



CEMC Meeting MINUTES

August 25, 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.

Meeting Name

Members Present (voting):

Diane Brady
 Don Carlson
 Rajeev Chopra
 Ruth Hanna
 Nan Ho
 LaVaughn Hart, Chair
 Don Miller, Co-Chair
 Thomas Orf

Members Present (non-voting):

Roanna Bennie
 William Garcia
 Amir Law
 Andrea Migliaccio
 Sylvia Rodriguez
 Rajinder Samra
 Carolyn Scott
 _____ (Student)

Members Absent:

Barry Russell

1. Call to Order

Ms. Hart called the meeting to order at 10:34 a.m.
 She welcomed new members to the committee: Ruth Hanna, Geology; Rajeev Chopra, Business; William Garcia, Vice President Student Services; Steve Smith, Public Safety

2. Review and Approval of Agenda

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

3. Review and Approval of Minutes (May 12, 2017)

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

4. Enrollment Updates (Handout)

- Final 16/17 FTES data

2016/17 Summary

Sum 16	718.27
Fall 16	3,264.64
Spr 17 w/academies**	3,248.60
Non-credit	50.00
Total FTES 16/17	7,281.51
Total FTES Increase	296.00
Percent Change	4.2%

**Projected based on current enrollments in academies that end spring 17

- 17/18 Summer/Fall data

Fall 2017 as of 8/19/17

FTES	3,218.28
FTEF	204.89
WSCH/FTEF	488.85
FTES/FTEF	15.71
Fill rate	90.35%
# of Pri Sec	822

Ms. Hart stated that we will experience a drop in FTES next week due to census. Also, the information provided does not include the 159th Academy that closes in November. This academy will likely produce around 70-75 FTES. This is good news! Additionally an email was received from Lorenzo Legaspi stating that the District will fund us an additional 2.68 FTEF.

Moving forward we still need to work with District and Chabot as the allocations and targets need to be realistic and doable for both campus. The conversations are happening quietly on multiple layers. This is a sensitive situation where percentages are being moved from one place to another. So we should proceed professionally.

5. Additional Classes for Spring 18

Ms. Hart stated as enrollments were monitored this summer, it became clear that we were not funded enough to reach our targets. As we tracked enrollments, both campuses found it extremely difficult to reach targets. Last year Chancellor Jackson set aside a million dollars districtwide for a "rainy day." This money was specifically set aside to be used if the colleges were having difficulty meeting their targets. This money came from could the last rollback to 17,640 FTES. We reported a much lower FTES number 2016/17 because we did not roll back anything. Our 2017/18 funding is based on what we have actually earned. Our goal is 17,400 FTES District-wide.

Anyone can make a request to add courses but this committee is charged with making decisions to benefit the campus as a whole in terms of using our funding very wisely to offer classes. The proposed additions for spring 2018 total 9.45 FTEF.

Based on possibly getting some additional funding for spring, we need to look at where we are comfortable adding courses. What we would be comfortable with right now, is to identify at least 3 FTEF. These would be firm additions. The next group to look at would be based on getting more of the million dollars from the District. However, we need to give them a firm justification.

Courses identified by Academic Deans as their top to add:

A & H/Don M.

ENG 4 or 7
RELS 1
ARHS 1
MUS, PHIL, or HUMN

BHAWK/Amir

WRKX 95/96
NUTR 5
ECON 2
ECON 10

CATSS/Don C.

SOC 1
PSYC 13
HIST 8
POLI 7
ANTR 5

MSEPS/Nan

CHEM 12B
PHYS 2B
HORT 56
FST 65
ASTRO 20

The total for all is 4.67 FTEF. The committee decided to add the top 3 from each division. The total for the additions from each area is 2.80 FTEF.

At our next meeting we will look at the next tier (possibly 5 more FTEF). We identified 3 FTEF today but will seek a total of 8 addition FTEF for Spring 18.

6. Discussion of low productivity concerns
Ms. Hart stated that we still need to have a discussion at how to look at the trends and identify criteria for reviewing discipline with ongoing enrollment concerns. Then we can have the conversation at Senate as well.
7. Budget Concerns
(Discussed in earlier items)
8. Marketing Efforts (not covered)
9. Good of the Order
Ms. Hart discussed her Tableau training this summer. She stated that Tableau can help with visualization and is being used in Institutional Research. The reader is free but one license is purchased for the creator. She has a free copy. She believes it might be a good tool to make it easier analyze enrollment data.
10. Adjournment 12:05 p.m.
11. Next Regular Meeting (September 8, 10:30 - noon)