



# College Enrollment Management Committee

February 24, 2017 | 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  
 Diane Brady  
 Don Carlson  
 LaVaughn Hart (Chair)  
 Thomas Orf  
 Lisa Weaver

### Members Present (non-voting):

Amir Law

### Members Absent:

Debbie Fields  
 Nan Ho  
 Andrea Migliaccio  
 Don Miller  
 Barbara Morrissey  
 Sylvia Rodriguez  
 Barry Russell  
 Rajinder Samra

### Visitors:

None

**ASLPC Student Rep:** None

## Meeting Minutes

1. Call to Order: The meeting was called to order at 10:35 a.m.
2. Review and Approval of Agenda – MSC: Carlson/Weaver; committee approved the agenda.
3. Review and Approval of Minutes February 10, 2017 – MSC: Weaver/Carlson; committee approved the minutes.

### 4. Update 16/17 FTES data

Ms. Hart stated that enrollments for spring are a little soft. After census we lost about 50 FTES; this seems a little high. In fall FTES went up after census. This is something to think about. Overall we should end up around 7,204.63; up around three percent, including the two academies closing in spring, and non-credit.

We got funded for all of the rollback. It was for around 17,640. A portion of it is supposed to be released to the BAM.

### Spring 17 as of 02/22/2017

FTES	3,045.77
FTEF	202.75
WSCH/FTEF	469.10
FTES/FTEF	15.02
Fill rate	84.33%
# of Pri Sec	840.00

FTES 16/17 to date: 7,001.63 FTES

Project Final 16/17: 7,204.63 FTES

### 5. Planning for 17/18

Ms. Hart stated that she wanted to make sure that everyone was okay with what was added to the schedule for summer and fall. We are moving ahead. VP Bennie stated that we have used high school locations to support two classes per semester (six sections). The high schools requested to move half the sections to the late afternoon. They also want to add two specialty sections (calculus and welding). Also a survey was conducted of about 1500

high school students about what their interest are in terms of college classes. Once received VP Bennie will share the results.

Ms. Hart stated that in 2017/2018 only two academies will close as opposed to this year where we had three. This is more of our normal pattern. We just need to be aware so that we can make up the 70 – 80 FTES. VP Bennie stated that Middle College is interested in having two sets of students as opposed to one. That would be 35 more students taking six to eleven units.

#### 6. Discussion of low productivity concerns

Ms. Hart informed the committee that she attended an Academic Senate meeting and briefly mention that CEMC was beginning to look at disciplines that historically have had low productivity. She explained to them that CEMC does not have authority to discontinue programs (but these types of things are considered when we have to make a decision); and that we would be bringing this issue to Senate. This promoted some positive discussion and some Senate members are considering reviewing the program discontinuance process. VP Bennie stated that CEMC could come up with a list of suggestions to report to the Senate for review. She stated that she will start a list with deans and bring it to the next meeting.

#### 7. Marketing Efforts

The committee offered thoughts, concerns, and plans about marketing:

- Send campus emails to students when classes have low enrollment
- Concern about how these emails are stated since some classes are connected to others
- Careful about informing students classes might cancel because they will enroll in others
- Send emails to counselors to inform them of available classes (late start or still seats)
- Classes seeking students on web
- List of everything starting as a Fast Track classes starting March 27 (post to webpage, flyers, lawn signs, A-frame, info in A&R, Counseling, Fin Aid area)
  - But who will do this? And how much money will it cost to pay someone?
- Use the student paper (but they will probably charge us)

#### 8. Good of the Order

-Presentation to the Board

Ms. Hart shared the handouts she supplied to board members with the committee. She made a presentation last at Tuesday's Board meeting in hopes to help members have a better understanding of the work of CEMC committee, discipline faculty, and administrators. Each Board member received their copy of the handouts in a binder (example shown) which contained information about what the CEMC committee, historical information, the tools we use to analyze data, discipline plans for every discipline for 17/18. One member made a point to reiterate his deep

appreciation for what the campus does. Ms. Hart spoke with the Dr. Jackson about the possibility of the colleges doing Board presentations to present enrollment data.

9. Adjournment at 11:40 a.m.

NOTE: Next meeting – March 24, 10:30 – noon (March 10 meeting is canceled)