

Rutgers University Senate  
Committee on Instruction, Curricula, and Advising

**Report on S-0602: Intersession**

**S-0602: Intersession:** *Examine how other institutions offering intersession programs have dealt with the time constraint issue, and offer recommendations on how Rutgers may adapt its programs so as to best meet student needs while maintaining acceptable pedagogical standards.*

**Rutgers Intersession Programs**

**Summer Session**

As is the case with most universities that have a semester-based schedule, Rutgers has had a long-standing Summer Session program on each of its regional campuses. While schedules have varied somewhat over the years, currently New Brunswick offers three sessions between late May and mid-August; most classes meet Mondays thru Thursdays for either five and a half or six weeks. Newark offers two six week sessions with most classes meeting Mondays thru Thursdays, as well as a twelve-week session with classes meeting once or twice a week. Camden offers three four-week and two six-week sessions during this period.

Issues:

One area of concern regarding Summer Session is the offering of lab courses during four-week sessions. A class with a lab already means that a student has less study time available than a student taking a non-lab course during the summer. However, even missing a single lab during this time period would seriously impact a student's ability to keep up with the course; with little opportunity in the time frame<sup>1</sup> for making up missed assignments, being ill for 2 or 3 days could, and does, result in students having to withdraw or fail the course.

In looking at other institutions, most seem to offer lab courses primarily in their more extended sessions. For example,

SUNY-Stony Brook: 6 week sessions  
University of Arizona: 5 week sessions  
University of Maryland: 6 week sessions  
University of Virginia: 4 ½ week sessions

All Rutgers campuses already have summer sessions that extend beyond four weeks; it would seem in the best interest of students to whenever possible offer lab courses only during those extended sessions.

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<sup>1</sup> For example, students taking a General Biology class that meets Mondays thru Thursdays from 11:30 to 2:10, would be registered for either an 8-11 am or a 2:30 to 5:30 pm lab on those days.

## Winter Session

Unlike the case with Summer Session, offering a separate instructional session between Fall and Spring semesters is a fairly recent phenomenon. Rutgers-Camden offered a Winterim session for the first time in the Winter of 1998/1999; Rutgers-New Brunswick followed suit the next year. While they had been offering a few courses during the Winter break for a number of years, Rutgers-Newark did not have a full-fledged Winter Session program until 2002/2003.

Whereas the break between the Spring and Fall semesters is of sufficient length to accommodate courses of five, six, and even twelve weeks, the much shorter break between the Fall and Spring semesters results in sessions that are more likely to be counted in days than in weeks. In the winter of 2007/08, New Brunswick offered a 15-day session while Newark and Camden both offered 11-day winter sessions.

	Winter Session	No Class	Schedule	Total Days
Camden	Dec. 21-Jan.17	Dec.22-Jan.1	Mon.-Thurs.	11
New Brunswick	Dec. 26-Jan.18	Dec.31; Jan.1; Jan.17	Mon.-Fri.	15
Newark	Jan. 2-Jan.17		Mon.-Thurs + Jan.4	11

## Issues/Previous Recommendations

The challenge of offering pedagogically sound courses within this highly constricted framework has been an area of discussion and concern since the initiation of these programs at Rutgers. The Rutgers University Senate Instruction, Curricula and Advising Committee has issued two previous reports which focused on intersession—specifically Winter Session—programs. The initial report <<http://senate.rutgers.edu/winterim.html>>, which was prepared under the aegis of ICA's predecessor, the Educational Policy and Planning Committee and approved by the Senate in October 2000, offered recommendations on issues arising from offering what were in most cases 3-credit courses within a very compressed time frame. The primary recommendations were:

- Winter Session courses should be primarily one- to two-credit courses. Three-credit courses should be the exception, not the rule.
- No student should be allowed to register for a total of more than three credits during a single Winter Session.
- All courses, including three-credit courses that are currently on the books, must go through the normal curriculum-review process (i.e., review by departmental and college curriculum-review committees) prior to being offered during the Winter Session.
- Curriculum committees should conduct their reviews within the framework of a consistent set of considerations developed for Winter Session courses.

In 2004 the Instruction, Curricula and Advising Committee reviewed the implementation of the October 2000 recommendations of the Senate regarding Winter Session and offered some additional recommendations, including:

- That the faculties at other units offering, or considering offering, courses during winter sessions look at implementing standards and procedures similar to those adopted by the New Brunswick Faculty of Arts and Sciences  
<[http://sas.rutgers.edu/index.php?option=com\\_docman&task=doc\\_download&gid=14&Itemid=159](http://sas.rutgers.edu/index.php?option=com_docman&task=doc_download&gid=14&Itemid=159)>
- That the deans of units participating in winter sessions strongly encourage and support their faculties in the development of innovative courses of less than three credits as well as field of study-abroad courses.
- That faculty not be permitted to teach more than one three-credit course during a winter session.

While the viability of effectively teaching three-credit courses in an extremely abbreviated time frame was and continues to be an area of concern, it was already evident in 2004 that three-credit courses had become, and would continue to be, the norm for Winter Session courses not just at Rutgers but also at most other institutions offering similar programs. Most of the other Senate recommendations were indeed implemented for the New Brunswick Winter Session program, and beginning in 2007 FAS-N Winter Session courses in Newark must go through the Courses of Study Committee and be approved specifically as Winter Session courses. In Camden there remains no requirement for Winter Session courses to go through the normal curriculum-review process and be approved as specifically Winter Session courses.

### **Current Review**

Bowing to reality, the present report moves away from concerns of “Should it be done?” and from looking for restrictions on the process, to focusing on the time frame in which it’s being done.

Therefore the Committee

- Looked at Rutgers’ intersession program schedules as well as schedules at other institutions--especially those at our sister AAU public universities.
- We also considered those schedules in light of any regulatory restrictions to which Rutgers might be subject.
- And finally we also discussed what more could be done to ensure that our intersession programs could indeed “best meet student needs while maintaining acceptable pedagogical standards.”

### **Regulatory Requirements**

As adopted by the New Jersey Commission on Higher Education and specified in the *New Jersey Administrative Code*, “Distance Learning and Other Modes of Educational Delivery, § 9A:1-2.1 General program standards:”

(c) A semester credit hour shall not be counted on an hour-for-hour basis for library, independent-study, laboratory, or physical education activities. No more than one semester credit hour shall be granted for an experience compressed into one week's time or less unless prior approval is obtained from the Presidents' Council. A semester credit hour is not required to be counted on an hour for hour basis for distance learning or blended (or hybrid) learning.<sup>2</sup>

Since even the most compressed of Rutgers' intersession programs spans two and a half weeks, there would seem to be no problem meeting the "No more than one semester credit hour shall be granted for an experience compressed into one week's time or less..." as long as course credits do not *exceed* three credits. There may however, be issues with offering four (or more) credit courses, or offering a three credit course in a one-week session—both of which have occurred in the past.

Furthermore, as specified in University Policy 10.2.4 UNITS OF CREDIT :

B. The number of credits granted a student for any course in Rutgers University shall be determined by the college, school, or Faculty authorizing the course. The credit value of a course shall be assigned on the basis of the estimated amount of time a median student can be expected to devote to the course, at the rate of three hours a week per credit, including time in class, in laboratory, in conference with the teacher, or in reading, writing and preparing for class.

As we stated in our 2004 report, "As a Winter Session class day is basically equivalent to one week during the regular semester, a student taking a three-credit course would be expected to devote 9 hours a day on that course. A student taking a four-credit course would be expected to spend 12 hours a day on that course. As a sustained effort that would seem both counterproductive and unlikely!"

### **Winter Sessions Elsewhere**

There are institutions which have made Winter Session an integral part of their academic calendar. For example, the University of Delaware has a 5-week Winter session that in

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<sup>2</sup> According to N.J.A.C 9A:1.2 ("Definitions"):

"Educational delivery mode" means a formal educational process involving one of the following options:

1. "Distance learning," in which instruction occurs when the learner and the instructor are not physically located in the same place at the same time;
2. "Blended (or hybrid) learning," in which a part of the instruction occurs when the learner and the instructor are physically located in the same place at the same time, but a part of the instruction occurs by distance learning; and
3. "Traditional face-to-face learning," in which all of the instruction takes place in the classroom or in out-of-class instruction under the direct supervision of the instructor.

...

"Semester credit hour" means 50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length).

2008 ran from January 3 to February 8; while Middlebury has a January term that lasts for the entire month. While there may be significant educational benefits to these extended programs, these would require a complete reworking of the Rutgers calendar. It is unlikely that it could be done without a schedule in which the Fall semester would begin well before Labor Day and the extension of the Spring semester—which would be a significant change in conditions of employment and would require labor negotiations.

Rutgers is one of six AAU Public Universities offering a Winter session. In terms of total number of instruction days, Rutgers-New Brunswick with 15 class days is at the high end of the scale, while Rutgers-Camden and Rutgers-Newark, with 11 class days have among the most abbreviated schedules. While the University of Maryland does offer some courses which have 11 class sessions, and SUNY-Stony Brook's session consists of 12 class days, in both cases those class sessions extend over a longer period of time than Rutgers-Newark and Rutgers-Camden. (See Appendix A). Even if actual class sessions remained limited to 12 days, expanding the overall duration of the winter session to allow for more non-consecutive class days would give students more time to actually study and absorb the material.

### **Maintaining Pedagogical Standards**

No matter when they may be offered, courses reflect departmental standards and expectations. Departments need to take seriously their responsibilities in terms of oversight for both content and scheduling.

#### ***Content and Expectations***

Anecdotally, there is a sense that what is being taught in many of the compressed sessions is actually a subset of what would be taught in a 'regular' semester. Departments need to take seriously the responsibility to ensure that there are some basic content expectations for a course offered in that department. Whatever the scheduling format, courses should meet a minimum set of standards. When 'regular' courses are offered during summer or winter sessions, the content and expectations should be the same as during a fall or spring semester.

Departments also need to develop procedures to better monitor actual class schedules. While instances of classes regularly being let out early are certainly not limited to intersessions, this does tend to occur more significantly as class periods get longer. This can result in significantly fewer contact hours than the course listing indicates. And perhaps significantly fewer contact hours than the content demands.

Courses should also be structured so as to give students sufficient time to do the work.

### **Outcomes Assessment**





## Appendix A

AAU Public Universities - Winter Session									
2007-2008	Fall Begins	Fall Ends	Winter Begins	Winter Ends	No Class	Class Days	Minutes/Day	Class Days	Total Hours
University of Arizona	20-Aug	14-Dec	17-Dec	8-Jan	Dec 24-25; Jan 1	M-F	170	16	45.33
University of Iowa	27-Aug	21-Dec	26-Dec	18-Jan	Jan. 1	Vary	Vary	14-17	35.75-38.25
			31-Dec	18-Jan	Jan. 1	Vary	Vary	9-14	35.3-38.5
University of Maryland	29-Aug	19-Dec	2-Jan	22-Jan	Jan. 21	M-F	180	14	42
						M-Th	210	11	38.5
SUNY-Stony Brook			2-Jan	22-Jan	Jan 21.	T-Fri	205	12	41
					Mondays=Snow Days				
University of Virginia	28-Aug	18-Dec	2-Jan	11-Jan				8	
Rutgers									
New Brunswick			26-Dec	18-Jan	Dec.31; Jan.1; Jan.17	M-F	195	15	48.75
Newark			2-Jan	17-Jan		M-Th+Jan.4	270	11	49.5
Camden			21-Dec	17-Jan	Dec.22-Jan.1	M-Th	220	11	40.3

### AAU Publics Not Offering Winter Sessions (those not on quarters or trimesters)

University of Colorado  
 University of Florida  
 University of Illinois  
 University of Indiana  
 Iowa State  
 University of Kansas  
 Michigan State Univ.  
 University of Minnesota  
 University of Missouri  
 University of Nebraska  
 SUNY-Buffalo  
 University of North Carolina  
 Penn State  
 University of Pittsburgh  
 University of Texas  
 University of Wisconsin-Madison