MEMORANDUM

TO: Deans and Department Chairs

FROM: Geisce Ly, Interim Vice Chancellor of Academic & Institutional Affairs

RE: Fall 2023 Schedule Development

DATE: February 17, 2023

It is now time to begin the process of developing the Fall 2023 schedule of classes. The production of the schedule of classes is one of the largest collaborative efforts undertaken by the College, and I am very appreciative of the collective effort taken by all of you and by the other members of the College community in this work.

In this memo I would like to emphasize a few important notes. Please take a few minutes to read through this memo carefully. Deans should take time in the next few days to discuss the content of this memo with their department chairs. Additional scheduling details and timelines will be shared in a subsequent memo next week.

Initial instructional budgets are attached to this memo.

As with prior years, initial instructional budgets have been established for both Fall 2023 and Spring 2024. Departments offering both credit and noncredit instruction have separate budgets for each mode.

Most departments will see initial instructional budgets that align with what they received for Spring 2023. Based on the conversations that I had with department chairs, there are some departments with augmented Fall 2023/Spring 2024 instructional budgets.

Department chairs wishing to shift budget between these areas (Fall/Spring, Credit/Noncredit, Disciplines) should discuss this with their supervising Dean. Deans supporting such a shift shall bring these to me for approval.

A separate budget has been established for classes offered in conjunction with SFUSD. Dean Meg Hudson will be in touch with departments to discuss the use of that budget and specific instructional requests from SFUSD.

The College will once again leverage funds from AEP and SWP to help fund classes. This augmentation has already been factored into instructional budgets.

Initial Noninstructional Budgets. Initial noninstructional budgets for *selected* areas are also attached to this memo. Please note that these initial budgets are intended to cover those departments within Academic Affairs where noninstructional assignments have a significant impact on faculty assignments. Additional noninstructional budgets will be developed for other areas of the College as overall College budget development continues.

In-Person and Online Instruction. Departments may schedule both in-person and online classes (hybrid and 100% online) in Fall 2023. Scheduling remote classes is no longer available as all online classes must be in courses that have approved and active Distance Education Addenda and be taught by IOTL-certified instructors. Departments may not schedule classes in Fall 2023 based on the approval of temporary distance education addenda.

Departments scheduling in-person classes are reminded to put room preference information in the comments field in CourseLeaf.

Timeline. Please be mindful of the deadlines in the attached schedule production timeline.

Academic Calendar. Please refer to the attached Fall 2023 academic calendar when making your scheduling choices. In particular, if you are scheduling shorter-term classes, please note the various parts of term (e.g., 1st half, 2nd half, 6-week, etc.).

Appreciation. As I mentioned at the beginning of this memo, I am grateful for the work that each of you is going to be doing as part of the schedule development process.

Initial Fall 2023/Spring 2024 Instructional Budgets

February 23, 2023

Credit

Department	AY 2022/23 Budget & Actual					Instructional Budget	
	Fall 2022 Budget	Fall 2022 Actual	Spring 2023 Budget	Spring 2023 Actual	Over/Under	Fall 2023 FTEF	Spring 2024 FTEF
Administration of Justice/Fire Science	8.200	7.165	8.200	7.815	1.420	8.400	8.400
African-American Studies	1.200	1.200	1.200	1.200	0.000	1.200	1.200
Aircraft Maintenance Tech.	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Architecture & Engineering							
Architecture	3.400	4.310	3.500	5.432	-2.842	4.200	4.200
Engineering & Technology	5.200	5.372	5.200	5.896	-0.868	5.200	5.200
Art	11.200	11.066	11.200	11.600	-0.266	11.400	11.400
Asian Studies	0.800	0.800	0.800	0.800	0.000	0.800	0.800
Asian-American Studies	2.000	2.200	2.000	2.000	-0.200	2.200	2.200
Astronomy	2.200	2.170	2.200	2.370	-0.140	2.200	2.200
Auto/Moto/Construction	5.500	3.871	4.000	5.513	0.116	4.000	4.000
Behavioral Sciences	18.000	16.125	18.000	17.885	1.990	18.000	18.000
Biological Sciences	16.000	13.643	16.000	14.107	4.250	15.600	15.600
Broadcast Electronic Media Art	3.900	3.041	3.200	3.023	1.036	3.400	3.400
Business	14.300	13.075	13.800	13.300	1.725	13.800	13.800
Chemistry	9.200	7.530	8.400	7.330	2.740	9.200	9.200
Child Dev. & Family Studies	11.300	11.482	11.300	12.197	-1.079	11.300	11.300
Cinema	4.700	4.566	4.700	4.632	0.202	4.700	4.700
Communication Studies	6.900	7.000	6.900	7.400	-0.600	7.100	7.100
Computer Networking & Info Tech	8.400	9.655	8.400	7.800	-0.655	8.400	8.400
Computer Science	11.300	11.334	11.300	11.333	-0.067	11.500	11.500
Counseling (New and Continuing)	0.733	0.533	0.733	0.133	0.800	0.733	0.733
Culinary Arts & Hospitality	10.800	9.183	10.800	9.200	3.217	10.000	10.000
Dental Assisting	2.317	2.317	2.580	2.075	0.505	2.317	2.580

Disabled Stud Prog & Services	1.015	1.000	1.015	0.950	0.080	1.015	1.015
Earth Sciences	3.000	2.684	3.000	3.084	0.232	3.000	3.000
English	36.250	29.112	32.000	28.467	10.671	34.500	34.500
English As a Second Language	8.500	8.500	8.500	8.500	0.000	8.500	8.500
Env. Horticulture & Floristry	3.533	3.102	3.200	2.897	0.734	3.200	3.200
Fashion	4.200	3.626	4.200	4.436	0.338	4.200	4.200
Health Care Technology	12.300	10.863	12.300	11.563	2.174	12.300	12.300
Health Education	8.000	9.529	8.000	8.655	-2.184	8.500	8.500
Interdisciplinary Studies	4.400	5.164	4.200	4.709	-1.273	4.000	4.000
Journalism	1.200	0.749	1.083	1.491	0.043	1.200	1.083
Labor and Community Studies	0.600	0.600	0.600	0.800	-0.200	0.800	0.800
Latin Amer & Latina/o/e/x Studies	2.600	2.600	2.600	2.600	0.000	2.600	2.600
Learning Assistance	2.000	2.467	2.000	2.667	-1.134	2.000	2.000
LGBT Studies	1.400	1.800	1.400	1.600	-0.600	1.600	1.600
Library Information Technology	1.200	0.880	1.000	1.262	0.058	1.200	1.200
Library & Learning Resources	0.133	0.133	0.133	0.133	0.000	0.133	0.133
Mathematics	38.000	33.533	38.000	33.600	8.867	34.600	34.600
Music & Theatre Arts							
Music	4.400	4.400	4.400	4.400	0.000	4.400	4.400
Theatre Arts	1.533	1.600	1.600	1.700	-0.167	1.600	1.600
Nursing, Licensed Vocational	13.500	13.127	13.500	13.944	-0.071	13.500	13.500
Nursing, Registered	21.732	22.467	21.732	21.299	-0.302	21.732	21.732
Philippine Studies	0.600	0.400	0.400	0.533	0.067	0.600	0.400
Photography	5.400	5.159	5.400	5.410	0.231	5.400	5.400
Phys Education & Dance	16.400	16.600	16.400	16.200	0.000	16.400	16.400
Physics	5.400	5.000	5.400	4.640	1.160	5.400	5.400
Radiologic Sciences	6.900	5.257	6.900	5.028	3.515	6.900	6.900
Social Science	22.000	20.467	22.000	20.667	2.867	22.000	22.000
Visual Media Design	6.700	5.527	6.700	7.353	0.520	6.900	6.900
Women's and Gender Studies	1.000	1.200	1.000	1.000	-0.200	1.000	1.000
World Languages and Cultures	13.566	12.800	13.566	13.333	0.999	13.766	13.766
Total	**405.0**	**378.0**	**396.6**	**386.0**	**37.708**	**398.6**	**398.5**

Noncredit

Department	AY 2022/23 Budget & Actual						Instructional Budget	
	Fall 2022 Budget	Fall 2022 Actual	Spring 2023 Budget	Spring 2023 Actual	Over/Under		Fall 2023 FTEF	Spring 2024 FTEF
Apprenticeship	1.660	1.660	1.6	1.6	0.000			
Auto/Moto/Construction	0.720	1.319	1.400	1.234	-0.433		1.400	1.400
Business	1.300	0.406	0.400	0.4	0.894		0.400	0.400
Child Dev. & Family Studies	5.400	4.406	5.400	5.063	1.331		5.400	5.400
Culinary Arts & Hospitality	1.200	1.166	1.200	1.737	-0.503		1.400	1.400
Disabled Stud Prog & Services	6.800	5.920	6.800	4.2	3.480		6.800	6.800
English As a Second Language	45.000	38.200	39.000	41	4.800		41.500	41.500
Health Care Technology	0.110	0.000	0.110	0	0.220		0.110	0.110
Health Education	0.164	0.165	0.164	0.165	-0.002		0.164	0.164
Learning Assistance	1.050	0.600	1.050	0.38	1.120		1.050	1.050
Older Adults	0.442	0.442	0.442	0.547	-0.105		0.442	0.442
Transitional Studies	3.800	3.800	3.800	3.8	0.000		3.800	3.800
Women's and Gender Studies	0.073	0.073	0.073	0.073	0.000		0.073	0.073
Total	67.7	58.2	61.4	60.2	10.803		62.5	62.5

Collaboration with SFUSD

Area	AY 2022/23 Budget & Actual						Instructional Budget	
	Fall 2022 Budget	Fall 2022 Actual	Spring 2023 Budget	Spring 2023 Actual	Over/Under		Fall 2023 FTEF	Spring 2024 FTEF
Credit	3.000	3.200	3.000	3.333	-0.533		4.000	5.000
Noncredit - TRST	4.400	4.400	4.400	4.400	0.000		4.400	4.400
Total	7.400	7.600	7.400	7.733	-0.533		8.400	9.400

Grand Total

	AY 2022/23 Budget & Actual						Instructional Budget	
	Fall 2022 Budget	Fall 2022 Actual	Spring 2023 Budget	Spring 2023 Actual	Over/Under		Fall 2023 FTEF	Spring 2024 FTEF
Total	480.131	443.740	465.481	453.894	47.978		469.535	470.481

Schedule and Faculty Assignment Production Timeline – Fall 2023

Date	Event	Notes
Mar 13	CourseLeaf Bridging	Initial synchronization of CourseLeaf and Banner data. *Chairs can continue to add/change/remove classes in the schedule.*
Mar 17	Schedule Structure Deadline	Chairs have entered initial determination of courses and sections.
Mar 20-22	Instructional Budget Review	OI staff work with Deans/Chairs to validate schedule comports with instructional budgets.
Mar 24	Pre-Galley Schedule Lock	No sections added/removed, and no changes in days/times/dates/modes, between now and conclusion of Galley Proof. Chairs can continue to update assigned faculty.
Apr 3-5	Initial Room Assignments	OI staff begin classroom assignments
Apr 6-7	Galley Proof by Chairs/Deans	Final review before go-live. *Not intended for further schedule development; looking for data entry issues.*
Apr 10-14	Final Office of Instruction Publication Quality Assurance (QA)	OI staff update schedule based on Galley Proof notes, do additional classroom assignments, and conduct final review of schedule before go-live.
Apr 17	**Schedule Live**	
Apr 18-28	Registration QA	OI staff perform additional registration-related QA
May 1	First Day of Registration	No changes in days/times/dates/modes of classes after this time. Any such changes require cancel-and-add.
July 7	Fall noninstructional assignments due	Submitted via Noninstructional Assignment Form
Aug 16	**First Day of Instruction**	

2023-24 ACADEMIC CALENDAR - DRAFT

	S	M	T	W	R	F	S	SIGNIFICANT DATES AND HOLIDAYS
August 2023			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	(14)	(15)	16	17	18	19	Aug 14: Flex Day (Independent)
	20	21	22	23	24	25	26	Aug 15: Flex Day (Professional Development)
	27	28	29	30	31			
September 2023						1	2	Sep 2-3: Labor Day Weekend
	3	4	5	6	7	8	9	Sep 4: Labor Day
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
October 2023	1	2	3	4	5	6	7	
	8	(9)	10	11	12	13	14	Oct 9: Flex Day (Professional Dev.)
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
November 2023				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	Nov 10: Veteran's Day (Observed)
	19	20	21	22	23	24	25	Nov 23-26: Thanksgiving Holiday
	26	27	28	29	30			
December 2023						1	2	Dec 12-19: Final Exams
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
FALL INST.	16	16	18	18	17	16	16	
FALL FLEX	0	2	1	0	0	0	0	
FALL TOTAL	16	18	19	18	17	16	16	

Session	Dates
Full-Term	Aug 16 - Dec 19
Half-Term	Aug 16 - Oct 15; Oct 16 - Dec 19
16-week classes	Aug 28 - Dec 19
12-week classes	Sep 25 - Dec 19
8-week classes	Aug 28 - Oct 22; Oct 23 - Dec 19
6-week classes	Aug 16 - Sep 24; Sep 25 - Nov 5; Nov 6 - Dec 19
4-week classes	Aug 28 - Sep 24; Sep 25 - Oct 22; Oct 23 - Nov 19; Nov 20 - Dec 19