



CEMC Meeting Minutes

December 13, 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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

College Enrollment Mgmt. Committee

Members Present (voting):

- Rajeev Chopra (voting)
- Ruth Hanna (voting)
- Nan Ho (voting)
- Thomas Orf (Co-Chair)
- Kristina Whalen (Co-Chair)

Members Present (non-voting):

- Diane Brady
- Elizabeth David
- LaVaughn Hart
- Amy Mattern
- Stuart McElderry
- Andrea Migliaccio
- Carolyn Scott

Members Absent:

- Roanna Bennie
- William Garcia
- Amir Law (voting)
- Rajinder Samra
- Sarah Thompson (voting)
- Tamica Ward (voting)

Guests:

1. Call to Order

Dr. Orf called the meeting to order at 10:32 a.m.

2. Review and Approval of Agenda

Committee approved the agenda (Chopra/Hanna)

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

Tabled until next time

4. Discussion: Preliminary Numbers for Spring

Ms. Hart reporting.

Handout provided – enrollment report. Our numbers for fall are still a little down but much better. But we're still down considerably for spring. Overall at this moment we are down 2.64%.

Fall 2019 as of 12/9/2019

FTES	3,269.26
FTEF	212.91
WSCH/FTEF	473.27
FTES/FTEF	15.36
Fill rate	85.69%
# of Pri Sec	903
	-1.35%

Spring 20 as of 12/9/2019

FTES	2,480.53
FTEF	
WSCH/FTEF	
FTES/FTEF	
Fill rate	62.73%
# of Pri Sec	921
	-4.86%

5. Report from DEMC (Heads up from our Jan. CEMC mtg.)

We are one step closer to creating a standard DEMC dashboard. A presentation was given and it looked okay (functional, but not visibly pleasing). We're trying to get tools that are more functional and useable by more people. ARGOS does not do the job. And there's no way to save reports. Tablo/Tableau is a recommendation. It requires a little work to get set up but it is user friendly.

District wants us to look at non-credit: How much FTEF would be needed; what kind of courses; what we need; some strategic directions. We need to report back at the February DEMC meeting. So we will need to have a bigger discussion at our January 24 CEMC meeting (this meeting will need to take place at the District Office due to an important PBC meeting there on the same date). Please bring all your non-credit ideas.

6. Approval of Discipline Plans

Ms. Hart emailed a preliminary report of the discipline plans but there have been some changes. Also three-year averages have been added to the report.

Each dean discussed the discipline plan information from the report for their areas (STEM, AH, BHAWK, SLPC, SS) providing additional information and answering questions from the committee. In Dean Law's absence, Mr. Chopra spoke for MKTG and BUSN. VP Whalen noted her appreciation of everything the BHAWK discipline coordinators did in absence of their dean.

Suggestions for the three-year averages report:

- Add a note that says something like "Your rolling average has been this...; does your plan come out to that or not? If not, address any differences." So the discipline coordinator would add a paragraph explanation.
- Put more dates on the plan.
- Add another column for total enrollment for just the one year.

Ms. Hart will revise the report for review next time. We'll also go back to posting the plans somewhere where everyone can review them.

MSC: To approve the discipline plans as discussed and presented (Hanna/Ho); committee approved. Both VP Whalen and Dr. Orf thanked everyone for their hard work.

	Allocation	Plans	Est. Prod	Est. FTES
A&H	145.50	144.82	394.38	1,974
BHAWK	55.85	55.95	578.15	1,095
SLPC	91.09	90.89	482.19	1,515
STEM	174.13	174.16	496.51	2,989
SS	6.47	6.49	437.98	93
Total FTEF	473.04	472.32	494.33	7,668

FTEF Allocation

16.23

	FTEF	FTES	WSCH/FTEF	FTES/FTEF
DEMC	474.6	7,447.0	485	15.69

We should also discuss potential additions for summer/fall at our next meeting. Ms. Hart will generate a full list of everything people have asked to add, and send it out in advance so that deans can pick their top two to three.

Dr. Orf asked (for the future) that deans hold off on sending out the discipline plans until approved by this committee, or at least send them out with a note stating "pending CEMC approval." Or we can note it in the initial letter from the VP, but the deans would need to provide a timeline.

7. Good of the Order

Dr. Orf thanked everyone and wished them a Merry Christmas.

8. Adjournment: 11:59 a.m.

Next meeting: January 24, 2020; will be at District Office