



# CEMC MEETING MINUTES

Friday, September 11, 2020 | 10:30 a.m. | via Zoom

## Meeting Minutes

### 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)  
Rajeev Chopra (voting)  
Nan Ho (voting)  
Thomas Orf (Co-Chair)  
Sarah Thompson (voting)  
Tamica Ward (voting)  
Kristina Whalen (Co-Chair)

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

Erick Bell  
William Garcia  
LaVaughn Hart  
Amy Mattern  
Andrea Migliaccio  
Anette Raichbart  
Carolyn Scott

#### **Members Absent:**

Dyrell Foster  
Stuart McElderry (voting)

#### **Guests:**

Theresa Rowland  
Craig Kuitl

#### 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 (Ho/David)

#### 3. Review and Approval of Minutes of August 28, 2020

Committee approved minutes (Bodnar/Whalen); 1 abstention

#### 4. Latest Numbers

Ms. Hart reporting: Enrollment report – data as of September 7; our fall numbers are down; we are experiencing a larger drop before census than usual; late start classes start this week so there might be a small bump; fast track begins the middle of October where we might experience some shift; overall, we're down about 8% for the semester and down 5% for the year. We'll have no academies this year so this will significantly impact our numbers.

#### **Summer 20 as of 9/7/2020**

|              |        |
|--------------|--------|
| FTES         | 766.46 |
| FTEF         | 43.11  |
| WSCH/FTEF    | 547.16 |
| FTES/FTEF    | 17.78  |
| Fill rate    | 91.16% |
| # of Pri Sec | 175    |
|              | 18.49% |

#### **Fall 20 as of 9/7/2020**

|              |          |
|--------------|----------|
| FTES         | 2,892.94 |
| FTEF         | 192.85   |
| WSCH/FTEF    | 464.13   |
| FTES/FTEF    | 15.00    |
| Fill rate    | 87.77%   |
| # of Pri Sec | 801      |
|              | -8.64%   |

Some discussion comments on why there was a larger drop before census and what we might be able to do:

- Some students probably didn't realize classes would be mostly online.
- Some students probably didn't realize what online learning meant for their learning styles.
- Touch base with Outreach Specialists
- Some students have communicated their frustration and do not want to learn online.

- Other issues have affected students: power outages, family obligations, unemployment, firefighting, COVID, etc.
- Provide training to navigate online; how to reconnect to Zoom – tech troubleshooting other than tutorials.
- Provide tech related information on the first day of class.
- Tutoring Center can help
- We need to drive students to our current resources.

#### 5. **Report from DEMC**

Dr. Whalen: At the meeting we took a look at the districtwide dashboard then moved into a discussion about using fall to create a new allocation (known as the ugly sheet). We also discussed the CLPCCD Enrollment Analysis presented by Chancellor Gerhard and Vice Chancellor Rowland, showing what our allocations and actuals have been in terms of hitting our FTES target. This is our first look and initial conversation on the topic. It's just pulling the actuals from 2020 and plugging them in as our targets for 2021-22. What that does to our FTEF is pull it down from 469.80 to 451.83 which in concrete terms is a reduction in our schedule.  
*(Committee discussion)*

#### 6. **Proposal of SCFF Scheduling Software**

Dr. Whalen: The proposal was born from this committee's work where we entered into discussions and collaboration with Chabot about getting some strategic enrollment management tools and technology. A lot of the rationale of why we needed it was grounded in the survey and data work done here at LPC. The proposal was accepted at District. This year we are formulating a review committee that will look at four or five scheduling software. We will decide on whether we will use any or one in particular. If one is chosen a purchase will be made at the District level. The first meeting of that review committee is happening next week. The committee is composed of skilled faculty, classified professionals, and administrators but open to another faculty with enrollment management experience who might be interested (LaVaughn Hart volunteered). We hope to be able to see the courses with all their attributes and be able to see in between drafts of the schedule, where we've over scheduled, and where we're "cannibalizing ourselves." And also, to see quickly see how a student might be able to complete a GE pattern at night, on the weekend, in the afternoon.

#### 7. **Possible Approaches to Strategic Enrollment Management**

Dr. Whalen: Shared and discussed Enrollment Management Points of Analysis (which are basically notes put together from our discussion at the last CEMC meeting. A subgroup (Whalen, Orf, Hart, Bell) met to discuss the various approaches. No one is advocating any particular way to engage in the analysis of our current schedule of courses to inform our future schedule of courses. This was just to put ideas on paper and discuss the pros and cons of each of them. So just because they are on paper doesn't mean we are doing them – this is just a discussion tool. Dr. Whalen explained the three areas emphasized: Balance of Schedule, GE Analysis, and Lower Enrollment Analysis. The committee engaged in discussion.

#### 8. **Marketing Issues**

*(hold for next meeting)*

#### 9. **Good of the Order**

None

- 10. Adjournment:** 12:00 p.m.
- 11. Next meeting:** September 25, 2020