



College Enrollment Management Committee

December 11, 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
Debbie Fields
LaVaughn Hart
Dyan Miller
Thomas Orf
Lisa Weaver

Members Present (non-voting):

Lisa Everett
Don Miller
Barbara Morrissey
Diana Rodriguez
Sylvia Rodriguez

Members Absent:

Jason Craighead
Barry Russell
Rajinder Samra

Meeting Minutes

1. Call to Order: The meeting was called to order at 10:37 a.m.
2. Review and Approval of Agenda – MSC: D. Rodriguez/Weaver to approve the agenda (unanimous).
3. Review and Approval of Minutes (November 13, 2015) – MSC: Orf/Weaver to approve the minutes (unanimous).
4. Update on 15/16 FTES Data (Handout)
Ms. Hart stated that she added the spring 2016 numbers and we are up 3.93% overall. She's feeling good about the number. But we need to keep pushing enrollment.

SUMMER 15		FALL 15	
as of 9/4/15	LPC	12/9/2015	LPC
FTES	688.97	FTES	3,110.27
FTEF	33.17	FTEF	194.23
WSCH/FTEF	526.70	WSCH/FTEF	497.00
FTES/FTEF	17.60	FTES/FTEF	16.00
Fill Rate	87.00%	Fill Rate	86.23%
# of Pri Sec	144.00	# of Pri Sec	814.00

SPRING 16	
12/9/2015	LPC
FTES*	2,466.60
FTEF	201.82
WSCH/FTEF	
FTES/FTEF	12.22
Fill Rate	63.60%
# of Pri Sec	829.00
*Sheriff's Academy	110.00

Ms. Hart stated she attended a meeting with DEMC faculty and senior management to discuss 16/17 FTES target that was set by Dr. Jackson and which is not in alignment with the DEMC recommendation. At this time, Dr. Jackson has set the base for 16/17 at 16,700 and target at 16,866, however, she expects us to continue to offer more classes so that we can serve more students and be positioned to come out of stability in 17/18 at around

17,400 FTES . But Dr. Jackson will increase the targets that she has set for 16/17 to one percent above our actuals for 15/16 if the campuses can generate numbers above what she has set as the targets for 16/17. So both campuses are working to make the target of the DEMC recommendations.

VP Bennie stated that she would like to see a discussion of the of the strategies that were captured from the breakout sessions at the December Town Meeting. It would be interesting to look at what the groups discussed as priorities. Ms. Hart stated she would add it to the next meeting.

5. 16/17 Discipline Plans Review

Ms. Hart stated that she would like to review and discuss the current 16/17 plan and note where we have questions. She has tweaked some items and proposes to do the basic review today but vote next time. She feels very uncomfortable moving this forward and voting today.

ALSS

Don Miller stated he would be happy to answer any questions or concerns. In regards to the ANTR proposed additions, Faculty want to build up the program and build a summer archeology institute environment. We don't have to accept all of the proposed positions. Ms. Hart suggested maybe having a smaller group look things over first. Regarding DANC, Don Miller stated that the FTEF on the discipline plan is lower than the allocation because the curriculum for the choreography classes needs to be updated and levels created and to date no one has been available to do that work.

Don Miller later added that the ENG area is missing some proposed additions from their plan. There is five more sections of ENG 1A in each semester because there are changes to the assessment process and it is believed that more students will be eligible for ENG 1A.

BSBA

Lisa Weaver made a brief presentation of proposed additions in the business area.

Dyan Miller stated that VWT/HORT is looking to build/expand the program. They will be hiring a new fulltime faculty member. They are looking to teach four classes a semester. She is in initial conversations with VP Bennie about these issues.

Ms. Hart stated that she needs to speak with KIN folk about those classes as some of the units changed. Mr. Craighead stated that the KIN courses in CurricUNET that are still at a half unit are taught in the summer. Only a few courses were not converted to 1-2 units. The catalog addendum might be a good source to let you know which KIN courses changed units.

STEMPS

Lisa Everett stated regarding the AJ academy that half is scheduled for fall, and half is scheduled for spring. Regarding AUTO, new curriculum changes are slated to be approved by next year. We will see what enrollments look like come fall. We are trying to set up new full-time students coming in to complete the AUTO certificate in two years. Regarding BIO, the FTEF allocation has increased in the last two years. Even with the increased number of sections, classes for spring are full. We are looking at putting Anatomy in summer. Regarding CHEM, additional courses are being added. Most of the CHEM labs are full. Regarding CS/CIS/CNT, Ms. Hart started that there is growth in comp science area and they are re-vamping the CNT program – curriculum development is coming. Classes are full in CS.

The disciplines have reallocated FTEF to support the growth in CS but there is a need for additional CS classes beyond what can be reallocated internally.

Regarding EMS, Lisa Everett stated that we need more FTEF since the Paramedic program is going to be a for credit program starting Fall 16– 2 courses in fall and spring each. (VP Bennie stated that she will speak with the president about this as he approved scheduling more in some areas and EMS was one). Regarding ENGR, Lisa Everett states that it is growing and moving towards institutionalization of some of the grant-funded sections. Regarding EVST, we would like to offer class once in fall, and once in spring. Regarding FST, it is not an addition; it's actually correcting CAH on the discipline plan.

Student Services

Barbara Morrissey stated that they came pretty much on target but difference is that they would like to add one additional section of PSCN 30 because some of the other disciplines want to have a learning community.

Ms. Hart stated that she would like to send the plans back to deans as working copies and they can work on them together within the next few weeks.

6. Class Cancellations

Ms. Hart stated that we need to have a conversation about this issue because there many factors that affect how classes fill, e.g. students in some disciplines tend to enroll later in the enrollment process, etc.

VP Bennie stated that one of the pieces that must be considered now is that the faculty contract has changed regarding how adjuncts are paid in regard to cancelled classes. A class must be cancelled two weeks before the beginning of the class or an instructor is still paid for the first week. So for example, spring classes start on Tuesday, January 19. So we should target January 4-5 as a first cancellation date; then identify which courses will fill or not. Then we will identify another date to look at courses again. Then “drop for non-payment” is scheduled for Jan 6 via ITS, but they said they will do it on Jan 8. (Diana Rodriguez stated that they do an analysis on what will drop and the impact on the campus, then decide if to push it out or not – our enrollment dean and Chabot’s director – one campus can’t move without the other).

7. Marketing Efforts

Don Miller suggested earlier that there be more communication in marketing. Ms. Hart suggested sending CEMC meeting announcement emails to marketing person Guisselle Nunez.

8. Review of Committee Structure

Ms. Hart stated that the language in contract calls for a chair and co-chair but this has not been past practice. There has always been a faculty chair. We will discuss this at next meeting.

9. Good of the Order

Ms. Hart stated as an update of Ad Astair that there has been a lot of discussion going on. Right now the feeling is to move this aside a little while until we have the data to give them that might be helpful. The president is putting it on hold at this point. We do need to get better IT reporting and

tools that are more user friendly, more accessible, and provide the information we need. She has contacted Jeannine Methe about better reporting from IT. It may be a good idea to have IT come to one of our next meetings to show us what tools/reports are currently available and to discuss the types of tools/reports that would most useful.

10.Adjournment – 12:03 p.m. (Next meeting January 22, 2016)