



CEMC Meeting MINUTES

October 13, 2017 | 10:30 a.m. | Room 1687

Meeting Minutes

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.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

CEMC Meeting

Members Present (voting):

Don Carlson (voting)
Ruth Hanna (voting)
Thomas Orf (voting)

LaVaughn Hart, Chair

Members Present (non-voting):

Roanna Bennie
William Garcia
Amir Law
Andrea Migliaccio
Michael Schwarz

Members Absent:

Diane Brady
Rajeev Chopra (voting)
Sylvia Rodriguez (voting)
Rajinder Samra
Carolyn Scott
Steve Smith

1. Call to Order

Ms. Hart called the meeting to order at 10:38 a.m.

2. Review and Approval of Agenda

MSC: Orf/Carlson to approve the agenda. The committee approved.

3. Review and Approval of Minutes (September 22, 2017)

MSC: Carlson/Orf to approve the minutes. The committee approved.

4. Enrollment Updates

- 17/18 Fall Enrollment Updates (Handout)
Enrollments have increased by 2% and the second fast track course will begin next week. List of classes added 10.5 FTEF.

- Fall 2017 data

Fall 2017 as of 10/8/2017

FTES	3,255.20
FTEF	204.60
WSCH/FTEF	493.01
FTES/FTEF	15.91
Fill rate	89.94%
# of Pri Sec	845

5. DEMC Update

Ms. Hart mentioned that currently we do not have a number for next year 2018-2019, but based on the last DEMC meeting the district will be working on developing criteria for planning to have a goal number for the upcoming year.

Ms. Bennie touched basis on the district's idea to establish guiding principles and she feels it is a good starting point in the discussions we need to have about the support that the colleges' need moving forward.

Mr. Carlson reiterate that we indeed have a district to serve both campuses.

Ms. Hart discussed that going forward it is important for the college to be able to access accurate data. This has been made more difficult due to roll-backs. Particularly when trying to compare numbers year over year.

Ms. Bennie noted the concerns of going beyond target if there is not going to be additional funding to support the increased need for services that arise as the campus serves more students.

Ms. Hart stated that the college is in restoration and as a district we have to get above 17,640 before we would be growing from the State's perspective. This year, we are restoring (as last year was our stability year). We have 3 years to build our FTES up to 17,640. If we grow over our cap (about 1% over 17,460 this year), we may or may not be funded for that. As a district we need to have a strategy for roll back. It is really hard to break down the barriers between the campuses and find a fair way to move forward with discussions on how the FTES split will be adjusted. We need to be careful about how we approach this and respectful in what we say.

Ms. Hart presented that for 2018-2019, the planning goal is to have a FTEF allocation number that we can use for planning no later than Nov 3 and, hopefully by October 31.

Goals

- Discipline template plans for the next CEMC meeting (10/27)
- Obtain a number (October 31/Nov 1)
- Develop templates for each discipline to be discussed at Nov 9 meeting
- Discipline plan templates to deans and faculty around Nov 14
- Receive completed discipline plans by December 1st
- Review and vote on plans at CEMC on December 8

Due to the Veterans Day holiday, the committee tentatively set a CEMC meeting for the afternoon on Thursday, November 9th.

6. Banning high school students from KIN classes

Mr. Law stated that a decision has been made that high school students will no longer be allowed to take KIN classes unless it is a KIN class that leads to a vocational top code. Mr. Law noted that this is necessary to ensure that we are in compliance with state regulations on the number of high school students that can be in a KIN class.

Mr. Garcia mentioned that Chabot has already implemented the restriction of high school students being banned from taking KIN classes. He noted that auditors have found more than 10% of high school students in a KIN class and noted that if more than 10% of high school students are in one class, the college will not receive

apportionment for those students. Mr. Garcia, stated that eventually, plans will be made to create a program for high school students to be able to take KIN classes.

7. Task Force on criteria for review of disciplines with low enrolments

Ms. Hart shared that following the discussion at the last CEMC meeting regarding a task force to develop criteria for looking at programs that have low productivity, she presented the idea to the senate. She received a positive response and the senate is interested in working with the CEMC committee. Ms. Hart noted that the committee should be thinking about how to move forward on the taskforce starting in spring.

Ms. Hart was recently informed that there is a new “global studies” program/discipline that has recently been approved. Ms. Hart discussed that the CEMC committee needs to be informed in regards to the process and approvals of new disciplines and programs. The Academic Senate approved a Program Implementation process last year and CEMC is part of the process. Ms. Hart will request a copy of the process to share with the committee.

8. Marketing Efforts

Mr. Garcia mentioned that the spring 2018 schedule has been submitted to print and will be sent out to all households in the area. Mr. Garcia noted that the “fast pass” will be initiated, which is an extension to students service hours for registration and ed plans and a flyer should be coming out in November. Open registration begins December 1st and outreach is advertising on social media as well.

9. Good of the Order None

10. Adjournment 11:52 a.m.

11. Next Regular Meeting (October 27, 10:30 - noon)