

Instructional Services

Spring 2023 Class Schedule Planning

Good afternoon.

With spring 2023 planning already in progress, use the following guidelines to inform your class schedule planning efforts:

- FTEF
 - FTEF to remain flat (or reduced/increased in some cases depending on demand) from spring 2022 as expanded class caps will absorb much of the anticipated increase in enrollments.
 - Focus on efficiency of operations rather than growth
 - Centers VDF, Dual enrollment will be allocated individual FTEF allotments with some growth capability to build new partnerships
- Course caps will return to “normal” 100%
 - Schedule enrollment caps at 100% of the course or room cap whichever is less
 - Match course caps to room caps to maximize facility usage
- Class minimums will continue to use reduced limits
 - 10 for centers
 - 13 for face-to-face classes
 - 15 for DE classes
- Low enrollment class cancellations will be delayed from normal operations and staggered
 - 10 and below one week prior to start of spring classes
 - 01/23/2023
 - 10 to max 1st week of classes
 - 01/30 – 02/03/2023
- Face-to-Face Percentage
 - Individual divisions can determine the appropriate increase in face-to-face classes that will attract students and increase efficiency.
- Center Scheduling
 - Follow instructions dated 4/13/2022 from VPI Kahn
 - Align offerings with feedback from deans

While the District looks forward to exiting the COVID-era and setting the stage for a return to normal operations, it is possible the above guidelines may need to be revisited. Thank you for your continued flexibility and dedication to our students.