



College Enrollment Management Committee

December 16, 2016 | 12:00 p.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
 Don Carlson
 Don Miller
 Thomas Orf
 Lisa Weaver

Members Present (non-voting):

Nan Ho
 Barbara Morrissey

Members Absent:

Andrea Migliaccio
 Sylvia Rodriguez
 Barry Russell
 Rajinder Samra

Visitors:

Diane Scott-Summers (Interim VPSS)

ASLPC Student Rep: None

Meeting Minutes

1. Call to Order: The meeting was called to order at 12:08 p.m.
2. Review and Approval of Agenda – MSC: Orf/Weaver; committee approved the agenda.
3. Review and Approval of Minutes
November 18, 2016 – MSC: Carlson/Miller; committee approved the minutes.
4. Update 16/17 FTES data
Ms. Hart stated that the academy came in at 49 FTES which puts us up 3.48% over last fall. As of Sunday, Spring 17 FTES was 2,487.38; a couple of days later it was 2,736.78.

January 6 is the “drop for non-payment” date; A&R is contacting students hoping they will pay instead of being dropped. Encourage friends and family to take classes; night classes are available. English is open. Some computer and math classes are still open.

Fall 16 as of 12/12/16

FTES	3,236.94
FTEF	198.14
WSCH/FTEF	506.54
FTES/FTEF	16.34
Fill rate	89.83%
# of Pri Sec	850.00

5. Planning for 17/18
Discipline FTEF Allocations
Review of Discipline Plans by Division

The committee discussed informational handouts provided by Ms. Hart. She stated those listed that are .2 or more over their allocation are highlighted., but most that are over, are significantly over.

PHTO did not submit a plan so last years' info was used.

SPAN would like to make some additions although they are not yet prepared to expand; some classes are still waiting to be approved. VCOM, NUTR, AUTO, all have issues too. AUTO is over their plan allocation, but still would like to add. Dean Ho asked VWT/HORT, ENGR, FST to move their overages to the adds list. EMS might submit one large lecture. Student Services has some proposed additions under the HSI-grant (classes like these, UMOJA for example, needs FTEF from somewhere). We also need to account for WRKX.

FTEF Summary 17/18 Plans

	Allocation	Plans	Sum 17	Fall 17	Spr 18	Prop. Add'l
A&H	138.85	139.91	10.12	65.16	64.63	2.17
BHAWK	53.43	54.36	4.67	26.28	23.34	0.53
CATSS	96.80	96.56	7.53	45.04	43.99	3.63
MSEPS	151.88	148.62	15.46	64.81	68.35	2.64
SS	7.60	7.60	0.30	3.77	3.54	0.53
Total FTEF	448.56	447.04	38.08	205.06	203.85	9.51

Ms. Hart stated that she is comfortable looking at anything around 448.56 FTEF right now, and then discuss additions at our next meeting.

Need to be adjusted: ITLN, SPAN, VCOM, NUTR, AUTO, ENGR, FST, VWT/HORT

Need to add because of need:

WRKX (voted to give them their own FTEF outside of BUSN per Lisa Weaver; Ms. Hart will adjust plan to have .4 for their allocation)

Student Services: Learning Communities – there's a concern about money going away; (UMOJA is coming from Equity money which is not going away; 3SP will not go away; HSI-grant money will go away); all must make minimum enrollment.

Dean Morrissey stated that the UMOJA Team is very active; a fantastic team. They will be marketing in spring and going to high schools. PSCN 10 and 30 are the related courses. This is the second year for HSI.

PSCN 10 (One in spring 2017 for UMOJA)

PSCN 30 (Two in fall 2017; one for HSI and one for UMOJA) but will do one.

.33 will be added to the allocation for these classes.

Ms. Fields spoke about the Strong Workforce Grant in relation to the Computer Science courses.

A motion was made to accept the WRKX and Student Services counseling area that were reviewed and adjusted (Carlson/Miller); committee approved.

Another motion was made to accept plans submitted within their allocation amount and those identified as exceeding will be adjusted to their allocation, and reported back. (Orf & Carlson/Weaver); committee approved.

6. Marketing Efforts

Ms. Hart stated that VPs Brady and Bennie have been working with District regarding marketing. VP Brady shared information that came from District: Need to narrow down themes so it's easier to build the messaging. Topics they narrowed down to include Facebook and email campaigns. They will be reaching out to Tracy, Manteca, and San Ramon. Will do an email push in January.

7. Good of the Order

Thanks to LaVaughn Hart and Don Miller for lunch and sweets.

8. Adjournment at 1:21 p.m.

NOTE: January Meeting – 1/27, 10:30 - noon