

De Anza College  
IPBT Notes  March 17, 2009  
Christina Espinosa-Pieb--Cynthia Lee-Klawender—Co-Chairs

Present: Alves de Lima, Bradshaw, Bryant, Doan, Engen, Espinosa-Pieb, Hearn, Irvin, Kaufman, Kubo, Lee-Klawender, Mowrey, Schroeder, Tomaneng, Woodward, Takeuchi, Zhong

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- I. Review Next Steps for Program Reviews: This agenda item was devoted to discussing the process to be implemented to evaluate the instructional program reviews. It was recommended that the program reviews be sent electronically—due date is April 1, 2009. The committee spoke to the benefits of dividing the team in groups of two's—to review 7 to 8 program reviews. The team liked the idea of rotating the assignments—numbering each program review and distributing each one in a rotating mode. It was noted that it will be at the discretion of the division to determine if a program review is to be created for an individual program.

When examining the program reviews, the evaluator was instructed to look for the following categories:

- Institutional Planning and Improvement
- Budget Issues
- Equity Modes and Good Trends

The team looked at the Student Services Program Review Criteria Scoring Guide and compared it with the Instructional model and found them fairly similar.

The Criteria Scoring Guide will include a new box for comments for Question 5.

IPBT members asked what will the “next steps” be after they have completed their examinations of the program reviews and have made their recommendations to College Council. It was stated that a discussion will occur regarding the “next steps” to be taken—e.g., joint PBT meetings, PBT with College Council “round table” discussions and Town Hall meetings were some ideas voiced.

- II. Budget Update: C. Espinosa-Pieb informed the group of the Board of Trustees' position of requiring positions targeted for lay-offs for June 2010 to be identified and submitted by May 20, 2009. It was explained that the reason for the early deadline would be to accommodate HR to run the “bumping” procedures with those consequences and the impact of possible retirements that would re-shuffle the list. In addition, there is the collective bargaining aspect—since “names” will need to be identified—not just “positions. C. Espinosa-Pieb explained that the IPBT will take on the responsibility of recommending 30 to 35 position layoffs—which would have to come from supervisors, management, classified, and possibly non-teaching faculty (not confirmed). It was stated that a 5 – 6% pay cut across the board would save the assigned position layoffs. A problem shared was that the state budget would not provide a COLA, and additional funding would only come from “growth.” The dilemma being—how do enrollments grow when there is less funding to provide the manpower and programs to assist with that growth? In addition, it was brought to the committee’s attention that there are departments that already have very few staff working within their areas.

**III. IPBT Calendar:**

- 3/24 No meeting (finals week)
- 3/31 No meeting (spring break)
- 4/1 Program Reviews Due
- 4/7 Read Program Reviews Meeting time: 3 – 5:00 PM
- 4/14 Read Program Reviews 4 – 5:00 PM
- 4/21 Complete Reading Meeting time: 3 – 5:00 PM
- 4/28 Deans invited to Present Meeting time: 3 – 5:00 PM
- 5/1 Deans invited to Present Meeting time: 9 – 4:00 PM
- 5/5 Recommendations Meeting time: 3 – 5:00 PM
- 5/12 Hold as “Back Up” to Recommendations Meeting time: 4 – 5:00 PM