I. Program Review Ratings: A discussion ensued regarding the results of the tabulations of the program reviews—analyzed by the IPBT members looking for possible reductions. Judy’s notes for possible reductions for the top thirteen programs were as follows:

- **Technical Communications**—Release time will be eliminated. The Department will continue as a Department, not under the English Department. If TECO offerings drop below the load level for the faculty member, the instructor may teach in the English Department.

- **German**—Suggested offering the first year only for 2005-06; may not have a second year program because of their low enrollments. Two German instructors are on Article 19. (Note: The IIS’s primary goal for budget reductions is to focus on cutting those courses that do not meet GE or transfer requirements.)

- **Automotive Technology**—Possible contract reductions for classified. (Contract item—must be union negotiated.)

- **CAD and Digital Imaging**—Re-arranging schedules—not offering as many sections; work on increasing productivity.

- **Computer Applications and Office Systems**—More discussion is needed in this arena. There’s a need to increase productivity—more juggling around of courses.

- **Spanish**—Need to tighten up on the number of classes offered. May not start sequences in WN and SP Quarters.

- **Linguistics**—a “class”—Offering Linguistics will be determined upon the decision from the department. Research will be done to show the number of students historically enrolled in this class.

- **Guidance**—Special Education Department—Steve Sellitti needs to be contacted.

- **Career/Life Planning**—Courses offered by full-time and part-time counselors. Classes are limited to enrollments of 20—determined from an old contract from the 1980’s. Number of class offerings will be looked into.

- **English as a Second Language**—Productivity is being looked at. (A question was asked pertaining to the “coordinator,” “scheduler,” and “chair” position—all being held by one person.)

- **Journalism**—no movement available.
• Reading—(Can’t read my notes) It looks like I wrote, “attendant costs—e.g. Readiness Program.)

• Counseling 100—Look at setting up a better use of the counselor’s time.

(Two handouts: (1) DRAFT, Employees with a De Anza Appointment as of October 31, 2004, by Employee Group and Primary Department; and (2) Faculty Release for FY 2004-05.)

II. IPBT Calendar: The next two meetings, February 15 and 22 will be accreditation focused. On February 15, we will review the descriptive summaries, self-evaluations and planning agendas—taking Lydia Hearn’s factors in consideration. February 22 will be a “break-out” session with the three groups—IIA, Instructional Programs; IIB, Student Support Services; and IIC, Library and Learning SS—meeting separately. February 28 is the posting date for all of the materials.

Dan Mitchell is the point person for the collection of the descriptive summaries and postings—deadline February 11. (URL: http://group.deanza.edu/standard2/) If problems are encountered, contact Dan at x8511.

III. Notes from Judy: Judy stated that the course offerings for Spring, 2005 will look like the offerings for Spring, 2004. She continued to say that the focus will be on maximizing full-time faculty use and checking on productivity for full-time and part-time instruction.