



CEMC Meeting MINUTES

September 22, 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)
Rajeev Chopra (voting)
Ruth Hanna (voting)
Nan Ho (voting)
LaVaughn Hart, Chair
Don Miller, Co-Chair
Thomas Orf (voting)
Sylvia Rodriguez (voting)

Members Present (non-voting):

Diane Brady
Roanna Bennie
William Garcia
Amir Law
Andrea Migliaccio
Carolyn Scott
Michael Schwarz
Steve Smith

Members Absent:

Rajinder Samra

1. Call to Order

Ms. Hart called the meeting to order at 10:33 a.m.

2. Review and Approval of Agenda

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

3. Review and Approval of Minutes (September 8, 2017)

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

4. Enrollment Updates

- 17/18 Fall Enrollment Updates (Handout)

Good news! Our enrollments for fall continue to trend up. From Sunday to Thursday they moved from 835 sections to 839.

Productivity is also slowing going up; we're approaching the 500 level. As of Sunday, we are up 1.75% over this time period last year; as of Thursday we were up 2% over last year.

Updates on academies: 159th is closing in October; it has about 30 (dropped 6) but should still come in around the estimate. Spring academies: 160th currently has 41 and will likely come in between 65 and 70 FTES. 161st has 52 and should be a little higher, around 70 – 80 FTES.

These will close during 2018-19 AY:

162: starts March 2018 (end September 2018)

163: starts July 2018 (ends January 2019)

164: October 2018 (end May 2019)

- Fall 2017 data

Fall 2017 as of 9/17/2017

FTES	3,220.11
FTEF	203.88
WSCH/FTEF	489.75
FTES/FTEF	15.79
Fill rate	89.58%
# of Pri Sec	835

5. Update on Additional Classes for Spring 18

Andrea Migliaccio, Don Miller, and LaVaughn Hart updated the additions chart. They simplified it and sent to Vice Chancellor Lorenzo Legaspi. The deans discussed the classes on the original list and spoke with coordinators

and found there were a couple of places that had to be changed. For example: They removed a SOC class because the faculty felt that the program was at capacity and replaced it with an ECD class that has the potential for good enrollments. Since SPAN 21 can't be offered until Fall 18 as it is awaiting IGETC approval, it was removed. The department put forward FREN A/B as a replacement, but ASL 1B is also an option. The committee discussed the options. Also GEOL 7 replaced 1 and 2. The list has gone forward and we are confident that we will receive the funding.

MSC: Carlson/Orf to add ASL 1B instead of FREN. The committee agreed.

MSC: Carlson/Chopra to accept all proposed changes on the chart for all classes. The committee approved.

The enrollment planning process has become increasingly difficult over the last few years due to a number of factors. Going forward it is critical that we have sufficient time to do complete planning and not having constant changes.

6. Discussion of low productivity concerns (Handout)

The committee reviewed and discussed the information report compiled by Ms. Hart. The information provides a historical context of enrollments over the last several years. If we get started on the planning early, it gives us more time to deal with hiring issues and other demands. The committee engaged in a hearty discussion of issues, calculations, errors, etc. Ms. Hart asked that they contact her if they think of other issues.

We need to look at the campus as a whole and start the thought process to figure out how we will address disciplines that continuously have low productivity. We can perhaps look at best practices across the state, and have a conversation about our campus trends. The college already has a program revitalization/discontinuance in place, but what is this committee's responsibility? Do we want to form a task force? Would we like to have members from Academic Senate join us in a task force? The task force would form criteria that would prompt the discussion on revitalization or discontinuance. At what point is a discipline at the point of no return? These are things we need to discuss. Ms. Hart will bring up the topic of a task force to the next meeting of the Academic Senate and request that they consider appointing one or more people to the task force.

7. Budget Concerns

None

8. Marketing Efforts

None

9. Good of the Order

Deans Law and Rodriguez spoke about the issue of high school students taking KIN activity and theory classes. The auditors dinged us for students taking activity courses. The rule is that only 10% of an activity class can be high school students. But there is no way for us to track this.

Once the concurrent enrollment form is approved, the door is open. This item should be placed on the agenda for next time when more information is available.

10. Adjournment 11:58 a.m.
11. Next Regular Meeting (October 13, 10:30 - noon)