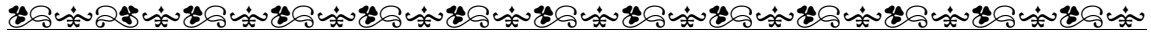


IPBT Notes  November 18, 2008
Christina Espinosa-Pieb--Cynthia Lee-Klawender—Co-Chairs

Present: Alves de Lima, Bryant, Doan, Espinosa-Pieb, Hearn, ~~Irvin~~, Kramer, Kubo,
Lee-Klawender, Mowrey, Woodward

Visitor: Englen



- I. Program Review Criteria: After a discussion, the IPB Team asked to have a sample program review template prepared to be used as a starting point in assembling criteria for this instrument. C. Espinosa-Pieb and C. Lee-Klawender will bring this document to the next scheduled IPBT meeting.
- II. Auto Tech Remodel: R. Bryant reported that “swing space” is in the process of being secured—in preparation for the close of the Auto Tech facilities for seven months. He indicated that the move would occur Spring Quarter, 2009, and the rental facility costs are assessed at \$15,000.
- III. “Zero-Base” Budget: Postponed until next meeting.
- IV. Grant Coordination Update: The handout titled, “*Grant Coordination Master Matrix of Initiatives*” was distributed and reviewed. It was disclosed that the purpose of the grant coordination project is for the prevention of duplicated efforts and to be able to watch the specific timelines for program funding.
- V. Budget News Update: C. Espinosa-Pieb stated that the budget news is grim as a result of the state mid-year cuts. She shared that even though for this academic year De Anza is better equipped to “meet the storm,” it won’t be without pain. It was announced that there would be a virtual freeze on all hiring. It is unknown how this freeze would ultimately affect the following positions: three in Counseling; three in Social Sciences, and two in Physical Education. In addition, Christina informed the group that grant-funded positions will be looked at, strategic planning dollars placed on “hold,” the minimum of 20 in the class will be enforced, and a discussion will occur with the instructional deans in regards to enrollment management—which might result in reductions of class sections.