De Anza College Instructional Planning and Budget Team Notes – February 3, 2004

Present: Alves de Lima, Campbell, Canter, Espinosa-Pieb, Illowsky, Jenkins, Kubo, LaManque,

McCarthy, Mowrey, Swensson, Woodward

<u>Absent</u>: Bradshaw, Griffin, Newburg, Shively Visitors: Stephanie Sherman. Letha Jeanpierre

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The purpose of the meeting was to hear from the following division deans—Biological/Health Sciences and Business/Computer Science—in a Q and A session pertaining to possible budget reductions in their areas.

The general questions for all the division deans were as follows:

- #1. What do you/the office do during the twelfth month when there are no students, and what does the division assistant(s) do during the twelfth month? Does your division need to be open 12 months/year?
- #2. How much reassigned time does your division have? What is it used for?
- #3. Could you teach one class/year if part of your responsibilities are shifted to faculty? Would you want to? (Creative Arts and IIS already teach one class per quarter for fall, winter, spring.) What about in the summer?
- #4. How many full-time, part-time faculty and classified staff are in your division?
- #5. *Is your budget reduction information listed in priority order?*

Biological and Health Sciences Division:

Answers to the General and Specific Questions:

<u>Specific Question</u>: Where does the Physical therapy Assistant program fit into this reduction? Could courses for this program be phased out over the next two-year cycle?

(See handout titled, Biological and Health Sciences Division Answers to Questions for the Instructional Planning and Budget Team.)

Business and Computer Systems Division:

Answers to General and Specific Questions:

Specific Question: Your scenario for 5% reduction includes the loss of 3 full-time faculty, two from CAOS. What impact will the loss of these 3 have on curriculum revisions and updates in departments where it seems like constant revision must be a given?

(See handout titled, *Business and Computer Systems Division – Questions for Instructional Planning and Budget Team.*)

There was a short discussion at the end of the Q and A session, and it was decided to keep the general questions. as they were originally worded.