MEMORANDUM

TO: Deans and Department Chairs

FROM: Tom Boegel, Vice Chancellor of Academic & Institutional Affairs

RE: Fall 2022 Schedule Development

DATE: February 2, 2022

It is time to begin the process of developing the Fall 2022 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.

Initial Instructional Budgets, FTES Goals, and Consultation. Initial instructional budgets and FTES goals are attached to this memo.

As Chancellor Martin has noted in his communication earlier today, as part of the budget development process for next year the College is planning to take to the Board of Trustees a resolution to issue approximately fifty March 15th notices to full-time faculty. Initial instructional budgets have been developed based on that plan.

Most departments will see initial instructional budgets that align with what they received for Fall 2021 and Spring 2022. There are some departments that will be getting lower initial instructional budgets, commensurate with the plan to issue March 15th notices.

Velma Quan will soon be reaching out to those department chairs that have reduced initial instructional budgets to schedule meetings with me, the department chair, and the supervising dean. The purpose of this meeting it for us to review the impact of these initial budgets, carefully and collectively. While not required, I am also happy to meet with department chairs whose instructional budgets are unchanged from Fall 2021/Spring 2022 to discuss any concerns you may have – contact Velma to set up a meeting.

As with prior years, initial instructional budgets have been established for both Fall 2022 and Spring 2023. Departments offering both credit and noncredit instruction have separate budgets for each mode.

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/Remote Instruction. Based on the implementation of the College's COVID vaccine mandate, we will follow the CDC's guidance for fully vaccinated institutions and drop the physical distancing requirement effective Summer 2022. Mask requirements will remain in place. Departments are encouraged to schedule in-person classes, and those classes should use normal class capacities. Departments scheduling in-person classes will *not* need to file a Return to Campus plan.

Departments may still offer classes in Fall 2022 based on the approval of temporary distance education addenda; however, departments are strongly encouraged to focus online offerings to those classes and instructors that have completed the IOTL/AOTL training.

The Governor's January Budget sets an expectation that community colleges will offer at least 50% of their classes in-person, and while that expectation is not yet a requirement, it is a goal we should strive for.

Of course, we will continue to monitor the public health situation and make adjustments as needed.

Timeline. Please note the following deadlines:

February 7	Fall 2022 schedule access opens in CourseLeaf
April 4	Fall 2022 bridging deadline
April 11	Fall 2022 galley deadline
April 18	Fall 2022 schedule available online

CourseLeaf Help. Elise Stewart and Crystal Ma have set up virtual help sessions to assist chairs in their schedule development – see the Schedule & Workload website for details.

Academic Calendar. Please refer to the [AY 2022-23 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.).

Final Thoughts. 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. I know that many of you will be faced with making difficult decisions and having difficult conversations with your colleagues. The College's budget situation poses great challenges, but I remain optimistic that we will be able to find a path to stability and sustainability.

Initial Fall 2022/Spring 2023 Instructional Budgets

February 2, 2022

Credit

Department	Instructional Budget			Total FTES Goals	
	Fall 2021 FTEF	Spring 2022 FTEF		Fall 2021	Spring 2022
Administration of Justice/Fire Science	8.200	8.200		93.5	93.5
African-American Studies	1.200	1.200		19.3	19.3
Aircraft Maintenance Tech.	0.000	0.000		0.0	0.0
Architecture	3.400	3.400		54.4	54.4
Art	11.200	11.200		157.7	157.7
Asian Studies	0.800	0.800		15.0	15.0
Asian-American Studies	2.000	2.000		34.6	34.6
Astronomy	2.200	2.200		42.7	42.7
Auto/Moto/Construction	5.500	5.500		77.3	77.3
Behavioral Sciences	18.000	18.000		339.6	339.6
Biological Sciences	16.000	16.000		297.6	297.6
Broadcast Electronic Media Art	3.900	3.900		52.9	52.9
Business	14.300	14.300		206.4	206.4
Chemistry	9.200	9.200		159.7	159.7
Child Dev. & Family Studies	11.300	11.300		172.5	172.5
Cinema	4.700	4.700		65.4	65.4
Communication Studies	6.900	6.900		98.2	98.2
Computer Networking & Info Tech	8.400	8.400		120.9	120.9
Computer Science	11.300	11.300		178.7	178.7
Counseling Continuing Students	0.333	0.333		5.1	5.1
Counseling New Students	0.400	0.400		4.7	4.7
Culinary Arts & Hospitality	10.800	10.800		66.1	66.1
Dental Assisting	2.317	2.580		13.8	15.4
Disabled Stud Prog & Services	1.015	1.015		4.9	4.9
Earth Sciences	3.000	3.000		56.7	56.7
Engineering & Technology	5.200	5.200		55.7	55.7
English	36.250	36.250		410.5	410.5
English As a Second Language	8.500	8.500		106.8	106.8
Env. Horticulture & Floristry	3.533	3.533		44.4	44.4
Fashion	4.200	4.200		52.5	52.5
Health Care Technology	12.300	12.300		162.3	162.3
Health Education	8.000	8.000		116.7	116.7
Interdisciplinary Studies	4.400	4.200		66.3	63.3
Journalism	1.200	1.083		9.3	8.4
Labor and Community Studies	0.600	0.600		7.9	7.9

Latin Amer & Latino/a Studies	2.600	2.600	51.3	51.3
Learning Assistance	2.000	2.000	31.1	31.1
LGBT Studies	1.400	1.400	22.2	22.2
Library Information Technology	1.200	1.000	19.8	16.5
Library Services	0.133	0.133	1.9	1.9
Mathematics	38.000	38.000	645.2	645.2
Music	4.400	4.400	53.9	53.9
Nursing, Licensed Vocational	13.500	13.500	73.9	73.9
Nursing, Registered	21.732	21.732	108.6	108.6
Philippine Studies	0.600	0.400	6.5	4.3
Photography	5.400	5.400	65.4	65.4
Phys Education & Dance	16.400	16.400	227.5	227.5
Physics	5.400	5.400	92.4	92.4
Radiologic Sciences	6.900	6.900	38.9	38.9
Social Science	22.000	22.000	366.8	366.8
Theatre Arts	1.533	1.533	19.8	19.8
Visual Media Design	6.700	6.700	92.8	92.8
Women's and Gender Studies	1.000	1.000	14.1	14.1
World Languages and Cultures:				
American Sign Language	0.600	0.600	8.5	8.5
Chinese	3.200	3.200	43.4	43.4
French	1.666	1.666	17.9	17.9
Italian	0.500	0.500	5.4	5.4
German	0.200	0.200	2.4	2.4
Japanese	2.400	2.400	34.4	34.4
Russian	0.200	0.200	2.3	2.3
Spanish	4.800	4.800	66.8	66.8
Total	**405.0**	**404.6**	**5,302.0**	**5,294.2**

Noncredit

Department	Instructional Budget			Total FTES Goals	
	Fall 2021 FTEF	Spring 2022 FTEF		Fall 2021	Spring 2022
Auto/Moto/Construction	0.720	0.720		12.2	12.2
Business	1.300	1.300		17.6	17.6
Child Dev. & Family Studies	5.400	5.400		88.3	88.3
Culinary Arts & Hospitality	1.200	1.200		12.4	12.4
Disabled Stud Prog & Services	6.800	6.800		92.7	92.7
English As a Second Language	45.000	45.000		818.8	818.8
Health Care Technology	0.110	0.110		0.9	0.9
Health Education	0.164	0.164		3.4	3.4
Learning Assistance	1.050	1.050		35.7	35.7
Older Adults	0.442	0.442		8.7	8.7
Transitional Studies	3.800	3.800		59.8	59.8
Women's and Gender Studies	0.073	0.073		1.3	1.3
Total	**66.1**	**66.1**		**1,151.8**	**1,151.8**

Collaboration with SFUSD

Area	Instructional Budget			Total FTES Goals	
	Fall 2021 FTEF	Spring 2022 FTEF		Fall 2021	Spring 2022
Credit	3.000	3.000		45.0	45.0
Noncredit - TRST	4.400	4.400		69.1	69.1
Total	**7.400**	**7.400**		**114.1**	**114.1**

Grand Total

	Instructional Budget			Total FTES Goals	
	Fall 2021 FTEF	Spring 2022 FTEF		Fall 2021	Spring 2022
Total	**478.471**	**478.017**		**6,567.9**	**6,560.1**

Initial Noninstructional Budgets - Selected Areas

February 2, 2022

Area	Fall 2022 FTEF	Spring 2022 FTEF
Library Services	15.0	15.0
Cinema Lab Monitoring	0.8	0.8
English Lab Monitoring	1.0	1.0
ESL - CLAD Lab Monitoring	1.0	1.0
Photography Lab Monitoring	0.8	0.8
Total	**18.6**	**18.6**

Note: Additional noninstructional budgets will be developed for other aras of the College as overall College budget development continues.

2022-23 ACADEMIC CALENDAR - FINAL

	S	M	T	W	R	F	S	SIGNIFICANT DATES AND HOLIDAYS
June 2022				1	2	3	4	Jun 20: Juneteenth (Observed)
	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			
July 2022						1	2	Jul 4: Independence Day
	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							
August 2022		1	2	3	4	5	6	

Session	Dates
8-week classes	Jun 6 - Jul 31
7-week classes	Jun 13 - Jul 31
6-week classes	Jun 13 - Jul 24
4-week classes	Jun 6 - Jul 2; Jul 5 - Jul 31

2022-23 ACADEMIC CALENDAR - FINAL

	S	M	T	W	R	F	S	SIGNIFICANT DATES AND HOLIDAYS
August 2022		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	(15)	(16)	17	18	19	20	Aug 15: Flex Day (Independent)
	21	22	23	24	25	26	27	Aug 16: Flex Day (Professional Development)
	28	29	30	31				
September 2022					1	2	3	Sep 3-4: Labor Day Weekend
	4	5	6	7	8	9	10	Sep 5: Labor Day
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
October 2022							1	
	2	3	4	5	6	7	8	
	9	(10)	11	12	13	14	15	Oct 10: Flex Day (Professional Dev.)
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
November 2022			1	2	3	4	5	
	6	7	8	9	10	11	12	Nov 11: Veteran's Day
	13	14	15	16	17	18	19	Nov 24-27: Thanksgiving Holiday
	20	21	22	23	24	25	26	
	27	28	29	30				
December 2022					1	2	3	Dec 13-20: Final Exams
	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 17 - Dec 20
Half-Term	Aug 17 - Oct 16; Oct 17 - Dec 20
16-week classes	Aug 29 - Dec 20
12-week classes	Sep 26 - Dec 20
8-week classes	Aug 29 - Oct 23; Oct 24 - Dec 20
6-week classes	Aug 17 - Sep 25; Sep 26 - Nov 6; Nov 7 - Dec 20
4-week classes	Aug 29 - Sep 25; Sep 26 - Oct 23; Oct 24 - Nov 20; Nov 21 - Dec 20

2022-23 ACADEMIC CALENDAR - FINAL

	S	M	T	W	R	F	S	SIGNIFICANT DATES AND HOLIDAYS
January 2023	1	2	3	4	5	6	7	
	8	9	10	11	(12)	(13)	14	Jan 12: Flex Day (Independent)
	15	16	17	18	19	20	21	Jan 13: Flex Day (Professional Development)
	22	23	24	25	26	27	28	Jan 16: Dr. Martin Luther King, Jr. Day
	29	30	31					
February 2023				1	2	3	4	
	5	6	7	8	9	10	11	Feb 17: Lincoln Day
	12	13	14	15	16	17	18	Feb 18-19: President's Day Weekend
	19	20	21	22	23	24	25	Feb 20: Washington Day
	26	27	28					
March 2023				1	2	3	4	
	5	6	(7)	8	9	10	11	Mar 7: Flex Day (Professional Dev.)
	12	13	14	15	16	17	18	Mar 25-30: Spring Break
	19	20	21	22	23	24	25	Mar 31: Cesar Chavez Day
	26	27	28	29	30	31		
April 2023							1	
	2	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							
May 2023		1	2	3	4	5	6	
	7	8	9	10	11	12	13	May 17-24: Final Exams
	14	15	16	17	18	19	20	May 26: Graduation
	21	22	23	24	25	26	27	May 29: Memorial Day
	28	29	30	31				
SPRING INST.	16	16	17	18	17	16	16	
SPRING FLEX	0	0	1	0	1	1	0	
SPRING TOTAL	16	16	18	18	18	17	16	

Session	Dates
Full-Term	Jan 17 - May 24
Half-Term	Jan 17 - Mar 19; Mar 20 - May 24
16-week classes	Jan 30 - May 24
12-week classes	Feb 27 - May 24
8-week classes	Jan 30 - Mar 24; Apr 1 - May 24
6-week classes	Jan 17 - Feb 26; Feb 27 - Apr 16; Apr 17 - May 24
4-week classes	Jan 30 - Feb 26; Feb 27 - Mar 24; Apr 1 - Apr 30; May 1 - May 24

December 1, 2021