



VICE CHANCELLOR OF ACADEMIC & INSTITUTIONAL AFFAIRS

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MEMORANDUM

TO: Deans and Department Chairs

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

RE: Summer 2023 Schedule Development

DATE: January 25, 2023

It is time to begin the process of developing the Summer 2023 schedule of classes. In this memo, I'll outline some important elements.

In-Person and Online Instruction. Departments may schedule both in-person and online classes (hybrid and 100% online) in Summer 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 Summer 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. For Summer 2023, we will continue to be mindful of building operating hours in the scheduling of classes.

Instructional Budgets. Initial instructional budgets for Summer 2023 are attached to this memo. These budgets have been developed considering the college's final adopted budget and its overall budget for instruction this academic year, as well as projected spending. Additional sources of funding, including AEP- and SWP-supported classes, have already been accounted for in these initial instructional budgets. Department chairs should work with their supervising Deans on any shifts in instructional budget between departments, or on any shift between credit and noncredit allocations.

Collaboration with SFUSD. We will continue to offer classes in collaboration with SFUSD, and separate instructional budgets have been established for those offerings.

Load Balances. Full-time faculty with negative load balances can opt to use summer assignments to make up those negative balances, in accordance with Article 18.J. of the District/AFT Collective Bargaining Agreement. Such assignments can be made in excess of the instructional budgets attached.

CourseLeaf Details. Elise Stewart and the Office of Instruction staff have been working over the last month to implement upgrades to CourseLeaf. As a result, Summer 2023 is not yet available for editing, but will be shortly. There will be separate communication with detailed directions and timelines for summer schedule development. Details on help sessions and other scheduling resources are available on the [Schedule & Workload](#) page.

Thank you again for all that you are doing to develop our Summer 2023 schedule.

Summer 2023 Instructional Budgets

Credit

Department	Summer 2023 Budget
Administration of Justice/Fire Science	0.600
African American Studies	0.200
Aircraft Maintenance Technology	0.000
Architecture & Engineering	
Architecture	0.000
Engineering & Technology	0.450
Art	2.000
Asian American Studies	0.600
Asian Studies	0.000
Astronomy	0.200
Auto/Moto/Construction	0.350
Behavioral Sciences	3.600
Biological Sciences	0.733
Broadcast Electronic Media Art	0.600
Business	4.400
Chemistry	0.200
Child Dev. & Family Studies	1.500
Cinema	1.200
Communication Studies	1.800
Computer Networking & InfoTech	0.733
Computer Science	1.533
Counseling (New & Continuing Students)	0.000
Culinary Arts & Hospitality	0.367
Dental Assisting	0.000
Disabled Students Programs & Services	0.000
Earth Sciences	0.370
English	5.450
English As a Second Language	1.000
Env. Horticulture & Floristry	0.450
Fashion	0.000
Health Care Technology	3.670
Health Education	1.923
Interdisciplinary Studies	0.834
Journalism	0.000
Labor and Community Studies	0.000
Latin Amer & Latino/a Studies	0.400
Learning Assistance	0.733
LGBT Studies	0.000

Summer 2023 Instructional Budgets

Library Information Skills	0.067
Library Information Technology	0.000
Mathematics	7.000
Music & Theatre Arts	
Music	0.800
Theatre Arts	0.400
Nursing, Licensed Vocational	0.000
Nursing, Registered	0.000
Philippine Studies	0.333
Photography	0.867
Phys Education & Dance	1.575
Physics	0.470
Radiologic Sciences	2.900
Social Science	1.200
Visual Media Design	0.250
Women's and Gender Studies	0.400
World Languages and Cultures	2.400
Total Credit	54.558

Noncredit

Department	Summer 2023 Budget
Apprenticeship	0.070
Auto/Moto/Construction	0.247
Business	0.000
Child Dev. & Family Studies	0.000
Culinary Arts & Hospitality	0.000
Disabled Stud Prog & Services	0.420
English	0.000
English As a Second Language	6.600
Health Care Technology	0.000
Health Education	0.090
Learning Assistance	0.200
Older Adults	0.165
Transitional Studies	0.000
Women's and Gender Studies	0.000
Total Noncredit	7.792

Summer 2023 Instructional Budgets

SFUSD Collaboration

Department	Summer 2023 Budget
Credit	3.000
Noncredit – Credit Recovery	13.600
Total	16.600

Totals

Area	Summer 2023 Budget
Credit	57.558
Noncredit	21.392
Total	78.950

Summer 2023 Selected Noninstructional Budgets

Department	Summer 2023 Budget
Library & Learning Resources	3.000