

August 20, 2020

Jaime Balboa, Assistant Dean, Summer Sessions  
Aomar Boum, Associate Professor, Anthropology  
Eric Bullard, Dean of Continuing Education and University Extension  
Susan Ettner, Interim Dean of Graduate Education  
Adriana Galván, Dean of Undergraduate Education, Chair  
Tim Groeling, Professor, Communication Studies  
Andrea Kasko, Chair, Graduate Council  
Megan McEvoy, Chair, Undergraduate Council  
Jeff Roth, Associate Vice Chancellor, Academic Planning & Budget  
Frank Wada, University Registrar

Dear Colleagues,

Thank you for agreeing to serve as a member of the Summer Sessions Committee.

The focus of the committee will be to explore how to build upon and expand the current academic and non-academic offerings of Summer Sessions in a strategic and cost-effective manner for the benefit of students and their overall educational experience. A copy of the committee charge, which outlines the specific areas of inquiry that I would like to you to consider, is attached to this letter. My expectation is that the committee will submit its report and recommendations by no later than the end of Fall Quarter 2020/early Winter Quarter 2021.

Thank you for this important service to UCLA.

Sincerely,



Emily A. Carter  
Executive Vice Chancellor and Provost

Attachment

cc: Laurie K. Summers, Assistant Provost

## Summer Sessions Committee

### Committee Charge

The focus of the committee will be to explore how to build upon and expand the current academic and non-academic offerings of Summer Sessions in a strategic and cost effective manner for the benefit of students and their overall educational experience. Specific areas of inquiry and recommendations for the committee include:

- Identify additional opportunities for undergraduate students to complete their academic degree requirements in a timely fashion through remote learning
- Determine ways to expand the Summer Institutes to provide additional options for pre-college programs for high-school students including URM pipeline programs and college/professional courses for undergraduate and graduate students
- Create an optimal financial model that will cover costs incurred and at the same time provide a source of revenue generation to the Division/School/Department and the campus.
- Assess current policy and fee structures for Summer Sessions and ensure that they coordinate/are streamlined with the university policies and procedures. Those that are specific to Summer Sessions need to be clearly documented.
- Create a transparent system for Summer Sessions to track enrollment data and financial projections
- Explore options to increase enrollment in order to achieve enrollment targets and possible future growth set by UCOP including opportunities to enroll transfer students, other UC students and non-UC students
- Examine ways to equitably facilitate Senate faculty teaching during the summer in the contexts of impact on faculty workload, promotion and tenure throughout the academic year
- Provision of increased student services and support during the summer months
- Provision of additional financial aid and scholarships to students studying during the Summer including better alignment of deadlines between different campus administrative units
- Increase partnerships and collaborations with UNEX
- Review the structures and operations of the International Education Office and Summer Sessions to consider how to streamline and coordinate administrative and academic operations and provision of support between the two units
- Building off the academic and student considerations noted in the charge, assess the maximum potential for summer sessions to contribute a meaningful new revenue stream to core funds and enable enrollment expansion to increase UCLA's participation in the Regents goal of 200K more degrees by 2030.

### Deadline for receipt of Committee report and recommendations:

End of Fall Quarter 2020/early Winter Quarter 2021

*August 19, 2020*