



# CEMC Meeting Minutes

April 10, 2020 | 10:30 a.m. | via Zoom

## 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):

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

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

- William Garcia
- Dyrell Foster
- LaVaughn Hart
- Amy Mattern
- Andrea Migliaccio
- Anette Raichbart
- Carolyn Scott
- Sui Song

#### Members Absent:

- Rajeev Chopra (voting)
- Elizabeth David

#### Guests:

- Jesus

### 1. Call to Order

Dr. Orf called the meeting to order at 10:32 a.m.

### 2. Review and Approval of Agenda

Committee approved the agenda (McElderry/Hanna)

### 3. Review and Approval of Minutes of March 13, 2020

Committee approved minutes (Ho/Hanna)

### 4. Latest Numbers

Ms. Hart reporting. Handout provided – enrollment report.

We are currently down 1.7 for the whole year and we are down 2.15 for fall. Great changes are not anticipated. Comparisons of Spring 19 to Spring 20 were discussed. A detailed spreadsheet will be emailed to everyone.

#### Fall 2019 as of 4/6/2020

FTES	3,289.89
FTEF	212.97
WSCH/FTEF	475.23
FTES/FTEF	15.45
Fill rate	86.12%
# of Pri Sec	903
	-1.53%

#### Spring 20 as of 4/6/2020

FTES	3,149.77
FTEF	206.88
WSCH/FTEF	458.75
FTES/FTEF	15.22
Fill rate	75.08%
# of Pri Sec	903
	-2.15%

### 5. Marketing

VP Whalen entertained a discussion to receive best ideas on how we can provide direction across the institution about marketing our distance education classes. What does our virtual environment look like for students who are about to register? We've had some clean up on our website. What we have in terms of information on the website seems to be more faculty-facing. Right now we are working on a student facing landing page like other colleges who have reconstituted their webpage as their "virtual campus."

Dr. Orf stated that in two weeks the District marketing folks will join us.

Some comments made:

- Highlight the fact that we are more affordable, more convenient, and have been doing this (online) for a long time.
- We have a lot of experience
- We are investing money in professional development to make our faculty better
- We are investing money in software
- We can provide our community with excellence
- Increase our social media
- Grocery stores and pharmacy are examples of where we can still advertise
- Catalog and schedule of classes
- Postcards
- We should start looking at the people who are dropping classes

## 6. **Strategies for Scheduling**

Dr. Orf: Discussion of what we want to do for fall if we are going to be online. There's a debate between traditional versus synchronized distance education. Sarah Thompson spoke about her professional development proposal that has to do with training all faculty in the technology, pedagogy, and equity work that's imbedded in OEI training courses.

Some comments made:

- Some students have problems with distance education classes
- Online and traditional are two distinct classes
- Look at the impact on retention, FTES, success rates, and equity
- Have Outreach Specialist call students to see where they are; start from what data we have in terms of retention, success, and equity to guide us.
- One size doesn't fit all; students have different needs/issues – Wi-Fi not good, etc.; lots of layers
- If everyone is teaching online, what keeps students from going to other colleges to take online courses?
- Faculty/student interaction issues
- A lot of pain going on with the students
- We have a task force for online training – should be able to come up with some great software ideas; training will become mandatory

## 7. **Procedure Timeline for Fall Schedule Shadowing**

VP Whalen spoke about the memo from the Chancellor Office saying that we should work on a fall shadow schedule. So we should discuss a timeline for when this will be developed. Thanks to the deans and scheduling coordinators for revising the summer schedule and a huge thanks to Andrea Migliaccio (Scheduler) who turned it around and made it ready to go today.

Feedback on timeline:

- Should we have the schedule in place by May 15 or wait for feedback?
- The sooner the better based on how faculty are feeling.
- Define a shadow schedule. Need clear direction.

- We should look at it in phases. Here are the classes we would offer... Here's a portion of the scheduled called remote learning or virtual learning... Identify the selection of classes as the first phase.
- Students register then we switch them over to online. But the courses aren't the same (online version vs. in-person).
- Making choices about cancelling classes and adding in; also reach out to students in classes we no longer offer - get them in a DE version of the class.
- Maybe misleading to call a "shadow schedule" more of a "Fall Transition Plan" as students are already enrolled in fall course.
- Provide a menu option for each course
- Some things won't be able to make the transition
- We'll try to get this worked on by May 1<sup>st</sup>, so we'll give an update at the next CEMC meeting

**8. Parameters for Extending Spring Semester**

VP Whalen shared a spreadsheet of classes that are returning to campus (Hard to convert online). We arrived at some agreement with faculty. Some are returning to campus next week: EMS, PARA; East Bay Fire Academy is returning to the Pleasanton Fire Tower today; some were cancelled; ECE 90 is moving to a total DE (agreement with Chabot as well). There's one outstanding issue with a CPR class.

**9. Good of the Order**

None

**10. Adjournment: 11:56 a.m.**

MSC: McElderry/Thompson; committee approved

Next meeting: April 24, 2020 at 10:30 a.m.