



CEMC Meeting MINUTES

December 14, 2018 | 10:30 a.m. | Room 1687

Meeting Minutes

1. Call to Order

Dr. Orf called the meeting to order at 10:33 a.m.

2. Review and Approval of Agenda

Committee approved the agenda (Hanna/Ho).

3. Review and Approval of Minutes of November 9, 2018

Committee approved the minutes (Hanna/Ho)

4. Report from DEMC (Latest Numbers)

Ms. Hart reported on the latest numbers. Currently based on the SWOXEN report we are down 30 students for spring. We have two academies closing in spring: The 163rd academy currently has 72 students that is likely to generate 110-125 FTES; the 164th academy has 66 students that is likely to generate 110-113 FTES. The two smaller academies last spring closed at about 84 FTES total. However, we are looking for the academy this spring to generate around 200 FTES. So this will help us with our numbers. But of course these are costly. Dr. Orf reported that the DEMC meeting was uneventful. There appeared to be some confusion over the reporting of data but LPC numbers lined up with SWOXEN reporting. IP Bennie stated we might get some money back from our roll back to help with the academy in support of meeting our target. Dr. Fallo has affirmed that the Sheriff's Academy will go to Chabot. So we will need to plan for this. We'll have to start looking at other places to generate FTES.

Fall 2018 as of 12/10/2018

FTES	3,313.85
FTEF	208.76
WSCH/FTEF	489.95
FTES/FTEF	15.87
Fill rate	87.17%
# of Pri Sec	886
	(down 0.53%)

Spring 2019 as of 12/10/2018

FTES	2,607.18
FTEF	
WSCH/FTEF	
FTES/FTEF	
Fill rate	61.73%
# of Pri Sec	
	(down 2.26%)

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)
 Thomas Orf, Co-Chair
 Tamica Ward (voting)

Members Present (non-voting):

Roanna Bennie
 Diane Brady
 LaVaughn Hart
 Amir Law
 Stuart McElderry
 Andrea Migliaccio
 Carolyn Scott

Members Absent:

Elizabeth David
 William Garcia
 David Johnson, Co-Chair
 Rajinder Samra
 Sarah Thompson (voting)

Visitors

5. Non-Credit Discussion

Thomas Allen, Adult Education and Non-Credit Program Manager, led the discussion. He provided handouts explaining non-credit and the characteristics of a non-credit student. Currently in CurricUNET are mirrored (non-credit) courses generated by the Math and ESL departments which didn't require any FTEF. There are new courses being created by faculty members that are being pushed back because they would require FTEF. We don't want to take FTEF from credit courses to support these courses. We can't show that non-credit generates apportionment and enrollment because we can't offer the classes. So it would be nice for the District to set aside some FTEF for non-credit for each college. If we do not offer non-credit, we will not be serving a portion of the community. This could eventually lead to an accreditation issue. If we have more non-credit options we would attract more students.

IP Bennie stated that the good news from PBC is that all of our rollback will be funded. This will be distributed through projects. Getting non-credit off the ground is a very viable project. So hopefully this could be a funding source. The criteria has not been built yet. We should have a number in February.

Ms. Hart added that MATH did include non-credit in their plans for next year through Math Jam. This non-credit was approved through curriculum. There are a few more disciplines that have sent forward non-credit for fall and have been approved. So there is some support.

There was continued discussion on the topic, deciding to start spreading the word to faculty about developing non-credit courses and programs eligible for apportionment. And perhaps we need to create a flowchart as to how new items should flow. There is a non-credit taskforce already in place.

6. Spring Discipline Plan Approval

The committee reviewed the spreadsheet provided by Ms. Hart which contained information received from the divisions. Each dean reported on their disciplines and input was given by committee members.

STEM/Ho: Enormous demand in STEM; most have waitlists. The NMATH (non-credit) plan is over allocation. Recommendation from the committee: Speak with MATH to remove one class.

BHAWK/Law: No additions. KIN plan slightly under allocation.

AH/McElderry: The plan is very close to the allocation. ESL slightly over allocation. There were some concerns and discussion about the MUS plan. Recommendation from the committee: Speak with MUS folks.

SLPC/Carlson: (1:15) AUTO is over allocation and TUTR is under allocation because they rewrote their curriculum. Recommendation from the committee: Speak with AUTO folks.

SS/Hart (in absence of E. David): Right on the money. It's just PCN classes now.

MSC (Orf/Hanna) Proposals to be sent forward with the idea that MUS, MATH and AUTO will be adjusted. (Committee approved with one abstention).

Ms. Hart provided the information below to get an idea of where we stand. She stated that we need to have a conversation soon about our additions. Perhaps we can discuss fall and spring additions at the next meeting. We need high productivity courses.

Summary 19/20 Plans

	Allocation	Plans	Est Prod.	Est. FTES	Sum 19	Fall 19	Sp 20	Prop. Addl
A&H	143.70	144.05	367.37	1,829	11.08	66.36	66.61	8.33
BHAWK	54.68	53.57	505.35	916	5.17	24.42	23.98	-
SLPC	89.61	89.78	541.79	1,681	6.75	40.67	42.36	3.55
STEM	170.63	171.00	482.09	2,850	17.09	76.89	75.80	7.23
SS	7.59	7.60	440.72	110	0.73	4.00	2.87	0.93
Total FTEF	466.21	466.00	482.74	7,388	40.84	212.34	211.61	20.04

FTEF ALLOCATION

15.85

Sheriffs Academy 170 FTES
(3 @ 40 students per academy)

	FTEF	FTES	WSCH/FTEF	FTES/FTEF
DEMC Targets	469.6	7,447.0	490	15.86

7. Good of the Order

Dean Ho stated that Ms. Migliaccio provided a tool regarding load and it is very useful as a reference. She would like to know if it could be shared. Ms. Migliaccio confirmed and stated that the sheet can change based on the term.

Mr. Chopra spoke about proposed additions. He suggested they should be those you absolutely want or need. Then the number would be much smaller; or perhaps prioritized the additions.

Adjournment 12:06 p.m.

Next meeting: January 25, 2019, 10:30 a.m. – 12:00 p.m.