



CEMC Meeting Minutes

November 22, 2019 | 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

- ❖ 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)
Thomas Orf (Co-Chair)
Sarah Thompson (voting)
Kristina Whalen (Co-Chair)

Members Present (non-voting):

William Garcia
Amy Mattern
Stuart McElderry (voting stand in)
Andrea Migliaccio
Carolyn Scott

Members Absent:

Roanna Bennie
Diane Brady
Rajeev Chopra (voting)
Elizabeth David
Amir Law (voting)
Rajinder Samra
Tamica Ward (voting)

Guests:

None

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 (Hanna/Ho) with an addition "Class Cap Size" listed under item 4a.

3. Review and Approval of Minutes of October 25, 2019

Committee approved the minutes (Hanna/McElderry).

4. Discussion: Fill Velocity

Ms. Migliaccio provided a fill velocity report for spring 2020.

Dr. Whalen explained that the report (as of 11/21/19) shows that even though we are early in the registration process, classes are already filling up for spring. The thought is to go through the report, division by division, to examine what we might learned. Would we capture more of the students, and fill the classes to capacity if we added them now?

Some comments made:

- We take away FTES from certain programs.
- Counseling is concerned with some classes eating up others.
- Some classes like CMST and ENG won't cannibalize others; so it would not hurt to add another session.
- Physical space and available faculty are issues.
- We haven't had open registration yet (it opens 11/25/19); let's wait and see.
- After a week or so of open enrollment many of the low enrollments (social sciences) will probably fill.
- Last fall we cancelled too early.
- Unintended consequence of the education plans is an issue (for example, listing SOC 1 when every other SOC class can fill the same requirement).
- Students think classes need to be taken in sequence due to the numbering (HIST 7, HIST 8 do not need to be taken in order).
- We need to do better marketing of our courses.
- Use the schedule notes to note how GE can be fulfilled.
- Add waitlist students sooner/raise the cap/reach students on list.
- Cut the add code list in half; one half to faculty, other half to counselor to add students.
- If there is nowhere for students to go, and open registration is soon, suggests adding some FTEF. (2 FTEF?)
- Should we hold off for 2 weeks until our next meeting?

After thorough discussion, the committee approved to adding up to 2 FTEF (no for courses that have others courses that fulfill the same GE requirement; yes consider it for courses where all sessions in a certain GE area are full; yes consider it for where the majors only are capped only sessions). MSC: Hanna/Whalen; committee approved; 1 abstention

4a. Class Cap Size

Dean Mattern had some concerns regarding cap size. A lot of sessions seem to have cap size issues due to past adjustments for various reasons (a class size is 44 but the actual room only holds 30 students for example). So some faculty members have been contacting her and Andrea.

This is a contractual issue. But fire safety, for example, overrides the contract. So if there are more students in it than the room allows, that should be changed immediately. Contact Dr. Orf if there are a questions. Ms. Migliaccio requests from the deans a list with all the courses with all the cap sizes.

5. Visioning Growth

Dr. Whalen began a share out of what projects are being worked on towards growth, or any new ideas in thinking in new directions. Her focus has been around special populations. We have a couple of ideas at the beginning stages of development for growth. One is the homeschool community which will be here before the spring semester begins; 500 homeschoolers that are the right population for dual enrollment. Anthony is the Federal Correctional Institute which has 350 inmates that want to sign up for our (non-credit) classes. We have to stage this (all manual applications, enrollment, etc., since they don't have access to computers).

One of the SCFF proposals with Chabot is actually to increase their RISE program with Santa Rita jail. One discussion at District level is that if it looks like something is going to work for one college, then it could be something useful for the other college. Perhaps a joint proposal.

There's a plan to have a more formal visioning session with deans to pull out ideas and bring them back.

6. SEM/Guided Pathways Share-out

Dr. Whalen, Dean Ho, Dean Mattern, Angella VenJohn, Sara Parker (Chabot), and VC Rowland attended a 1-day workshop.

Dean Ho shared out activity from break-out session she attended related to milestones for students along their journey. The workshop explored the various milestones a student should reach along their educational pathway. Dean Ho provided examples of milestones attendees brainstormed for 0-15 units, 30 units, 45 units, 60-60+ units. Some examples: 30 units you would hope to see intentional counseling, faculty relationships, career exploration, mindfulness; 60-60+ units you would hope to see alumni connection, student satisfaction survey, auto-awarding, scholarships, clearing balances, workshops regarding letters of recommendation, work readiness

preparation. By looking at these milestones we can think about what we as an institution can be doing to help students move along their journey and achieve these milestones.

Another important strategic enrollment strategy is related to persistence. A persistence activity from Leading from the Middle was shared at a recent Guided Pathways Steering Committee that focused on how faculty behaviors help students feel connected thus improving persistence.

Dr. Whalen mentioned the “ME First” campaign which focuses on encouraging students to take their Math and English first. Another possible strategy being discussed were 8 week cohorted modules.

7. Quick Update of Compressed Calendar Discussion

Dr. Whalen initiated the conversation, then invited Academic Senate President, Sarah Thompson, to share a historical and current update in regards to the idea to move to a compressed calendar, 16-week semester. Chabot is currently discussing at their Academic Senate. Next, their Academic Senate President will be coming to LPC Academic Senate to discuss. Their conversation is considering if it the compressed calendar leads to improved enrollments. Chabot did have a compressed schedule previously, so the question was raised as to why they stopped. Typically, the math and science disciplines have concerns with compressed calendars (e.g. significant impact related to lengthening class sessions which impacts scheduling, classrooms space, etc.). Compressed calendar is not a Faculty Association issue, it is an Academic Senate issue initially. If it is decided to move forward then it does have an impact on the contract and would involve Faculty Association at that stage. Other concern raised was the current work already being done in English and Math related to AB705. We are still determining the impact, could be problematic to add compressed schedule at this moment. William Garcia does have a list of colleges that have winter sessions.

8. SCFF Proposals

Dr. Whalen noted LPC’s Non-Credit SCFF Rollback Proposal was moving forward. We will need to find out how much non-credit can be put into the schedule based on this funding, and then determine how to use the FTEF that is freed up.

9. Good of the Order

VP Garcia noted that there will be one drop for non-payment in the spring, however, the vendor is going to be out of services for a few days during that time. Therefore, the deadline will be postponed for a few days.

- 10.** Adjournment: 12 p.m.
Next meeting: December 13, 2019