



CEMC Meeting MINUTES

February 22, 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)
Ruth Hanna (voting)
Nan Ho (voting)
Thomas Orf, Co-Chair
Sarah Thompson (voting)

Members Present (non-voting):

Diane Brady
Elizabeth David
Stuart McElderry
Andrea Migliaccio
Carolyn Scott

Members Absent:

Rajeev Chopra (voting)
Tamica Ward (voting)
Roanna Bennie
William Garcia
LaVaughn Hart
Amir Law
Rajinder Samra

1. Call to Order

Dr. Orf called the meeting to order at 10:33 a.m.

2. Review and Approval of Agenda

Committee approved the agenda (Carlson/Hanna) with one addition: Dates for CEMC Meetings (item 4)

3. Review and Approval of Minutes of January 25, 2019

Committee approved the minutes (Carlson/Hanna) with one correction to add ENGR to potential addition section for STEM.

4. Dates for CEMC Meetings: April 12 and May 10 meetings are cancelled due to Dr. Orf needing to be in negotiations.

5. Latest Numbers

Dr. Orf stated that changes to work experience reporting flipped our numbers a bit. We are currently down by about 3.28%. However, the numbers are still not quite right. Ms. Migliaccio stated that all information for work experience for spring has been updated (on the academic side). Now Admissions and Records (A&R) will have to update on their side. This is a lot of work. They must manually move students to the correct courses. Once this is done, our numbers should rise a bit (but again they will not count for as much as before because of the corrected reporting). The hope is that A&R can do their input by next week. Dr. Orf mentioned that there is still one academy to be reported as well. In addition, we have a few late-start classes that might slightly affect our numbers.

Fall 2018 as of 2/18/2019

FTES	3,339.13
FTEF	209.30
WSCH/FTEF	491.60
FTES/FTEF	15.95
Fill rate	86.78%
# of Pri Sec	903
	(up 0.23%)

Spring 2019 as of 2/18/2019

FTES	3,053.74
FTEF	201.61
WSCH/FTEF	467.71
FTES/FTEF	15.15
Fill rate	78.74%
# of Pri Sec	898
	(down 3.28%)

Visitors

6. Incorporating Productivity Targets for Each Discipline

Dean McElderry stated that, according to the Faculty Association contract, the number one purpose of the CEMC committee is to establish targets for the disciplines and help them achieve these targets. This is its primary function; not to look at numbers, or to allocate FTEF. It is to establish primary goals for the disciplines and help them achieve the goals. He is not asking the committee to stop what is currently being done but to add this element. (Copy of highlighted faculty contract was provided).

The committee engaged in a discussion concerning this topic. Below are some comments made:

- This idea would help disciplines be innovative and creative
- The CEMC is answerable to College Council but the Faculty Association decides who is on the committee
- The piece that is missing is that we are not providing productivity targets for each discipline (*After excerpts from the FA contract were read*)
- Not sure how individual productivity targets will make a difference
- Establishing individual productivity targets allows faculty to fully understand the process; gives them ownership over their discipline; empowers them
- This is the only time this committee has had to overrule a division's decision
- Not opposed to this idea but other factors need to be reviewed. Productivity is what has been the focus. Wait to see what is coming down from the district.
- There are software solution tools out there to help us with this work.
- Not in disagreement with the issue but we should hold off a bit to see what will happen over the next couple of months.
- We should look at the academic calendar due to the issue of courses being cancelled during finals week in fall. Dr. Orf will bring this up at the faculty negotiation meeting today.

7. Marketing

Per Dean Ho, Guisselle Nunez (Public Information Office) has asked the deans to send her (District) a list of our low enrolled courses at the beginning of the term. They are using this information to advertise a list of these courses by discipline. There was a suggestion to ask Ms. Nunez to come back to one of our meetings. Dean Davis requested that the list be shared with them (Student Services) also so that the counselors can share this information with students and also advertise on the A&R screens in the waiting area. It was also stated that these courses could found by running a SWAOPEN report.

8. Good of the Order

None

Adjournment 11:42 a.m.

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