



CEMC MEETING MINUTES

Friday, February 26, 2021 | 10:30 a.m. | via Zoom

Meeting Minutes

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 (Thompson/Bell) with a modification to add Fall Additions to item 8.

3. Review and Approval of Minutes of January 22, 2021

Committee approved to table minutes until next meeting for more time to review (Thompson/Bodnar)

4. Latest Numbers

Dr. Orf reporting: Shared Enrollment report. The -15.35% for spring is inflated due to the sheriff's academy (magnitude inflated). Mr. Samra will have more details on this during his report.

Fall 20 as of 2/22/21

FTES	2,829.47
FTEF	195.41
WSCH/FTEF	445.67
FTES/FTEF	14.48
Fill rate	84.43%
# of Pri Sec	809
-13.99%	

Spring 21 as of 2/22/21

FTES	2,652.34
FTEF	190.00
WSCH/FTEF	430.64
FTES/FTEF	13.96
Fill rate	79.56%
# of Pri Sec	777
-15.35%	

5. DEMC Debrief/Achieving Additional Reductions

Dr. Whalen: "Ugly sheet" was approved at the last DEMC meeting. The additional agreed upon cut was 2.75%. This is on top of the 4% that was discussed in Town Meeting. To achieve the additional cut: 1) Some disciplines are choosing not to fully schedule due to what's happening (they don't want to add things that are likely to be cancelled). 2) Leading up to the fall semester we usually take things off the schedule when there is no student demand (Low enrollment). 3) We would not add back in, and we will monitor to make sure we stay within the 438.9 FTEF.

Deans should put forward the first and second drafts of the fall schedule to reflect the known student demand because we will not be able to add on demand.

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

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.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Enrollment Mgmt. Committee

Members Present (voting):

- Jeremiah Bodnar (voting)
- Nan Ho (voting)
- Stuart McElderry (voting)
- Thomas Orf (Co-Chair)
- Sarah Thompson (voting)
- Kristina Whalen (Co-Chair)

Members Present (non-voting):

- Erick Bell
- Dyrell Foster
- Amy Mattern
- Andrea Migliaccio
- Anette Raichbart
- Rajinder Samra
- Carolyn Scott

Members Absent:

- Rajeev Chopra (voting)
- Elizabeth David
- Tamica Ward (voting)

Guests:

- Craig Kutil

6. Data to remote modality

Mr. Samra covered two items: How well we're doing in regards to enrollment management and information that might help with decision making for fall 2021.

Even though the data might look bad there are some positives: The fill rate has gone up from the previous spring. Some things are misleading: When we look at the data without including the Sheriff's Academy, we are only down 9.24%, spring to spring. The FTEF is down by 7.7% compared to the previous spring.

For the academic year, in terms of FTES we are down by 11.5% on a year to year basis, with the Sheriff's Academy included. But if we take out the Sheriff's Academy we are only down 7.3%, year over year; down by 6.7 FTEF. We're doing better than it might look. The summer FTES went up by 19.55 (term over term).

Planning for fall 2021:

Looking at data for spring 2021 the overall fill rate so far is 79.6%. The primary sections speak to magnitude of the data. The asynchronous fill rate is 84.1%; this confirms what we expected. The synchronous fill rate is 76.8%.

Enrollment by start date (we've never looked at this data before): The sample size is five fall semesters with an overall fill rate of 87.1%. This data indicates that the more time goes by, the fill rate drops. Other areas examined were enrollment by duration of sections and 8-week classes by subject. These showed high fill rates and some areas do very well. But there's a lot of cross-listing.

It's a lot of information to take in. Ideally, we would have a conversation to discuss what the data really means. Something to note: When students prepare for fall it appears they look for classes that start at the beginning. Late start classes don't appear to fill up.

7. Strategic Enrollment Management Plan/Opportunity to attend EMA

Dr. Whalen: Raw numbers show we're down 15%; adjusted numbers show we're down 9%. Now we know with clarity the impact of losing the Sheriff's Academy has on the FTES outlook for our college. Let's structure a series of strategic conversations as we move forward. The Enrollment Management Academy (UCSD) is taking enrollments now and Dr. Foster said he would support LPC enrolling in the program. Do we want to enroll and participate in this to think about how we might make up for the loss of the academy and make choices of how we position ourselves to meet our FTES targets? Or do we already have things on the docket that will allow us to have those conversation. For example, we do have planning taking place around workforce and economic development being led by Emerald Templeton, calling in all the divisions to think about how LPC will take a role in the economy recovery and job retraining strategies post the pandemic.

The Enrollment Management Academy (EMA) will be talking about the SCFF. It's \$1000 per person but the first 50 individuals will receive a \$300 discount.

Some discussion comments:

- Great investment

- Are the involved colleges in “hold harmless”
- The EMA can be very advantageous if they can show us strategies
- The EMA can be a motivation for ideas
- We can have our own enrollment management retreat
- Send a faculty inquiry group (a small group attends EMA and brings back info)

Dr. Whalen will reach out to see who is interested, and will work on getting it scheduled, and everyone enrolled.

8. Summer Additions

Dr. Whalen: We made an agreement at the last CEMC meeting about how we would deal with our unspent FTEF. We thought the best expenditure of that money would be to place it in Summer where we saw a 19% enrollment growth. Our additions amount to roughly 9.2% FTEF but almost all of it is general education.

Fall Additions (added to agenda) by Dean Ho: Coordinators were asking if there is any capacity to add in fall semester. VP Whalen confirmed there is not any room to add in fall at this time

9. Game Plan for Spring Semester

Dr. Whalen: The Reopening Taskforce has been working on a joint district recommendation about how we will schedule fall classes. What we’re offering: full term courses in critical infrastructure classes and hard to convert (those courses that require a demonstration), face-to-face, lecture, lecture/lab, fast-track 8-week time blocks starting in October, 12-week block available for scheduling face-to-face or hybrid courses starting in late September. We might run out of rooms if there are high demands for these so the priority is going to be given to 4-unit courses or higher (3-unit courses considered space permitting). This is going in front of the senior leadership team on Monday, and then to the Chancellor for approval.

10. Good of the Order

Mr. Samra: Student surveys will be conducted next month; please email with any feedback.

11. Adjournment: 12:00pm

12. Next meeting: March 12, 2021