



- *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.