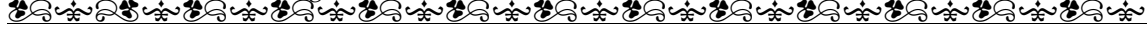


IPBT Notes  November 11, 2008
Christina Espinosa-Pieb--Cynthia Lee-Klawender—Co-Chairs

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

Absent: Kubo, Kumar, Mart

Visitors: Chenoweth, Englen



I. Governance Website: W. Chenoweth displayed the De Anza Governance Website--and the IPBT Governance Link—and showed the advantage of being able to have information readily available pertaining to IPBT announcements, membership, resource and files and training on this web-site. Go to the following address: <http://omni.deanza.edu/gov/> and then click on, *Instruction PBT*--located under the Governance Team column. He stated that he would be willing to help the “recorder” learn what is needed to be able to perform the task of inputting the information on the web-site, and, in addition, C. Lee-Klawender offered her assistance on the inputting task.

II. Program Review Criteria Development: The committee members were given three samples of program review criteria to study and the direction to email their “Ideas About Criteria” to J. Crandall-- (CrandallJoan@DeAnza.edu) by Monday, 11/17 AM. The “process” topic was revisited, along with concerns voiced regarding how the proposed deep budget cuts might affect the type of criteria to be used for the program reviews. The importance was stressed of having strategic plans and “data driven” program reviews in place in preparation for these cuts. The team members requested obtaining an electronic copy of an old criteria grid that was used in 2001.

III. Other Items of Discussion:

The team members were asked to read Martha Kanter’s letter—dated 11/10--which addresses the proposed cut backs on the campus.

IPBT will be meeting on a weekly basis for the next five weeks.

IV. Handouts:

#1 Sample: Division of Biological and Health Sciences Planning and Budget Document, May 1999.

#2 Community Education Division-Program Review 2005 – 06.

#3 Memo to the Instructional Deans from Judy Miner, October 21, 2005 regarding “Directions for Completion of 2005-06 Program Reviews.”

#4 *The Newsletter of the De Anza Academic Senate*, September 2007—President’s Message, Wayne Chenoweth--Re: IPBT’s recommendations on renovating the bureaucracy to College Council.

V. Proposed Topics for Future IPBT Meetings:

- “Zero-Base” Budget
- Auto Tech Remodel
- Update of Coordination on Grants