



BOWLING GREEN STATE UNIVERSITY

Continuing & Extended Education

August, 2009

To: BGSU Faculty

From: Dr. Marcia Salazar-Valentine, Interim Dean, Continuing & Extended Education

Re: 2010 Summer Workshop Proposal

In the Fall, colleges start to prepare their schedules for the following summer. If you have an idea for a summer workshop that...

- is aligned with your college's curriculum priorities;
- provides enrollment opportunities to students across departments and/or colleges;
- focuses on innovative, experiential learning that is not typically provided by listed catalog courses;
- has had good enrollment patterns in the past (repeated workshops) or is based on a new demand and interest on the part of students (new workshops)...

...then we invite you to submit a workshop proposal to be considered for summer 2010.

**Proposal contents will be reviewed and prioritized at the college level and then forwarded to Continuing & Extended Education for budget review. Proposals are due to colleges in September and October (check your college deadline on page 3) so please start planning soon.**

If you have any questions, please contact Pam Potter at [potter@bgsu.edu](mailto:potter@bgsu.edu) or 2.2672.

Thank you.



## Continuing & Extended Education

### Guidelines for Summer Workshop Proposal Form and Check Sheet Completion, Submission and Approval

Please take some time to review the guidelines as well as the attached proposal form and submission, review and approval check sheet carefully. Providing your college with all the requested information in a timely manner will facilitate the approval process.

#### 1. General Information

**Definition of a Workshop.** A workshop presents content not covered by any existing listed catalog courses, introduces hands-on activities or focuses on experiential learning of a specific topic in a concentrated period of time.

**Enrollment.** Summer workshops are contingent upon enrollment.

**Cancellation.** A workshop is subject to cancellation if sufficient enrollment is not attained. Continuing and Extended Education's Interim Dean, after consultation with faculty, will make the final decision as to whether a workshop is cancelled. Determining factors include:

- enrollment and financial viability
- historical enrollment data
- the number of students registered for the workshop at the time of the decision.

#### 2. Submission and Approval Process Information to Workshop Faculty and Proposal Reviewers:

**Submission Deadline.** *Note: In order to ensure that all summer workshops fit into the approval schedule, proposals will no longer be accepted after the deadline established by each college.\* (see page 3 for your college's deadline).*

**Approval Process.** Each workshop proposal will be reviewed by School Director or Department/Division Chair, College Summer Dean, College Curriculum Committee (if applicable), the Graduate College, and Continuing & Extended Education representatives. ***Each reviewer in the approval process will exercise independent judgment and may return for additional information or refuse approval of any proposal which is incomplete or does not adequately describe an academic offering of high quality.***

***Please review the faculty member's/workshop director's responsibilities in the section below. Be sure to follow all the necessary steps before you submit the workshop proposal.***

**Faculty/Workshop Director's Responsibilities:**

- a. Completes the attached workshop proposal form.
- b. Attaches a syllabus to the proposal. Syllabus **must include** workshop objectives, content outline, student-centered activities and outcomes, and evaluation.
- c. Checks each item in the **Faculty/Workshop Director** section in the **attached** "Summer Workshop Submission, Review and Approval Process Check Sheet."
- d. If all requirements are met, signs the check sheet, attaches the completed proposal form, and forwards **to School Director or Department/Division Chair** by the following deadline by college:

**\* Faculty offering workshops that are externally funded and do not meet the college deadline must consult with college summer dean before submitting the proposal.**

College	<b><i>Faculty Member/Workshop Director must deliver proposal to School Director or Department/Division Chair by:</i></b>
Arts & Sciences	<b>3<sup>rd</sup> Friday of September</b>
Business Administration	<b>4<sup>th</sup> Friday of September</b>
Education & Human Development	<b>3<sup>rd</sup> Friday of September</b>
Health & Human Services	<b>4<sup>th</sup> Friday of September</b>
Musical Arts	<b>4<sup>th</sup> Friday of September</b>
Technology	<b>2<sup>nd</sup> Friday of October</b>

**School Director or Department/Division Chair's Responsibilities:**

- a. Reviews the proposal and initiates the approval process by checking each item in the **School Director or Department/Division Chair** section in the **attached** "Summer Workshop Submission, Review and Approval Process Check Sheet."
- b. If all requirements are met, signs the check sheet, and forwards both proposal and check sheet **to College Summer Dean** by the following deadline by college:

College	<b><i>Chair must deliver proposal to College Summer Dean for initial review by:</i></b>
Arts & Sciences	<b>1<sup>st</sup> Friday of October</b>
Business Administration	<b>1<sup>st</sup> Friday of October</b>
Education & Human Development	<b>1<sup>st</sup> Friday of October</b>
Health & Human Services	<b>1<sup>st</sup> Friday of October</b>
Musical Arts	<b>2<sup>nd</sup> Friday of October</b>
Technology	<b>3<sup>rd</sup> Friday of October</b>

- c. If the proposal does not meet all the required items in his/her section of the check sheet, the chair will request additional information from the faculty proposing the workshop or may choose not to approve the proposal.

## **Summer Dean's Responsibilities:**

- a. Reviews the proposal and proceeds with the approval process by checking each item in the **Summer Dean** section in the **attached** "Summer Workshop Submission, Review and Approval Process Check Sheet."
- b. If all requirements are met, signs the check sheet and forwards both the proposal and check sheet to **College Curriculum Committee**, if applicable, by the following deadline by college:

<b>College</b>	<b><i>Summer Dean must deliver proposal to College Curriculum Committee by:</i></b>
<b>Arts &amp; Sciences</b>	<b>4<sup>th</sup> Friday of October</b>
<b>Business Administration</b>	<b>2<sup>nd</sup> Friday of October</b>
<b>Education &amp; Human Development</b>	<b>2<sup>nd</sup> Friday of October</b>
<b>Health &amp; Human Services</b>	<b>3<sup>rd</sup> Friday of October</b>
<b>Musical Arts</b>	<b>3<sup>rd</sup> Friday of October</b>
<b>Technology</b>	<b>N/A</b>

- c. If the proposal does not meet all the required items in his/her section of the check list, the Summer Dean will consult with School Director or Department/Division Chair in order to request additional information from the faculty proposing the workshop or may choose not to approve the proposal.

## **College Curriculum Committee's Responsibilities** (if applicable):

- a. Reviews the proposal and continues with the approval process by checking each item in the **College Curriculum Committee** section in the **attached** "Summer Workshop Submission, Review and Approval Process Check Sheet."
- b. If all requirements are met, committee chair signs the check sheet and **returns both the proposal and check sheet to Summer Dean** by the following deadline **by college**:

<b>College</b>	<b><i>College Curriculum Committee must deliver proposal to College Summer Dean by:</i></b>
<b>Arts &amp; Sciences</b>	<b>4<sup>th</sup> Friday of October</b>
<b>Business Administration</b>	<b>4<sup>th</sup> Friday of October</b>
<b>Education &amp; Human Development</b>	<b>4<sup>th</sup> Friday of October</b>
<b>Health &amp; Human Services</b>	<b>4<sup>th</sup> Friday of October</b>
<b>Musical Arts</b>	<b>4<sup>th</sup> Friday of October</b>
<b>Technology</b>	<b>N/A</b>

- c. If the proposal does not meet all the required items in their section of the check sheet, the College Curriculum Committee will consult with Summer Dean and School Director or Department/Division chair in order to request additional information from the faculty proposing the workshop or may choose not to approve the proposal.

**Summer Deans:** Please deliver approved proposals to Continuing & Extended Education, Attn: Pam Potter, by October 28, 2009.

## **College Summer Deans, Graduate College and Continuing & Extended Education Representatives' Responsibilities:**

During the first week of November, College Summer Deans, the Graduate College, and Continuing & Extended Education representatives will jointly finalize the approval process by checking their sections in the **attached** Summer Workshop Submission, Review, and Approval Process Check Sheet. Once all approvals are secured, the faculty/director proposing the workshop will receive notification (in November) from Continuing & Extended Education.

**If you have any questions regarding the summer workshop submission, review, or approval process please contact Pam Potter, at: [potter@bgsu.edu](mailto:potter@bgsu.edu) or 2.2672.**

**Thank you**



## Summer Workshop Proposal

Complete this form **online**, then print and submit according to the instructions on page 12.

**TO SAVE DOCUMENT: Save PDF using Adobe Professional**

### Workshop Information

1. Title: \_\_\_\_\_

2. Director or Primary Instructor: \_\_\_\_\_

a. Name: \_\_\_\_\_

b. Department: \_\_\_\_\_ c. Office Phone #: \_\_\_\_\_

d. E-Mail Address: \_\_\_\_\_

**Note: The Director and primary instructor are expected to be present at all sessions of the workshop and to serve as the main contact for administrators and students.**

3. Secondary Instructor(s) Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. *If using secondary instructors*, specify the director/primary and secondary instructors' roles to justify compensation:

Director/Primary Instructor's Role: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Secondary Instructor's (or Instructors' ) Role: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Dates of Workshop: Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Days/Times of Workshop: \_\_\_\_\_

6. Location:  On-Campus: Requested Room: \_\_\_\_\_  
AV/Room Requirements: \_\_\_\_\_

<input type="checkbox"/> Off-Campus: Requested Location:* _____
<b><i>*For off campus locations, <u>you must</u> contact Off-Campus Programs at 2.2672 to complete this request prior to submitting your proposal.</i></b>

<input type="checkbox"/> Abroad: Country:* _____
<b><i>*For workshops abroad, <u>you must</u> contact the Education Abroad Office at 2.0309 to facilitate location arrangements prior to submitting your proposal.</i></b>

7. Course Prefix: \_\_\_\_\_ 8. Course Number(s)\*: Undergraduate: \_\_\_\_\_  
Graduate: \_\_\_\_\_

***\*Check department course inventory for appropriate course number and grade option.***

9. Number of Credit Hours: \_\_\_\_\_

10. Indicate by checking whether this workshop is “self-contained” or “partially contained”:

- Self Contained (i.e. OBOR requires 25 contact hours per one semester hour of credit.)
  
- Partially Contained (i.e. 18 contact hours per one semester hour of credit, and 7 hours of outside assignments in addition to regular assignments.) Note: These assignments/experience hours must be in addition to regular homework/papers/assignments. For example: students travel to special locations, student interviews, preparation of video/web assignments beyond a routine assignment. These should also appear as requirements on the syllabus.

11. Specify the difference (qualitative and/or quantitative) in requirements for graduate students if workshop offers both undergraduate and graduate credit:

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12. a. Is this a grant-funded workshop?  Yes  No  
b. If yes, indicate grant budget #: \_\_\_\_\_

13. Enrollment Limits and specific requirements:  
a. Maximum Enrollment Requested: \_\_\_\_\_  
b. Specify any pre-requisites for enrollment (for example: workshop is for a restricted group of participants selected by a grant; specific skills required of participants, etc.)

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**“Contingency Offerings” Workshops are offered on a contingency basis. A workshop is subject to cancellation if sufficient enrollment is not attained.**

**Workshop Content and Curriculum**

14. **Overview of Workshop:** Briefly describe the focus of the workshop. This description will be used to advertise the workshop so an appealing description is essential to attract your target audience. (Examples provided at: <http://summer.bgsu.edu>)

Course Content (limit to 2 sentences):  
\_\_\_\_\_  
\_\_\_\_\_

Target Audience: \_\_\_\_\_

Value of the course to the participants (limit to one sentence):  
\_\_\_\_\_

15. **Describe how your proposal reflects the definition of a workshop:** “it presents content not covered by any listed catalog courses, introduces hands-on activities or focuses on experiential learning of a specific topic in a concentrated period of time.” **What are the unique learning activities in which the participants will be involved that make this experience different from a regular course?**
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16. **Learning objectives for the participants:**

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17. **Course content outline and teaching methods:**

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18. **Assessment of students:** How will you determine that the participants have met your objectives?

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**A syllabus for the workshop must be attached to this proposal.**

## **Budget Guidelines and Information:**

Please read these budget guidelines before completing the *Projected Revenue and Expenditures section*.

### **General Guidelines:**

- Workshops are funded from a budget allocation and not from the tuition and subsidy generated from the number of credit participants.
- Expenses funded by Summer Workshops include personnel expenditures. A small allowance for supplies and miscellaneous may be allowed when a description of these expenses are attached to the proposal. Only expenses that have been pre-approved will be funded.
- Each workshop is treated separately; no carryover money is available from one workshop to another.
- Unless other arrangements are made, pre-approved reimbursement for non-personnel costs will be transferred directly to your department/division/school's area/org. Receipts or written documentation showing expenses, along with department/ division/ school's area/org number, must be turned in to the CEE Interim Dean at the conclusion of the workshop to receive the transfer for workshop reimbursement of non-personnel costs.

**Workshop cancellation:** The Interim Dean of CEE, after consulting with faculty and the summer dean, will make the final decision as to whether a workshop is cancelled. **Determining factors include:**

- *enrollment and financial viability*
- *historical enrollment date*
- *number of students registered for the workshop at the time of the decision.*

### • **Compensation for Faculty:**

- Compensation will be calculated by the summer formula of 1/30 of the previous academic year contract multiplied by the number of workshop credit hours.
- Workshop compensation is part of the 1/3 total earnings during the summer contract period. Please submit, with signatures, the attached salary approval form (page 13) with your proposal.
- Salary allowance: combined salaries for all workshop staff must not exceed the total number of credit hours for the workshop. If two or more faculty members co-teach a workshop, or if a consultant is used, salaries must be divided so as not to exceed the amount equivalent to total number of credit hours.

Consistent with the academic year policy for additional BGSU compensation, additional summer pay from all BGSU sources is limited to a maximum allowable of 20% of the 1/3 Academic Year Salary. Together, summer salary from all sources cannot exceed 40% of the faculty member's Academic Year Salary.

- **Compensation for Faculty Members on a Fiscal Year Contract:**

- Unless special approval is granted, faculty on a fiscal year contract cannot be paid for teaching in the summer.
- Approval procedures are as follow:

A letter from the faculty member's Chair, Director, or Dean must be secured. The letter must indicate that the faculty member is using vacation time for the period he/she is teaching, or that the class/workshop is held during the evening/weekend hours when the faculty member is not required to be on duty. A copy of this approval letter must be kept on file with the faculty member's contract; the original letter must be sent to the CEE Interim Dean to be attached to the faculty member's contract.

- **Compensation for Retired Faculty:**

- Compensation will be at the existing overload rate established by the university.

**Projected Expenditures:**

Provide information about all of your projected expenses on the lines below.

**1. Non-personnel (not to exceed \$100\*):**

Supplies \$ \_\_\_\_\_

Miscellaneous (please describe) \$ \_\_\_\_\_

**\*If request exceeds \$100 please attach itemized list**

**2. Personnel:**

- Salary allowance: combined salaries for all workshop staff must not exceed the total number of credit hours for the workshop. If two or more faculty members co-teach a workshop, or if a consultant is used, salaries must be divided so as not to exceed the amount equivalent to total number of credit hours.

Director/Primary Instructor (identify by name):

\_\_\_\_\_ \$ \_\_\_\_\_

Secondary Instructor(s) or consultants (identify by name):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Projected Expenditures:** \$ \_\_\_\_\_

If you are able to secure funds from other sources please specify source and amount:

Source: \_\_\_\_\_

Amount: \_\_\_\_\_

***Attach a copy of the syllabus to this proposal.***

## This form to be used for Summer Off-campus classes and Summer Workshops Summer Salary Approval

\_\_\_\_\_  
Faculty Member's Printed Name

Please include all classes and activities you will be assigned in addition to the one(s) for Continuing & Extended Education. Please **bold** the Continuing & Extended Education class(es).

Activity (e.g., classes, admin, grants)	Delivery Method	Session <i>I</i>	Session <i>II</i>	8-wk Session	Other: Flex Scheduled, Workshops, etc.	
		(Cr Hrs)	(Cr Hrs)	(Cr Hrs)	(Cr Hrs)	(Dates)
<b>Class: EDTL 611</b>	<b>On-Line (Distance)</b>	<b>3</b>				
Grant: (Teaching & Administrative)	On Campus		4			
Administrative Assignment	On Campus				1	5/19/08-8/8/08
Class: EDTL 680	Off-Campus				1	6/16/08-6/17/08
		3	4		2	
Total Number of Hours for summer					9	

\*Maximum teaching loads are:

- 10 hrs during two 6-week terms
- 9 hrs during 8-week term
- 6 hours during one 6-week term

**I have reviewed this form. I certify that this assignment will not cause the faculty member listed above to exceed the maximum earning allowable for the summer term or violate any summer contracting policies.**

\_\_\_\_\_  
Signature - Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Division or Department Chair/School Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Associate Dean (EDHD)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Associate Dean (CEE)

\_\_\_\_\_  
Date

# This form to be used for Summer Off-campus classes and Summer Workshops Summer Salary Approval

\_\_\_\_\_  
Faculty Member's Printed Name

Please include all classes and activities you will be assigned in addition to the one(s) for Continuing & Extended Education.  
Please **bold** the Continuing & Extended Education class(es).

<i>Activity (e.g., classes, admin, grants)</i>	<i>Delivery Method</i>	<b>Session I</b>	<b>Session II</b>	<b>8-wk Session</b>	<b>Other: Flex Scheduled, Workshops, etc.</b>	
		(Cr Hrs)	(Cr Hrs)	(Cr Hrs)	(Cr Hrs)	(Dates)
Total Number of Hours for summer						

- \*Maximum teaching loads are:
- 10 hrs during two 6-week terms
  - 9 hrs during 8-week term
  - 6 hours during one 6-week term

**I have reviewed this form. I certify that this assignment will not cause the faculty member listed above to exceed the maximum earning allowable for the summer term or violate any summer contracting policies.**

\_\_\_\_\_  
Signature – Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Division or Department Chair/School Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Associate Dean (EDHD)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Associate Dean (CEE)

\_\_\_\_\_  
Date





Bowling Green State University  
**Summer Workshop Submission, Review,  
and Approval Check Sheet**

Presented below are the expectations for the workshop revision and approval process. It is essential that you identify what role you play in this process and complete all the required information in your section. *Each reviewer in the approval process exercises independent judgment and may refuse approval of any proposal which is incomplete or does not adequately describe an academic offering of high quality. Each of the individuals involved in the workshop submission, review, and approval process must check this list before forwarding the proposal to the next reviewer.*

1. **Approval Step 1: To be completed by Faculty/Workshop Director**  
**Place a check mark next to each item as completed:**

- Proposal fits the definition of a workshop: it presents content not covered by any listed catalog courses, introduces hands-on activities, or focuses on experiential learning of a specific topic in a concentrated period of time.
- A syllabus has been attached to the proposal.
- Syllabus includes workshop objectives, content outline, student-centered activities and outcomes, and evaluation.
- OBOR requirement of 25 contact hours per one semester hour of credit is followed. (Note: BGSU is closed in observance of Memorial Day and 4<sup>th</sup> of July.)
- Attached proposal lists the correct dates, days of the week and times of each of the workshop meeting sessions and each day is listed separately.
- All the budget lines that apply have been completed.
- Proposed budget fits into summer workshop guidelines (see attached proposal).
- Workshop credit hours, added to other credit hours the faculty has in the summer, do not exceed total number of allowed summer teaching load.
- Consulted with chair/director and the appropriate course number reflects the nature of the workshop.
- Workshop proposal is being submitted to the department/division by the deadline. (Please check deadlines per college on page 3 of this proposal).

*This workshop meets all the above requirements.*

\_\_\_\_\_  
**Faculty's Signature**

\_\_\_\_\_  
**Date**

**Forward your proposal to your School Director or Division/Department Chair in accordance with review deadline.**

2. **Approval Step 2: To be completed by School Director or Division/Department Chair**

**Place a check mark next to each item as completed:** (Chair may consult with departmental curriculum committee to complete this section.).

- Proposal fits the definition of a workshop: it presents content not covered by any listed catalog courses, introduces hands-on activities, or focuses on experiential learning of a specific topic in a concentrated period of time.
- Proposal is being submitted prior to the submission deadline.
- Proposal fits into department/division/school curricular planning.
- Syllabus includes workshop objectives, content outline, student-centered activities and outcomes, and evaluation.
- Proposal and attached syllabus meet appropriate academic standards.
- Workshop course number is appropriate.
- OBOR requirement of 25 contact hours per one semester hour of credit is followed. (Note: BGSU is closed in observance of Memorial Day and 4<sup>th</sup> of July.)
- Proposal lists the correct dates, days of the week and times of each of the workshop meeting sessions, and each day is listed separately.
- Workshop schedule does not conflict with other workshop offerings in the department/division.
- Past workshop enrollment justifies including this workshop in the schedule for the coming summer.

- Primary instructor teaching graduate level workshop has graduate faculty status.
- If needed, paperwork to request graduate faculty status has been initiated.

*This workshop meets all the above requirements.*

\_\_\_\_\_  
**School Director or Division/Department Chair's Signature** **Date**

**If proposal is approved, forward it to College Summer Dean in accordance with review deadline.**

3. **Approval Step 3: To be completed by College Summer Dean**  
**Place a check mark next to each item as completed:**

- Proposal fits the definition of a workshop: it presents content not covered by any listed catalog courses, introduces hands-on activities, or focuses on experiential learning of a specific topic in a concentrated period of time.
- Proposal is being submitted prior to the submission deadline.
- Proposal fits into college curricular planning.
- Syllabus includes workshop objectives, content outline, student-centered activities and outcomes, and evaluation.
- Proposal and attached syllabus meet appropriate academic standards.
- Course number is appropriate for the nature of the workshop.
- OBOR requirement of 25 contact hours per one semester hour of credit is followed. (Note: BGSU is closed in observance of Memorial Day and 4<sup>th</sup> of July.)
- Proposal lists the correct dates, days of the week and times of each of the workshop meeting sessions, and each day is listed separately.
- Roles of each of the primary and secondary instructors are specified in the proposal.
- Workshop credit hours, added to other credit hours faculty has in the summer, do not exceed total number of allowed summer teaching load.

*This workshop meets all the above requirements.*

\_\_\_\_\_  
**College Summer Dean's Signature** **Date**

**If proposal is approved, forward it to relevant College Curriculum Committee (if applicable) in accordance with review deadline.**

4. **Approval Step 4: To be completed by relevant College Curriculum Committee (if applicable)**  
**Place a check mark next to each item as completed:**

- Proposal fits the definition of a workshop: it presents content not covered by any listed catalog courses, introduces hands-on activities or focuses on experiential learning of a specific topic in a concentrated period of time.
- Proposal fits into departmental/division curricular planning.
- Syllabus includes workshop objectives, content outline, student-centered activities and outcomes, and evaluation.
- Proposal and attached syllabus meet appropriate academic standards.
- OBOR requirement of 25 contact hours per one semester hour of credit is followed. (Note: BGSU is closed in observance of Memorial Day and 4<sup>th</sup> of July.)

*This workshop meets all the above requirements.*

\_\_\_\_\_  
**College Curriculum Committee Chair's Signature** **Date**

**If proposal is approved, return it to College Summer Dean in accordance with review deadline.**

5. **Approval Step 5: To be completed by Graduate College Dean Representative**

**Place a check mark next to each item as completed:**

- Proposal and attached syllabus meet appropriate academic standards.
- OBOR requirement of 25 contact hours per one semester hour of credit is followed. (Note: BGSU is closed in observance of Memorial Day and 4<sup>th</sup> of July.)
- Faculty teaching graduate level workshops have graduate faculty status.

*This workshop meets all the above requirements.*

\_\_\_\_\_  
**Graduate College Dean Representative's Signature**

\_\_\_\_\_  
**Date**

**If proposal is approved, forward it to Continuing & Extended Education Interim Dean in accordance with review deadline.**

6. **Approval Step 6: To be completed by CEE Interim Dean**

**Place a check mark next to each item as completed:**

- OBOR requirement of 25 contact hours per one semester hour of credit is followed (Note: BGSU is closed in observance of Memorial Day and 4<sup>th</sup> of July.)
- Roles of each of the primary and secondary instructors are specified in the proposal.
- All budget lines that apply have been completed.
- Proposed budget fits into summer workshop guidelines (see pages 9-11 of this proposal).

*This workshop meets all the above requirements.*

\_\_\_\_\_  
**CEE Interim Dean's Signature**

\_\_\_\_\_  
**Date**