



College Enrollment Management Committee

October 9, 2015 | 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
 LaVaughn Hart
 Jeff Kingston
 Thomas Orf
 Lisa Weaver

Members Present (non-voting):

Jason Craighead
 Lisa Everett
 Andrea Migliaccio
 Barbara Morrissey
 Sylvia Rodriguez
 Rajinder Samra

Carolyn Scott

Members Absent:

Debbie Fields
 Don Miller
 Dyan Miller
 Diana Rodriguez
 Barry Russell

ASLPC Student Rep – Alexander Ivanov

Meeting Minutes

1. Call to Order: The meeting was called to order at 10:31
2. Review and Approval of Agenda – MSC: Orf/Bennie
3. Review and Approval of Minutes (September 11, 2015) – MSC: Orf/Weaver with the following edits:
Debbie Fields was present.
Agenda item #4 Membership: The committee requested clarification of the voting administrators.

4. FTEF/FTES Update

Ms. Hart shared copies of the LPC Enrollment Report dated 10/9/15 with the committee. She stated that we are lower because we don't have an academy that closes this fall; we should be about 300 (FTES) higher. This puts pressure on us for Spring and Summer. She stated that we are about 53% of our total target and have rollback issues.

FALL 15 (10/4/15)

FTES – 3098.14
 FTEF – 194.23
 WSCH/FTEF – 497.00
 FTES/FTEF – 15.97
 Fill rate – 89.64%
 # of Pri Sec - 801

2015-16 To Date

FTES 3787.11
 FTEF 227.40

Target

7061.90
 423.30

2014-15 Totals

FTES 6,663.57
 FTEF 395.35

5. Update from DEMC Meetings

a. 10/2/15 Meeting – Ms. Hart stated that she did not attend but that several people from CEMC had been in attendance and could report on the meeting.

Comments from the committee:

We learned that Chabot is already doing a lot of the things (strategies) that we are suggesting (extending night classes, advertising to Alameda County, expanding DE, lowering English cut scores, etc.)

b. Summit – September 25, 2015, 9:30 – 1 p.m.

Comments from the committee:

- Very interesting
- Good workgroup discussion
- The discussion on stability brought about some revelation; recommendation is to not do it this year.
- Adding classroom space for additional sections or growth within our existing space (on and off campus)
- We should look for ways to maximize what we can offer
- Outreach
- We should try to identify strategies
- We came up with recommendations that focused on us doing more marketing
- We need to do more than marketing which affects the fill rate; we also need to try some of the things that Chabot is doing.

6. Spring FTEF/Class Additions

VP Bennie stated that in order to determine how much we need to put in the spring schedule we should factor in the fact that we'll have courses that drop and that we will fill at or lower than 90 percent.

VP Kingston stated 3400 FTES will be our likely target which is approximately 210-213 FTEF more than we are likely to reach based on current Spring 16 schedule. When we are chasing enrollment, we don't want to do it at all cost. The most efficient way is to add classes and teach them ourselves. Adding the Sheriff's Academy is an expensive way to increase FTES.

Dean Rodriguez stated that currently we have the potential for 3632 FTES on schedule for Spring 16 at 100 percent fill rate. (90 percent fill rate would be 3269 FTES).

More discussion of Spring additions later in the meeting:

The schedule goes to the printer on Tuesday but changes could be added to the webpage (online schedule). We can try adding 5 – 7 FTEF. Priorities are addressing bottlenecks, late afternoons/Friday classes (when space is more available).

7. Summer 16 Sessions – Discussion

Comments:

- We will roll back.
- We need to work on Spring and Summer, yes, but we should begin working 2 years ahead in our planning. (VP Kingston)

- We should decide on the sessions right away. The schedulers (both colleges) are ready to roll so we need to decide what those session actually will be. Last year Chabot seemed to be successful using two 5-week sessions. The deans did not have any objections to the 5-week sessions. Faculty Senate President Melissa Korber also stated that there didn't seem to be any objections to the idea as long as we built criteria that is appropriate to the session planning. So we can see if we are comfortable with the 5-week sessions and also look at when starting the 6 and 8 week sessions is best. (VP Bennie)
- From a Student Services point of view the key to the 5-week sessions is the classes you offer. The students say it's a lot of work but it's a benefit to them because they can complete some requirements.
- The 5-week session classes (at Chabot) tend to be GE type classes. We have to be mindful of prerequisites.
- Be mindful of how 5-week sessions will impact other sessions.
- DE format for 5-week courses can be intense.
- No foreign language courses should be offered in 5-week session.
- We can look at what Chabot offered and what was a success.
- Normally the 6 and 8 week sessions start the same day/week; perhaps we can stagger them and start the 6-week session later and all classes done by August 4.
- The first 5-week session could start right after graduation, May 31; then the next one 5-week session can start July 5. But we should coordinate with Chabot.

The general consensus is that everyone is in agreement with 5-week sessions.

Regarding 8-week sessions, there might be some classified employee issues pertaining to the availability of lab assistants (as they are 10-month employees). If we want to expand our summer offerings we have to look at expanding those who will support them.

Other services might have to review their schedules as well (Library, cafeteria, etc.)

Last year (under Interim VP Renee Kilmer) an option for two 6-week sessions was introduced and discussed. She had asked the scheduler (Andrea Migliaccio) to be sure to remember this option.

Motion made to start 8-week session on June 13, 6-week session on June 27, and we will coordinate with Chabot on the dates for the two 5-week sessions. MSC: Weaver/Bennie

8. Report Tool

Ms. Hart created two spreadsheets/reporting tools using PivotTables and data pulled from SWOXEN. The tools can be helpful in making scheduling decisions. She explained and demonstrated how to use the different tabs, etc. to seek the data you need. The tool is broken down by:

- a. Classes by Time of Day
- b. Courses with Large Wait Lists

Committee members asked questions and discussed. The worksheets have been sent out to committee members and they can work with them and provide suggestions for improvement.

The tool can be helpful to check for errors.

Ms. Migliaccio asked the committee to keep in mind the date of the data (pulled from SWOXEN) used in the tool (so that accurate information is used in order that she might receive less edits for the schedule).

Committee members expressed that the tool can be very helpful.

9. Special CEMC Meeting – 10/16/15, 10:30-noon

Ms. Hart stated that Dr. Russell has asked this committee to have a special meeting next Friday to hear a presentation from a consulting firm Ad Astra (Class Scheduling Consultants). She stated that the meeting will probably start at 10:00 instead of 10:30 because there is also a DEMC meeting that day that starts at noon. They have already made a presentation to the deans and VPs.

Comments:

- This company uses Banner data with their software that uses algorithms. So the data is predictive rather than historical.
- It is important for District IT to be involved in the meeting.
- The company wants us to sign a 3-year annual contract or a 5-year contract at discount. Annually renewable is what was recommended.

10. Planning For 16/17 Discipline Plans

(Didn't specifically cover this item)

11. Good of the Order

Ms. Hart stated that she will not physically be at the next CEMC meeting on October 23rd. She will phone in. Dr. Orf will chair the meeting.

12. Adjournment - 12:12 p.m.