


De Anza College

IPBT Notes  October 14, 2008

Christina Espinosa-Pieb--Cynthia Lee-Klawender—Co-Chairs

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

Absent: Mowrey

Visitor: Argyriou



- I. Introductions and Representations: Member introductions along with stating their representations were made.
- II. Organizational Structure Update: The previous year's organizational structure was examined and the following updates were noted:

**Co-Chair (1) VP, Instruction**

Christina Espinosa-Pieb (new) Interim Vice President of Instruction

**Co-Chair (1) Academic Senate**

Cynthia Lee-Klawender (new) CIS Coordinator/Business/CS

**Faculty**

Diana Alves de Lima	Tutorial/Language Arts
<del>Karen Chow</del>	(On sabbatical)
Randy Bryant	Auto/Applied Technologies
<del>Cynthia Kaufman</del>	(Removed)
Alex Kramer (new as fac rep)	Instructor, Speech
Cheryl Woodward	Counselor/Counseling

**Classified**

<del>Donna Bradshaw</del> (in question)	Deaf Services Supervisor/DSS
Nga Doan	Chemistry Tech/PSME--5781 (lab)

**Administrators**

Howard Irvin	Dean, Counseling
Lydia Hearn	Acting Associate Vice President of Instruction
Duane Kubo	Dean, Intercultural/International
Judy Mowrey	Interim Dean, Library Services

**Student (1-2)**

Daniel Mart (new)  
Karthi Kumar (new)

The names of the members of the IPBT group will be submitted to the Academic Senate for re-confirmation. Adding a second classified person will be considered after determining the status of Donna Bradshaw.

The committee requested having a written process established for determining the composition of membership serving on the PBT's.

III. Strategic Planning Template: Some suggestions for this template were as follows:

- Establish a timeline for results
- Establish a place holder for the name of the responsible person
- Note the services that will need to be implemented
- Describe, "How would you measure the projects?"
- State clear expectations—write outcomes—check to see if applicable

(Refer to handout title, *DAC Strategic Planning Funding Request Form 2008 – 09*)

Further suggestions for the formatting of this template can be sent to J. Crandall or Christina Espinosa-Pieb.

IV. Grant Coordination Efforts: Referring to the handout titled, *Grant Coordination Master Matrix of Initiatives*, Christina addressed the various grant initiatives: API—point persons, M. Lee and D. Kubo—2 year @\$1.2 million; BSI—lead persons, M. LeBlue-Burns and G. Anderson--@\$250,000-\$300,000 a year; Title III—lead persons, C. Keene and G. Anderson—5 year grant; and SP—Strategic Planning—lead person, A. LaManque.

It was explained that efforts from the various lead persons have been combined to better facilitate the operational aspects of these grants. It was noted that the point person for all of the grants and Strategic Planning is A. LaManque.

V. Other:

It was announced that Program Reviews will be a "go" this year.

A recommendation was made to have the membership of the various hiring committees listed on a web-site—as a link. C. Espinosa-Pieb will bring this request to B. Murphy.

VI. Handouts:

*Instruction Planning and Budget Team – October 2008*

*Grant Coordination Master Matrix of Initiatives*

*De Anza College 2008-2009 Administrative Functions – DRAFT*

*De Anza College Strategic Planning Funding Request Form 2008 – 09*

*Letter, dated 10/6/2008—De Anza College Restructuring*

*Program—Hewlett Leaders in Student Success, 2008*

(This program honors four California community colleges that have made significant progress in basic skills education.)