## 0De Anza College Instructional Planning and Budget Team Notes – November 18, 2003

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

Mowrey, Shively, Swensson, Woodward

Absent: Canter, Griffin, Kubo, McCarthy, Newburg

Guest: Anthony Lin

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I. <u>Calendar</u>: The IPBT meeting scheduled was agreed upon:

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11/25/03 12:30 -1:30 (Time Change – ACR – All Administrators' conflict)
12/04 4 - 5:00 PM (Moved from Tuesday, 12/2--ACR – Town Hall conflict)
12/09 4 - 5:00 PM
12/16 -1/6/04 no meetings scheduled
01/13 4 - 5:00 PM
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- II. <u>Fund Raising and Revenue Producing Model</u>: John Swensson spoke on the findings from this committee—Canter, Jenkins, Campbell and Swensson. He identified the divisions that have previously submitted requests which have been considered and referred to the Technology Committee of the De Anza Commission. John addressed the ten "brainstorm ideas" that were listed on handout that was distributed. (See Memo for IPBT, 11/12/03- *Fundraising and Revenue Raising Committee Meeting Minutes*—November 11, 2003.)
- III. <u>Budget Reduction Process Plan Used by Instructional Divisions</u>: Barbara Illowsky distributed the following budget process papers for the purpose of instruction, clarification and discussion;
  - Timeline for 2004-04 Budget Scenarios Version 1.0 11/11/03 from the office of Judy Miner There was a concern that the IPBT would not be able to see the instructional deans' budget reduction recommendations before they are given to other administrative groups to review. For this reason, the previously canceled meeting for 11/25 was rescheduled for the same date at 12:30 PM.
  - Budget Recommendation Process 2004 05. This paper describes (1) the process used within the instructional divisions to make budget recommendations; (2) participants that been invited to be a part of the process; and (3) how the information is being shared to everyone in the division.
  - Instructional Division Reductions, 2004 05. This grid listed (1) the department, (2) the reduction/elimination plan, (3) the impact of the reductions and (4) the cost-savings.
  - *Course Reduction List*, 2004 05. This document lists (1) the course name and number, (2) individual load factor pre section, (3) number of sections being

eliminated, (4) total of load factor for all sections and (5) the savings @  $48,500 \, x$  load. The remaining two columns that will be completed by Andrew LaManque in which he will list the (1) average class enrollment, (2) average productivity and (3) average WSCH.