



CEMC Meeting MINUTES

April 26, 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):

- Rajeev Chopra (voting)
- Ruth Hanna (voting)
- Nan Ho (voting) via phone
- Thomas Orf, Co-Chair
- Sarah Thompson (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:

- Don Carlson (voting)
- Rajinder Samra
- Tamica Ward (voting)

Visitors

1. Call to Order

Dr. Orf called the meeting to order at 10:37 a.m.

2. Review and Approval of Agenda

Committee approved the agenda (Hanna/Thompson)

3. Review and Approval of Minutes of March 22, 2019

Committee approved the minutes with a minor clarification (Hanna/Chopra); one abstention.

4. Latest Numbers

Handouts provided.

Ms. Hart reporting: Numbers reported are as of last weekend and should be firm. We still have about 25-30 FTES coming in from 164th academy. Our numbers should end at about 1% for the year, over last year. Non-credit is not included in our reports; just noted separately. Chabot includes non-credit in their numbers. Dr. Orf will follow up regarding this at DEMC. Non-credit should be separate if we are going to use it as our target, and especially if we are going to move into a new funding formula. We need a common reporting structure. There's a little concern about how some of the non-credit data goes into our (LPC) system but Ms. Hart will follow up with Dean Ward.

Ms. Hart ran some additional data for Summer 19 and Fall 19. She compared it with the same reporting period from last year. Only 5 days of data was used. Based on this, it appears we are tracking along the same numbers as we did the same time last year. This might be helpful to get us thinking about our summer and fall data. There could be a difference in terms of the number of days of registration.

Fall 2018 as of 4/22/2019

FTES	3,340.95
FTEF	209.30
WSCH/FTEF	491.62
FTES/FTEF	15.96
Fill rate	86.77%
# of Pri Sec	903

Spring 2019 as of 4/22/2019

FTES	3,217.28
FTEF	200.97
WSCH/FTEF	493.26

FTES/FTEF	16.01
Fill rate	80.67%
# of Pri Sec	900

Dr. Orf: Noticed some of the numbers in some disciplines are low; low enough to be concerned. Some that are really low are mainly in the social sciences. Some are even in single digits. These are mainstream courses. We should consider this as we go forward.

Ms. Hart stated that she could process a report to look at how we spread our GE classes; when and where they meet, etc. We can at least start there. She could work with it over the summer with Bill Komanetsky's help. It's a lot of work but it will give us a baseline. And if anyone is interested in any specific enrollment data, that can be provided as well. Dean Ho mentioned she did this for her division and it was really helpful. But it's only a starting point.

Dean Ho requested to make additions for her division. There's physical room for the additions. She would only need to find instructors.

Below (italicized) is an excerpt of Dean Ho's email explaining her requests:

I would like to discuss adding Anatomy (Bio 7a) and Botany (Bio 1A) to the fall schedule.

- *Anatomy has 3 full sections, with 53 students on the waitlist already and we are still only in group 07 of priority registration. I have heard from Counseling that the wait lists likely under-represent the demand because students are being referred to Chabot's anatomy classes. Chabot has three unfilled sections, and four full sections. We know we can absorb only some students into our summer; one of three sections is already full, but there is not enough capacity in the remaining two to absorb the 53 students on the waitlists.*
- *Botany has 2 full sections, with 27 students on the waitlist. The summer section is already full.*
- *Both Anatomy (7A) and Botany (1A) are entry points into a 3-class series, so will have downstream positive impacts on enrollment if these students are allowed to enter their pathway.*

I talked to the Biology coordinator extensively about how we can fit in these classes into existing rooms and find good instructors. We believe we have several possible solutions.

I also want to discuss how we can prepare to address these other high enrollments and developing waitlists. Please note that there are several classes below (highlighted) that are already not available to any students.

- *Bio 1B: 2 full sections, 1 small section, with waitlist*
- *Bio 1C: full with waitlist*
- *Bio 7B: 3 full or nearly full sections, 1 large section, with waitlist*
- *Bio 7C: 2 full sections, one medium section, with waitlist*
- *Chem 1A: 4 full or nearly full sections, 1 smaller section, with waitlist*
- *Chem 1B: 2 full sections with waitlist*
- *Physics 1A: 3 full or nearly full sections, 1 smaller section, with waitlist*
- *Physics 1B: 2 full sections with waitlist*

- *Physics 2A: 2 full sections with waitlist*
- *Math 3: 2 full sections with waitlist*
- *Math 7: full with waitlist*

In summation she is requesting about 1.1 to 1.2 FTEF to add BIO 7A and BIO 1A to the fall schedule. She might be able to cover this amount with cancellations. There are also concerns with PHYS 2A and MATH 3, 7. The FTEF will not roll over.

MSC: Chopra/Thompson; committee approved the above additions. Dr. Orf asked that Dean Ho submit to him her final additions once completed.

There were no other requests for additions from the other deans. It was mentioned that over the summer (when CEMC does not meet) if more additions are needed, the deans should stay in touch with their chairs.

5. Report from DEMC

Nothing really to report except for the few comments made earlier. There will be another DEMC meeting before our next CEMC meeting.

6. CEMC Faculty Membership

Dr. Orf stated he'd received several emails from faculty in the A&H division regarding membership. There appears to be a misconception of the requirements of membership. There are two criteria to look at for membership: 1) We prefer 3-4 years of membership because it takes a couple of years to learn this stuff; 2) it's imperative that faculty who join be able to look at things from a macro perspective – look beyond their own division and discipline. The FA contract says faculty has four members on this committee and one is the chair. The three (non-chair) faculty currently in membership were not chosen by division. It just happened that they are from different divisions. We have had A&H and counseling faculty members in the past. Our current faculty members have agreed to stay on for the next year. But members of A&H can join in the future.

7. Marketing Issues

VP Garcia: We've started our new marketing campaign - Invest in You; the class schedules were mailed out to Tri-Valley households about 2 weeks ago. We hope that each time we have a new class schedule it is better than before. All the non-credit offerings (listed) were based off the credit offerings; two pages in the back list all of our non-credit courses. It's been a great partnership/collaboration with our friends in Academic Services. We welcome any feedback.

Mr. Chopra stated that there is a need to look at the impact of AB 705 as there could be an impact on courses for enrollment and we don't want to have an issue with spring enrollment.

8. Good of the Order

None

Adjournment 11:50 a.m.

Next meeting: May 24, 2019, 10:30 a.m. – 12:00 p.m.