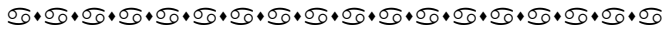


De Anza College  
Instructional Planning and Budget Team

Notes  October 19, 2004

Present: Alves de Lima, Bradshaw, Campbell, Espinosa-Pieb, Harral, Hearn, Illowsky, Jenkins, Kubo, LaManque, Leung, McCarthy, Miner, Mowrey, Sherman, Swensson, Woodward

Absent: Canter, Griffin, McCarthy



There was no printed agenda for this meeting.

I. Past Division Reductions: It was stated that all "B-Budget" cuts were met that were listed on the "*Division Reductions 2004-05*" document and, in addition, all re-assigned time cuts were made with the exception within the Puente program in the Language Arts Division. (See handout, *Division Reductions 2004-05*, Version 3 as of 5/12/04.)

II. What To Do in Anticipation of a Directive to Cut Dollars from Instruction?: A discussion ensued addressing this topic. Judy spoke to the fact that De Anza's FTES count could be down by 5% and Foothill by 3%--which would affect our funding. Since there would be no "growth," another \$1.5 million could be affected. Having to deal with the "one-time savings" problem, has exacerbated the budget situation that could affect the proposed hiring for the 2005 - 06 year, and strategies need to be explored to make up for this loss for the upcoming year. In regards to the hiring situation, a "wait and see" posture will be employed until more information becomes available regarding funding pending from the state, which would occur around mid-January.

A concern was stated that there could be additional budget ramifications if De Anza has the larger split portion of "lower enrollments" than Foothill's. (Instead of a 60/40 split, it could change into a 55/45 split.)

A survey is currently being administered to find out "why" students who applied to attend DAC, but in actuality, did not attend.

An "Enrollment Task Force" – chaired by Christina Espinosa-Pieb – will be working on finding ways to increase our enrollments at De Anza. Implementing different course modules, incorporating marketing strategies, employing better utilization of the DAC home page, creating special project classes and "500" classes, expanding LINC programs, and exploring trends around departmental enrollments are some of the avenues that will be investigated to develop strategies to increase enrollments.

III. Calendar: Next week's meeting – 10/26 – will be a combined meeting with the Standards II accreditation team.

IV. DASB Student: Hiu Tung Helia Leung was introduced as the new DASB student representative to serve on the IPBT committee.