



CEMC Meeting MINUTES

January 25, 2019 | 10:30 a.m. | Room 1687

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

CEMC Meeting

Members Present (voting):

Don Carlson (voting)
 Rajeev Chopra (voting)
 Ruth Hanna (voting)
 Nan Ho (voting)
 Thomas Orf, Co-Chair
 Tamica Ward (voting)

Members Present (non-voting):

Roanna Bennie
 Diane Brady
 Elizabeth David
 William Garcia
 LaVaughn Hart
 Amir Law
 Stuart McElderry
 Andrea Migliaccio
 Carolyn Scott

Members Absent:

Rajinder Samra
 Sarah Thompson (voting)

Visitors

1. Call to Order

Dr. Orf called the meeting to order at 10:30 a.m.

2. Review and Approval of Agenda

Committee approved the agenda (Carlson/Ho).

3. Review and Approval of Minutes of December 14, 2018

Committee approved the minutes (Carlson/Ho)

4. Latest Numbers

Dr. Orf stated that our numbers are up by 1.76% over spring last year. Ms. Hart added that there would probably be an adjustment for work experience next week. It will be a significant impact on our spring numbers by approximately 100 FTES (our numbers might turn out to be down by 1.76%). It could be a couple of weeks before we see the impact. If anyone knows of any "rational" courses to add (perhaps fast track) this could possible help. We should market these courses as well.

Fall 2018 as of 1/22/2019

FTES	3,328.40
FTEF	209.30
WSCH/FTEF	490.12
FTES/FTEF	15.90
Fill rate	86.38%
# of Pri Sec	898
(down 0.09%)	

Spring 2019 as of 1/22/2019

FTES	3,200.36
FTEF	200.01
WSCH/FTEF	493.77
FTES/FTEF	16.00
Fill rate	83.09%
# of Pri Sec	868
(up 1.76%)	

5. Remaining Discipline Plan Approvals and Summer/Fall Potential Adds

Dr. Orf stated that there were a few discipline plans remaining to roll over. The deans gave an update of the remaining disciplines in their areas.

VOTE: To accept discipline plan changes for MATH, MUS, AUTO as discussed.

MSC: Carlson/Ward to approve the changes presented (5 yes votes; 1 abstention); concerns were noted and will be taken to the Faculty Association board by Dr. Orf.

Summer/Fall Potential Adds

There is 3.39 FTEF currently available. The request is to look for high productivity and waitlisted courses to add. Each dean presented proposed additions for their area, giving the term they would like to add each course.

McElderry: HIST, CMST,

Law: No additions

Carlson: FST, EMS, ECE

Ho: BIO, CHEM, CS, PHYS, MATH, ENGR

Deans will review this information with Interim President Bennie at the deans' meeting next week and report back to the committee chair.

6. General Education Concern (Large vs. small disciplines)

Dr. Orf explained how large disciplines tend to "eat" up smaller ones. He wrote his dissertation on this topic and shared some of the findings with the committee. He stated that disciplines are like a military brigade: the bigger you are the more exposed you are. One thing that was done to help offset this problem was to list things by general education. This is something to think about. Also think about when (what day and time) a course is offered.

Other committee members commented and shared information. Some agreed that if all we use is the waitlist, then it does create cannibalism. Also stated that if we build smarter programs, we will get more students here that will also take general education classes in other areas.

The committee also reviewed and discussed a handout showing general education characteristics for LPC courses. The information might be useful to examine this issue. Also discussed was a spreadsheet of STEM general education courses, showing the days and times of the week each course is offered. It is a tool that has helped the STEM division.

7. Incorporating Productivity Targets for Each Discipline

Dean McElderry explained that the music discipline, for example, had not been given a target on what to achieve; they were only given FTEF. He believes we should consider giving disciplines achievement targets. He believes it to be the original role of this committee. Giving each discipline an achievement target will help when they are putting together their discipline plans. Disciplines should have to achieve a particular productivity target. He believes this committee should look at each discipline and give them a particular target or goal.

The committee engaged in a discussion about this issue. This issue will be put back on the agenda for the next meeting.

8. Marketing

None

9. Good of the Order

None

Adjournment 12:07 p.m.

Next meeting: February 8, 2019, 10:30 a.m. – 12:00 p.m.