

Instructional Reductions

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Academic Services

Department	Position	Elimination/ Reduction	Impact	Budget
Office of Instruction	Executive Assistant	Elimination of Position	Vice President of Instruction and Associate Vice President of Instruction will share one Executive Assistant. Both managers will also take on additional Assistant level duties.	
Office of Instruction	Associate Vice President of Instruction	Elimination of Position	No Senior -level supervision for all campus-wide programs in the Academic Services and Learning Resources Divisions, including Curriculum, Scheduling, Tenure Review, Staff Development, ICCE, Office of Equity, Library, Student Success Center, and Distance Learning. No Senior-level administrative supervision and consultant for county, state, and federal grants: Basic Skills Initiative, Title III, and AANAPIS, Santa Clara County Voter Education Initiatives	
Office of Staff and Organizational Dev.	Faculty Director	.5 back to classroom	No staff development programming beyond Tenure Review and First Year Experience. No support for Classified professional development, Basic Skills, and Partners in Learning conference.	
Institute of Community and Civic Engagement	Faculty Director	.2 back to classroom	No support for Community Service Learning faculty training and Partners in Learning conference. No support for Youth Voices United for Change and Campus Camp Wellstone Youth Leadership programs.	
Office of Equity, Social Justice & Multicultural Ed	Faculty Director	.2 back to classroom	No staff development programming beyond Equal Opportunity Employment Hiring Processes and Equity Advisory Council. No support for campus-wide multicultural education programming, including heritage groups. No support for Partners in Learning conference.	
Academic & Classified Senates, Academic Services Div. LinC	"B" Budget		Reduction of Coordination and Operational support for LinC, Academic Senate, Classified Senate, and Academic Services.	
				\$ 378,000

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Biological, Health, Environmental Sciences and Workforce Education

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Department	Position	Elimination/R eduction	Impact	Budget
Biology	Instructional Associate	elimination	This position is an evening/weekend position which allows access to the science resource center for students, especially those taking science for the first time. The Science Resource Center provides students with essential support for both student retention and more importantly success. Distance learning students use the facility as a site for in-person testing. Also gives all students access to models, microscopes, diagrams, computers, textbooks, and other resources outside the classroom. Number of students affected 8073/quarter..	
HTEC	Lab Tech, Physical Therapy .5	elimination	This position supports Nursing students and to a lesser extent HTEC students in the Nursing resource center which complements the Nursing Skills lab. Duties include maintaining the facility and resources housed there, assisting in maintaining Nursing student records, proctoring exams and mentoring students.	
Nursing	Lab Tech, Physical Therapy .5	.5 reduction	This position supports Nursing students and to a lesser extent HTEC students in the Nursing resource center which complements the Nursing Skills lab. Duties include maintaining the facility and resources housed there, assisting in maintaining Nursing student records, , proctoring exams and mentoring students.	
Automotive Technologies	Auto Tech Tool Room Assistant		This position supports the evening Auto tech classes. Is responsible for setting up and taking down equipment for various projects. Checks hand tools and equipment in and out of tool room to students. Maintains appropriate equipment inventory and records. Cleans assigned areas as directed. Loss of this position would close down the evening automotive technology position and lead to the loss of 50 or more highly trained Automotive Technicians each year. Number of students affected 269/quarter, loss of this position would seriously impact the EVENING AUTO TECH program	
Nursing	Allied Health & Nursing Spec	elimination	Interview, access and screen program applicants, assist in the development and coordination of student intake process, collection of documents and recommend eligibility for program. Facilitate the communication between participants, academic divisions, financial aid and others. Develop and maintain a database to respond to student queries, maintain database of all student requirements such as coursework, immunizations, testing and other related requirements for entry and continuation in the program. Coordinate, develop and participates in recruitment and outreach activities, attend and conduct variety of meetings, conferences and inservices. Loss of this position would seriously impact the nursing program.ability to serve students. This position supports 662 students/ quarter.	

Environmental Studies	Executive Director, Kces/Esa		the Kirsch Center and ESA to assure that their missions, goals, programs and curriculum correlate with the strategic plan of the college and district. The Kirsch Center serves approximately 1661 students a quarter. This position also coordinates research, archives, exhibitions, publications, special events, develops funding and grant opportunities to support programs in ES and coordinates, facilitates and frequently leads tours of the Kirsch Center. This position also mentors students, connects them to externship and job placement opportunities.	
Automotive Technologies	Secretary, Senior	elimination	Issue and receive equipment to students; store and set up equipment and materials used in department. Maintain equipment inventory, schedule repair as needed; recommend purchase of and track and maintain materials and supplies. Maintain records and files regarding activities, coordinate schedules, serves as resource for students, counselors and evaluators. Loss of this position would seriously impact the Automotive Technology program. This position supports 602 students per quarter, loss of this position would seriously impact the DAY AUTO TECH program	
Biology	Instructional Associate	elimination	This position is the weekday position which allows access to the science resource center for students, especially those taking science for the first time. Loss of this position would close down the science resource center. The Science Resource Center provides students with essential support for both student retention and more importantly success. Distance learning students use the facility as a site for in-person testing. Also gives all students access to models, microscopes, diagrams, computers, textbooks, and other resources outside the classroom. This position supports 8073 students per quarter and 22273 students per year.	
				\$ 410,221

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Business/Computer Science

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Department	Position	Elimination/ Reduction	Impact	Budget
Computer Information Systems	Computer Lab Supervisor	elimination	If this cut takes place, the campus will fall short of its commitment to support the CAOS program through spring 2013. The CAOS program has large student enrollments that depend on those Instructional Associates for student success. To support students who are pursuing their CAOS certificates/degrees and the ability to accept high numbers of students, a decline in enrollments and revenue loss will result if the CAOS department cuts their support staff prematurely (declining international student enrollments would amplify this revenue loss). The Department of Health Technology has already contacted me and voiced their concerns about the commitment made to their students who depend on CAOS courses for their certificates/degrees through June 2013. I would like to remind you that part of the negotiation with CAOS was to keep the Instructional Associates until the end of the program through June 2013.	
Computer Applications	Instructional Associate	elimination		
Computer Applications	Instructional Associate	elimination	In addition, during the renovation process of the ATC building, the labs (including a laptop lab) will be spread over three (3) buildings. The labs will be open to students from 8.30am until 9.30pm. It will be unrealistic to expect one lab coordinator to be present at three (3) different locations during each shift. Therefore, maintaining the original arrangement by CAOS, health tech, OTI and administration would be in the best interest of the college to maintain the CAOS support staff through Spring 2013.	
				\$ 255,000

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Creative Arts

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Department	Position	Elimination/ Reduction	Impact	Budget
Music	Performance Class Accompanist/Classified Hourly Position	Elimination of Position	loss of income from renting and issuing music practice room keys to students that are used to maintain and tune fleet of 26 Steinway pianos. Loss of classroom accompanist for Music voice classes and VPAC performances. Loss of supervision to music practice rooms where campus police recorded incidences of attempted student suicide and vandalism and endangerment prior to this position being established.	
Ceramics	Ceramics Technician	50% Reduction of Position	loss of instructor support in the mixing of glazes and firing of all kilns and repair of kilns and producing of student work. Loss of the lead person in keeping the district within required legal compliance during our mandated district litigation for the Hazmat and OSHA standards and fire/safety in this instructional facility. Loss of direct support for instruction and safety of students.	
Art - Sculpture/Wood Shop	Lab Technician		the loss of this position and expertise will result in the decline of enrollments, retention and success rates of students in the Art/Sculpture/Design/Furniture programs due to the lack of availability for student access to specialized equipment and no support for the faculty in ordering supplies, operation of power machinery and troubleshooting and maintaining equipment for producing student work. The safety concerns for students in any wood shop facility with power machinery even with a lab tech and an instructor present is paramount. The loss of this position would result in unsafe conditions and increased liability. The loss of this position would mean not meeting OSHA and Hazmat requirements/regulations especially during the mandated district legal stipulation. The loss of this position would remove the lead person in emergency preparedness/building monitor for the kiln yard/welding/sculpture/woodshop facilities.	

Photography	Lab Technician	Elimination of "1" Lab Technician	the loss of this position and expertise will result in the decline of student enrollments, retention and success rates in photo/ vocational and transfer program due to the lack of support for the faculty in classroom instruction and ordering supplies, preparing chemicals for classes, maintaining digital printers, troubleshooting and maintaining equipment and providing check out of equipment to students who can not afford their own cameras/equipment. The loss of this position has great safety concerns for students with the use of chemicals in this area. The loss of this position results in the loss of the oversight of the Hazmat /OSHA required stipulated regulations for safety in the Photo building and Art/Painting studio. The loss of this position is the loss of the lead position in emergency preparedness/building monitor, the loss of the district being able to keep within mandated legal guidelines in Art/Painting and Photo for OSHA and Hazmat, fire and safety during our districts legal mandated stipulation. The loss of this position that is Banner trained in the ordering and requisition system and has the primary responsibility for the Art/Photo area.	
Film/TV	Instructional Associate	Elimination of "1" Instructional Associate	the loss of this position and expertise, would result in the decline of enrollment, success rates, retention rates, in the Film department, a vocational and transfer program due to the loss of student access to the check out of specialized and necessary equipment/ and use of facilities for making student films and completion of course work. The loss of this position would result in the loss of ability to order, troubleshoot, maintenance, repair very specialized film equipment/cameras/lighting/sound/editing and maintain specialized facilities like the Foley studio for sound effects. The loss of this position would result in the loss of all faculty support in this department for teaching. The loss of this position would result in the loss of the lead position in emergency preparedness/building monitor for the ATC.	
Computer Labs	Instructional Associate		the loss of this position and expertise would result in large enrollment decline, retention rates and student success rate decline in the areas of Art/graphics, Music, Film (Animation) and Photo (digital) this position oversees 4 computer labs of 30 stations each and two smaller computer labs of 8 stations and 5 stations respectively. This position is responsible for instructional set up of the labs and working with students along side instructors for instruction in the departments/programs listed above, as is primary to the vocational program of graphic design and is responsible for the specialized software upgrades, maintaining web sites for departments, the licensing agreements, and the troubleshooting and maintenance and imaging and testing of computers in labs-the work that ETS does not cover anymore. This position is Banner trained in budgets and requisitions and has primary responsibility in ordering all graphic design and computer items, is the primary building monitor person for emergency preparedness, and deals with the safety environmental concerns around e-waste of the technology for the entire division.	
				\$ 206,348

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Intercultural/International Studies

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Department	Position	Elimination/R eduction	Impact	Budget
IIS Division	Division Assistant	Elimination of Position	Severely impacts the operation of the division on several fronts, including providing support to faculty as information resource and referral to campus support services, the processing of all forms required by payroll office, scheduling office, curriculum office, admissions and records, and district offices; communication with other campus offices and the outside community through phone, email, and face-to-face interactions; ongoing processing, prioritizing, distribution, and responses to on and off campus mail; organization and upkeep of the division office files, forms, and materials; logistical support to the dean including scheduling appointments, budget monitoring, processing of forms requiring dean approval and signatures, follow-up communication to the division, taking and maintaining division meeting notes, making copies, overseeing the maintenance of the division website; updating and maintaining the division's internal informational website; overseeing the scheduling and maintenance of the Multicultural Center facilities and interfacing with campus custodial services and Educational Technology Service. And many "other duties as assigned".	
				\$ 85,000

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Language Arts

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Department	Position	Elimination/ Reduction	Impact	Budget
La Voz/Journalism	Learning Lab/Student Publication Assistant	Elimination of Position	Loss of the weekly print addition of La Voz, loss of evening lab supervision for English and ESL	
Division Release Time	.6 FTEF reduction in release time	Reduction of more than 50% of Division Release Time	Loss of leadership in Speech, English, ESL, and Reading departments; loss of coordination of department meetings; reduced leadership and coordination of SLO's, program review and curriculum development; elimination of placement appeal process	
Division "B" Budget	"B" budget reduction		50% reduction in division supply line, elimination of portfolio coordination and two student office assistants	
				\$ 129,487

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Learning Resources

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Department	Position	Elimination/ Reduction	Impact	Budget
Library	B budget reduction	Elimination of PT librarian hours	Loss of PT faculty librarians resulting in reduced support for students and faculty and reduced hours for library. Also reduced FT faculty leadership and coordination for library functions	
Library	4 Senior Library Technicians 2 Computer Lab Operations Coordinators	Elimination of 6 positions	Loss of college computing services for more than 125,000 computers sessions. Loss of printing services for 400,000 pages of student assignments and research. Severe reduction in library hours resulting in over 100,000 fewer visits, closure of inter-library loan program, severe cuts in functions of acquisitions, cataloguing, circulation, reserve collection, and services to faculty.	
Distance Learning	1 Instructional Associate	Elimination of position	Eliminate capacity for growth in technology enhanced instruction. Reduced service to both students and faculty who demand and deserve support in innovative teaching and learning through technology. This 25% reduction in staffing further stifles ability of college to harness the power of technology to improve learning outcomes for all students.	
Student Success Center	1 Academic Advisor 2 Instructional Support Technicians 1 Instructional Support Coordinator 1 Program Coordinator I	Elimination of 5 positions	Closure of some centers and programs and severe reductions in others. Reduced hours in all centers across the college. Reduced coordination of and support for over 250 student employees, and faculty and community volunteers. Shortened hours and reduced services to thousands of students. Drastic reductions in academic support for students in MOST disciplines including courses from the following divisions: Biological, Health and Environmental Sciences; Language Arts; Learning Resources; Physical Sciences, Mathematics and Engineering; and Social Sciences and Humanities.	
				\$ 1,050,000

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Physical Education and Athletics

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Department	Position	Elimination/ Reduction	Impact	Budget
Physical Education and Athletics	Facilities and Equipment Assistant	Elimination of Position	Loss of set up of PE facilities and repair and maintenance of PE Equipment. Instructors responsible for setting up nets, etc.	
Physical Education and Athletics	Facilities and Equipment Assistant	Elimination of Position	Loss of female athletic support (inventory, maintenance, repair, cleaning). Loss of supervision in women's locker room	
Physical Education and Athletics	Facilities and Equipment Assistant	50% Reduction of Position	Distribution. Inventory, and athletic support lost	
Physical Education and Athletics	PE/Wellness Assistant	50% Reduction of Position to Fund 15	Position becomes 50% self funding. Relies on membership fees. Loss of 50% of hours if membership fees don't fill this amount.	
Physical Education and Athletics	Academic Advisor	25% Reduction of Position	Less academic advising support for athletes (Education Plans, registration, enrollment). Probably result is a decrease in Student athlete success and transfer.	
Physical Education and Athletics	Division Administrative Assistant	12 to 11 month	Less support for Physical Education and Athletics	
Physical Education and Athletics	Athletic Trainer	11 to 10 month	Reduced support for athletes, resulting in increased injuries or delayed rehabilitation for athletes injured during their seasons	
Physical Education and Athletics	Athletic Trainer	11 to 10 month	Reduced support for athletes, resulting in increased injuries or delayed rehabilitation for athletes injured during their seasons	
Physical Education and Athletics	PE/Wellness Assistant	Remainder of Line 5 Elimination of Position	Loss of open access fitness center.	
Physical Education and Athletics	Facilities and Equipment Assistant	Remainder of Line 4 Elimination of Position	No athletic support. Coaches responsible for uniforms and equipment. No washing of PE class clothing (Massage program, fencing, soccer, etc.) Loss of supervision in Mens locker room	
Physical Education and Athletics	Academic Advisor	Additional 25% Reduction of Position	Less academic advising support for athletes (Education Plans, registration, enrollment). Probably result is a decrease in Student athlete success and transfer.	
				\$ 328,226

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Physical Sciences, Mathematics and Engineering

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Department	Position	Elimination/R eduction	Impact	Budget
Physics	Physics Tech Position	Elimination of Position	Reduction of classroom demos, no repair and maintenance of equip; long term degradation of laboratory experience	
PSME Division	Division Administrative Assistant	50% Reduction of Position	PSME Div Assist directly serves more than 600 students per quarter for petitions, inquiries, prerequisite clearance, etc. Reduces faculty and dean support	
Chemistry	Evening Chemistry Tech	Elimination of Position	No evening chemistry support; health and safety standards implications; preparation of evening chem labs	
PSME Division	Faculty Reassign/Release Time & Extra Pay Elimination	Reductions to various departments	Elimination of PSME Department Coordinators (Chair) positions; including Physics, Chem; Assist Coordinator in Math; no longer serve students in those departments; no support for calculators, homework and other software support programs coordinated by department chairs (majority of math students)	
PSME Division	Reduction to Instructional Coordinator Position	20% Reduction of Position	shift 20% of time of instructional coordinator to ETS network support as per original contract; reduction in day to day computer, software and other classroom tech support; delay emergency and long term repair of classroom technology causing class disruption and reduced use of classroom and division level technology	
PSME Division	B Budget reduction	Reduction to Operation Budget	Reduction in chemicals and hazardous waste supplies; serious implications for viability of chemistry program - will attempt to transfer some additional expenses to lottery funds; PSME already has lowest B Budget/student allocation before this reduction; represents 25% of total operating expenses	
				\$ 223,165

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Social Sciences and Humanities

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Department	Position	Elimination/ Reduction	Impact	Budget
California History Center	California History Center Director	Elimination of Position	<p>The California History Center (CHC) will have served approximately 1,955 students by the end of the 2011- 2012 academic year. 800 of these students were through exhibit programming and an estimated 875 through various special programs (lecture/presentations, workshops sponsored by CHC). The remaining 280 students used the library/archives of the CHC or took CHC History Department courses.</p> <p>a. CHC Local History Courses – this year, CHC offered 9 courses through the History Department with approximately 180 students,</p> <p>b. Library/Archives – a university level research facility continues to serve approximately 200 students, faculty, staff and community</p> <p>c. Exhibits – CHCF sponsors approximately two exhibits each year. Past exhibits have drawn a high of 1, 000 to 800 viewers per run. This current year, we had approximately 800 student viewers for two, one quarter duration exhibits so far. While community members visit the exhibits as well as some K-12 classes, the majority of the views are De Anza students.</p> <p>d. Special events – CHCF hosts conferences special events throughout the year. Last year, CHCF drew over 1,000 participants (approximately 750 of these De Anza students) at various events including lectures and receptions featuring writers, academicians, and activists. CHCF's works closely with the Visiting Speakers Series, the various heritage month committees. During summer CHC has also provided support to the students attending the APALI Leadership Institute which offers ICS 4 and ICS 22 credit by organizing presentations and tours of Asian/pacific Islander Community sites.</p> <p>e. Silicon Valley Documentation Project (oral history). The CHC's oral history program, the Silicon Valley Documentation Project, works with instructors and students to produce and save projects that capture the stories of Silicon Valley's many communities. This year, approximately 125 students participated through the following courses: EWRT 1A, 1B (LEAD), ICS 24, ICS 55.</p>	
Social Sciences and Humanities Division	B Budget reduction	Reduction to Operation Budget		
				\$ 116,000

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DIVISIONS

Academic Services	\$	378,000
Bio/Health & Env Sciences	\$	410,221
Business/Computer Systems	\$	255,000
Creative Arts	\$	206,348
Intercultural/International	\$	85,000
Language Arts	\$	129,487
Learning Resources	\$	1,050,000
Physical Education	\$	328,226
PSME	\$	223,165
Social Sciences	\$	116,000
		<u><u>\$ 3,181,447</u></u>

Target \$ 3,249,344

Proposed Reduction Total \$ (3,181,447)

Shortfall \$ 67,897