



CEMC Meeting Minutes

Friday, March 8, 2024 | 10:30am – 12:00pm | via Zoom

LPC Mission Statement	LPC Planning Priorities	
<p>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 life-long learning.</p>	<p>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.</p>	<p>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.</p>
Chair (voting)	Deans (voting)	Faculty (voting)
<input checked="" type="checkbox"/> Heike Gecox, Co-chair <input checked="" type="checkbox"/> Nan Ho, Co-chair	<input type="checkbox"/> Stuart McElderry <input checked="" type="checkbox"/> Amy Mattern <input type="checkbox"/> Tamica Ward	<input checked="" type="checkbox"/> Jeremiah Bodnar <input checked="" type="checkbox"/> Rajeev Chopra <input checked="" type="checkbox"/> Craig Kutil <input type="checkbox"/> Rafael Valle <i>Attendance (Quorum = 5 voting members)</i>
Administrators (non-voting)	Administrators (non-voting)	Classified Professionals (non-voting)
<input type="checkbox"/> Dyrell Foster, President <input type="checkbox"/> VP Admin Services (vacant) <input type="checkbox"/> Jeanne Wilson <input checked="" type="checkbox"/> Rajinder Samra	<input type="checkbox"/> Kevin Kramer <input checked="" type="checkbox"/> Joel Gagnon <input checked="" type="checkbox"/> Thomas Orf	<input type="checkbox"/> Carolyn Scott <input type="checkbox"/> Andrea Migliaccio
Academic Senate (non-voting)	Classified Senate (2) - (non-voting)	Student Senate (2) - (non-voting)
<input checked="" type="checkbox"/> Ashley Young <input type="checkbox"/>	<input type="checkbox"/> Aubrie Ross <input type="checkbox"/>	<input type="checkbox"/> Mahi Bath <input type="checkbox"/> Cristina Cruz-Roldan
Guests		
<input type="checkbox"/> Chip Woerner <input type="checkbox"/>		

Agenda Item	Information/Discussion	Action/Assigned To		
1.	Call to Order Ms. Gecox called the meeting to order at 10:33 a.m.			
2.	Review & Approval of Agenda Motion to amend to remove the discussion of the SCIF model today and replace with Discussion of our shared governance, item 7 (Gecox/Ho). Amended agenda approved by the committee.	Approved Kutil/Bodnar		
3.	Review & Approval of Minutes – February 9, 2024 Minutes were approved by the committee.	Approved Bodnar/Kutil		
4.	Enrollment Updates Ms. Gecox reporting: Our enrollment is holding steady as well as the productivity. Priority registration is coming up; also New Hawk Day which was a huge success last year and contributed to our enrollment numbers. All of the fast track classes have filled. <table border="1" data-bbox="264 857 1682 1211"> <tr> <td data-bbox="264 857 972 1211"> <u>Spring 24 as of 03/04/2024</u> FTES 2604.52 FTEF 179.49 WSCH/FTEF 448.15 FTES/FTEF 14.51 Fill rate 85.75% # of Pri Sec 729 15.09% </td> <td data-bbox="976 857 1682 1211"></td> </tr> </table>	<u>Spring 24 as of 03/04/2024</u> FTES 2604.52 FTEF 179.49 WSCH/FTEF 448.15 FTES/FTEF 14.51 Fill rate 85.75% # of Pri Sec 729 15.09%		
<u>Spring 24 as of 03/04/2024</u> FTES 2604.52 FTEF 179.49 WSCH/FTEF 448.15 FTES/FTEF 14.51 Fill rate 85.75% # of Pri Sec 729 15.09%				
5.	DEMC Updates Ms. Gecox reporting: The meeting was last week on Friday and there were a lot of good discussion points. We are still trying to get a group together to fix the allocation sheet to make it easier to understand. There's some stuff that needs to be cleaned up. We need to talk about the SCFF and discuss updating the dashboard for counseling and CRM Advise. VP Ho added that a representative came from Ad Astra (a software package adopted across the District that			

has a predictive analytic component). They have reconfigured their product to include scheduling. So we are having conversations about this.

6. Discussion about Summer/Fall Adds

Ms. Gecox and VP Ho made a tally sheet and spreadsheet to share with the committee where they noted the proposed additions from the discipline plans. When the discipline plans were approved two meetings ago the deans gave some flexibility to adjust small numbers, little errors, etc. and the numbers came close to what was already approved. We had fewer requests than we had allocation. So this allowed for other possibilities. The schedule is not out yet so we don't know what enrollment will look like. With the remaining FTEF we have choices. We could go over the list of potential adds and have a discussion on what to add to the schedule. Or we can do shadow sections that can be added to the schedule if enrollments in other sections are really high. Or we can wait until scheduling occurs and students start to enroll. Then additions would be made based on enrollments. The committee discussed the different approaches for the 1.0 FTEF that has not been added to a discipline plan. We also have some FTEF in reserve in the case of large unexpected enrollments. The general consensus is to go ahead and start choosing two specific programs right away, and maybe add some, hold some, shadow some, or maybe wait. So we'll try to get things on the schedule before it goes live.

	Allocated	FTEF submitted	Difference	WSCH	FTES	WSCH/FTEF
Total credit	419,921	417,910		204,067.75	6802.25	488.305
Total noncredit	4,302	4,580		2645.9	88.19	577,701
Cross country team		0.65 (estimate)				
Summer/fall adds round 1		1.0 (possibility)				
Total FTEF	424,223	424,140				
Target					6517	470

7. Discussion of Shared Governance

We must review our charge to see if any changes are necessary. We'll also look at our form in regards to the work we do and look at how it applies to the accreditation standards.

Chairperson should be corrected to say what the contract says (a faculty member and an appointee from the

	<p>college president). Ms. Gecox will make this correction and report it to the Senate.</p> <p>Ms. Gecox will complete and submit the governance worksheet. Both she and VP Ho met to identify the accreditation standards that relate to this committee. These were reviewed with the committee.</p>	
8.	<p>Good of the Order</p> <p>Dean Gagnon: Noticed something that might be related to the fraud issues here at LPC. Once a class containing fraudulent students hits capacity it goes to waitlist status. Then, even after a large group of fraudulent students are removed, it doesn't change the waitlist status. We then have students still waiting to get it, going through the waitlist process when they shouldn't have to.</p> <p>Director Samra reports that we may have up to 11 phantom primary sections. It accounts for about 103 enrollments in the capacity. There's no FTEF associated with them. They are not cross-listed. They are primary so it's not affecting our productivity and just slightly affecting our fill rate. They all have a census date before March. These are in MUS, EMS and an independent study.</p>	

Meeting adjourned at 12pm

Next meeting: Friday, March 22, 2024