

De Anza College

IPBT Notes  October 2, 2007

John Swensson/Wayne Chenoweth—Co-Chair

Present: Alves de Lima, Bradshaw, Bryant, Chenoweth, Griffin, Irvin, Kaufman, Kramer, Kubo, Mowrey, Swensson, Woodward

Absent: Chow, Doan, Espinosa-Pieb, LaManque



- I. Introductions: Alex Kramer was introduced as the new Co-chair of IPBT and Jiabi He (Stephy) as the new DASB Student Representative. All other members remained the same from 2006 – 07.
- II. Consolidated Budget Overview and Proposed Allocation: John Swensson referred to the document titled, *DAC Consolidated Budget Overview & Proposed Allocation as of 9/13/07*, to identify the dollar amounts for the various areas on campus—which will be receiving a 75% ‘B’ one-time augmentation. He clarified and answered questions pertaining to some of the information on this spreadsheet. It was stated that the process for procuring materials, equipment, etc., has been improved.

Other “ear-marked” pots of money spoken about were: (1) Technology; (2) Measure C; (3) Title III; (4) Basic Skills; and (5) Strategic Planning.

- III. Strategic Planning: (Refer to the handout titled, *Community and Civic Engagement Team, Cultural Competency Team, Individualized Attention to Student Retention and Success Team, and Outreach Team.*) Considering the 3-year plan for Strategic Planning—the team addressed the following criterion: a systems approach needs to be established; resources need to be clearly identified; and the process needs to work for students—student success being the ultimate goal. Regarding the budget for Strategic Planning, the questions were raised: (1) who is responsible for managing the money; and (2) how does funding occur if the dollars do not fall into any category? More information will be forth-coming regarding the management of this funding.

It was announced that Brian Murphy has \$50,000 in reserve to be made available for retention innovation grants.

A future discussion will be scheduled to include the addressing of the demographics changes with Life-Long Learners and the Hispanic community.

- IV. De Anza Flex College: John distributed a handout titled, *De Anza Flex College*, and he gave a short Power Point presentation of some of the features of this new web-site—which is still in the process of being developed.
- V. IPBT Shared Governance and Calendar: A discussion ensued regarding the role of the Instruction Planning and Budget Team. Wayne Chenoweth prepared a document titled, *Instruction Planning and Budget Team Recommendation*, which the IPBT group read and approved to be presented to College Council on 10/11. It was stated that the Planning and Budget Teams will be examined and perhaps redefined—with the goal of having all PBT’s working more cohesively this year.

Wayne shared that he is working on a “Governance” website—which will be operable shortly.

The handout titled, *Instruction Planning and Budget Team* (team roster) was distributed, examined and corrected. E. Johnson’s name was removed and Jiabi (Stephy) He’s name was added as the DASB representative.

It was agreed upon that the future IPBT meetings will be scheduled every two weeks—or as needed. (October 16, 30, November 13, 27, and December 11 are the dates that are currently scheduled.)

VI. Other:

“Basic Skills” will be added to the IPBT’s October 16 agenda.

Alex Kramer will be the IPBT representative on College Council.

VII. Handouts:

- (1) *DAC Consolidated Budget Overview & Proposed Allocation as of 9/13/07*
- (2) *Community and Civic Engagement Team, Cultural Competency Team, Individualized Attention to Student Retention and Success Team, and Outreach Team*
- (3) *De Anza Flex College—website overview*
- (4) *Instruction Planning and Budget Team Recommendation—Chenoweth’s doc*
- (5) *Instruction Planning and Budget Team—team roster*