



CEMC Meeting MINUTES

October 26, 2018 | 10:30 a.m. | Room 1687

Meeting Minutes

1. Call to Order

Dr. Orf called the meeting to order at 10:34 a.m.

2. Review and Approval of Agenda

Committee approved the agenda (Hanna/Carlson).

3. Review and Approval of Minutes of September 28, 2018 and October 12, 2018

Committee approved both sets of minutes (Carlson/Hanna)

4. Updated Enrollment Report and Divisional Analysis Worksheet

Ms. Hart submitted reports via email for the committee's review. Dr. Orf reported that we are still looking good. VP Garcia stated that he received the Argos report this morning and noticed there is about an 86 FTES differential. The change had to do with work experience. So the number reported here might be inflated; it would put us around 3331 FTES since work experience is calculated differently. Ms. Migliaccio confirmed that there was a change in work experience hours this week. She was requested to make an adjustment in how these hours are calculated. Maximum hours were being calculated before, but now she is calculating minimum hours. Ms. Hanna ran the Argos report again during the meeting and it showed a 2.2% drop in FTES.

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)
 Thomas Orf, Co-Chair
 Sarah Thompson (voting)

Members Present (non-voting):

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

Members Absent:

Diane Brady
 Elizabeth David
 LaVaughn Hart
 Nan Ho (voting)
 David Johnson, Co-Chair
 Rajinder Samra
 Tamica Ward (voting)

Sum 2018 as of 10/21/2018

FTES	689.03
FTEF	42.20
WSCH/FTEF	501.23
FTES/FTEF	16.33
Fill rate	82.13%
# of Pri Sec	176
	(Up 11.25%)

Fall 2018 as of 10/21/2018

FTES	3,407.63
FTEF	208.44
WSCH/FTEF	504.65
FTES/FTEF	16.35
Fill rate	87.49%
# of Pri Sec	884
	(Up 3.92%)

Visitors

The committee discussed the divisional analysis document (historical information of what divisions have done in the past). Deans were asked to review it and inform if anything appeared inaccurate. No discrepancies noted.

The committee discussed preparation for the DEMC meeting next week, sighting that they need a better handle on the budget. There should be no more off the top FTEF. There was also discussion about information received from PBC.

5. Review of Upcoming Due Dates for Discipline Plans

November 7: Plans sent out to deans (by Ms. Hart)

December 3: Plans due back to deans (from divisions)

December 12: Plans due back to Ms. Hart (from deans)

December 14: Final version of discipline plans discussed at CEMC meeting

6. Marketing Issues

VP Garcia stated that class schedules for spring 2019 came out this week. They are being mailed to households in this tri-valley area. They are also being delivered to various offices around campus. They were posted online on the same day as Chabot. On the back cover we advertise that beginning October 1st of this year we went live with our spring, summer, and fall 2019 application. This is 3 – 4 months earlier than before. We are online now with the CSUs and financial aid applications.

IP Bennie stated that Guisselle Nunez is coming to Town Meeting to speak with us about survey results, and social media posts that students are clicking. She is helping us adjust our messages based on data.

Mr. Chopra inquired about load sheets that cover the academic year; not just the semester. Dean McElderry stated that VP Johnson and the deans have been discussing this and are working on a solution.

7. Good of the Order

8. Adjournment: 11:30 a.m.

Next meeting: November 9, 2018, 10:30 a.m. – 12:00 p.m.