

De Anza College
IPBT

Notes  October 17, 2006
Wayne Chenoweth/Judy Miner—Co-Chairs

Present: Alves de Lima, Bryant, Chenoweth, Chow, Doan, Kaufman, Kubo, Leskinen, Miner, Mowrey, Sherman, Woodward

Absent: Espinosa-Pieb, Griffin, Irvin, Johnson, LaManque, Swensson



- I. IPBT Website: Wayne Chenoweth presented the group with a projection that showed how to obtain IPBT information on the web. Go to the *De Anza College Website*; click on tab, *Faculty and Staff*; click on to *Academic Senate* under the *Organizational Resources*; and click on *Instructional Planning and Budget Team*. The files there show *IPBT Members 2006-07, 2006-07 Tenure Track, FT Faculty Requests, Non-Faculty Requests* and *Program Reviews*.

Wayne stated that De Anza's program reviews can be viewed by going to the District's website; click on *Research*; click on *Program Review page as of 8/17/06*, and select *Division and Department Reports* listed under *De Anza Program Review*.

Future IPBT information will be posted on the web—which will make it easier for team members to obtain facts to assist them in their decision-making processes.

- II. Special Budget Allocations—Timeline and Process: Judy distributed the handout titled, *DAC, FY 2006-07, Special Budget Allocations Timeline and Process—10/17/06*, and addressed the listed timelines for decisions needing to be made for various up-coming allocations. (Refer to handout.)

The 80% to Instruction and 20% to Student Services for instructional equipment allocations was previously presented as a "proposal," stated Judy. There was a discussion regarding the process for allocating funds, and the group agreed that they would like to stay with the previous 11-year tradition—whereby the PBT's would have the opportunity to view all of the requests before making decisions. Judy will take this position to Senior Staff—emphasizing having the process and rationale for allocations to be stated in writing.

It was voiced that most "restrictive funds" will be looked at first.

- III. Growth Full-Time Faculty Requests and Non-Faculty Requests: It was stated that there will be 6 full-time faculty growth positions made available to De Anza. Judy suggested that each team member select their top 4 and an alternate 5th full-time faculty—using the program review documents and instructional divisions' recommendations as their informational materials. In addition, each member is suppose to select their top 3 classified positions—not ranked. (There are only 5 positions allocated—1 going to Instruction; 1 to Student Services and 1 to Budget and Personnel—the 3 vice-presidents.) It was voiced that there would probably be only 2 positions available to instruction. Each member's selection is to be emailed to Joan Crandall by Monday, 10/23, by 4:00 PM. (Refer to distributed handouts, *Program Review Update – Full-Time Faculty, Requests, 10/11/06* and *Program Review Update – Non-Faculty, Requests, 10/11/06* to assist with the selection process.)

It was requested to have a copy of the Civic Engagement Plan—if there is one available. (Joan will check.) The team members asked to have the complete narrative that the deans included in their Strategic Impact Statement to be given to them. Joan will get that information out on Wednesday, 10/18/06. (Some of the narrations were abbreviated.)

IV. Assignment:

- On or before Monday, 10/23 at 4:00 PM, team members are to send Joan Crandall their top 4 full-time faculty and 1 alternate full-time faculty choices. In addition, they are to select 3 classified positions—not ranked—and send to crandalljoan@deanza.edu.

V. Next Meeting:

Our next meeting will take place in the **Kirsch Center's Conference Room**—Tuesday, October 24 at 4:00 PM.