De Anza College IPBT Notes 🛋 February 8, 2005

<u>Present</u>: Alves de Lima, Bradshaw, Campbell, Canter, Espinosa-Pieb, Harral, Illowsky, Jenkins, Kubo, LaManque, Leung, McCarthy, Miner, Mowrey, Sherman

Absent: Griffin, Hearn, Kubo, Swensson, Woodward

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- I. <u>Program Review Ratings</u>: A discussion ensued regarding the results of the tabulations of the program reviews--analyzed by the IPBT members looking for possible reductions. Judy's notes for possible reductions for the top thirteen programs were as follows:
 - *Technical Communications* Reassigning a position of the TECO instructor to the English Department eliminating the reassigned time.
 - *German* Suggested offering the first year only for 2005-06; may not have a second year program because of their low enrollments. Two German instructors are on Article 19. (Note: The IIS's primary goal for budget reductions is to focus on cutting those courses that do not meet GE or transfer requirements.)
 - *Automotive Technology*—Possible contract reductions for classified. (Contract item— must be union negotiated.)
 - *CAD and Digital Imaging* Re-arranging schedules not offering as many sections; work on increasing productivity.
 - *Computer Applications and Office Systems* More discussion is needed in this arena. There's a need to increase productivity more juggling around of courses.
 - *Spanish* Need to tighten up on the number of classes offered. May not start sequences in WN and SP Quarters.
 - *Linguistics* a "class" Offering Linguistics will be determined upon the decision from the department. Research will be done to show the number of students historically enrolled in this class.
 - *Guidance* Special Education Department--Steve Sellitti needs to be contacted.
 - *Career/Life Planning* Courses offered by full-time and part-time counselors. Classes are limited to enrollments of 20 – determined from an old contract from the1980's. Number of class offerings will be looked into.

- *English as a Second Language*—Productivity is being looked at. (A question was asked pertaining to the "coordinator," "scheduler," and "chair" position—all being held by one person.)
- *Journalism* no movement available.
- *Reading* (Can't read my notes) It looks like I wrote, "attendant costs e.g. Readiness Program.)
- *Counseling* 100 Look at setting up a better use of the counselor's time.

(Two handouts: (1) *DRAFT*, *Employees with a De Anza Appointment as of October 31, 2004, by Employee Group and Primary Department;* and (2) *Faculty Release for FY 2004-05.*)

II. <u>IPBT Calendar</u>: The next two meetings, February 15 and 22 will be accreditation focused. On February 15, we will review the descriptive summaries, selfevaluations and planning agendas – taking Lydia Hearn's factors in consideration. February 22 will be a "break-out" session with the three groups-- IIA, Instructional Programs; IIB, Student Support Services; and IIC, Library and Learning SS – meeting separately. February 28 is the posting date for all of the materials.

Dan Mitchell is the point person for the collection of the descriptive summaries and postings – deadline February 11. (URL: <u>http://group.deanza.edu/standard2/</u>) If problems are encountered, contact Dan at x8511.

III. <u>Notes from Judy</u>: Judy stated that the course offerings for Spring, 2005 will look like the offerings for Spring, 2004. She continued to say that the focus will be on maximizing full-time faculty use and checking on productivity for full-time and part-time instruction.