

LAS POSITAS COLLEGE
College Enrollment Management Committee
Minutes of Special Meeting
September 13, 2013

Attending: Mr. Craighead; Dr. Everett (voting); Dean Garoupa (voting); Ms. Hart (chair, voting); Dr. Lease; Ms. Migliaccio; Dean Miller (voting); Dean Morrissey; Dr. Noble (voting); Dr. Orf (voting); V.P. Rodriguez (voting); Mr. Samra; Ms. Scott; Dr. Weaver (voting).

Absent: Dr. Ankoviak (voting); Dean Rodriguez

1. Call to order: 12:36 p.m. by Chair, Ms. Hart; District Conference Room 1

2. Approval of minutes

MSC: L. Everett/J. Garoupa (two abstentions)

3. Spring FTEF Additions

Ms. Hart: We have additional FTEF that was discussed at the August DEMC meeting. It was reported that 16362 FTES was approved as our (district) target. This is a 1.63% increase. It changed our FTEF allocation from 388.9 to 392.8; a 3.6 increase. At the September meeting of DEMC a "stretch goal" was considered for FTEF. The idea is that throughout the State not everyone will use their FTES allocation so there will be some left over. So we want to position ourselves to be ready if we are able to obtain it. So there was discussion of going to a 2.63% increase which takes us to a 7.4 FTEF. Verified with Jeff Kingston that the budget was based on the lower number, not the higher one. So we are authorized to use 392.8 FTEF which will put us at 6721.5 FTES. So we are considering today how we will put this (3.6 increase) in the spring schedule. However, there is no way to know where we are at (what is on schedule for spring) since there is no data available. This is a concern. (Discussion ensued - some thoughts below)

Ms. Hart suggested looking at what fits into the 3.6, identify next priorities in case we get a little more; by Tuesday we can look at what is actually on the books and get back to people. Dr. Weaver stated that this process seems to be designer driven (designer needing information by a certain date) but it should be driven by our needs. The deadlines seem to get earlier and shorter.

Ms. Hart: We can have the discussion today and come back in two weeks with the actual classes, but this would require VP Rodriguez to speak with the designer (Cheryl Rothman) to change her deadlines. But there should be better data then. Discipline plans are helpful but if something gets rolled over, someone might add something else without removing what was rolled over. Someone needs to monitor this and what shows up in the first few drafts.

The data on SWOXEN will report only what we put into it. It currently only shows information for full-time assignments since we know who they are assigned to. Unless we input all staffing information, including adjuncts, we will not get the data we want. It was someone's decision in the past to leave those classes taught by adjunct blank if we didn't yet know who the instructors would be. But if we could enter a generic code for staffing which will print "STAFF (and a number)" in the schedule, this would give us more accurate data. (Chabot does this already). This "look" was frowned upon and the appearance became more important than obtaining accurate data. We need to have a discussion about approval for the scheduler to input generic staffing codes in order to get the data we need. We don't exactly know where we are right now. We have up to 187.23 FTEF available for Spring (according to Ms. Hart's calculation). The number is considerably lower for the last few Spring semesters. Last Spring was 172.7. (Later in the meeting Dr. Noble approved for the scheduler to input the generic code).

We have been primarily focused on productivity in the last few rounds of add (ins), but it does not need to be our primary focus anymore since our FTES is healthy.

Summer 2013	384.43 FTES
Fall 2013	3211.57 FTES
Current Total	3596

Our year goal is 6721.5 FTES; so for us to reach it, this Spring needs to make the base of 3125.5. Last Spring was 3370.19 FTES with 172.2 FTEF on schedule. Chabot will probably make their numbers. But if we do in Spring 14 what we did last Spring, we would be at 6966.19 FTES, and will have cushion to cover.

Dr. Weaver suggested to talk about the philosophy going forward, and since we have to make a decision in the next few weeks, go back to the faculty and tell them we have somewhere around 3.6 to 7.5 FTEF (to add).

Ms. Hart will send out a PDF of the last adds to use as a standpoint. It might be missing some changes by Marilyn Flores. We want to get something out to faculty that we want to add 3.6 to 5 FTEF for Spring; at our meeting on Sept. 27 we will discuss what to put in the schedule; this will require a change in the timeline for the print copy - Diana will handle this. Ms. Hart will send out to the divisions their range (cut) of the 3.6 -5 (40% for ALSS; 39% for STEMPS; 2% for Student Services). Ms. Scott will inform Ms. Migliaccio (scheduler) that she should go ahead and add the generic staff codes by Tuesday so that Ms. Hart can have better numbers.

4. 14/15 Discipline Plan Timeline - Initial Thoughts

Ms. Hart: We don't have an allocation out of DEMC yet. We will meet again the first Friday in October. We absolutely have to have some guidance from them at that time.

5. Tracking FTEF Effectively - Discussion

Ms. Hart: We made a significant effort in discussing this but it still needs more discussion. The enrollment management tool numbers vary from the SWOXEN. Why? We will continue this conversation as we go along.

6. Good of the order

Dr. Orf and Ms. Hart: This is a CEMC (possible) issue but will be brought up at the Senate. As we were doing cuts over the last several years to disciplines some were cut to almost zero classes in some programs. One faculty member was told that the program would be discontinued and FTEF would not be added back, nor given to other courses within the discipline. Senate deals with program discontinuance. So there is a question: what happens to FTEF that was associated with a specific area that is no longer being offered? Italian, for example was cut and the FTEF is not going to any other languages. Also it was decided that it could not be added back. This type of decision must go to the Senate. And this decision was never made by this committee.

Dean Miller: There was past conversation and (Past ALSS Dean) Marilyn Flores had looked into this issue and never talked about a discontinuation.

(Discussion ensued)

7. Adjournment: 2:06 p.m.

Next Meeting: Friday, September 27 at 10:30 a.m. room 2460