



CEMC Meeting Minutes
Friday, October 10, 2014
10:30 AM - 12 PM | 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 Focus Goals

- ❖ Equity
- ❖ Excellence
- ❖ Completion

LPC Planning Priorities

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Voting Members:

Quorum:

Name	Position / Department	Present	Name	Position / Department	Present
Debbie Fields	Faculty, STEMPS	X	Tom Orf	Faculty, ALSS	X
LaVaughn Hart	Faculty, STEMPS	X	Diana Rodriguez	VP, Student Services	X
Don Miller	Dean, ALSS	X	Lisa Weaver	Faculty, BSBA	
Dyan Miller	Dean, BSBA	X	Renee Kilmer	VP, Academic Services (Interim)	X

Non-voting Members:

Name	Position / Department
Lisa Everett	Dean, STEMPS
Andrea Migliaccio (<i>present</i>)	Scheduler, Academic Services
Barbara Morrissey (<i>present</i>)	Dean, Student Services
Sylvia Rodriguez	Dean, Enrollment Services
Barry Russell	President, LPC
Rajinder Samra	Director, Institutional Research & Planning
Carolyn Scott (<i>present</i>)	Executive Assistant, Academic Services
Claire Huestis (<i>present</i>)	ASLPC Student Representative

Other(s) present:

Jason Craighead
 Jeff Kingston

Minutes

Call to Order	Meeting called to order at 10:38 a.m.
Review and Approval of Agenda	MSC: Rodriguez /Orf to approve the agenda
Review and Approval of Minutes (9/26/14)	MSC: Dyan Miller/Hart to approve the minutes (several abstentions)

FTEF/FTES Update as of 10/3/14

	LPC	Chabot
FTES	3253.74	4386.62
FTEF	187.54	276.48
WSCH/FTEF	537	487
FTES/FTEF	17.35	15.87
Fill	89.13%	84.21%
Short of base	(42.04)	(46.22)
Short of target	(132.10)	(175.62)

Ms. Hart informed the committee that she had some problems with the updated FTES figures. There was a mis-coding error that had removed approximately 100 FTES from AJ Academy. Dr. Kilmer reported that she had spoken with Ms. Migliaccio regarding the coding. She explained that the Academy is an annual program with a maximum number of hours. The maximum number is reflected in both fall and spring in Banner, but if we collected apportionment for both we'd be counting twice. So it's always coded as OX (non-credit) in Fall, and PS (positive attendance) in Spring. That is, information is put in the system for Fall, but apportionment is not collected until Spring. When the class schedule is rolled over (by IT) each year, Ms. Migliaccio makes data changes for the new semester but does not touch the Academy until she receives information and approval from the STEMPS division to do so. In this case she had received the information and approval only days earlier. Ms. Migliaccio confirmed this explanation at the meeting. The chair stated that there are actually two academies this year and that one of the academies ended in September and the FTES for that academy should be reflected in Fall 14 data. A second academic starts in mid-October and ends in April 15. There seemed to be confusion on when FTES is reflected in reports when there are multiple academies. VP Rodriguez stated that her office will call a meeting to discuss this issue with those involved to streamline the process. The estimates of the Academy and registration process differ from other programs and problems occur every year.

A lengthy discussion continued over this matter. The AJ issue will be tabled until the staff involved meet to determine a better process.

Ms. Hart stated that when the issue is straightened out we may be about 80 short of target. The enrollment is up in the fast-track classes that were added. They will start October 20. Everyone should keep pushing these classes. A list of these classes was sent out after the last meeting on September 26. In addition the Spring schedule is about ready to go to the designer.

Ms. Hart reported that she attended the DEMC meeting last week and had requested guidance on what the numbers would be in terms of our 15/16 FTEF allocation. The DEMC agreed to meet today at 4 p.m. on October 10 to review. However the District meeting was cancelled until further notice. In the meantime, since we know our deadline we will have to develop tentative plans in order to stay on track to be ready for Summer and Fall 2015. Typically spreadsheets are sent out in October so the disciplines can develop their discipline plans. They are usually returned by our mid-November meeting at which time we review them and make adjustments. We usually vote on them at our December meeting to have them ready for the scheduler. Dr. Orf stated that this is how things have usually been carried out in the past, but in the meantime we should give faculty a heads-up so they can at least be thinking about this since it will be a fast turn-around.

Traditionally, disciplines received the same FTEF they received the prior year. Based on suggestions from the committee, this year Ms. Hart will look at 14/15, and assess fall class additions, and

distribute the FTEF from that basis. Disciplines that didn't use any additional (FTEF) will stay at the beginning 14/15 level (deans can look at these on a case-by-case basis). Programs that overspent FTES this fall will not receive additional FTEF and will revert to their original 2014-15 allocation. Ms. Hart will work on these plans within the next few weeks.

No meeting on October 24, 2014.

Adjournment	12:11 p.m.
Next Regular Meeting: <i>November 14, 2014</i>	

Edited by LaVaughn Hart