

De Anza College
Instructional Planning and Budget Team
Notes – February 10, 2004

Present: Alves de Lima, Bradshaw, Campbell, Canter, Espinosa-Pieb, Harral, Illowsky, Jenkins, Kubo, LaManque, Mowrey, Newburg, Swensson, Woodward

Absent: Griffin, McCarthy, Shively

Visitor: Carolyn Wilkins-Greene
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The purpose of the meeting was to hear from the following division deans – Creative Arts and Social Sciences/Humanities – in a Q and A session pertaining to possible budget reductions in their areas.

The general questions for all the division deans were as follows:

- #1. *What do you/the office do during the twelfth month when there are no students, and what does the division assistant(s) do during the twelfth month? Does your division need to be open 12 months/year?*
- #2. *How much reassigned time does your division have? What is it used for?*
- #3. *Could you teach one class/year if part of your responsibilities are shifted to faculty? Would you want to? (Creative Arts and IIS already teach one class per quarter for fall, winter, spring.) What about in the summer?*
- #4. *How many full-time, part-time faculty and classified staff are in your division?*
- #5. *Is your budget reduction information listed in priority order?*

Creative Arts Division:

Answers to the General Questions: See handout titled, *Creative Arts Division – Answers to IPBT Questions – 2/10/04.*

Specific Questions:

1. *Please explain about Euphrat Gallery. Why is this only in the 10% plan when it seems to have the least affect on student needs and generating WSCH?*
2. *Are any of the courses on your division cut list GE? Much of that column is left blank.*
3. *Does Creative Arts have any program which could be a revenue generator?*

Answers to the Specific Questions: See handout titled, *Creative Arts Division – Answers to IPBT Questions – 2/10/04* and *Euphrat Museum of Art, De Anza College – 1/12/04* and *Euphrat Museum of Art, 2002-03 Report.*

It was announced that the Euphrat Gallery has been reduced with every other department within the Creative Arts Division.

Nancy stated that she will fill in the "G. E." column that is listed on her budget reduction list.

Social Sciences/Humanities Division:

Answers to General Questions: See handout Carolyn Wilkins-Greens distributed at the meeting. (Title: Questions for the Instructional Deans from IPBT – 2/10/04)

Specific Questions:

1. There is no mention of California History Center. It seems that this affects students less than class section cuts. How much does FHDA budget for all CHC costs (including salary, benefits)? How many class sections must be in CHC each quarter because of the curriculum? Is CHC open all day? Could it be open 1 day/week? Does CHC director have an FSA(s) in any dept.(s)?
2. What would be the effect of eliminating small programs such as Administration of Justice or Paralegal Studies?

Answers to the Specific Questions:

Question #1: Refer to the memo that was sent to you online – *Subject: Impact Statement for 2004-05 Budget – California History Center.*

Question #2: Refer to the packet that was sent to you online – *Subject: Unabridged Impact Report from Paralegal Studies.*

Discussion:

There was a short discussion at the end of this Q and A session, which resulted in a decision to eliminate the Q and A session for Older Adult Studies previously scheduled for 2/17/04.

At the beginning of the meeting it was announced that Kevin Harral (Financial Aid Office) was confirmed as a Classified Senate Rep to the IPBT as a replacement for Donna Bradshaw.