



# CEMC Meeting MINUTES

November 9, 2018 | 10:30 a.m. | Room 1687

## Meeting Minutes

1. Call to Order (Meeting time was moved to 10:00 a.m.)  
Dr. Orf called the meeting to order at 10:06 a.m.

2. Review and Approval of Agenda  
Committee approved the agenda (Carlson/Hanna).

3. Review and Approval of Minutes of October 26, 2018  
Committee approved the minutes (Ho/Carlson)

4. Report from DEMC (Numbers)

Dr. Orf gave a report from the DEMC. LPC's final number for the year is 7447 FTES which is a one percent growth from what the number was last year. It was decided (without fanfare) that LPC would grow at one percent but Chabot would remain flat. Productivity remains the same at 490.

Dr. Orf stated that summaries were sent out to the deans so they could share with faculty. Of the 469.6 FTEF, we have about 3 left that is yet to be allocated. Math, English and Fire Science Technology got the chunk of the one percent.

There were concerns that the one percent be spent on things that will make us grow and be productive. Deans should pay attention that classes are not flipped around from those being high productivity to those that might not be. Program requirements are an exception. There is a need for a better model that also incorporates productivity and it needs to run for at least a year to determine its effect. Some areas will need to figure out how to balance the program within their budget (some generate small FTES but are costly).

5. Achieve 1% Growth (Including possible class additions for spring)

Each dean discussed potential additions for spring 2019 (see following summary). Dean Carlson agreed that most of his additions could be late starts/fast track.

### 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)  
David Johnson, Co-Chair  
Thomas Orf, Co-Chair  
Sarah Thompson (voting)

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

Diane Brady  
Elizabeth David  
LaVaughn Hart  
Amir Law  
Stuart McElderry  
Carolyn Scott

#### Members Absent:

Roanna Bennie  
Rajeev Chopra (voting)  
William Garcia  
Andrea Migliaccio  
Rajinder Samra  
Tamica Ward (voting)

#### Visitors

Discipline	Class	Potential FTES	FTEF	Notes
<b>SLPC</b>				
Psychology	PSYC 1 & 3	8.8	0.40	Online, increase 2 sections to large lecture (90 students)
History	HIST 8	4.4	0.20	Online, FT2
Anthropology	ANTR 1	4.4	0.20	Online, FT2
Sociology	SOC 6	4.4	0.20	Online, FT2
ECE	ECE 54	4.4	0.20	Online, consider late start
<b>STEM</b>				
Chemistry	Chem 31 (Dbl Sec)	9.0	0.55	
Biology	Bio 7A	7.8	0.55	
<b>A&amp;H</b>				
English	Eng 4	2.7	0.25	
<b>BHAWK</b>				
Work Experience	WRKX 95	3.0	0.46	
Totals		48.9	3.01	

The committee approved the additions. (Carlson/Ho)

#### 6. Marketing Issues

There was a concern about ways to communicate/list classes that are still open; ways that are not labor intensive. It was stated that Ms. Migliaccio had reported at a previous meeting that she checked with ITS about this issue. According to her, they are willing to set up something once, but will need information from the deans. It was agreed that it would be good to have ITS come to our meeting so we can ask questions. Dr. Orf will contact Bruce Griffin regarding this issue.

#### 7. Good of the Order

Adjournment: 11:00 a.m.

Next meeting: December 14, 2018, 10:30 a.m. – 12:00 p.m.