



SUMMER Sessions

*CHASS Chairs &
Directors
11/19/2025*



SUMMER Sessions 2026

– The Value and Importance of Summer Quarter

- Helps with time to degree and keeping students on track
- Helps total FTE production – critical for state funding
- Relieves pressure on impacted courses and space limitations
- Opportunity to focus on demanding courses/series
- Provides summer instructor and ASE employment
- Generates revenues for the campus and academic departments
- Supports other opportunities – Study abroad, internships, minors, etc.



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- Summer sits outside the regular 9-month academic year and is guided by its own policies
 - Academic Personnel Manual (APM)
 - Lecturer's AFT contract
 - ASE's UAW contract
- Summer Sessions works closely with AP, LR, Grad. Division, and UCOP to ensure abidance to all applicable policies
- Relationships with academic departments is critical



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- Leonard Taylor - Administrative Director
- Melissa Felix-Smith - Assistant Director, Registrar Specialist
 - Banner and R'Summer system scheduling and issues, fees, calendar/deadlines.
- Katherine Sathornkich - Administrative Analyst 3
 - Primarily responsible for instructional appointments, salary administration, and letters of appointment.
- Ramon Rivera - Student Records Assistant
 - Primarily responsible for processing course schedules, Enrollment Adjustment Forms, Petitions, customer service, matriculating visiting students, and supporting course scheduling.

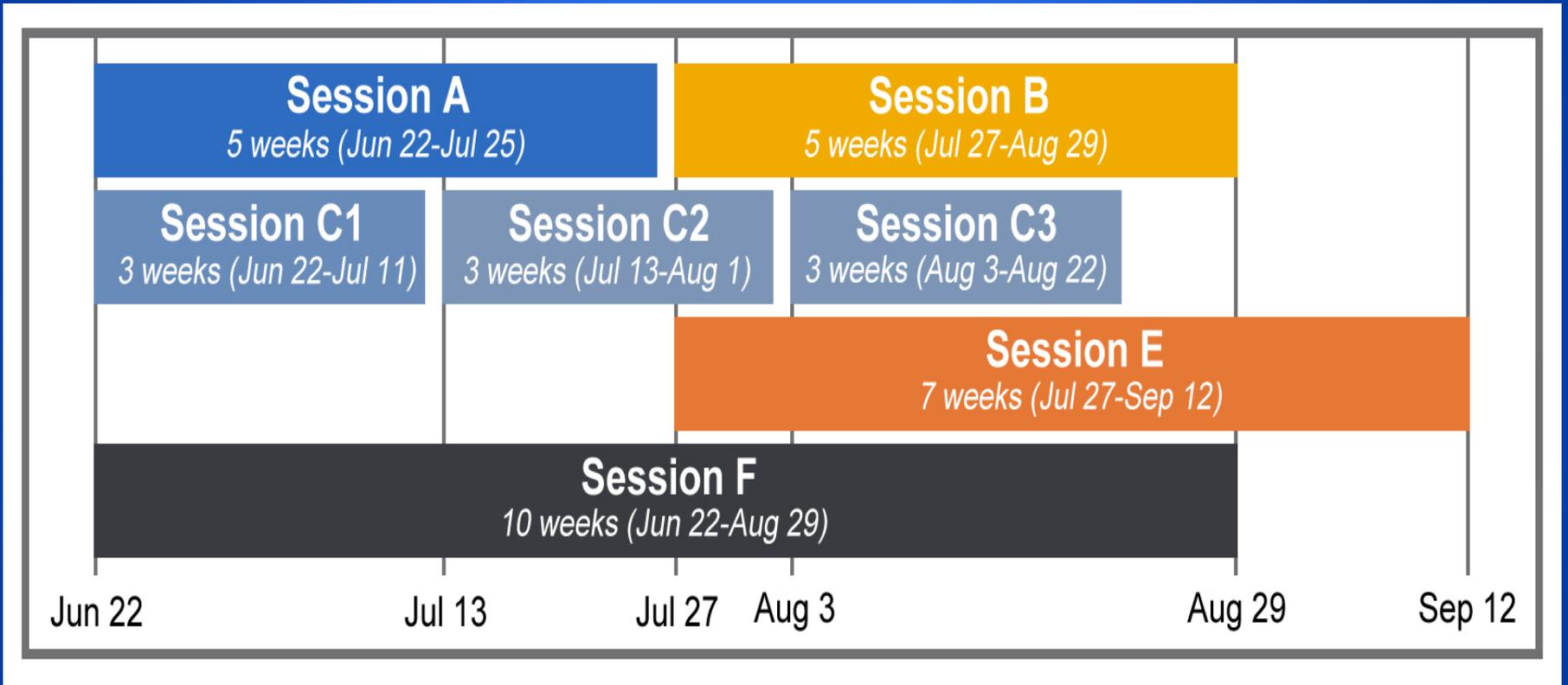


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- Report to AVC-ES, Emily Engelschall
- Primarily an administrative unit, but also acts as the college for visiting students
- 3 core areas of responsibility
 - Summer scheduling
 - Servicing student needs (enrollment, forms, etc.)
 - Instructional appointments



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Key Administrative Dates and Deadlines

11/10/2025	Call for course proposals
1/16/2026	Course proposal submission due date
3/6/2026	Primary instructor appointment proposal submissions for Session A, C1, C2, and F (Group 1) due date
4/6/2026	Primary instructor appointment proposal submissions for Session B, C3, and E (Group 2) due date
4/13/2026	Teaching Assistant names due to Summer Sessions for Sessions A, C1, C2, and F (Group 1) due date
5/18/2026	Teaching Assistant names due to Summer Sessions for Sessions B, C3, and E (Group 2) due date





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– What types of courses are most successful in summer?

- Online
- High demand
- Impacted

– Indirect Summer Support (gross)

- 30 students in 4-unit course = \$5,989
- 50 students in 4-unit course = \$9,982
- 100 students in 4-unit course = \$19,964



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- How and why do sections get cancelled or consolidated?
 - Low enrollment
 - Lower-division undergraduate requires 12
 - Upper-division undergraduate requires 8
 - Graduate level requires 4



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Questions?