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Summer 2012

## UA42/1 Summer Sessions Annual Report

WKU Summer Sessions & Winter Term

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# Summer Sessions

as unique as you are

## Annual Report 2012

[wku.edu/summer](http://wku.edu/summer)





# 2012 Annual Report

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# Message

from the

## AVP



### Mission:

The office of Summer Sessions supports the overall mission of Western Kentucky University by providing academic opportunities that benefit both students and faculty. We work to maintain optimal enrollment during summer sessions, as we extend access to lifelong learners. We address students' emerging needs in order to enhance student success at WKU.

### Definitions:

**Structured Courses:** Courses with set meeting times and dates, including C (Lecture/Lab), L (Lecture), and S (Seminar) courses, but does not include Independent Study, Thesis, or Practicum.

**Sections:** Courses may have multiple sections offered in the same session, and each section is counted.

**Course Enrollment:** Registration in course sections. Students will be duplicated in this count.

**Head Count:** Students registered for more than one course are counted only once during the term.

**Term:** Within the summer term, there is a May Session (3 to 13 weeks), A and B Sessions (3 to 8 weeks long beginning in June), and C and D Sessions (3 to 5 weeks long beginning in July).

**Full Term:** Classes that meet the entire summer term.

**First Day Data:** Data collected on the start date of each session. May and full term classes began May 14, 2012, A Session began June 4, 2012, B Session began June 11, 2012, C Session began July 2, 2012, and D Session began July 9, 2012.

### Acknowledgements:

Many thanks go to Institutional Research and Information Technology divisions for supplying the data on enrollments, credit hours, and student counts for this report.

### Division of Extended Learning & Outreach

Dr. Beth Laves, Associate Vice President

**WKU Office of Academic Outreach**

Laura Ricke, Director

**WKU Office of Summer Sessions and Winter Term**

Alicia Bingham, Coordinator

## Summer at a Glance

### Calendar

- March 12 – Priority Registration Began
- May 14 – May Session Began
- June 4 – A Session Began
- June 11 – B Session Began
- July 2 – C Session Began
- July 9 – D Session Began
- August 9 – Last day of Summer Sessions



### Tuition and Fee Schedule

	Per Credit Hour
<b>Undergraduate</b>	
Resident	\$337
Non-Resident	\$834
<b>Graduate</b>	
Resident	\$445
Non-Resident Domestic	\$489
Non-Resident International	\$962
<b>Doctor of Nursing Practice</b>	
Resident	\$535
Non-Resident	\$802
<b>Tuition Incentive Program</b>	
Undergraduate	\$431
<b>Distance Learning</b>	
Undergraduate	\$397
Graduate	\$526



### Summer Housing

The residence hall for 2012 Summer Sessions was Bemis Lawrence Hall.

- Double room (living with roommate): \$100/week
- Private room: \$150/week

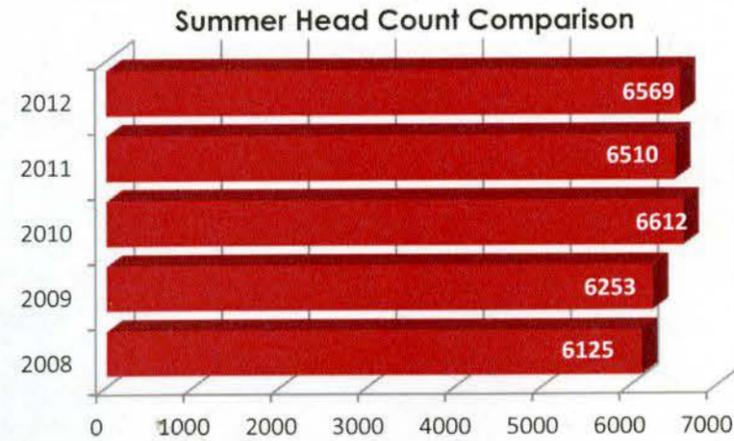
### Student Course Load

Session	Max Hours
May, June I, June II, and July II (3 week classes)	4
May, June I and II, and July I and II (4, 5, or 6 week classes)	6
May, June I, and June II (7 or 8 week classes)	6
Overall Summer Max	15



## Summer Highlights

**Enrollment:** There were 6,569 students taking summer 2012 classes. This was a 0.9% increase from summer 2011, and the second highest student count over the past five years. Course enrollment was 11,538, which was a 3% decrease from 2011. Student credit hour production was 33,107.5 this summer, which was also a 3% decrease from 2011. There were 1,347 sections of classes offered in 2012, which was a 3.4% increase over 2011.



**Scholarship:** WKU Summer Sessions sponsored a scholarship program in 2012 to try to offset some of the financial burdens of summer school and lack of financial aid.

The scholarship was automatically awarded to any undergraduate student at WKU with a GPA of 3.0 or higher when they registered for 6 or more hours in the summer (not all study abroad). This year, the scholarship was \$337, which is equivalent to one hour of Kentucky resident rate tuition.

Over 1,100 undergraduate students received the summer scholarship in 2012. Over 55% of the scholarship recipients were seniors, 21% juniors, and 13% sophomores. Freshmen and post-baccalaureate students were the smallest population. The scholarship seemed to make a huge impact on our seniors. In fact, the number of seniors that took 6 or more hours in summer grew 40% from 2011 to 2012 to total 1,067. The number of seniors that took 9 or more hours also grew by 40% from 2011 to 2012 to total 349. We plan to continue the scholarship program and perhaps expand the parameters to aid more students in summer 2013.

**Poetry Workshop:** Summer Sessions partnered with the English department to bring distinguished Professor Douglas Goetsch to WKU to teach a poetry workshop during the May session. Eight undergraduate and 2 graduate students participated in the workshop this summer. Goetsch is the author of three full-length collections of poetry, and his work has appeared in numerous magazines and anthologies including "Poetry", "The New Yorker", "The Gettysburg Review", "Best American Poetry", and the "Pushcart Prize Anthology."



## WKU Summer Early Entry

For the fifth consecutive year, WKU Summer Sessions partnered with the University College Academic Support Department to offer Summer Early Entry. This summer bridge program for entering freshmen needing developmental coursework has been highly successful and much needed at WKU.

In addition to structured developmental courses, students can participate in study groups, receive free tutoring, have access to computer labs, and work individually with faculty.

Summer Early Entry 2012 began June 11 and ended August 7 with classes meeting Monday through Thursday only. Students could take up to three of the following courses: Fundamentals of Composition (DENG 055C), Basic Algebra Skills (DMA 055C), and College Reading Strategies (DRDG 080C).



## Study Abroad – Summer 2012

There were 188 students that studied abroad in summer 2012. Most students (93) went on WKU faculty-led trips, 70 through Consortia, 18 through third-party providers, 4 through exchange programs, and 3 through Independent programs.

Study abroad in 2012 reached nearly all parts of the world. Faculty-led destinations included Belgium, Czech Republic, England, Germany, Italy, Scotland, and South Africa.

## Transit of Venus

On June 5, 2012, Summer Sessions partnered with the Physics & Astronomy department for a public viewing of the transit of Venus at L.T. Smith Stadium. Venus began passing directly between the Earth and the sun around 5:04pm. For the next several hours guests could watch the small dot (Venus) pass over the sun. Large telescopes and special viewing glasses were available for guests, and the first 200 people received a free t-shirt sponsored by Summer Sessions. Over 500 people came out to view the "once in a lifetime" event moderated by Dr. Richard Gelderman.





## Study Away – Summer 2012

Seventeen students participated in two study away programs in summer 2012.

### Honors Colloquium (English) in Chicago, IL

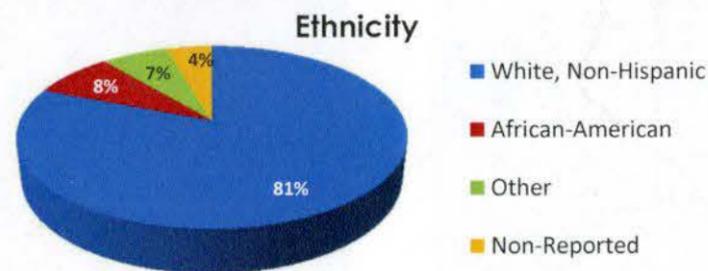
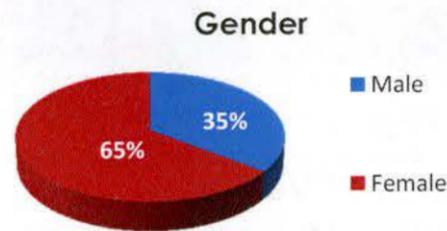
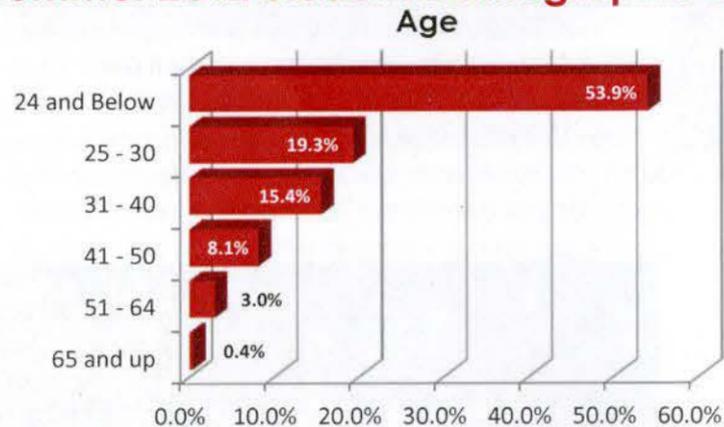
"Life and Literature of Chicago" was a two-week class led by Prof. Rutledge and Dr. Crouther (English). Seven students explored the Windy City's rich history, culture, architecture, and literature. The group visited the birthplace of Hemingway and toured the Frank Lloyd Wright home and numerous museums.

### Art and Literacy in Los Angeles, CA

Ten students led by Dr. Miwon Choe participated in this 3 credit hour course designed for visual art, elementary, and arts & humanities pre-service teachers. Choe took students to Los Angeles to meet inner-city students from Hobart Boulevard Elementary. The success of the students at this school is attributed to their teacher Rafe Esquith who has created an effective model of language, visual,

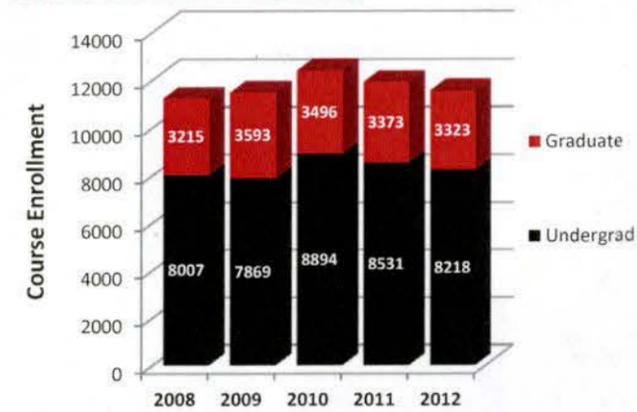
dramatic arts, and music. WKU students explored his teaching methods and gained hands-on experience in the classroom. "It was truly a life changing experience. I have been in a lot of classes with some pretty fantastic teachers and peers, [but] none of them compare to the relationships that were built in this course. I am so thankful I was a part of it – Brittany Madden, Elementary Education major from Leitchfield, KY.

## Summer 2012 Student Demographic Profile



Data for Summer Sessions demographic profile was collected on 8/3/2012 from ASA Report DELO-Enrolled Students Bio-demo Stats

## Enrollment Trends



Data collected 8/3/12 from ASA Report STU SEC ENROLL – Student Course/Hour count by Level/Coll/Dept

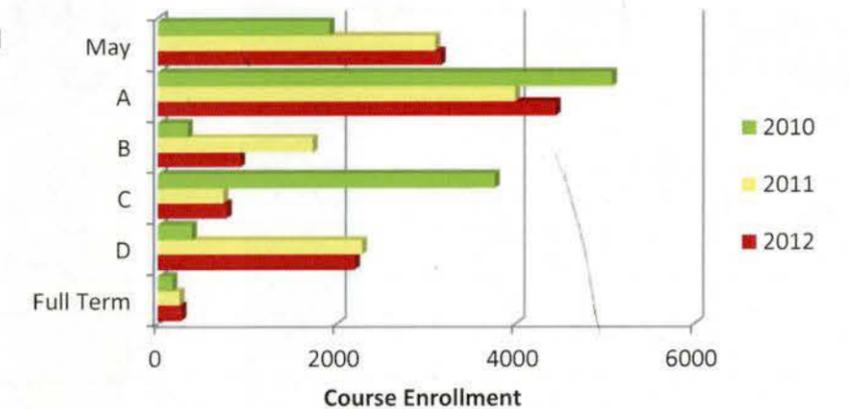


Course enrollment in 2012 was only down 3% compared to 2011. Graduate enrollment continues to account for approximately 28% of the entire summer course enrollment.

The data below represents course enrollment from the first date of each summer session. In 2012, May Session began May 14, A Session began June 4, B Session began June 11, C Session began July 2, and D Session began July 9. Full Term classes represent Independent Learning enrollment.

May Session continues to grow (nearly 65% increase from summer 2010). The additional parts of term that all began May 14 gave departments more options. Classes that began in May could range from 3 to 8 weeks or a 13-week course.

The 4-week C Session gained some enrollment in 2012 compared to 2011. A Session also saw an increase since it has multiple session lengths.



### Alternative Delivery Course Enrollment

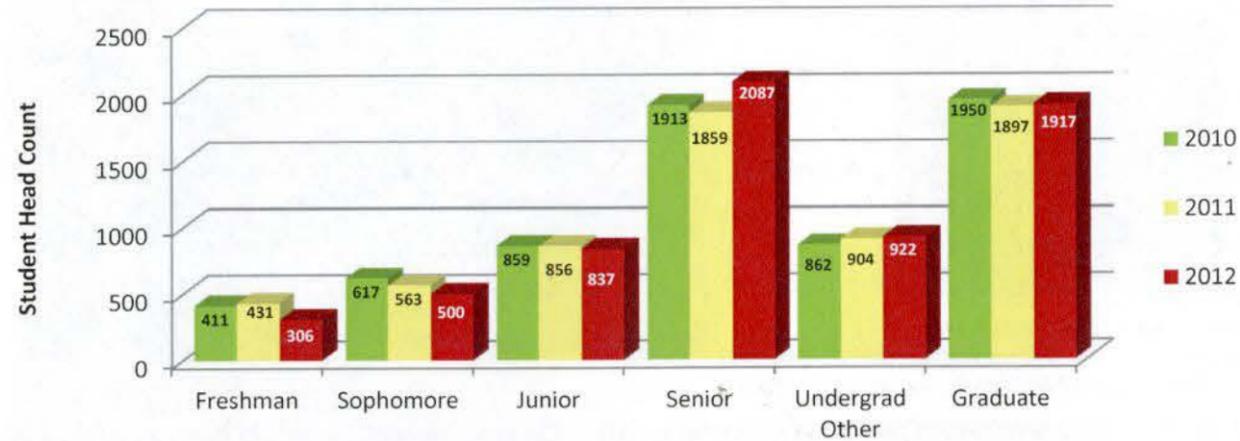
	2008	2009	2010	2011	2012
Online	4,130	4,997	5,619	5,719	6,158
Elizabethtown/Radcliff/Ft. Knox	263	276	229	196	157
Glasgow	447	426	475	417	163
Owensboro	231	180	138	128	78
Study Abroad	246	184	229	281	188
Study Away	0	0	0	18	15
Evening	513	368	420	399	317
Weekend	340	366	328	257	321
Independent Learning	268	359	309	237	263
Special Locations	139	84	104	19	55
IVS	10	31	30	20	10
<b>Total</b>	<b>6,587</b>	<b>7,271</b>	<b>7,881</b>	<b>7,691</b>	<b>7,725</b>

WKU Summer Sessions offers convenient classes to fit almost any students' schedule. This chart demonstrates that online courses continue to grow in enrollment every year. In fact, online course enrollment has grown 49% in the past five years.

The online course enrollment data here excludes Independent Learning courses. Evening, weekend, and IVS data exclude WKU Regional Campus enrollment.

The total number of course enrollments in alternative delivery courses in 2012 was the second highest in five years.

## Summer Student Type Head Count Comparison



\*Data collected from ASA Report: CPE Enrollment Summary on 8/3/10, 8/2/11, and 8/3/12.

\*\*Undergrad Other encompasses Post-Baccalaureate, Non Degree Seeking, High School, and Academy students

## Student Type in Detail

	2010		2011		2012
FR-Freshman	411	4.9%	431	-29.0%	306
SO-Sophomore	617	-8.8%	563	-11.2%	500
JR-Junior	859	-0.3%	856	-2.2%	837
SR-Senior	1,913	-2.8%	1,859	12.3%	2,087
P1-Post Baccalaureate Degree Seeking	244	4.5%	255	-3.5%	246
P2-Post Baccalaureate Certificate	18	-66.7%	6	16.7%	7
UN-Undergrad Non-Degree Seeking	563	3.2%	581	-0.3%	579
HS-High School	19	-57.9%	8	37.5%	11
Other	18	200%	54	46.3%	79
<b>Total UG</b>	<b>4,662</b>	<b>-1.1%</b>	<b>4,613</b>	<b>0.8%</b>	<b>4,652</b>
MA-Masters Degree	1,460	-1.5%	1,438	-5.0%	1,366
CD-Cooperative Doctorate	5	20.0%	6	-100%	0
GS-Specialist Student	14	-21.4%	11	54.5%	17
GN-Grad Non-Degree Seeking	294	-5.1%	279	29.7%	362
R1-Rank I Student	84	-11.9%	74	-32.4%	50
R2-Rank II Student	21	-28.6%	15	-33.3%	10
DR-Doctoral	72	2.8%	74	51.4%	112
<b>Total GR</b>	<b>1,950</b>	<b>-2.7%</b>	<b>1,897</b>	<b>1.1%</b>	<b>1,917</b>
<b>WKU Total Student Head Count</b>	<b>6,612</b>	<b>5.7%</b>	<b>6,510</b>	<b>0.9%</b>	<b>6,569</b>

We feel the significant increase in "Seniors" was the impact of the summer scholarship program. More seniors took more classes in 2012, in fact, the number of seniors that took 6 or more hours in 2012 increased 40% over 2011.

	2010		2011		2012	
Students who took 1 course:	2,914	43%	2,853	42%	2,974	45%
Students who took 2 courses:	2,583	38%	2,688	40%	2,602	39%
Students who took 3 courses:	900	13%	837	12%	700	11%
Students who took 4 courses:	342	5%	305	5%	282	4%
Students who took 5 or more courses:	90	1%	92	1%	112	1%
<b>Overall Average</b>	<b>1.84 courses/student</b>		<b>1.83 courses/student</b>		<b>1.76 courses/student</b>	

## Enrollment By College

### Summer Data by College – June Data

College	Course Enrollment			
	2010		2011	2012
PCAL	3,144	-21.1%	2,481	19.4%
GFCB	1,015	15.8%	1,175	-3.1%
CEBS	2,386	-6.0%	2,242	-11.2%
CHHS	2,654	-6.3%	2,486	17.6%
OCSE	1,840	-5.2%	1,745	6.2%
UC	1,292	-4.9%	1,229	-30.7%
<b>Total</b>	<b>12,331</b>	<b>-7.9%</b>	<b>11,358</b>	<b>3.2%</b>

College	Number of Sections with Enrollment			
	2010		2011	2012
PCAL	311	-24.4%	235	58.7%
GFCB	81	18.5%	96	-7.3%
CEBS	217	-2.3%	212	-2.8%
CHHS	228	-6.1%	214	28.5%
OCSE	201	-6.5%	188	0.5%
UC	111	0.9%	112	-1.8%
<b>Total</b>	<b>1,149</b>	<b>-8.0%</b>	<b>1,057</b>	<b>17.5%</b>

College	Open Sections			
	2010		2011	2012
PCAL	445	-2.7%	433	3.7%
GFCB	90	18.9%	107	-12.1%
CEBS	268	-6.0%	252	-6.3%
CHHS	259	-2.7%	252	18.7%
OCSE	233	0.9%	235	-3.8%
UC	122	7.4%	131	-6.1%
<b>Total</b>	<b>1,417</b>	<b>-0.5%</b>	<b>1,410</b>	<b>1.2%</b>

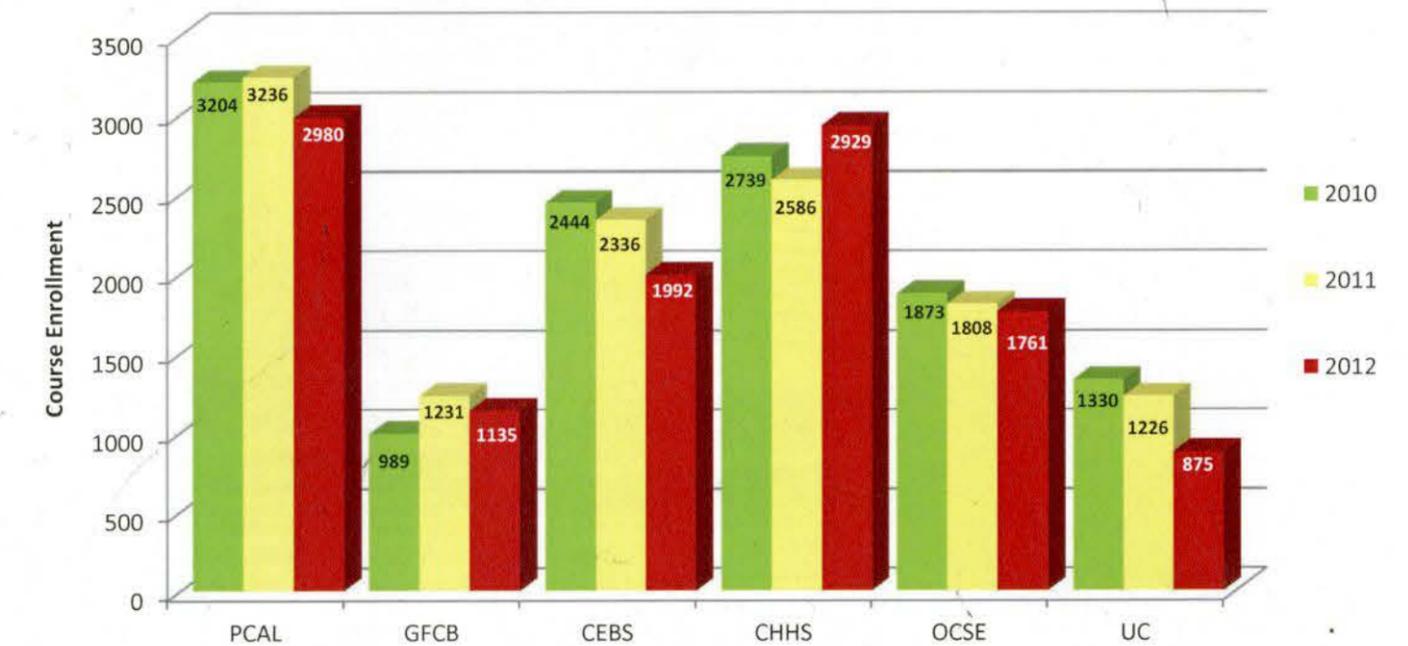
College	Student Credit Hour Production			
	2010		2011	2012
PCAL	9,405.00	-21.2%	7,407.00	19.5%
GFCB	3,041.50	11.2%	3,382.00	-2.4%
CEBS	6,975.50	-7.0%	6,486.00	-15.1%
CHHS	7,831.50	-4.5%	7,482.00	15.3%
OCSE	4,953.50	-5.6%	4,674.50	7.2%
UC	3,733.00	-5.3%	3,536.00	-30.4%
<b>Total</b>	<b>35,940.00</b>	<b>-8.3%</b>	<b>32,967.50</b>	<b>2.4%</b>

Data was collected 6/7/10, 6/6/11, and 6/4/12. The data comes from ASA Report: CRS SEC ENROLL by College

"Open Sections" may have zero enrollments.

This data includes all campuses, study abroad, independent learning, and cohort courses.

### Summer Data by College – First Day Data



Data was collected on the start date of each session.

## Faculty Stipend Data by College

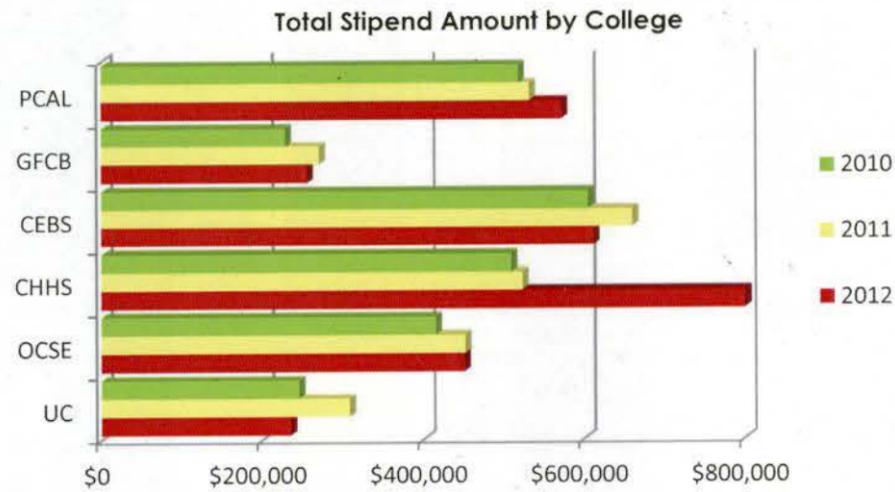
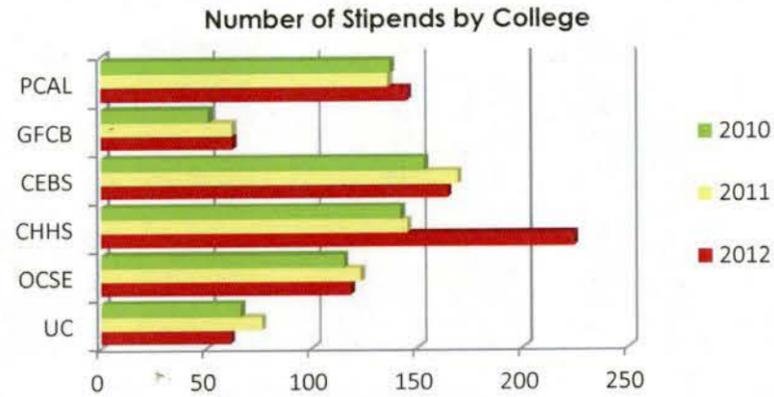
Full-time faculty stipend rates remained the same in 2012 as they were for the previous four summers. The stipend for a 3 credit hour course was \$4,500 or \$1,500 per credit hour.

Part-time faculty rates for a 3 credit hour course in Summer 2012 were as follows:

- Level I = \$1,692
- Level II = \$1,840
- Level III = \$2,136
- Level IV = \$2,280

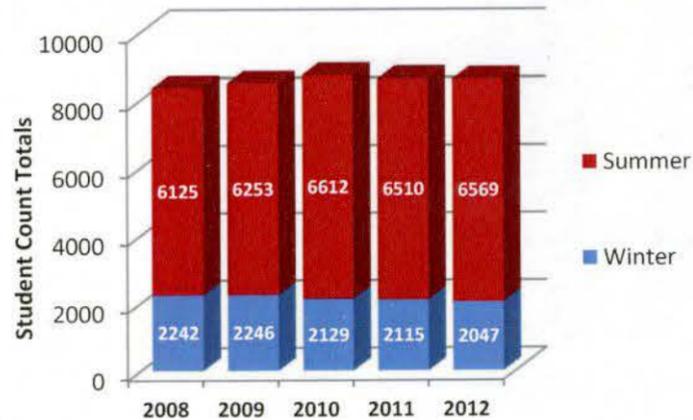
Summer 2012 was the first summer that an enrollment-based stipend schedule was set for each college separately. Each college came up with their own guidelines for low-enrolled classes. Departments with good stipend efficiency were awarded through summer distribution dollars.

For courses with high enrollment, an incentive was paid to the instructor: \$200 per credit hour for 31 or more students.



Stipend Data generated 8/3/12 and includes information from Regional Campuses. Fringe benefits are NOT included in these amounts.

## The Winter Term Effect



WKU has seen a 3% increase in student count yearly totals from 2008 to 2012.

Many students are taking both summer and winter courses in order to graduate sooner. In fact, 45% of the winter 2012 students enrolled in classes this summer!

Institutional Research confirmed that 80% of students who graduated from WKU in 4 years, took at least one summer or winter term course.

## Summer Tuition Rates at Kentucky Universities

	UG Resident	UG Non-Res	UG Online	GR Resident	GR Non-Res	GR Online
EKU	\$ 290.00	\$ 794.00	\$ 377.00	\$ 418.00	\$ 732.00	\$ 523.00
KSU	\$ 242.00	\$ 581.00	\$ 309.00	\$ 369.00	\$ 554.00	\$ 386.00
Morehead	\$ 263.00	\$ 658.00	\$ 355.00	\$ 395.00	\$ 988.00	\$ 533.00
Murray St	\$ 274.00	\$ 745.50	\$ 344.75	\$ 415.75	\$ 1,170.75	\$ 529.00
NKU	\$ 328.00	\$ 656.00	\$ 363.00	\$ 452.00	\$ 765.00	\$ 492.00
U of L	\$ 373.00	\$ 903.00	\$ 460.00	\$ 539.00	\$ 1,121.00	\$ 660.00
UK	\$ 365.00	\$ 766.00	Depends on Residency	\$ 519.00	\$ 1,100.00	Depends on Residency
<b>WKU</b>	<b>\$ 337.00</b>	<b>\$ 834.00</b>	<b>\$ 397.00</b>	<b>\$ 445.00</b>	<b>\$ 489.00</b>	<b>\$ 526.00</b>

## Marketing Plan

WKU Summer Sessions 2012 – as unique as you are

Tactics Included:

- \*Summer registration rallies with lemonade stands in MMTH, Cherry, Grise, College High, EST, and AC
- \*Print and online Herald Ads
- \*Posters for Bowling Green campuses as well as WKU regional campus locations
- \*Mass email messages and direct mail postcards
- \*WKU shuttle bus advertising
- \*Campus plasma screen advertising
- \*Ads in Bowling Green, Glasgow, Franklin, and Russellville newspapers targeting visiting students

# Appendix

Summer Sessions Weekly Progress Report

Special Instructional Assignment Form

eSignature Correction Form

Quality Enhancement Plan Data



## Summer 2012 Weekly Report

### Summer Enrollment, Head Count, and Credit Hour Summary

8/3/2012

	College	Course Enrollments	Credit Hours
2012	Potter College of Arts & Letters	2,887	8,625.50
	Gordon Ford College of Business	1,092	3,155.00
	Education & Behavioral Sciences	1,956	5,394.00
	Health & Human Services	3,024	8,864.00
	Ogden College of Science & Engineering	1,712	4,631.50
	University College	867	2,417.50
	<b>Total</b>	<b>11,538</b>	<b>33,107.50</b>
2011	Potter College of Arts & Letters	3,072	9,136.00
	Gordon Ford College of Business	1,159	3,338.00
	Education & Behavioral Sciences	2,252	6,502.00
	Health & Human Services	2,495	7,465.00
	Ogden College of Science & Engineering	1,714	4,612.50
	University College	1,209	3,360.00
	<b>Total</b>	<b>11,901</b>	<b>34,413.50</b>

### Student Profile Information

	Course Enrollments		Credit Hours	
	2011	2012	2011	2012
Online	5,872	6,190	17,934.00	18,484.00
Study Abroad	1,030	1,073	3,065.00	3,375.00

Head Count by Student Type		2011	2012	Difference	
UG	FRESHMEN	431	306	-125	-29.0%
	SOPHOMORES	563	500	-63	-11.2%
	JUNIORS	856	837	-19	-2.2%
	SENIORS	1,859	2,087	228	12.3%
	P1-POST BACCALAUREATE DEGREE SEEKING	255	246	-9	-3.5%
	P2-3	6	7	1	16.7%
	UN-UNDERGRADUATE NON DEGREE SEEKING	581	579	-2	-0.3%
	HS-HIGH SCHOOL	8	11	3	37.5%
	AJ-ACADEMY JUNIORS	30	38	8	26.7%
	NAV-NAVITAS	24	41	17	N/A
	<b>UG Total</b>	<b>4,613</b>	<b>4,652</b>	<b>39</b>	<b>0.8%</b>
GR	MASTERS DEGREE	1,438	1,366	-72	-5.0%
	CD-COOPERATIVE DOCTORATE	6	0	-6	-100.0%
	GS - SPECIALIST STUDENT	11	17	6	54.5%
	GN - GRADUATE NON DEGREE SEEKING	276	357	81	29.3%
	RANK 1	74	50	-24	-32.4%
	RANK 2	15	10	-5	-33.3%
	NAV-NAVITAS	3	5	2	N/A
DR-DOCTORATE	74	112	38	51.4%	
<b>GR Total</b>	<b>1,897</b>	<b>1,917</b>	<b>20</b>	<b>1.1%</b>	
<b>Total Head Count</b>		<b>6,510</b>	<b>6,569</b>	<b>59</b>	<b>0.9%</b>

\*These Student Type numbers are head count numbers, not course enrollments.

# Sections Offered by College	2011	2012	Difference	
Potter College of Arts & Letters	397	417	20	5%
Gordon Ford College of Business	106	93	-13	-12%
Education & Behavioral Sciences	227	221	-6	-3%
Health & Human Services	241	295	54	22%
Ogden College of Science & Engineering	208	203	-5	-2%
University College	124	118	-6	-5%
<b>Total Sections</b>	<b>1,303</b>	<b>1,347</b>	<b>44</b>	<b>3.4%</b>

\*\*Dates for Student Count data and Section data are 8/2/11 and 8/3/12.

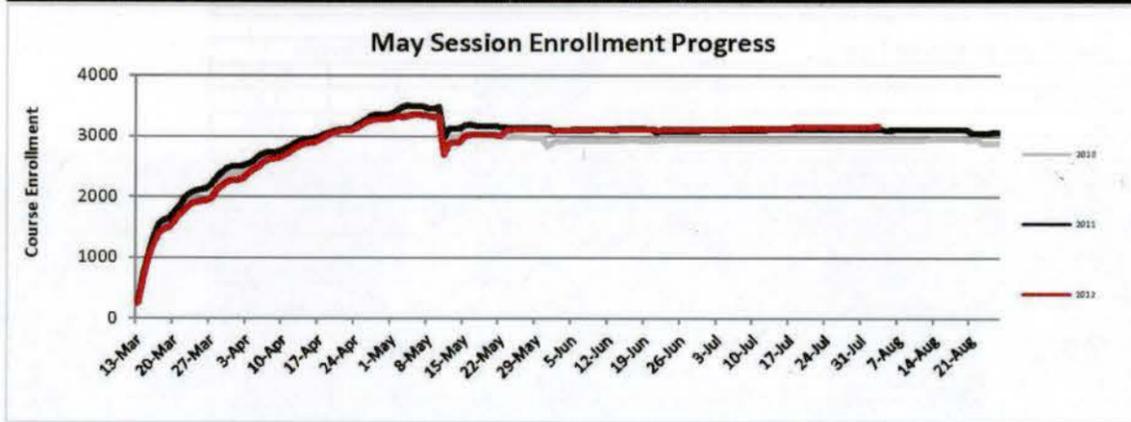
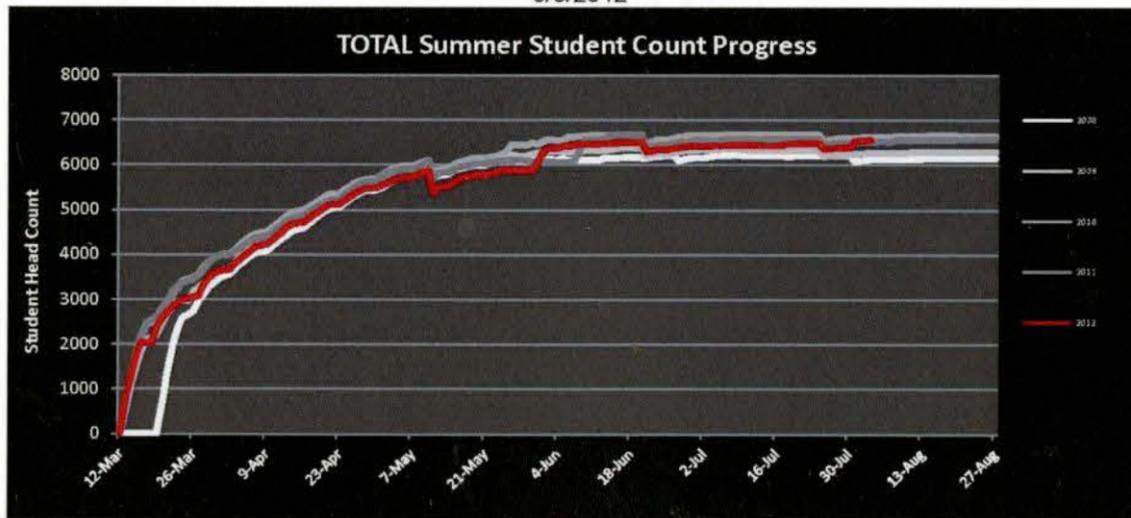
The dates are comparable as the census date for that particular year.

Summer Sessions  
DELO  
ab

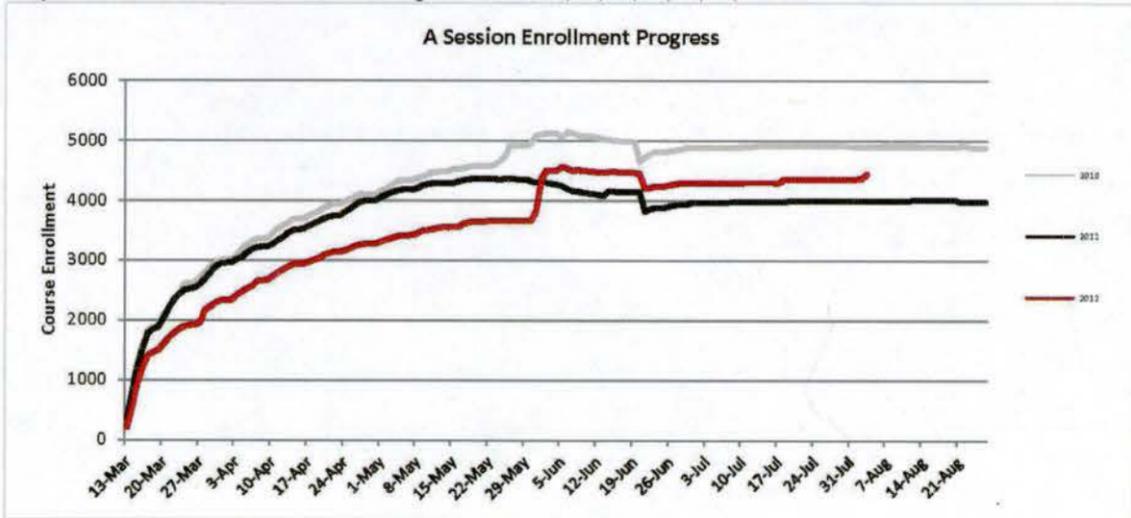
## Summer 2012 Weekly Report

### Summer Enrollment, Head Count, and Credit Hour Summary Cont.

8/3/2012



\*May Session course enrollment includes the following Parts of Term: M3, M4, M5, M6, M7, M8, and M13



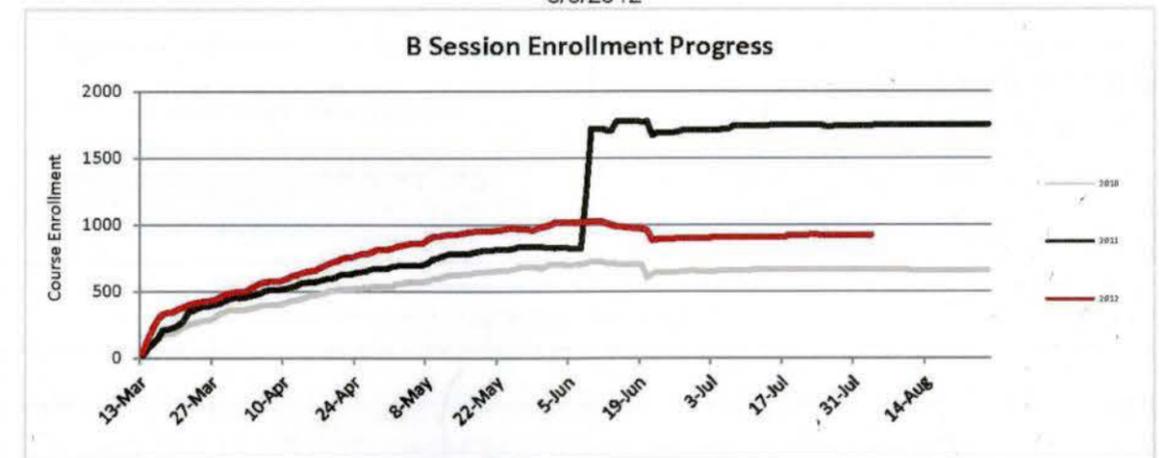
\*A Session course enrollment includes the following Parts of Term: A3, A4, A5, A6, A7 and A8

Summer Sessions  
DELO  
ab

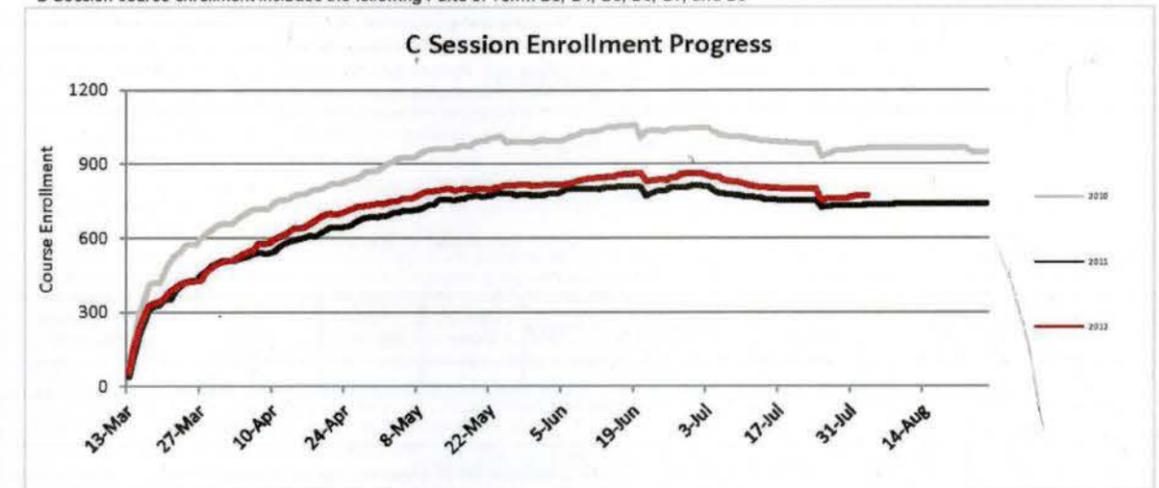
## Summer 2012 Weekly Report

### Summer Enrollment, Head Count, and Credit Hour Summary Cont.

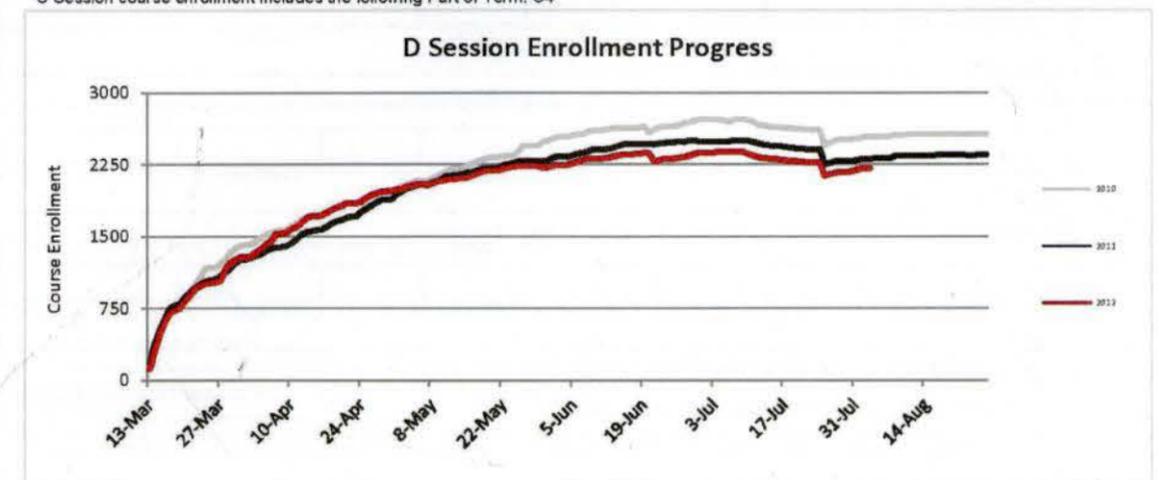
8/3/2012



\*B Session course enrollment includes the following Parts of Term: B3, B4, B5, B6, B7, and B8



\*C Session course enrollment includes the following Part of Term: C4



\*D Session course enrollment includes the following Parts of Term: D3, D4, and D5

Summer Sessions  
DELO  
ab

Term:		Form Instance:			Prepared by (WKUID)		Date
Pay ID	Amount	Index	Account	Campus Location	Name:		
					Phone:		



Office of the Provost and Vice-President for Academic Affairs

Terms of Employment for Special Instructional Assignments

**NOTE:** This form is to be completed for all PT Faculty Instructional Assignments and for FT Faculty Instructional Assignments for FT faculty teaching in summer. Do NOT complete this form unless a stipend is being paid for the assignment. Only **ONE Banner Index Number** can be reported on each individual form. Only **ONE Location** can be reported on each individual form. Only **ONE Part of Term** can be reported on each individual form.

Employee Information			
WKUID	Employee Name		
Home Address	City	State	Zip Code
Home Phone	Background Check Completed?	KTRS Retiree?	

Course Information

On which campus will the courses listed below be taught?

Which Term?  Part of Term

**NOTE:** If courses listed below are web-based or IVS, select the location from which the course is broadcast.

CRN	Course Subject, Number & Section	Prev. Taught	Work Load	Credit Hours	Part of Term	Web Class?	Level, Salary or Emeritus	Projected Stipend*
	Course Title: Cohort or Dual Credit: Campus:							
	Department:	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.						
	Course Title: Cohort or Dual Credit: Campus:							
	Department:	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.						
	Course Title: Cohort or Dual Credit: Campus:							
	Department:	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.						
	Course Title: Cohort or Dual Credit: Campus:							
	Department:	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.						
Banner Index from which the courses listed will be paid:								Adjustment to the amount paid:
Make general comments in the space below and/or provide an explanation for any amount listed in the "Adjustment" field above.								
Total amount paid for this Special Instructional Assignment								

**INSTRUCTORS:** This is to certify my agreement to teach the classes(es) indicated above according to the conditions and expectations of Western Kentucky University. I understand that the class(es) may be held, at the University's discretion, on Main Campus, at the South Campus and/or Regional Campus sites or other designated locations.

\*I agree to teach this course with the understanding that my stipend will be set according to the enrollment based stipend schedule as determined by my college. If more students enroll by the last add date, I understand that my stipend may be increased. If fewer students enroll by the last add date than the required minimum set by my college, I understand my stipend may be pro-rated.

**DEPARTMENT HEADS: PLEASE READ and CERTIFY:** I certify that the above named individual is fully qualified to teach the course(s) assigned. If the faculty member chose "yes" in the block above, then enrollment must be at least \_\_\_\_\_ for the course to be offered.

Get Data

Terms of Employment

- The instructor agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean's office or the Provost and Vice President for Academic Affairs.
- The instructor affirms that he/she is fully qualified and prepared to teach the courses assigned and that all representations in his/her vita, resume, or credentials are accurate. Normally, University full-time staff members are permitted to teach only one 3 credit hour class per term. Instructors who are retirees from Kentucky Teachers Retirement System (KTRS) shall not be employed to teach more than 12 semester hours per fiscal year (July 1 – June 30). Questions about the 12 hour teaching limit for KTRS retirees should be directed to the retirement section in the Department of Human Resources.
- The instructor agrees to meet each scheduled class at the time and place assigned by the Dean or Department Head and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the instructor will notify the Department Head in time to arrange a substitute or to cancel the class. The instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.
- For Part-Time Faculty: The instructor agrees to meet, as needed, before classes begin with the Department for orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements). Instructors shall not be employed to teach more than 12 semester hours at the undergraduate level or 6 hours at the graduate level (with the exception of KTRS retirees).
- Students are to be provided a complete copy of the class syllabus, course requirements and basis for grading during the first week of classes, and to be given written notice of all subsequent changes in the syllabus, course requirements, and basis for grading. The instructor also agrees to post the syllabus on TopNet. The University reserves the right to terminate part or all of the agreement (i.e., one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of this contract include, but are not limited to: insufficient enrollment, failure to adhere to academic unit and University policies, or unsatisfactory performance. An instructor may appeal employment termination or take grievances regarding unfair conditions to the Department Head for review. Such appeals or grievances are subject to final review by the Dean of the academic unit or his/her designee. In non-departmentalized colleges, the initial review shall be by the Dean with final review by the Provost and Vice President for Academic Affairs. This contract confers no credit toward tenure or any right of re-employment. This contract represents the entire agreement between the parties regarding this teaching assignment and supersedes all other understandings, written, or oral.

I understand that by addressing this eSignature form to another party affiliated with WKU and clicking the Send button, I am providing my electronic signature to this document.

Enrollment Based Stipend Schedule

For courses with high enrollment (31 or more students on the day after drop for non-payment), an additional \$200 per credit hour will be paid to the instructor.

WKU eSignature Forms

Main | Saved Forms | Sent Forms | Sent Forms Archive | Received Forms | Received Forms Archive | Email List | Log Off

Send to email address  And

**NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.**

Comment

Term:		Part of Term:			Prepared by (WKUID)		Form #
Pay ID	Amount	Index	Account	Campus Location	Name:	Phone:	Date:
					<b>Office of the Provost and Vice-President for Academic Affairs</b>		
<b>Terms of Employment for Special Instructional Assignments</b> <b>CORRECTION FORM</b> <i>(Use this form to cancel stipends or make any changes to stipends already submitted on an SIA form)</i>							

<b>Employee Information</b>							
WKUID		Employee Name					
Home Address			City	State	Zip Code		
Home Phone		Email Address					

<b>Course Information</b>							
Which Term?		Part of Term:					
Location:			Banner Index:				
CRN:							
In the space below, provide an explanation of the correction that needs to be made:							
<input type="button" value="Get Data"/>							

### WKU eSignature Forms

Main | Saved Forms | Sent Forms | Sent Forms Archive | Received Forms | Received Forms Archive | Email List | Log Off

Send to email address	And	
<b>NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.</b>		
Comment		
<input type="button" value="Send"/>	<input type="button" value="Save"/>	

## Summer/Winter QEP Data

	Course Enrollment				
	2008	2009	2010	2011	2012
Alternate Delivery (Summer)	6,587	7,271	7,881	7,673	7,710
Alternate Delivery (Winter)	1,377	1,478	1,534	1,496	1,502
<b>Yearly Totals</b>	<b>7,964</b>	<b>8,749</b>	<b>9,415</b>	<b>9,169</b>	<b>9,212</b>

# Sections w/ Enrollment				
2008	2009	2010	2011	2012
670	674	673	665	723
107	116	140	141	161
<b>777</b>	<b>790</b>	<b>813</b>	<b>806</b>	<b>884</b>

### Background Data

Summer Sessions	Course Enrollment				
	2008	2009	2010	2011	2012
Online	4,130	4,997	5,619	5,719	6,158

# Sections w/ Enrollment				
2008	2009	2010	2011	2012
277	342	374	416	470

\*Data was pulled from ASA Report: STU SEC ENROLL-Student/Course Section/Hour count by Session  
 \*\*This data excludes Independent Learning courses.

Regional Campuses					
Elizabethtown	263	276	229	196	157
Glasgow	447	426	475	417	163
Owensboro	231	180	138	128	78
<b>Total Regional Campuses</b>	<b>941</b>	<b>882</b>	<b>842</b>	<b>741</b>	<b>398</b>

41	37	46	23	24
41	44	36	33	16
38	31	26	24	21
<b>120</b>	<b>112</b>	<b>108</b>	<b>80</b>	<b>61</b>

\*Data collected from ASA Report: ENROLL-Student/Course Enrollment by Term/Campus

Study Abroad	246	184	229	281	188
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29	29	19	18	22
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\*Information provided by the Study Abroad Office. Includes WKU credit, consortium, and noncredit enrollments.

Evening Courses	513	368	420	399	317
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64	49	45	50	40
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\*Data was pulled from ASA Report: STU SEC ENROLL-Student/Course Section/Hour count by Session  
 \*\*This data does NOT include Regional Campus courses.

Weekend Courses	340	366	328	257	321
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23	19	22	22	31
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\*Data was pulled from ASA Report: STU SEC ENROLL-Student/Course Section/Hour count by Session  
 \*\*This data does NOT include Regional Campus courses.

Independent Learning	268	359	309	237	263
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121	101	87	71	84
-----	-----	----	----	----

\*Data collected from ASA Report: CRS SEC ENROLL-by College

Special Locations	139	84	104	19	55
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33	18	12	4	11
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\*Data collected from ASA Report: ENROLL-Student/Course Enrollment by Term/Campus. Locations include Paducah-KY, and Mammoth Cave-KY

IVS Data	10	31	30	20	10
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3	4	6	4	4
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\*Data was pulled from ASA Report: STU SEC ENROLL-Student/Course Section/Hour count by Session  
 \*\*This data does NOT include Regional Campus courses.

Winter Term	Course Enrollment				
	2008	2009	2010	2011	2012
Online	1,117	1,209	1,256	1,262	1,250

# Sections w/ Enrollment				
2008	2009	2010	2011	2012
77	86	99	103	120

\*Data was pulled from ASA Report: STU SEC ENROLL-Student/Course Section/Hour count by Session  
 \*\*This data excludes Independent Learning courses.

Regional Campuses					
Elizabethtown	17	14	11	6	6
Glasgow	22	6	25	0	2
Owensboro	22	21	23	1	20
<b>Total Regional Campuses</b>	<b>61</b>	<b>41</b>	<b>59</b>	<b>7</b>	<b>28</b>

3	3	4	2	3
5	2	3	0	2
3	4	2	1	2
<b>11</b>	<b>9</b>	<b>9</b>	<b>3</b>	<b>7</b>

\*Data collected from ASA Report: ENROLL-Student/Course Enrollment by Term/Campus

Study Abroad	103	79	106	114	146
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8	7	20	17	23
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\*Information provided by the Study Abroad Office. In 2011, students traveled to the following locations: Belize, China, Costa Rica, Egypt, England, and Kenya. Includes WKU credit, consortium, and noncredit enrollments

Evening Courses	55	85	42	80	37
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8	9	6	14	5
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\*Data was pulled from ASA Report: STU SEC ENROLL-Student/Course Section/Hour count by Session  
 \*\*This data does NOT include Regional Campus courses.

Weekend Courses	41	64	71	33	41
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3	5	6	4	6
---	---	---	---	---

\*Data was pulled from ASA Report: STU SEC ENROLL-Student/Course Section/Hour count by Session  
 \*\*This data does NOT include Regional Campus courses.



**Summer Sessions**

2355 Nashville Road  
Knicely Conference Center 124  
Bowling Green, KY 42101

Phone: 270.745.2478

Email: [summer.sessions@wku.edu](mailto:summer.sessions@wku.edu)

Web: [www.wku.edu/summer](http://www.wku.edu/summer)

A unit of WKU Extended Learning & Outreach

WKU is an equal opportunity institution of higher education and upon request provides reasonable accommodation to individuals with disabilities.  
[www.wku.edu/eoo](http://www.wku.edu/eoo)

**WKU**<sup>®</sup>

**September 2012**

[wku.edu/summer](http://wku.edu/summer) | (270) 745-2478