

**WASSA Seasoned and New Administrators' Workshop
October 3, 2010 • Laguna Beach, California**

SELF-REFLECTION WORKSHEET

Question	Where are we now	Where do we want to be	What are the steps to get there	How do we know we are there
<p>1. Who enrolls in Summer Sessions?</p> <p><i>Are the students different than fall and spring? Are they "our students" What are their expectations? Are they full-time or part-time students in the fall and/or spring? What is the average credit load a student takes during the summer?</i></p>				
<p>2. Why are they here?</p> <p><i>Are they home for the summer, are they trying to further their progression to graduation?</i></p>				
<p>3. Who teaches our courses?</p> <p><i>Do we hire faculty versus lecturers? Do instructors have other responsibilities during the summer while they are teaching?</i></p>				
<p>4. What support do you provide to the instructors?</p> <p><i>What types of instructional support are available during the summer?</i></p>				
<p>5. What are you paying them?</p> <p><i>How are decisions about pay made? Are there pay incentives or disincentives during the summer?</i></p>				
<p>6. How are course offerings decided?</p> <p><i>Is it a "my turn" system? Are decisions made based on physical limitations (classroom space), student demand, or courses needed for students to graduate?</i></p>				

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<p>7. Who is in charge?</p> <p><i>Who is really making the decisions to run or cancel programs that occur during the summer, or is no one in charge?</i></p>				
<p>8. What are the finances of the program?</p> <p><i>Does the program lose money, break-even or make money? How is the money for the program divided? How is the money for the program reported?</i></p>				
<p>9. How does Summer Sessions relate to the overall enrollment management for the university?</p> <p><i>Are the objectives the same or different and how does this relate to the strategic plan for the campus? Are student registrations seen as taking away enrollment from the fall and the spring semesters?</i></p>				
<p>10. What can we do to make Summer Sessions better?</p> <p><i>Are there assessment measures, marketing initiatives, should more people go to conferences or apply for the WASSA Institution Support Program to get a different perspective and insight?</i></p>				
<p>11. What types of programs do you offer?</p> <p><i>Do we offer undergraduate and graduate courses, travel programs, special workshops, youth programs, pre-college programs, Elderhostels? Are these programs offered on-campus, online, abroad, or hybrid?</i></p>				