



# CEMC Meeting Minutes

January 24, 2020 | 10:30 a.m. | District Board Room

## 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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### College Enrollment Mgmt. Committee

#### Members Present (voting):

Rajeev Chopra (voting)  
Ruth Hanna (voting)  
Nan Ho (voting)  
Stuart McElderry (voting)  
Thomas Orf (Co-Chair)  
Tamica Ward (voting)  
Kristina Whalen (Co-Chair)

#### Members Present (non-voting):

Ronna Bennie  
LaVaughn Hart  
Amy Mattern  
Andrea Migliaccio  
Carolyn Scott  
Sui Song

#### Members Absent:

Elizabeth David  
William Garcia  
Rajinder Samra  
Sarah Thompson (voting)

#### Guests:

#### 1. Call to Order

Dr. Orf called the meeting to order at 10:30 a.m.

#### 2. Review and Approval of Agenda

Committee approved the agenda (Whalen/Ho) with the addition of "Summer Adds" to item 5.

#### 3. Review and Approval of Minutes of November 22 & December 13, 2019

Committee approved minutes (Hanna/McElderry)

#### 4. Latest Numbers

Ms. Hart reporting.

Handout provided – enrollment report.

Compared to the same time last year, spring enrollment is down 4.44% which equates to about 142.5 FTES. Two academies are closing this spring: 166<sup>th</sup> academy should bring in about 127 FTES, and the 167<sup>th</sup> should bring in about 108 FTES. Overall we are down 2.7% total for the year which equates to about 206.61 FTES.

#### Fall 2019 as of 1/20/2020

FTES	3,278.68
FTEF	212.97
WSCH/FTEF	473.91
FTES/FTEF	15.39
Fill rate	85.68%
# of Pri Sec	903
	-1.86%

#### Spring 20 as of 1/20/2020

FTES	3,058.21
FTEF	203.85
WSCH/FTEF	466.44
FTES/FTEF	15.00
Fill rate	81.84%
# of Pri Sec	885
	-4.44%

The committee discussed the cancellation list, and how it compared to previous semesters. A conservative approach was used to decide whether to cancel classes for this semester.

Possible student issues with enrolling in classes:

- Students are looking under the wrong titles due to the naming of things (printed schedules used to list “interested in a weather class, go to ...” for example)
- We should list courses with “no pre-requisites required for this course”
- Students looking at the schedule for some info but really need catalog info

#### 5. **Late Start Adds and Summer Adds**

VP Whalen discussed how we might handle reviewing cancellations and seeing how much FTEF is available.

There was a motion and second (Ho/Hanna) to review the amount of cancellations and see how much FTEF is available and look at appropriate courses to add some type of late start with that FTEF; additionally, to allow us to look at more flexibility in terms of late start; not just fast track. (Committee approved).

Summer adds:

Ms. Hart provided a handout of the proposed summer additions and the committee discussed how we should proceed. If we add everything that was requested it would amount to 3.28 FTEF. The first draft of the schedule is due Monday. Looking at last year we could possibly add 2 FTEF.

MSC: Add 2 FTEF of summer classes based upon a strong rationale and data. (Whalen/Chopra) Committee approved.

#### 6. **Non-Credit: How do we proceed?**

Ms. Hart discussed the non-credit – fall 2019 handout (reported as of January 22, 2020). Non-credit generated 17.49 FTES in fall 2019. Many of the non-credit classes are cross-listed with credit classes, so FTES shows up on the credit side; not non-credit.

VP Whalen discussed the Adult Education Draft Strategic Plan (handout) prepared by Lucy Runkel. VP Whalen was particularly interested in discussing and hearing more ideas regarding “Opportunities for Expansion” on page two of the handout. Some other ideas mentioned: Co-Jam (similar to Math Jam), summer and weekend cyber camps (high school).

VP Whalen stated that starting this spring we are offering non-credit business classes at the Women’s Federal Correctional Institute (FCI) in Dublin. We are adding a cohort of 20 students for spring, however the program director at the FCI believes it will be another 300 after that. VP Whalen thanked Dean Ward for her help in making this happen and added that everything we talked about (regarding enrollment) is hard on Admissions & Records.

VP Whalen asked that committee members review the document and submit any other ideas to her.

The committee also reviewed and discussed questions below sent by the Vice Chancellor.

**Questions sent by Theresa Rowland regarding Non-Credit:**

*What does current NC enrollment look like?*

*What is the potential NC enrollment for 2020-21?*

*How do 2020-21 FTES projections translate to FTEF (in quantifiable terms)?*

*What other questions we should be asking? What other data is helpful to consider?*

Some comments:

- Pattern from fall to spring for non-credit MATH: AB705 has severely impacted the Math Jam program; it's dropped to half of what we used to have. In fall had 121 students in non-credit MATH Jam (down from about 180). This spring we had 57.
- New for this semester is self-referral tutoring; and we can now get the apportionment.
- Looking at how our non-credit has been over the last several years, it's been around 35 FTES, then went as high as 50; last year it was around 44 FTES; so we can probably start with this amount. Then adding in these other items we could probably reach around 70 FTES.
- We can also do a range (70 to 80 FTES as a target for example). We'll pencil in.
- K-12 partners are interested in credit recovery; we can bring them to campus – career exploration for the students; Dublin High is most interested. Currently working on a MATH class for non-credit this summer. But we have to get an MOU in place. We already have NMAT 250 and 255; also NMAT 207 and 210. Dublin High has a transportation grant and want students to be bused over.
- What funding is available to support these classes? We need to make sure we can do what we are planning. Perhaps SCFF part 2 (non-credit support)?

**7. Can LPC Grow Over the Foreseeable Future?**

*Covered in earlier discussion*

**8. Census Report Data**

Dean Ward: Handout and discussion of how the annualizer is developed to get to our District target. We will probably only get to 7100 FTES instead of the District target of 7447; we are currently roughly at 6988.

**9. Marketing Issues**

Dr. Orf stated that he'd met with marketing folks before the meeting today and they are eager to assist us with working with specific disciplines. They will come to a future meeting.

**10. Good of the Order**

None

**11. Adjournment: 12:02 p.m.**

Next meeting: February 28, 2020 at 10:30 a.m.