



CEMC Meeting MINUTES

September 8, 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):

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

Members Present (non-voting):

Roanna Bennie
Diane Brady
William Garcia
Andrea Migliaccio
Rajinder Samra
Carolyn Scott

Members Absent:

Amir Law
Barry Russell
Michael Schwarz

1. Call to Order

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

2. Review and Approval of Agenda

MSC: Chopra/Ho to approve the agenda. The committee approved.

3. Review and Approval of Minutes (August 25, 2017)

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

4. Enrollment Updates

- Update from DEMC
We do not yet have a firm answer regarding the spring additions. But information has been given to the District and they will respond.

- Fall 2017 data

Fall 2017 as of 9/0519/17

FTES	3,209.03
FTEF	204.35
WSCH/FTEF	487.30
FTES/FTEF	15.70
Fill rate	89.41%
# of Pri Sec	833

(Handout)

Enrollments are looking pretty good. There will be some changes due to census. We are seeing some gain from students registering in the late start cases.

Sheriff's Academies

159th closes on October 23
160th closes on February 9
161st closes on May 7

The last two academies will show up in our enrollment numbers in spring 18.

Ms. Hart is waiting to hear from the Academy regarding 2018-19. Going forward we need to normalize and include the academies in our FTEF numbers. We need to know the actual costs of the program. It is a great FTES generator but there are expenses that need to be factored in. The

productivity is not high so it is a more expensive FTES than some other programs.

- Summer 16 visualization

Ms. Hart was able to compile summer 2016 data on Tableau. She was able to place summer 16 and 17 at the division level, side-to-side for comparison. Using the tool, you can drill down to classes and sections. This might be something discipline coordinators and deans could use to compare numbers. They would only need the free Tableau reader. The visualization take time to do the set up. The goal would be to process it on a weekly basis using a macro to do the scrubbing of the data, then set it up for everyone to easily access it. The committee is interested in pursuing this project so Ms. Hart will get it started in hopes that it can be available to prepare discipline plans.

5. Finalize Additional Classes for Spring 18 (Handout)

At the last meeting we identified 3 FTEF ~~from each division~~ that would immediately be added to the schedule. It was reported at DEMC that LPC would like to add around 8 FTEF for spring 18. These additions need to be ones we are confident to be good producers. The deans met earlier this week to review and they have identified a few more potential ones for the list; also counseling has requested to add one more.

The deans worked on identifying ~~adding potentially~~ classes to add that would require approximately 11 FTEF (including the 3 already approved). The committee commented on how these additions put more pressure on our services, staff, faculty, etc., especially with the potential outcome of the SERP. Also finding classrooms might be a concern as well.

The committee felt comfortable to move forward with what was discussed.

MSC: Carlson/Chopra to approve the additions. The committee approved.

There was discussion about Chabot's request to have the first 5-week summer session end before July 1st and then count it in spring. For the last two years ~~we've had~~ courses that began after graduation counted in summer. To change this would skew our data and potentially make it harder for us to reach 18/19 targets. It was discussed and suggested that we remain flexible with the first 5-week summer session ending after June 30 so that it could be used to either backfill 17/18 (rollback) or be counted towards the 18/19 academic year.

6. Discussion of low productivity concerns (not discussed)
7. Budget Concerns (not discussed)
8. Marketing Efforts (not discussed)
9. Good of the Order (None)
10. Adjournment 12:10 p.m.
11. Next Regular Meeting (September 22, 10:30 - noon)