



CEMC MEETING MINUTES

Friday, August 28, 2020 | 10:30 a.m. | via Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College provides 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 life-long 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.

College Enrollment Mgmt. Committee

Members Present (voting):

- Jeremiah Bodnar (voting)
- Rajeev Chopra (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):

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

Members Absent:

- Elizabeth David
- Rajinder Samra

Guests:

- Craig Kutil (shadowing)

1. Call to Order

Dr. Orf called the meeting to order at 10:32 a.m. He acknowledged and welcomed three new people in the meeting. New members are Jeremiah Bodnar (Faculty) and Erick Bell (Interim Dean PATH). Craig Kutil is joining us to shadow the committee.

2. Review and Approval of Agenda

Committee approved the agenda (Bodnar/Chopra) with minor revision to cover item 5 first.

3. Review and Approval of Minutes of May 22, 2020

Committee approved minutes (Whalen/Bodnar); 2 abstentions

4. Report from DEMC

(Covered under item 6)

5. Latest Numbers

Ms. Hart reporting: Enrollment report – data as of Monday, August 24; down by about 7%; we usually get a bump the first week of classes but since we are online students aren't showing up in our doorways to add our class. That might be a reason we didn't see a bump. We are down 2.63% over summer/fall this time las year. We don't have academies anymore – this will affect our numbers come September/October – the 7% down will become much larger.

Summer 20 as of 8/24/2020

FTEs	766.05
FTEF	43.11
WSCH/FTEF	547.09
FTEs/FTEF	17.77
Fill rate	91.14%
# of Pri Sec	175
	20.00%

Fall 20 as of 8/24/2020

FTEs	3,005.66
FTEF	193.00
WSCH/FTEF	483.36
FTEs/FTEF	15.57
Fill rate	92.18%
# of Pri Sec	796
	-7.10%

6. Enrollment Trends by Discipline

Dr. Whalen: This connects with our report from DEMC where there was a discussion about where we are seeing things high and low. Reviewing a data sheet prepared by Ms. Migliaccio – Fall Data 08.19.20 (a week old)

shows some movement has happened. The focus is on classes 15 and under to get a sense of where we are down. Chabot reported seeing a drop in enrollment for hard to convert courses. This is the same for us. Arts and Humanities is really hurting in this environment. We are still enrolling students in the apprentice program so we might see a boost there.

Comments:

- The conversion was very hard and confusing to students. The arts are struggling and it's pretty sad for the industry in general.
- MUS and THEA were hit bad but ARTS did quite well.
- SOC is seeing better numbers than the last three semesters; students might be strategically taking more courses that fit better online.
- BUSN is also up in headcount.
- Some areas are down in enrollment but up in productivity.
- Maybe we should try to identify the COVID effect from a historical decline.
- We have very strong enrollment in some of the sciences.
- How do we capture students that were on the waitlist that we lost?
- Need to create a waitlist management/outreach.
- How to create "virtual knocking at the door"
- Update the faculty directory on the website so students can connect with faculty.
- Waitlist - automatically add students to class (would need to be built out by IT); replicate program that's in the waitlist; raise cap size without going over faculty pay.
- But students still have to move themselves from the waitlist
- We will bring up some of these ideas at DEMC

DEMC report out:

- Automating the process of capturing enrollment data/DEMC Dashboard
- IT will run the report for every DEMC meeting (off Argos report run every Sunday night)
- Ms. Hart will still run our reports for CEMC because they go into a little more detail.
- There was lively discussion about our approach moving forward (why chase enrollment because we can't pay anyway; another voice was that we need to continue to get students to come to our institution...; if we reduce too much then we'll have a hard time getting back when times are better.

7. Prelude to 20-21/Creation of Matrix

(What we will use for possible trends for disciplines remaining steady or declining in FTEF)

Dr. Whalen: All institutions are dealing with deciding how to make sure we keep our enrollment numbers healthy but also what is our methodology for making a decision about those disciplines (and courses offered); which stay or shift, and where do we need to make cuts to get a balanced budget and schedule. How do we think about this: How balanced is our class

scheduled? Are we offering too many courses that will never produce the productivity target? Then how many lecture classes that we see are filling do we add back into the schedule?

Ideas/approaches/comments:

- If we offer more of the big 3 unit GE classes students will go?
- How do we want to be identified as a college? Transfer? CTE?
- Maybe get an adhoc committee together to answer the question of identity
- Start with our framework and also play the numbers (what does a model schedule look like by the number?)
- Look at our mission
- Look at this from a District perspective; we overlap as two colleges; maybe consolidate in terms of staffing
- The State is essentially telling us what to do; we know what the State values, etc., and can use it as our metric; generate models
- We have to make sure we align with our strategic goals and EMP as well or those will have to change

VP Whalen, Dr. Orf, Ms. Hart, and Mr. Bell will look at data and report back to the committee.

Spring additions (VP Whalen): The first draft of schedule is due to Ms. Migliaccio by September 9; we have discipline plans with potential adds. Since we are down 7% are we at a place where we are considering adding and if so, what does it look like?

Comments:

- Shift schedule rather than add
- There are huge waitlists for some classes that don't meet our budget assumptions (490 productivity); we don't improve our outlook by trying to serve them all.
- Add per our discussed set of criteria from last time
- Look at increasing large 44 lecture classes
- Look at waitlist; what are we giving up to add 44 class; no room in the budget to increase instructional costs.
- Certain weight or points ascribed to each area or criteria
- We cannot afford to add anything right now

8. Marketing (next meeting)

9. Good of the Order

Ms. Thompson stated that she loves this committee and how it works so well. She doesn't mind sacrificing her Fridays for it. VP Whalen thanked everyone for all their good ideas. She appreciates everyone. Dr. Orf stated that he agrees and it's a fantastic committee.

10. Adjournment: 12:03 p.m.

11. Next meeting: September 11, 2020