College of Continuing Education and the Extended Campus. Intersession salaries were paid by CE based upon tuition revenues generated by the courses, based upon a "break even" point. Since the reorganization of CE responsibility for approving and funding intersession courses has shifted to the colleges, requiring some changes in the proposal process. A copy of the new College intersession policy statement is included with this memo, along with a new proposal form. Both documents also are available on the COAL web site at coal.missouristate.edu.

The proposal process is as follows:

1. Proposals for the January and May intersession periods are due to the Dean's Office by **Friday, August 8**. Proposals must be approved by the department head before being submitted, so consult your department head about internal deadlines.
2. Proposals must include a completed COAL Intersession Proposal Form and syllabus.
3. Approval of individual proposals is contingent on funding availability, department head endorsement, and review by the Dean's Office in consultation with other department heads.

Instructor compensation will be based on the same formula used for the summer session, 2.5% of the instructor's 9-month salary plus benefits per credit hour. (The Provost's Office recently decided to eliminate the "supplemental" pay based on enrollment exceeding an instructor's break-even point, since that policy was based on the availability of additional funds through tuition.)

Please understand that funding for intersession salaries is no longer revenue-based; in other words, intersession courses do not pay for themselves out of the tuition they generate. Salaries for intersession courses come from the same fixed budget that supports other forms of course funding, including per course, distance education, and summer session. As a result, intersession courses must serve purposes that are at least as legitimate as the purposes served by these other forms of instruction.

With these changes in place, I look forward to seeing your best ideas for classes to be offered in the intersession, whether new classes you would like to develop or existing courses that are well suited to this format.

COLLEGE OF ARTS AND LETTERS

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