

De Anza College
Instructional Planning and Budget Team
Notes – January 20, 2004

Present: Alves de Lima, Bradshaw, Campbell, Canter, Illowsky, Jenkins, Kubo, LaManque, McCarthy, Mowrey, Swensson, Woodward

Absent: Espinosa-Pieb, Griffin, Newburg, Shively

Visitors: Marcos Cicerone, MaryKay Englen, Edwina Stoll, Jan Stoeckert, Rich Schroeder

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The purpose of the meeting was to hear from the following division deans – Library Services, Intercultural/International Studies and Academic Services – in a Q and A session pertaining to possible budget reductions in their areas.

The general questions for all the division deans were as follows:

1. *Why does your division need to be open 12 months/year?*
2. *What do you/the office do during the twelfth month when there are no students?*
3. *What does the division assistant(s) do during the twelfth month?*
4. *How much reassigned time does your division have? What is it used for?*
5. *Could you teach one class/year if part of your responsibilities are shifted to faculty? Would you want to? (Creative Arts and IIS already teach one class per quarter for fall, winter, spring.) What about in the summer?*

Library Services:

Answers to General Questions:

#1 – #3: Jim McCarthy reported that the public service desks are only a small portion of the work that occurs in the Learning Center. During the times when there are no students in the Learning Center, many important dependent functions are occurring – ordering and maintaining books, microfilms, subscriptions, etc.

Jim stated that his work as a dean is not “student dependent.” He manages 21 employees – 4 librarians (1- 12 month, 2- 11 month, and 1- 10 month), 15 classified (12 month), and 1 supervisor (12 month); one-half work summer. He continued to add that he’s responsible for handling four major surveys which are due in September, and annually, he has 7 – 8 classified evaluations due.

#4: No reassigned time is used.

#5: Jim offered that he could work a shift at the “reference desk.”

Answers to Specific Questions:

1. *Microfilm. Are examples available for which subscriptions will be impacted by this cut? Do we know how much student use they get (are there subscriptions that students don't use much)?*

Staff is maintaining the microfilms – the public libraries have made cuts.
Subscriptions at the Learning Center have decreased.

2. *OML and Media Student Assistants. Would it be possible to seek funding from foundation sources for support of student assistants (perhaps making them all internships)? Are any of these students future Information Science major transfers?*

There has been an increased effort to employ volunteers to assist in the LC.

3. *Which dean, faculty and classified positions are 10, 11 and 12 month contracts?*

Dean (12 month); 4 librarians (1- 12 month, 2- 11 month, and 1- 10 month), 15 classified (12 month), and 1 supervisor (12 month).

4. *Does or could the dean work any of the floor to help with loss of student workers and frozen position? (See answer in #5 above.)*

Intercultural / International Studies:

Duane spoke to the criteria the IIS Division members used to determine possible budget reductions. He stated that non-GE courses and courses for personal enrichment which are non-transferable would be the first to be cut. Courses with low enrollments and low productivity would be considered for reduction. He stated that 5% of the courses offered are “non-degree.” These “non-degree” courses and the Pow Wow would be other avenues considered for reduction. The “course reduction list” for the IIS Division as listed in the “Instructional Division Reductions – 2004-05” document are shown in order of priority.

Answers to the General Questions:

- #1. The IIS office is closed every August and the dean covers the office in July.
- #2. Catch-up work, facilities planning and re-grouping occurs when there are no students present; office closed during the twelfth month.
- #3. Dean not in office during the twelfth month.
- #4. No reassigned time in division; dean does the scheduling.
- #5. Dean presently teaches three courses every quarter. He suggested the possibility of moving the fall teaching responsibility to summer.

Answers to Specific Questions:

1. *Does the division offer any faculty release time? Since the total reduction comes from a reduction in sections, has the division considered any other alternatives to section reductions?*

No; none.

2. *The decision to cut non-GE courses was made based on a priority to transfer students. Do some of the non-GE courses have a higher productivity than the GE courses on the list?*

Yes; Mandarin and Japanese have a higher productivity than the GE courses.

3. *Is there any relationship in the curriculum between the GE and non-GE language courses – do any students start in the non-GE courses and then go on to take the GE courses – how might they be impacted?*

No, there is not a direct relationship in the curriculum between the GE and the non-GE language courses. Students mainly attend the non-GE courses as a “refresher” or for “personal enrichment.” It’s rare to have a student start in the non-GE course and then go on to take the GE course.

4. *Do the cost savings shown for eliminating all these sections incorporate the estimated dollars lost in WSCH generation?*

No – a 5% - 10% cut.

5. *Why are you eliminating about the same number of Spanish, Japanese, French and Mandarin sections when Spanish has the most sections offered and the lowest productivity?*

The assumption of the above question is not correct. At the first level of a 5% cut the following courses would be cut: 21 Spanish classes; 9 French; 6 Japanese; 3 Mandarin and 2 in ICS.

In the IIS Division there are 12 full-time and 75 part-time instructors. In addition six of the full-time instructors that teach in IIS are not from the IIS division.

Academic Services

Answers to General Questions:

- #1 - #3 The division needs to be open for 12 months because the staff is very busy with enrollment management in August; PAA’s come during that time; orientation for full-time and part-time instructors and classified; committees are set up for tenure reviews; state mandated “close-out” reports are due in July; instructional divisions’ budget work in August; tenure review work done in summer by dean and assistant – Tenure Review person is a 10 month person; Honors’ Program, and Diversity stays open mid-August through mid-September.
- #4 The reassigned time is now a “position.” The tenure review “released time” is a negotiated item. There was the perception that Marcos Ciceroni’s and Marion Winters’ positions were reassigned time, but that they are actual positions.

#5 The dean would be willing to teach an ICS class.

Answers to Specific Questions:

1. *Academic Senate. What would be the impact of reducing the release time for Academic Senate an additional .25 FTEF (on top of the suggested .25 reduction)? How does this release time compare to release time granted to other faculty? Do members of the Senate (non officers) receive release time for attending the meetings?*

There is no release time for the NON-officers. The effect of the 0.25 reduction in reassigned time this year has been that both Dan Mitchell and Barbara Illowsky are, in effect, teaching a course for free as both the president and vice president teach an extra class as part of a left-over load this year--all while the senate responsibilities have gone up quite a bit due to all the budget issues.

2. *LinC Program. How much of the reduction in B budget will be in faculty release time? How much faculty release time is the program left with? What will be the impact of reducing this release time?*

None. There is no faculty released time at present. A stipend has been implemented in place of released time. (\$500 for a new program; \$200 for a continued program.)

3. *The second item, "27% B budget reduction" The impact statement indicates that, "...individual divisions will have to assume the cost of numerous documents and scantrons currently supplied by the Academic Services Division." Under the guidelines established for this exercise we were told that we couldn't "shift expenses" to other areas/departments. Shouldn't this item be removed from the Academic Services reduction list?*

There are 84 tenure review committees. Printing and providing scantrons cost between \$2,600 - \$3,000 a year. Shifting these expenses to "other areas/ departments would only impact their budgets. There would be no savings accomplished.

4. *On item 3, the Curriculum Specialist, was that position originally budgeted in another area? Or is it the accompanying B budget for the position that has been cut? How much is left of the curriculum position? (54% of 70%?)*

The release time was eliminated in the proposal, but a stipend would be given— although the stipend is less than the corresponding course cost amount.

Special Note: It was noted that under the Academic Services' listed "reduction/ elimination plan, the proposed items are not listed in priority order.

Discussion of Format of Questions:

A discussion occurred at the end of the Q and A session pertaining to the “general questions for all of the division deans. It was agreed upon to combine the previous question #1 - #3 to one question, #1 – which would read as follows:

1. *What do you/the office do during the twelfth month when there are no students, and what does the division assistant(s) do during the twelfth month? Does your division need to be open 12 months/year?*

Old questions #3 and #4 would be renumbered to #2 and #3.

2. *How much reassigned time does your division have? What is it used for?*
3. *Could you teach one class/year if part of your responsibilities are shifted to faculty? Would you want to? (Creative Arts and IIS already teach one class per quarter for fall, winter, spring.) What about in the summer?*

The following two new questions were added:

4. *How many full-time, part-time faculty and classified staff are in your division?*
5. *Is your budget reduction information listed in priority order?*

On January 27 the IPBT will be hearing from Applied Technology, Child Development and Physical Sciences/Math and Engineering. Questions from the committee pertaining to these three divisions’ listed budget reductions were to be submitted by Friday, 1/23/04.