

Instructional Budgeting and Schedule Development Process

Overview

This document provides an overview of the process and the timeline used in determining annual instructional budgets for departments and in developing the schedule of classes. It also outlines important considerations that must be taken into account in this process, such as equity, community needs, and the reality of available funds. Apportioning instructional budgets requires balancing competing priorities.

Process

The annual instructional budgeting and schedule development process shall follow these steps:

1. **By week #X of the previous Fall semester,** the Vice Chancellor of Academic Affairs provides Department chairs and supervising deans with data that is relevant to schedule development. This data is published on the Enrollment Management Committee webpage. Institutional Research is available to provide technical assistance in interpreting this data.
This data will include, but is not limited to:
 - enrollment numbers
 - completion of certificates/degrees
 - course/program demographics
2. **By week #X of the previous Fall semester,** The Vice Chancellor of Academic Affairs publishes the “ideal” budget allocations for each department, utilizing program review, enrollment demand for current classes, emerging needs of the community, and the obligation that a community college has to offer education to all who can benefit from it.
3. **By week #X of the previous Fall semester,** Department chairs and supervising deans discuss the data and the ideal budget allocation, along with any other additional considerations relevant to the department.
4. **By week #X of the previous Fall semester,** Department chairs and supervising deans meet with the Vice Chancellor of Academic Affairs and the Faculty Co-chair of the EMC (or designee) to discuss recommendations that the chair and dean have regarding final instructional programs and schedule development.
5. **By week #X of the previous Fall semester,** The Vice Chancellor of Academic Affairs publishes the final instructional budgets based on the college financial budget, the resulting program impacts, and the basis/criteria of these budgeting decisions.
6. **By week #X of the previous Fall semester,** Department chairs and supervising deans publish their recommendation for the schedule of classes to include:
 - The number of sections of each course in the department to be offered
 - Details of the scheduling of these sections – days, times, dates, locations
 - Assignment of instructors to classes

7. By week #X of the previous Fall semester, the deans and chairs proactively analyse all courses, curriculum updates, and programs in order to update or otherwise modify specific programs, as appropriate.

Budgeting Considerations

Data considerations (not limited to)

- Program surplus/deficit reports - Finance and Administrative Services will publish a method of allocating revenue and expense that not only considers programs, but also overall college equilibrium of instructional offerings and services. (Total cost of operations.)
 - Minimum FTEF needed to sustain certificate and degree programs for expected number of certificate/degree completions (minimum cost required)
- FTES, FTEF, and ratio of FTES to FTEF
- Course fill rates
- Certificate/degree completion statistics
- Waitlist and other data that captures demand

Additional considerations

- Equity goals for access, transfer and completion
- Faculty with unique qualifications
- Total capacity in General Education courses
- Support for partnerships (e.g., SFUSD dual enrollment & credit recovery)
- Support for programs offered at the Centers and online
- Support for retention and breadth of College offerings (e.g., ethnic studies)
- Strategies for student recruitment, marketing, and retention
- Support for innovative new programs with high transfer/employment potential
- Future scheduling needs (American Families Plan, let's not end up like the airlines and rental car companies!)
- Leverage funding such as HEERF, AFP, and others to bootstrap/launch/support programs and transitions