



# College Enrollment Management Committee

January 22, 2016 | 10:30 a.m. | Room 1687

## 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.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

## CEMC

### Members Present (voting):

Roanna Bennie  
Debbie Fields  
LaVaughn Hart  
Thomas Orf  
Lisa Weaver

### Members Present (non-voting):

Lisa Everett (voting for Dyan)  
Don Miller (via phone)  
Barbara Morrissey (voting for Diana)  
Rajinder Samra

### Members Absent:

Jason Craighead  
Dyan Miller  
Diana Rodriguez  
Sylvia Rodriguez  
Barry Russell

**ASLPC Student Rep** – Alexander Ivanov

## Meeting Minutes

1. Call to Order: The meeting was called to order at 10:34 a.m.
2. Review and Approval of Agenda – MSC: Orf/Weaver to approve the agenda. Committee approved.
3. Review and Approval of Minutes (December 11, 2015) – MSC: Weaver/Morrissey to approve the minutes. Committee approved.
4. Summer 16 Planning
  - a. Summer Plans  
Ms. Hart stated that there following last month's meeting discipline plans were sent back to the deans and/or faculty that were working on them. There were a few that the committee had identified as needing revision and that information was provide. She has received some responses regarding changes.  
  
Ms. Hart stated that she and VP Bennie recently met and determined that the focus of today's meetings needs to be on figuring out what the courses that will be offered in Summer 16. Ms. Hart distributed a worksheets for summer planning based on information submitted by the deans. The handout split out the summer courses by 1<sup>st</sup> 5 week, 2<sup>nd</sup> 5 week, 6 week, and 8 week sessions. It also includes those items where no session was chosen. There is also a handout showing all courses proposed for summer 16. Currently we have 37.79 FTEF on schedule for summer. There is a Sheriff's Academy due to close in June but it will not be a big one (~75 FTES). To make our FTES target, we probably need to have at least 40 FTEF on schedule for summer.  
The committee had a very lengthy discussion about increasing courses for summer using the information on the worksheets and that given by the deans and others present. The committee discussed the need to have an adequate number of classes in the 5 week sessions and looked at courses that might be appropriate for that format.
  - b. Summer Adds  
2<sup>nd</sup> worksheet – proposed additions.  
Dean Don Miller expressed that although he's excited about the possibly addition of two VCOM classes, it may not be able to happen this summer since building 300 will be demolished and the 700 building may not be finished in time. There are no other MAC labs on campus. He recommends

removing one of the VCOM from the proposed additions list courses and leaving one on the list until he gets some information from Facilities.

After a lot of input and discussion, the committee summarized what might be added to the summer sessions. Ms. Hart stated that based on the information received she will update the worksheets. She will send the updated information out and highlight those areas that need more reviewing. She would like this information to be ready for next meeting. She stated that we are on a good path but she would still like to see more offerings in the 5-week sessions. Last summer we had 144 primary sessions. This year we look to end up around 160-165. Last year we were at 33.17 FTEF. This year we hope to be around 40 FTEF for Summer 16.

## 5. Fall 16 Planning

### a. Fall Adds

Ms. Hart provided a breakdown of FTEF by discipline to use for discussion. She stated that President Russell approved an increase in allocation for EMS. She also received an update for KIN courses and has fixed these issues. The Work Experience and Internship disciplines have not had an FTEF allocation for the past several years but with the push at the State level for these types of courses and the increased number of programs on campus that require work experience or internships, should be a conversation about how to build them out in the plans and FTEF needs to be allocated.

Ms. Hart stated so that Fall scheduling move head, the committee could approve the plans submitted. The committee could look at the proposed additions for Fall 16 and Spring 17 at the next meeting. She still has concerns about HORT/VWT as the plans are over allocated FTEF.

VP Bennie asked if the increase in the AUTO plans due to the revision to the program. Dean Everett stated that the AUTO curriculum has been revised and there is an increase in units for many of those courses. She worked with the Auto faculty to bring their discipline plan in to alignment with their allocation (at least as close as they possibly could). The plans is still over allocation but she believes that it is the closest they can get and will be watching enrollments.

There was a motion (Weaver) and a second (Orf) to approve all the plans excluding HORT/VWT for Summer 16, Fall 16 and Spring 17.

Unanimously approved by the committee.

There was another motion (Bennie) and a second (Weaver) to add work experience and internship courses according to proposed plans.

Unanimously approved by the committee.

Ms. Hart stated that she will work on updating the summer sessions and do an email vote (based on what was discussed in this meeting). At the next meeting we will look at more additions for Fall 16 and Spring 17.

## 6. Marketing Efforts

Did not cover

## 7. Review of Committee Structure

Did not cover

## 8. Update on 15/16 FTES data

Ms. Hart stated that we added 101 FTES this week. She expects LPC to end up around 3177 FTES at the end of Spring 16 semester; it looks like total FTES for 15/16 will be around 16,900. The additional 40 FTES from the Sheriff's Academy closing in April is not included in the totals.

**SUMMER 15 (9/4/15)**

FTES – 675.83

FTEF – 33.17

WSCH/FTEF – 626.38

FTES/FTEF – 17.60

Fill rate – 87%

**FALL 15 (12/9/15)**

FTES – 3,110.27

FTEF – 194.23

WSCH/FTEF – 497

FTES/FTEF – 16

Fill rate – 86.23%

**SPRING 16 (1/21/16)**

FTES\* – 3,184.77

FTEF – 195.54

WSCH/FTEF – 506

FTES/FTEF – 16.29

Fill rate – 84.91%

\*Sheriff's Academy – 40

**15/16 Totals**

FTES Credit --6,970.87 (Target is 7061)

FTES Non-Credit -- 20

Shortfall to date -- (70.14)

FTEF -- 422.94

FTES/FTEF -- 16.48

**%FTES Increase 14/15 vs/ 15/16**

**4.61%**

LPC Spring 16 – 3184.77

LPC Spring 15 – 3028.11

Net LPC                    156.66

## 9. Good of the Order

None

## 10. Adjournment – 12:16 p.m.

The next meeting is scheduled for February 5 at 8:30 a.m. at the District.