



# CEMC Meeting MINUTES

May 24, 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  
Sarah Thompson (voting)  
Tamica Ward (voting)

#### Members Present (non-voting):

Roanna Bennie  
William Garcia  
LaVaughn Hart  
Amir Law  
Stuart McElderry  
Andrea Migliaccio  
Carolyn Scott

#### Members Absent:

Diane Brady  
Elizabeth David  
Rajinder Samra

#### Visitors

#### 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 (Hanna/Chopra).

#### 3. Review and Approval of Minutes of April 24, 2019

Committee approved the minutes (Ho/Chopra).

#### 4. Summer and Fall Enrollment Numbers by Discipline

Handouts provided – enrollment report, draft GE schedule.

Numbers:

#### Spring 2019 as of 5/20/2019

FTES	3,218.773
FTEF	200.97
WSCH/FTEF	493.36
FTES/FTEF	16.02
Fill rate	80.68%
# of Pri Sec	900
	(0.90%)

#### Summer 2019 as of 5/20/2019

FTES	608.33
FTEF	39.04
WSCH/FTEF	483.18
FTES/FTEF	15.58
Fill rate	77.94%
# of Pri Sec	178
	(-6.98%)

#### Fall 2019 as of 5/20/2019

FTES	2,104.77
FTEF	
WSCH/FTEF	
FTES/FTEF	
Fill rate	53.38%
# of Pri Sec	921
	(-8.30%)

Ms. Hart reporting: Another Sheriff's Academy should close at around 30 FTES (about 1%). She will seek real numbers for non-credit from Dean Ward to report out next time (currently it is estimated).

Our 2019-2020 numbers are significantly tracking down at the moment.

We are not sure why our numbers are low but it could possibly be that the vendor was significantly late in shipping out the schedules. Also some students are probably still working out where they are in terms of their self-placement. Then there appears to be a general softening in the area of general education.

Dr. Orf shared concerns from an anonymous faculty member regarding scheduling issues believed to negatively impacting our college enrollment, and accessibility for students (see italicized and highlighted below).

- 1) *Communication Studies (Summer '19) – This department is offering 5 class sections over the summer (CSUGE Area A1) with start times at 9:00am (x3), 10:30am, and 11:00am. This left many students who are unavailable to take classes in the morning, or who have another requirement only offered in the morning, with no options to take this CSU transfer requirement over the summer.*
- 2) *Religious Studies (Fall'19) – This program has 6 sections this fall, also with low enrollment. The way the courses are scheduled might be contributing to low enrollments. For example, with the section scheduled W 9:30-12:20, it means that a student can't take a MW 9:30-10:45 or 11:00-12:15. This could keep students from enrolling.*
- 3) *Can we look at online classes with multiple sections that all start on 8/19. We should be encouraging programs with more than 1 online section to consider scheduling one or more sections as "late-start" (9/03) or fast-track 2 (10/14 start). Having late start/fast-track options would allow students who arrive to LPC in Aug-Oct to still enroll and earn units without having to wait until spring. It would also provide enrollment opportunities for students who may drop a course in the early part of the semester, but don't want to get behind in units. A list of courses that could use this strategy include (but is not limited to):*
  - a. *Cis 54 (2 sections)*
  - b. *Eng 1A (7 sections, most of which are full though)*
  - c. *Geog 1 (3 sections)*
  - d. *Geol 1 (3 sections)*
  - e. *Hlth 1 (3 sections)*
  - f. *Psyc 1 (4 sections)*
  - g. *Soc 1/3 (5 sections combined)*

*There are a couple of courses (e.g. Busn 40, Phil 1, Rels 1, etc.) that boost enrollments for their program by successfully utilizing the above strategy.*

- 4) *A similar strategy to the above (#4, utilizing fast-track courses) could also be applied to General Education courses offered in person. See for example Poli 7 or Nutr 1. Poli 7 is being offered in 10 sections (8 in-person), and Nutr 1 in 9, and each has low enrollment. All sections of these courses begin 8/19 (the first day of the semester). Could a section or two be changed to a fast-track 2 (10/14 start)?*

Dr. Orf: Related to item 1, there are some key classes related to majors (with labs attached) offered right in the middle of the day. This takes out 3 time slots and makes it difficult for students trying to attend classes for two days and use other days for personal use.

IP Bennie: There really needs to be some planning around late starts or we hurt ourselves. There are a number of issues to go with it. We can look at ideas but really need to think them through.

Ms. Hart: Regarding scheduling she is working on some type of matrix that we can look at to help us. Her draft is an elementary start for just one day, but it gives you an idea of where everything fits in terms of the different general education courses/area. The goal is to populate it with all of the classes for fall, and to have it done by the end of June in order to use it for scheduling for next spring. If this is something useful we can proceed with it. For the future she will work with Bill Komanetsky to build a computer program. (Committee members felt that the matrix would be something useful and requested that Ms. Hart proceed).

**Proposed Additions from deans:**

Ho: CS 7 for summer (3.63 CAH) (*BIO 7A for fall - 8.25 CAH*)

Carlson: SOC 1 (DE) (3 CAH) and PYSC 1 (DE) (approximately 1.5-2 CAH) for summer

McElderry: none

Law: none

Cancellations:

McElderry: ENG 1AEX

Ho: Some Math enrollments

MSC: (Hanna/Chopra) to approve additions for **summer only**

5. Marketing Issues

VP Garcia: Something to think about in terms of renumbering/renaming a course – if it is not a part of the student educational plan, students are not looking for it.

The print vendor (used by us and Chabot) was delayed about 5-6 weeks in getting class schedules to the residents in our service areas. This could have contributed to the low enrollment issues. We will look for a new vendor as a District and have already identified two potential ones.

Student Services will be “all hands on deck” during the 4/10 summer schedule.

6. Good of the Order

Dr. Orf (with help from Ruth Hanna) presented Carolyn Scott, Andrea Migliaccio, and LaVaughn Hart with bouquets of flowers and thanked them for their hard work. Dr. Orf also thanked everyone on the committee for their work as well during this tough year.

Adjournment 11:43 a.m.

Next meeting: August 23, 2019