



Governance » Instructional Planning & Budget Team » Notes » Meeting Notes - March 5, 2008

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## IPBT NOTES - OCTOBER 18, 2011 - 3:30 PM - 5:00 PM

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***Christina Espinosa-Pieb Chair***

***Karen Chow Co-Chair***

Present: **Administrative Reps:** G. Anderson, C. Espinosa-Pieb, E. Norte, R. Schroeder, R. Tomaneng, T. Ray.  
**Classified Reps:** A. Qian, G. Knittel **Faculty Reps:** C. Muzzi, B. Roberts, R. Stockwell **Student Reps:** Kenneth Perng

Absent: R. Bryant, C. Lee-Wheat, K. Singh

Visitors: A. Caballero de Cordero, K. Chow, S. Cook, L. Jeanpierre, C. Lee-Klawender,

F. Milonas, C. Woodward

### **I. Approval of Notes:**

The notes of October 11, 2011 were approved with one change: 1<sup>st</sup> page, last paragraph – a sentence: “However, the numbers we are currently planning with are projected as the worst-case scenarios.” Change to: “However, bas on the most recent numbers from the state, the current budget projections for 2012-2013, are the worst case-scenarios.”

### **II. Complete Discussion re: DA Discontinuance Process:**

K. Chow presented and explained the second page of “DA Program Viability Process”. K. Chow proposed to change the title of the form from “Advisory Group” to “Viability Advisory Team”. She asked members to discuss and identify some triggers that may cause program reduction. Some outcomes were enrollment, retirement ... There was a discussion and the members agreed that the chart needed to be revised.

G. Anderson asked if the members agreed on two criteria: 1<sup>st</sup> – give as much time for faculty as possible. 2<sup>nd</sup> - objectivity for the criteria

C. Espinosa-Pieb noted that due to the budget reduction, it may be necessary to consider program reduction. She pointed out that the goal of the IPBT committee is to think about our campus community as a whole and think about the best possible campus we can have for our students (given the fiscal resources available).

B. Roberts raised a question about the process used for dissemination of information. She suggested the Academic Senate representative communicates information about programs undergoing “the program discontinuance process” to the Academic Senate. C. Espinosa-Pieb encouraged her to contact her Academic Senate Leadership about the role of faculty on this committee.

C. Espinosa-Pieb reminded everyone that while we are planning on reductions for 12-13, the discontinuance of ar

program would take 2 to 4 years to phase out so that we can fully consider the impact on our students.

### **III. Review Criteria for Faculty Hiring and Positions:**

C. Espinosa-Pieb presented and explained the data sheet for faculty hiring 2012-2013. She will send the voting members an email with a data sheet titled "Data Sheet Voting Document" at the top. The members need to rank only their top 15 positions and send it back via email to C. Espinosa-Pieb ONLY. The deadline is Friday, October 28, 2011 at 12:00 noon.

C. Espinosa noted that deans will each give a 2-3 minute presentation in support of their hiring requests next week October 25<sup>th</sup>, 2011

Members were reminded to review the Program Review Data in addition to the Data Sheet and written justifications. They were also reminded to get feedback from the constituency group they represent since they are not representing their own divisions.

### **IV. Group Gather to Discuss and Strategize Program Review Information:**

C. Espinosa-Pieb reviewed the IPBT team chart and noted that a few individuals were reviewing divisions that they currently work in. C. Espinosa-Pieb will work with C. Lee-Wheat and bring back changes to our next meeting, Tuesday, October 25<sup>th</sup>, 2011

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