


De Anza College
IPBT

Notes  January 23, 2007
Wayne Chenoweth/Judy Miner—Co-Chairs

Present: Alves de Lima, Bradshaw, Bryant, Chenoweth, Chow, Espinosa-Pieb, Irvin, Kaufman, Kubo, Miner, Mowrey, Sherman, Woodward, Yang

Absent: Doan, Griffin, Johnson, LaManque, Leskinen, Swensson

Visitor: Sarah Ratner, Financial Aid



- I. Introductions: The new student representative, Samuel Yang, was introduced.
- II. Strategic Planning Process and Timelines for Instruction: Wayne Chenoweth gave a brief history of the development of the strategic planning process on the campus. He referred to a handout—which was previously distributed at Campus Budget—as the “Parthenon”—with its columns representing the four “Institutional Initiatives”—*Outreach, Individualized Attention to Student Retention, Cultural Competency*, and the five “Foundations”—*Professional Development, Curriculum, Communications, Facilities, and Technology*. Reference was made to the proposed funding level statistics for the year 2007–08—listed on the back of the document: Outreach, \$300,000; Individualized Attention to Student Success, \$300,000; Cultural Competency, \$100,000; and Community Collaborations \$100,000—for a total of \$800,000. (Refer to the handout titled, *Strategic Planning Implementation*.)

Judy distributed a draft paper from the Office of Instruction titled, *Strategic Planning Process and Timeline for Instruction*, and she explained the contents thereof—referring to the calendar dates—offering suggestions of ways to prepare for the future discussions and decisions pertaining to funding under the new Strategic Planning process. The proposal presented opportunities for interested divisions to present their respective priorities for the Institutional Initiatives to IPBT. Judy opened the discussion by asking for suggestions/recommendations and questions from the group. Some of the dialogue expressed was as follows:

- Who will be serving as team members for the four Institutional Initiative? It was explained that a memo from Brian Murphy would be coming out the following day—which would list the names of the “II” team members.
- It was suggested to invite the “II’s” team members to the instructional deans’ presentations for the IPBT meetings.
- What is our role as IPBT members in this process? Judy said that the IPBT is an advisory group—which will advise their recommendations to College Council.
- It was stated that “operational costs” for instruction do not fit under any of the prescribed categories. Judy stated that she would use her contingency fund for some of those emergency operational expenses, and other avenues were being considered to work with those future operational expenses that don’t fit under any of the Institutional Initiatives.

- What criteria should the IPBT group use when the divisions present an overview of their foundational work that is already in place in support of the Institutional Initiatives in determining recommending funding for their requests? (Judy will work on a template to address the criteria issue.)
- Where is the focus of accountability? (Margaret Michaelis and Andrew LaManque will be helping with oversight.)
- Will the deans' presentation come with areas already defined—or not? It was recommended that the presentations have the areas defined.
- It was explained that all Planning and Budget Teams will be bringing forward their proposals for funding. ("Super Bowl" meeting scheduled for April 20—is the date identified for the joint "PBT's" to present their plans.)
- The group was informed that College Council will make the ultimate decision of what to forward to the President.

It was agreed upon to provide a template that would be used for the deans to assemble their information for the presentations to IPBT. Judy will develop a draft document—specifying the topics to be addressed—and distribute it electronically to the instructional deans.

Calendar:

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| January 30 | Look at and discuss criteria to be use for the deans' presentations. |
| February 6 | Instructional Deans' Presentations |
| February 13 | Instructional Deans' Presentations |
| February 20 | Instructional Deans' Presentations |
| March 13 | IPBT summarizes divisional priorities for communication to Institutional Initiative Teams |
| April 20 | Joint Planning and Budget (PBT) Teams meeting
(Plans will span all administrative divisions of the campus.) |