

De Anza College
Instructional Planning and Budget Team
Notes – September 30, 2003

Present: Alves de Lima, Campbell, Canter, Espinosa-Pieb, Ilowsky, Kubo, LaManque, Lomax, McCarthy, Mowrey, Newburg, Shively, Swensson, Woodward

Absent: Bradshaw, Griffin, Jenkins,

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- I. Introductions: Member introductions took place, Diana Alves de Lima was welcomed back after her leave, and James Newburg was presented as our new DASB representative.
- II. Committee Composition: The composition for the IPBT is as follows: 1 Co-Chair, VP, Instruction; 1 Co-Chair, Academic Senate; 5 faculty; 2 classified; 1-2 students; 5 administrators, which includes 1 VP Student Services, 1 Dean Academic Services, and 3 administrators. Currently, there are two extra classified serving on the committee. Andrew LaManque is serving as the “Teamster Representative.”
- III. Charge of Committee: Christina spoke to the group stating that they are serving as an “advisory only” committee. Her “charge” stated was that members would need to be open-minded while looking at and sharing information and making advisory determinations. Christina said that if anyone felt uncomfortable in being in this advisory role, to speak to her.

It was announced that the Instructional Deans were given the charge to project the impact a reduction of 5% and for 10% would be on their division. The IDEans will be submitting their findings in writing. (A handout titled, *Budget Review for Fiscal Year 2003/04*, was distributed.)

A discussion ensued addressing priorities, values, demand, productivity, WSCH, retention data, and program reviews in being prepared to make intelligent decisions. Barbara and Christina will be looking at what other Planning and Budget Team will be doing in this arena. A proposal was made to form small sub-groups which would address different assumptions.

It was recommended that ideas and suggestions for our budget deficit problems could be placed on the DAC President’s web-page. (Go to the De Anza website and type, “President” to get to that page.)

- IV. Calendar with Timelines: A three month calendar was distributed and it was announced that the IPBT will be meeting weekly until mid-December. Proposed deadlines were given – e.g., December 1 – recommendations for reduction plans; and other dates were referred to in regards to possible March 15 notices.
- V. Faculty Positions: This topic was not discussed due to time restraints.

VI. Other: If you have data type questions for IPBT, you can email Andrew LaManque at lamanqueandrew@fhda.edu, and he will try to provide you with the requested information. (October 7 is the “request” deadline.)