



# College Enrollment Management Committee

October 28, 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  
Diane Brady  
Debbie Fields  
LaVaughn Hart  
Thomas Orf

### Members Present (non-voting):

Don Carlson  
Nan Ho  
Don Miller  
Andrea Migliaccio  
Barbara Morrissey  
Sylvia Rodriguez

### Members Absent:

Barry Russell  
Rajinder Samra  
Lisa Weaver

### ASLPC Student Rep

None

## Meeting Minutes

1. Call to Order: The meeting was called to order at 10:30 a.m.
2. Review and Approval of Agenda – MSC: Orf/Ho; committee approved the agenda.
3. Review and Approval of Minutes  
September 23, 2016 – MSC: Brady/Carlson; committee approved the minutes.

### 4. Update 16/17 FTES data

#### a. Fall 16 FTES

Info as of Oct. 23<sup>rd</sup> from Argos

Up over last year 2.33% fall and overall 2.59%

On target to meet goals for year

Productivity 497 – target 500; going into spring in good shape

Chabot is up as well, 1.48% up

Projected year 17,300 – 17,350; target was 17,362 by our DEMC

Dr. Cota – do decision still flow from here and are our recommendations received?

Over the last 3 years, it has been more DEMC making recommendation; District rejecting recommendation of DEMC and making its own decisions; primarily handled through the VC in the past few years.

Ms. Hart described what happened at the Board meeting in discussing how the additional money is not flowing through the BAM.

### 5. Spring 17 Preliminary Data

#### a. Additional Classes for Spring 17

Argos forecast for spring 85 and 90% show we are on schedule to generate needed FTES.

Concern from District about productivity; held an additional meeting about '17-'18 numbers;

District has suggested a target at 515 for productivity (every class has 1 more student)

VC Krista Johns said that Nursing/Dental could be less; English/composition has a limited number of students (only a small part of the schedule) everything else is at 515.

If we do that, when we come out of stability, it could be very difficult.

- b. Request from Music for .5 FTES Additional FTEF for Spring 17  
Synopsis – when new faculty arrived, the need for private lessons was a high priority.

The AA-T requires it; for core students, this is key.

One person was trying to provide all this. Now we want to hire individual legitimate instructors that are qualified for the students; recruiting tool; Co-requisite classes; Chabot offers .375 CAH per student per semester; 20 students would require an additional .5 FTEF. We could also have Chabot private instructors come here to teach.

Discussion – the class does have class CAH, and it is a legitimate request, but it is very expensive. How does it fit into the strategic plan? How does it fit load? Seniority list? Need to do more research on Chabot CAH and needs – can we work together? Load issues need to be clarified as there does not appear to be contractual basis. The decision can be made at the next meeting after the research is done though they can have 6 students based on current allocation of FTEF.

6. DEMC Update

*Concerns expressed previously during 5.a.*

7. Planning for 17/18

- a. Division Analysis Report

Low productivity concerns; need to be making plans for each discipline; need to advance the conversation about programs not improving; program revitalization at LPC, done through the Academic Senate. Consider the allocation, such as French and Italian, but not go through process, just not fund.

This committee is charged with distributing FTEF – taking responsibility when there is low performance.

Ms. Hart will work with the Deans to review changes - find mistakes and make preliminary decisions on FTEF allocations.

- b. Discipline Plan Template—briefly reviewed template for 17/18. Similar to 16/17.

- c. Timeline for Discipline Plans—plan templates to go out Nov 21-22. To be returned to deans by Dec 9.

8. November and December Meetings

- a. November meeting will be Nov 18 from noon-1:30 due to holiday conflicts

- b. December meeting will be Dec 16 from noon-1:30 to allow for time for discipline plans to be developed and submitted to deans. Plan to review and approve discipline plans that day.

9. Marketing Efforts

Not discussed

10. Adjournment at 11:44 a.m.