



Office of Instruction
& Academic Senate

To: Instructional Deans and Department Chairs Who Presented to IPBT

From: Coleen Lee-Wheat & Christina G. Espinosa-Pieb, IPBT Co-Chairs

Date: November 20, 2011

Dear Colleagues,

Thank you all for taking the time to meet with our Instructional Planning and Budget Team this past Thursday or Friday. We all truly appreciated having an opportunity to hear from the individual areas and were very impressed with the presentations. Overall we felt that we gained valuable insight into each of your departments and are, once again, reminded of what a great campus we really are.

Unfortunately, due to our state budget situation, we are also left with the unpleasant task of making recommendations to seriously reduce, suspend or eliminate some of the great programs that we currently have. The conversation on Friday afternoon went well beyond 5:00 pm (even though we were scheduled to end at 4:30 pm) because of the difficulty in making some of the “preliminary” recommendations.

Below are the “draft” notes of recommendations that we are currently considering after listening to 2 days of presentations and taking into account the campus wide needs of our students. Also, as you will see on the recommendations below, not all reductions are proportional and priority was given to student demand and student need. The IPBT has attempted to construct a set of recommendations that are in the best interest of the college, and its future, and meet its fiscal target.

Please note: These are “DRAFT NOTES ONLY” and are in no way to be interpreted as “A DONE DEAL”. Instead, we would like your help in getting these notes out to your affected departments so that they have an opportunity to provide additional information or input into this process.

The time line and “next steps” for providing additional information or input into these recommendations are as follows:

Monday, November 21, 2011

Deans receive “Draft” notes of the IPBT Recommendations and share those notes with the affected departments. Departments are invited to submit additional material or information for additional review by the IPBT.

Tuesday, November 22, 2011

IPBT will hold a joint meeting with the SSPBT and both committees will share their current thinking about recommended reductions to their respective areas. One of the main points of this meeting is to see how recommendations out of Instruction might affect Student Services, and visa versa.

Note: Both the IPBT and the SSPBT may make changes to their recommendations as a result of information received during this meeting. Any changes will be communicated to the appropriate Division Dean, who will then forward the information onto the appropriate department.

Monday, November 28, 2011

Additional information or material is due to either Coleen Lee-Wheat or Christina G. Espinosa-Pieb by 12:00 noon for consideration at the IPBT meeting on Tuesday, November 29, 2011.

Tuesday, November 29, 2011

Regular IPBT Meeting will be held. Anyone is welcome to attend. Please notify either Coleen Lee-Wheat or Christina Espinosa-Pieb if you would like to attend and deliver an oral response (5min). This will help us ensure that the agenda will accommodate all concerns.

Friday, December 2, 2011

The Viability Committee will invite departments being considered for discontinuance to a meeting where they will have an opportunity to provide further information about the impact of such a decision. Exact time of committee meeting is still being determined.

Monday, December 5, 2011

Second Opportunity - Additional information or material is due to either Coleen Lee-Wheat or Christina G. Espinosa-Pieb by 12:00 noon for consideration at the IPBT meeting on Tuesday, November 29, 2011. Please notify either Coleen Lee-Wheat or Christina Espinosa-Pieb if you would like to attend and deliver an oral response (5min). This will help us ensure that the agenda will accommodate all concerns.

Tuesday, December 6, 2011

Regular IPBT Meeting will be held. Once again, anyone is welcome to attend. Please notify either Coleen Lee-Wheat or Christina Espinosa-Pieb if you would like to attend and deliver an oral response (5min). This will help us ensure that the agenda will accommodate all concerns.

Friday, December 9, 2011

Final recommendations from the IPBT will be presented to the College Council. This is an open meeting and all are invited to attend.

DRAFT NOTES OF IPBT RECOMMENDATIONS
Based on Presentations Made
Thursday and Friday
November 17 & 18, 2011

Academic Services

Recommendation:

IPBT recommends approval of the Academic Services plan as submitted.

Business/Computer Systems

Recommendations:

CAOS – IPBT recommends discontinuance of this department. However, some of the courses within the CAOS department should be retained, if possible, and moved into the CIS department.

CDI – IPBT recommends a reduction in the overall FTEF assigned to this department. The exact amount of FTEF has not yet been determined, but will not exceed 1 FTEF in load. Further, the IPBT recommends that the course reductions to take place should be determined by the Faculty within the CDI department.

Real Estate - IPBT recommends the suspension of courses for now and further recommends that the FTEF should be shifted to other departments within the division where there is more demand. Or, at a maximum, it should only have 1 course offering per year and it should be one of the high demand, and large seat count offerings.

Overall Division Recommendation – Since the ATC is currently being looked at for renovation. The IPBT recommends that the programs housed within the ATC consider moving onto one floor within the ATC to maximize the use of Instructional Associates assigned to the various departments.

Bio/Hlth Division

Recommendations:

Environmental Sciences – IPBT recommends that they examine the number of course offerings and the large drop rate between the ES core offering and the majors (specialized type classes). These offerings should be restructured, eliminated or only offered once per year. FTEF saved from this examination should be shifted over to Biology where there is higher student demand.

Overall Division Recommendation – IPBT recommends a closer look at the “fill-rates” of the classes within this division and recommends reducing the number of classes where there is a pattern of lower fill-rates and strongly recommends moving the FTEF into higher demand classes within the Biology Department.

Creative Arts Division

Recommendations:

Arts – IPBT recommends a decrease of 6% to the FTEF assigned to this department and recommends that the reductions be taken from the courses with lower seat counts so as not to further reduce their productivity.

Dance – IPBT recommends a decrease in FTEF to this department. The exact amount of FTEF has not yet been determined, but will assure assignments for both of the full-time instructors within this department.

F/TV – IPBT recommends approval of the proposed course reductions in Animation.

Music – IPBT recommends a decrease of 10% to the FTEF assigned to this department and recommends that the reductions be taken from the courses with lower seat counts so as not to further reduce their productivity.

Questions:

Euphrat - Is there enough load to carry a Euphrat Museum Studies Instructor?

Ceramics – Since the description for this position was split with 3D Design, can the ceramics program serve student needs with 50% of an FTEF? Also, if it is being split with 3D Design, then aren't you really asking for a 50% Growth position?

IPBT Request for Additional Information:

Overall Division Request – Could each department please describe the possible ramifications of the proposed “Elimination of Repeatability” for their respective departments?

Intercultural International Studies

Recommendation:

IPBT recommends approval of the IIS Division plan as submitted.

Language Arts –

Recommendation:

English – IPBT recommends an examination of all Creative Writing Courses (such as EWRT 41 which has a low fill rate) and recommends moving the FTEF saved from these courses to EWRT 1A, 1B or Speech, where there is higher student demand.

ESL – IPBT recommends offering fewer sections of ESL 5 and ESL 6 and shifting the FTEF saved to EWRT 1A, 1B or Speech, where there is high student demand for classes. In addition, the IPBT will be requesting a report from the Office for Institutional Research to exam the difference in success for students who take ESL 5, 6 and those who bypass ESL 5,6 and move directly into EWRT 1A.

Reading – IPBT recommends further discussion and examination of the possible integration of our Reading curriculum into English. Further, the IPBT recommends holding off on the currently approved Reading Instructor position until this discussion and examination have occurred.

Technical Writing – IPBT recommend the elimination of the Technical Writing program and recommends that the Instructor of this program be permanently moved into another FSA within the Language Arts Division.

Question:

Journalism – What is the cost to run the newspaper with a part-time instructor? How long could this program continue without a full-time instructor? What additional expenses would be required if a full-time FTEF was not allocated to this program?

Learning Resources

Recommendation:

IPBT recommends approval of the Learning Resources Division plan as submitted.

Physical Education and Athletics

Recommendation:

IPBT recommends approval of the Physical Education and Athletics Division plan as submitted.

Physical Sciences Mathematics and Engineering

Recommendations:

Engineering – IPBT recommends a serious examination of this program and the course curriculum. There is considerable concern about the high attrition rates for this program and the very low success rates. Perhaps there should be some consideration given to creating cohorts for this program since there is evidence that cohorts often lead to better success for students. Serious change needs to happen if this program is to remain viable.

Overall Division Recommendation – IPBT recommends a closer look at the “fill-rates” of the classes within this division and recommends reducing the number of classes where there is a pattern of lower fill-rates and strongly recommends moving the FTEF into higher demand classes within the PSME Division.

Social Sciences and Humanities

Recommendations:

Overall Division Recommendation – IPBT recommends a closer look at the “fill-rates” of the classes within this division and recommends reducing the number of classes where there is a pattern of lower fill-rates and strongly recommends moving the FTEF into higher demand classes within the SS Division.

Questions:

Child Development and Education – IPBT members expressed concern about the new State requirements that will have fiscal consequences for our campus (i.e., loads to go up - which will drive down program productivity). What is the time frame for this happening and when will Child Care providers will be required to have a BA degree. What would happen if we got rid of this program? Can we get research that backs up the need for this program and the job growth needs for this profession? Also, given our fiscal constraints, can we adequately prepare student for transfer into the 4-year system? How many of the children in the child development center have parents who are students at De Anza College.

California History Center – Can we move the personnel cost for the supervisor position into a foundation account? How much of the instructional support really goes into instruction?