

De Anza College
IPBT

Notes  March 6, 2007
Wayne Chenoweth—Co-Chair

Present: Alves de Lima, Bryant, Chenoweth, Chow, Kaufman, Kubo, Sherman

Absent: Bradshaw, Doan, Espinosa-Pieb Griffin, Irvin, Johnson, LaManque, Leskinen, Miner, Mowrey, Swensson, Woodward



I. Institutional Initiative Plans—Review Criteria: Wayne described the criteria to be used when IPB team members review the Institutional Initiative Plans. They were identified as follows:

- Feasibility (There was a concern expressed on implementing this criterion.)
- Potential Growth
- Retention Impact
- Outreach—return on investment for outreach for new students in specific identified targeted groups
- Leverage—overlapping requests for additional foundation services

There was a question on how to implement the “feasibility” criterion.

II. Strategic Planning Team Report Guidelines: A handout—dated 1/29/07--with this same title was distributed. However, a second document originating from Andrew LaManque, March 6, 2007, addressed to the Strategic Planning Team Leaders—Subject: *Report Template* was found—left from the previous meeting—was copied and distributed. There was a lot of interest in this second document—especially in Attachment II, located on page 4, under the sub-title of *Institutional Initiative Plans (individual action plans)*--which listed the following:

2) *Develop a---*

- a) *...incorporates CTA's from*
- b) *Foundational areas ...*
- c) *Timeline for the activities over the next 3 years, includes*
- d) *Success of the can be assess by*
- e) *The existence of the will be communicated via*
- f) *Budget includes: Personnel (FTE), Faculty Reassign Time, Administration, Classified, Student Employees; B Budget, Total Costs =*
- g) *Existing Resources*
- h) *Responsible Unit*

It was agreed by all that this *Report Template* was a useful document and many wished that this team would have had a copy of it earlier in the Strategic Planning Process.

III. B-Budget Augmentation: It was announced that a proposal had been made to allocate an augmentation of 20% to each instructional division B Budget. IPBT approved the proposal.

IV. Format, Structure and Role of IPBT: The members stated that they would like to work on transforming structure and role of this committee. As a priority, the team would like to have a discussion on the governance process, making it more transparent by utilizing a website as an informational resource. An additional request was made to develop a separate model for the allocation of funds for standard operational procedures.

V. Calendar:

March 15	Comprehensive Institutional Initiative plans due to the president's office.
March 16–April 20	Review by Academic and Classified Senates, administrators, DASB
April 20	Joint Planning and Budget (PBT) Teams meeting (Plans will span all administrative divisions of the campus.)
April 26	College Council—review and vote