



CEMC Meeting Minutes

Friday, May 12, 2023 | 10:30am – 12:00pm | via Zoom

LPC Mission Statement	LPC Planning Priorities	
<p>Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.</p>	<p>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.</p>	<p>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.</p>
Chair (voting)	Deans (voting)	Faculty (voting)
<p><input type="checkbox"/> VP Academic Services, Co-chair <input checked="" type="checkbox"/> Thomas Orf, Co-chair</p>	<p><input type="checkbox"/> Stuart McElderry <input checked="" type="checkbox"/> Nan Ho <input checked="" type="checkbox"/> Tamica Ward</p>	<p><input checked="" type="checkbox"/> Jeremiah Bodnar <input checked="" type="checkbox"/> Rajeev Chopra <input checked="" type="checkbox"/> Sarah Thompson <input type="checkbox"/> Rafael Valle <i>Attendance (Quorum = 5 voting members)</i></p>
Administrators (non-voting)	Administrators (non-voting)	Classified Professionals (non-voting)
<p><input checked="" type="checkbox"/> Dyrell Foster, President <input checked="" type="checkbox"/> Anette Raichbart <input checked="" type="checkbox"/> Jeanne Wilson <input type="checkbox"/> Rajinder Samra</p>	<p><input checked="" type="checkbox"/> Amy Mattern <input checked="" type="checkbox"/> Kevin Kramer <input checked="" type="checkbox"/> Joel Gagnon</p>	<p><input checked="" type="checkbox"/> Carolyn Scott <input checked="" type="checkbox"/> Andrea Migliaccio</p>
Academic Senate	Classified Senate (2)	Student Senate (2)
<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Aubrie Ross <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
Guests		
<p>Chip Woerner, Dio Ramos, Catherine Eagan</p>	<p>Theresa Rowland, Ron Gerhard</p>	<p>Heike Gecox, Craig Kutil</p>

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order Dr. Orf called the meeting to order at 10:31a.m.</p>	
2.	<p>Review & Approval of Agenda Agenda approved by the committee.</p>	Approved Kramer/Bodnar
3.	<p>Review & Approval of Minutes – April 14, 2023 Minutes approved by the committee with two abstentions.</p>	Approved Kramer/Ho
4.	<p>ENG Proposal for Certification of Competency in Communication in Writing Prof. Catherine Eagan discussed information pertaining to the college’s adaptation to AB 705 and AB 1705. Work is being done through the curriculum committee to create courses (pre-requisites), and certificates. This item has been presented at Academic Senate but has not yet been approved.</p> <p>Dr. Orf: The CEMC cannot vote on this item today. We would need to know how much additional FTEF would be needed.</p>	
5.	<p>Latest Numbers Dr. Orf reporting: First time running summer and fall 2023 data. We are up by quite a bit however we have to be very cautious. Summer fill rate is higher than this time last time. There’s a dramatic increase in our FTES. For fall we are up 35.48 percent but let’s see if the trend continues. There are classes in the fall that are close to filling up. We need to discuss adding classes for summer and fall.</p> <p><u>Spring 23 as of 05/08/2023</u> FTES 2263.52 FTEF 181.63 WSCH/FTEF 385.29 FTES/FTEF 12.46 Fill rate 70.32% # of Pri Sec 751 3.59%</p>	

	<p><u>Summer 23 as of 05/08/2023</u> FTES 482.66 FTEF 40 WSCH/FTEF 377.02 FTES/FTEF 12.07 Fill rate 64.58% # of Pri Sec 160 14.23%</p> <p><u>Fall 23 as of 05/08/2023</u> FTES 1238.54 FTEF 184.96 WSCH/FTEF 208.48 FTES/FTEF 6.7 Fill rate 37.13% # of Pri Sec 721 35.48%</p>	
6.	<p>Potential FTEF add for summer Dr. Orf shared that some of the summer sections are so full that we are running out of seats. So Prof. Sarah Thompson was asked to run the data to discuss with the committee. The following data documents were compiled: Enrollment Analysis and Concurrent Enrollment for Summer 23. These documents were also sent out to each committee member per her request.</p> <p>Discussion Some Comments:</p> <ul style="list-style-type: none"> • Innovative and smart project; one other thing to look at is what other GE courses exists in a similar or same modality for which a student could alternatively enroll? • Can add a GE column • Very helpful • Lays things out clearly • Lot of correlations to this and what the deans put together 	Approved

	<p>Dr. Orf: Since this is our last meeting of the semester, we need to vote whether to add 40 classes to summer.</p> <p>Presentation/discussion of potential adds for summer by division deans (Dr. Orf filled in for Dean McElderry). Total comes in at 4.99 FTEF. Summer adds 24 total sections</p> <p>Dr. Foster: Acknowledges time and effort put into the thoughtful and thorough analysis by the deans and Sarah Thompson, making sure we meet the needs of the students. Welcomes and appreciates the support to have some flexibility during the summer as we move forward and really be able to monitor and track trends, and where the needs are. We need to keep our eye on the fill rate which is now approximately 65 overall. It's exciting and we need to capitalize on this. We know we need to grow our enrollment. Recommendations are welcome, and he will bring them forward to Chancellor Gerhard. We don't want to turn students away. Thank you all for this work.</p> <p>MSC: recommendation for Summer adds 24 total sections; 4.99 FTEF to go through immediately; committee approved. Gagnon/Chopra</p> <p>MSC: To give co-chairs authority to add classes to the summer and fall semester pending additional FTEF; Bodnar/Chopra; committee approved</p>	
7.	<p>Marketing Mr. Woermer/Ms. Ramos presenting: PMRG marketing role, marketing research, strategy, dedicated LPC marketing support.</p>	
8.	<p>Good of the Order Dr. Orf stated that this will be our last CEMC meeting of the year. He thanked everyone for their participation.</p>	None

Meeting adjourned at 10:00am

Next meeting: Fall 2023