

January Intersession 2010 Frequently Asked Questions for Faculty

1. What's happening with January Intersession in 2010?

January Intersession 2010 will be fully self-support. Regional & Continuing Education (RCE) is working closely with the Colleges to develop a schedule of classes and implement this transition. Goals of a self-support January Intersession are to help students make progress toward degree, provide faculty additional employment, and reduce Chico's FTES generation to help ease budget pressures. Courses will not apply to faculty spring teaching loads. January Intersession fees will not be part of students' spring fees.

2. How will the schedule be developed?

- The schedule will be developed using a coordinated planning process through the department and college deans' offices to determine a cross-college schedule of classes.
- Individual course proposals will not be accepted by RCE. Discuss your interest and proposals with your department chair and dean.

3. When will classes be scheduled?

- January Intersession begins **Monday, January 4**, and ends **Friday, January 22**.
- Face-to-face classes will **meet 12 days**:
 - Weeks of January 4 and January 11 - Monday-Thursday
 - Week of January 19 - Tuesday through Friday
- The campus is closed on Monday, January 18, for the MLK holiday.
- The campus is also closed January 8 and 15 as part of the state budget furlough plan.
- Classes will meet in a standard morning or afternoon schedule: **8-11:55am OR 12:30-4:25pm for three unit classes**.
- Courses with different unit values will be scheduled according to the Special Session Time Matrix and will fall within the morning or afternoon time blocks.

4. What courses will be scheduled?

- Each College dean, in collaboration with department chairs and faculty, will determine which courses are appropriate for the January Intersession.
- Course with a high unmet demand, courses that are critical to helping students move forward, and courses that will generate adequate enrollments to meet the 20 student enrollment minimum will be the focus of January Intersession scheduling building.

5. How will course minimum/maximum enrollments be set?

- Course maximums will be set at levels consistent with **fall and spring maximums**.
- January Intersession courses must achieve **a minimum of 20** enrollments in order to be "a go."
- In order to help Intersession faculty plan for January, confirmation of whether a course is "a go" or is cancelled will be made by December 11.

6. What should I do if I want to teach in January Intersession?

- Contact your department chair or college dean.

7. How much will I earn if I teach during the January Intersession?

- Faculty are **guaranteed full salary** according to the **Special Session Salary Schedule 2322** based on rank as follows:

January Intersession Salary 2010 by Rank and Units					
	Assistant – A1	Instructor – A2	Asst Prof – A3	Assoc Prof – A4	Full Prof – A5
Units					
1	\$1,230	\$1,463	\$1,603	\$2,020	\$2,554
2	\$2,460	\$2,926	\$3,206	\$4,040	\$5,108
3	\$3,690	\$4,389	\$4,809	\$6,060	\$7,662
4	\$4,920	\$5,852	\$6,412	\$8,080	\$10,216

- Special Session salaries are exempt from furlough but do not generate any entitlements for PERS service credit, health benefits, or future teaching assignments.

8. How many classes can I teach? How many classes can students take?

- Faculty may teach no more than 4 units during the January Intersession, and department policy about office hours applies.
- The CSU 125% additional employment rule also applies to Special Session teaching
- Students may enroll in no more than 4 units.

9. When will the schedule be available?

- The January Intersession schedule will be **available online October 12**.
- Schedule confirmations are due to RCE from each College by October 5.

10. How will students enroll?

- Regularly enrolled (matriculated) students may register via the Portal **beginning Tuesday, November 3**.
- All students may enroll through RCE online, by phone, or in person at the Center for Continuing Education through January 4, 2010.
- Portal registration **closes Friday, December 4**.

11. What will students pay? When are fees due?

- Per unit fees for January Intersession are anticipated to be **\$230/unit** (pending final fee approval).
- The fee payment deadline is **December 4**. Students will be dropped from course registration if fees are not paid and will have to pay fees to reregister.
- Matriculated students may be eligible for financial aid as determined by the Financial Aid and Scholarship Office (State University Grants and State Cal Grant fee and subsistence awards do not apply).

12. When can faculty submit grades?

- Grade rosters will be available for online grade entry on or before January 22.
- Grades must be submitted before payroll will be processed, so faculty are encouraged to submit grades promptly.