

**Notes of Special ACC Meeting on Summer Sessions Policies  
8 October 2008, BAC 206, 1:30-3:00pm**

The ACC held a special meeting with Associate Provost for Academic Administration Ron Pitt (as a follow-up to the September 17<sup>th</sup> ACC meeting) to further discuss proposed policies concerning the operations of summer sessions. Staff and administrator representatives from Distance Learning were also in attendance.

The focus of the discussion was the eleven proposed recommendations concerning summer sessions operations. Ron started by carefully explaining the nature of the minimum pay guarantee for faculty and its connection to required minimum enrollment. He noted that no course would be allowed to run if it did not make the minimum enrollment of 12 by April 13<sup>th</sup>, though in some cases a decision might need be made to run a course even though its enrollment might be just 12, on the likelihood that it would remain steady or increase by the summer session start data. Exceptions to this would have to be agreed to by the college dean where the course is offered.

After much discussion, and with several suggestions being made for clarification of wording (e.g., “Recommendation 11; Enrollment breakeven may be calculated using a profit margin at the discretion of the Dean in consultation with the college chairs.”), the chairs’ consensus was to support the proposed changes.