



CEMC Meeting Minutes

Friday, August 23, 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)
<p><input checked="" type="checkbox"/> David Powers, Co-chair <input checked="" type="checkbox"/> Nan Ho, Co-chair</p>	<p><input checked="" type="checkbox"/> Stuart McElderry <input checked="" type="checkbox"/> Amy Mattern <input checked="" type="checkbox"/> Tamica Ward</p>	<p><input checked="" type="checkbox"/> Jeremiah Bodnar <input type="checkbox"/> Rajeev Chopra <input checked="" type="checkbox"/> Craig Kutil <input checked="" type="checkbox"/> Rafael Valle <i>Attendance (Quorum = 5 voting members)</i></p>
Administrators (non-voting)	Administrators (non-voting)	Classified Professionals (non-voting)
<p><input checked="" type="checkbox"/> Dyrell Foster, President <input checked="" type="checkbox"/> Sean Brooks <input checked="" type="checkbox"/> Jeanne Wilson <input checked="" type="checkbox"/> Rajinder Samra</p>	<p><input checked="" type="checkbox"/> Kevin Kramer <input checked="" type="checkbox"/> Joel Gagnon <input checked="" type="checkbox"/> Paula Checchi</p>	<p><input checked="" type="checkbox"/> Carolyn Scott <input checked="" type="checkbox"/> Andrea Migliaccio</p>
Academic Senate (non-voting)	Classified Senate (2) - (non-voting)	Student Senate (2) - (non-voting)
<p><input checked="" type="checkbox"/> Ashley Young <input type="checkbox"/></p>	<p><input type="checkbox"/> Aubrie Ross <input type="checkbox"/></p>	<p><input type="checkbox"/> vacant <input type="checkbox"/></p>
Guests	Guests	
<p><input checked="" type="checkbox"/> David Reed <input checked="" type="checkbox"/> Heike Gecox</p>	<p><input checked="" type="checkbox"/> Thomas Orf <input type="checkbox"/></p>	

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order Prof. Powers called the meeting to order at 10:35 a.m.</p>	
2.	<p>Welcome and Introductions Members introduced themselves and welcomed new members and guests.</p>	
3.	<p>Review & Approval of Agenda Agenda approved by the committee</p>	Approved Kutil/Bodnar
4.	<p>Review & Approval of Minutes – May 10, 2024 Minutes were approved by the committee with a minor correction noting VP Ho did not report out on items 5 and 6.</p>	Approved Kutil/Valle
5.	<p>Updates on Enrollment and Summer Actions Prof. Powers reviewed enrollment data as noted in columns below. VP Ho added: What’s remarkable about the enrollments for fall is our WSCH/FTEF, and fill rate of 92.47 percent. As students continue shopping for classes the fill rate will go down a bit. With our WSCH/FTEF at 473.54 this shows we’ve reached (and exceeded) our target set by the District. Over the summer we added over 3 FTEF. There was only one cancellation. Director Samra shared data regarding credit course fill rates (seats filled) for fall semesters by week (fall 2015-fall 2024). Our numbers are looking good and are likely to go higher before peaking. So far there is an 8.5 percent increase in headcount from fall 23.</p>	

	<u>Spring 24 as of 08/19/2024</u> (final) FTES 2588.70 FTEF 179.81 WSCH/FTEF 443.73 FTES/FTEF 14.40 Fill rate 85.06% # of Pri Sec 729 14.18%	<u>Sum 24 as of 08/19/2024</u> FTES 716.39 FTEF 48.66 WSCH/FTEF 449.53 FTES/FTEF 14.72 Fill rate 86.12% # of Pri Sec 197 1.54%	<u>Fall 24 as of 08/19/2024</u> FTES 2898.78 FTEF 189.72 WSCH/FTEF 473.54 FTES/FTEF 15.28 Fill rate 92.47% # of Pri Sec 767 8.36%		
6.	<p>Modalities</p> <p>VP Ho reporting: Thank you to Andrea Migliaccio for generating the data. The generation of these types of reports (what students are doing and what they are enrolling in) is a very manual process. We are at about 66 percent of our classes having some face-to-face component, and 34 percent are entirely online.</p> <p>(Face-to-face includes hybrids which can be 50% or lower distance education or 50% or higher distance education so as long as they have a face-to-face component. It also includes HyFlex courses created during the pandemic. Online includes asynchronous, synchronous and combo).</p>				
7.	<p>DEMC Updates & Allocation Sheet</p> <p>VP Ho reporting: We had five voting members of DEMC here on our CEMC committee (Young, Gecox, Valle, Gagnon, Foster). They were on the DEMC when they met last academic year to adopt a new allocation spreadsheet and it was unanimously approved. It's a big change from the original one. It will be used to develop the allocation for next year 2025-2026.</p> <p>VP Ho shared the allocation of what was approved for 2024-2025: 6517 FTES is our target (an 885 student increase); we are making good progress towards this target. 470 is our productivity net for credit courses; 429.6 is our FTEF.</p> <p>The ASCO (Alameda County Sheriff's Office) for Chabot will be moved off as a separate line item and folded into the main credit group on the new allocation template. Also the lab/load factor adjustment will go away and you'll see a non-resident student (not a California resident student) adjustment. The percentages for each college (Chabot 60% and LPC 40%) will be removed. Instead "the target negotiated for the subsequent year would be based on the actuals from the previous year." Also the new allocation template shows FTEF/FTES.</p> <p>VP Ho prepared a draft spreadsheet to help capture a snapshot of how we are doing. As of August 19, we made up 11 percent of our target in summer using 12 percent of our resources. As of this moment we're making up 45 percent of our target using 44 percent of our resources. We are being very good stewards of our funding.</p>				

8.	<p>SEP Dashboard Update Dean Gagnon reporting: The SEP Dashboard we've shared here at CEMC has one metric on it which has been useful. But new metrics have been proposed to District. Gagnon shared a document with metric descriptions that is in discussion with the colleges and district team. We are waiting for District IT to create a prototype. Please share any feedback you might have.</p>	
9.	<p>Good of the Order Prof. Powers: Had some trouble finding past agendas and minutes so he asked the webmaster to update the archives.</p>	

Meeting adjourned at 12:00pm

Next meeting: September 13, 2024