

From: ["Amanda Mahr" via ls-summer-chairs](#)
To: ls-chairs-all@g-groups.wisc.edu; ["Dean Eric Wilcots" via ls-dept-admins](#); ["Amanda Mahr" via ls-summer-chairs](#)
Cc: [Shirin M Malekpour](#); [L&S Teach Learn](#)
Subject: FW: L&S Summer 2023 Planning Materials
Date: Monday, October 10, 2022 10:41:00 AM

TO: L&S Chairs and Department Administrators

This is a reminder of two deadlines related to Summer 2023 planning:

1) [Summer Course Guide Preview](#): The course guide preview is your first chance to promote your summer '23 courses. Updates were due this past Friday, October 7. Please update the sheet by **Tuesday, 10/11 at noon** if you haven't yet. Access will be restricted starting Tuesday afternoon. Technical instructions for updating the preview are available on the [L&S KB](#).

2) [Initial summer budget proposals](#) are due this Friday, October 14. Please email your proposals to teach.learn@ls.wisc.edu.

Thank you!

Amanda

Amanda Mahr (she/her/hers)
Instructional Planning Coordinator
Teaching & Learning Administration | College of Letters & Science
[Chat/call on Teams](#)
[Instructional Staffing Request form \(instructions\)](#)

From: Amanda Mahr
Sent: Monday, September 26, 2022 12:08 PM
To: ls-dept-admins@g-groups.wisc.edu; ls-chairs-all@g-groups.wisc.edu; ls-summer-chairs@g-groups.wisc.edu
Cc: Shirin M Malekpour <shirin.malekpour@wisc.edu>; Jennifer Klippel <jennifer.klippel@wisc.edu>; L&S Teach Learn <teach.learn@ls.wisc.edu>
Subject: L&S Summer 2023 Planning Materials

TO: L&S Chairs and Department Administrators

ACTION REQUIRED:

- Edit [Summer Course Guide Preview](#) (review [instructions](#)) by Friday, October 7, 2022
- Submit [Summer 2023 Proposal](#) by emailing it to teach.learn@ls.wisc.edu by Friday, October 14, 2022

CONTACT: Questions can be directed to Amanda Mahr

This email contains instructions and deadlines related to initial planning for Summer Term 2023.

Summer Course Guide Preview

The Summer Course Guide Preview is a partial listing of summer courses for the upcoming summer. It is a tool for departments to showcase their summer course offering before the official schedule of classes is published in January. It is also an interim resource to advisors. The preview will be published on **October 24** at summer.wisc.edu.

Instructions for Submitting Courses to the Summer Course Guide Preview

The Division of Continuing Studies (DCS) creates the Summer Course Guide Preview. To populate it, they've created a google sheet of all courses from Summer 2022, and are asking L&S to indicate which courses to include for 2023.

Please review this [sheet](#) and make updates according to these [instructions](#) by **Friday, October 7, 2022**. DCS has instructed us that they will not honor any requests for updates after this deadline.

Summer 2023 Proposals

The Summer Budget Proposal spreadsheet is the detailed plan of your department's summer courses along with planned appointments and expenses. The proposal will be reviewed by your Academic Associate Dean, with input from L&S Teaching & Learning Administration, Budget Office & Human Resources.

- Download the blank proposal template from the L&S Knowledgebase: <https://kb.wisc.edu/lis/85475>.
- Completed proposals should be emailed to teach.learn@ls.wisc.edu by **Friday, October 14**
- Past summer materials are available in Summer box folders ("48-##00 Summer Sessions")

Responses will be sent by L&S Teaching & Learning Administration ahead of the curricular update deadline (11/18/22). Please note that this deadline of 11/18 is earlier than in past years.

Departments should enter their summer courses into SIS ahead of receiving the formal approval from L&S.

Thank you,
Amanda

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