



CEMC Meeting Minutes

Friday, September 25, 2026 | 9:40 – 11:10 am | via Zoom

LPC Mission Statement	LPC Planning Priorities 2025		
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.	Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.	Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.	Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.
Chair (voting)	Administrators (voting)	Faculty (voting)	
☒ David Powers, Co-chair ☒ Nan Ho, Co-chair	☒ Paula Checchi ☒ Amy Mattern ☒ Tamica Ward	☒ Jeremiah Bodnar ☒ Rajeew Chopra ☒ Craig Kutil ☒ Christina Lee Attendance (Quorum = 5 voting members)	
Administrators (non-voting)	Administrators (non-voting)	Classified Professionals (non-voting)	
☒ Dyrell Foster, President ☐ Sean Brooks ☒ Rajinder Samra	☒ Michael McQuiston ☒ Joel Gagnon ☒ Michael Schwarz ☒ Titian Lish	☒ Sarah Lounsbury ☐ Andrea Migliaccio ☒ Ashley Hart	
Academic Senate (non-voting)	Classified Senate (2) - (non-voting)	Student Senate (2) - (non-voting)	
☒ Ashley McHale	☐ Suzanne Kohler	☐ Vacant	
Guests	Guests		
Heike Gecox			

Agenda Item	Information/Discussion	Action/Assigned To						
1.	Call to Order The meeting was called to order at 9:40 am							
2.	Review and Approval of Agenda Agenda approved by the committee	Approved Kutil/Bodnar						
3.	Review and Approval of Minutes – Sep 11, 2026 Minutes were approved by the committee with noted corrections: Jeanne Wilson moved from non-voting administrator to guest. Remove Ashley Young.	Approved Kutil/Bodnar						
4.	Enrollment <table border="1" data-bbox="348 568 1085 641"> <tr> <td>Fill Rate</td><td>83.11%</td><td>85.98%</td></tr> <tr> <td># of Pri Sec</td><td>224</td><td>726</td></tr> </table> • Difficulty finding late-start Fast Track classes in the MyPortal Banner 9 search function • Rajinder identified source of errors in enrollment report: ◦ 19 cross-listed sections and 31 regular sections missing primary section codes • MyPortal training: Bruce Griffin offered training last semester; David to look into whether it was recorded and whether it can be offered again this semester ◦ Faculty Services page: https://clpccd.org/tech/faculty/index.php ◦ Rajeev suggested short, informal 10–15-minute college-level sessions on basic functions (rosters, add codes) as a stopgap	Fill Rate	83.11%	85.98%	# of Pri Sec	224	726	
Fill Rate	83.11%	85.98%						
# of Pri Sec	224	726						
5.	Discipline <table border="1" data-bbox="317 1006 1734 1114"> <tr> <td>CEMC meeting: deans present dept discipline plans, cmte approvals</td><td>F Feb 20, 2026</td><td>F Mar 12, 2027</td></tr> <tr> <td colspan="3">Note: As in the past few years, schedule production is underway in Oct 2026 for Summer and Fall 2027 without final approved discipline plans</td></tr> </table> • Guiding Principles ◦ Compressed calendar means fewer weeks to complete discipline planning; timeline mirrors 25-26 process as closely as possible ◦ Schedule production for Summer and Fall 2027 begins October 2026, before final approved discipline plans exist; this has been the norm for the past few years ◦ Faculty not returning (if not teaching winter) until February 1; deadline for discipline plans extended ~3 weeks vs. last year to allow time for meaningful conversations with deans ◦ Deans and coordinators encouraged to use October to discuss allocation scenarios before DEMC allocation arrives in	CEMC meeting: deans present dept discipline plans, cmte approvals	F Feb 20, 2026	F Mar 12, 2027	Note: As in the past few years, schedule production is underway in Oct 2026 for Summer and Fall 2027 without final approved discipline plans			
CEMC meeting: deans present dept discipline plans, cmte approvals	F Feb 20, 2026	F Mar 12, 2027						
Note: As in the past few years, schedule production is underway in Oct 2026 for Summer and Fall 2027 without final approved discipline plans								

	November • Draft Revised Discipline Plan Template ○ Template updated to reflect compressed calendar, new Student Attendance Accounting Manual (SAAM), and MOU changes ○ New fields added: ▪ Lecture units per section ▪ Lab unites per section ▪ Activity unites per section (applies to a minority of courses) ▪ FTEF Load per section ○ Work experience courses (positive attendance): CAH calculated per student (approximately 0.1 CAH per 10 hours); cap increases or additional sections beyond approved discipline plan require approval and additional FTEF allocation, similar to other adds; Andrea typically handles these ○ Template Feedback ▪ Concern raised that shifting coordinators from entering CAH to entering lecture/lab/activity units is a significant change after years of training on CAH • Amy: CAH errors are common because faculty forget curriculum changes; new unit-based fields may actually catch those errors • Craig: suggested keeping a CAH column so faculty work in familiar terms; spreadsheet then calculates FTEF • Jeremiah and Rajeev: either approach workable, but a learning curve is certain; video tutorials and pairing new coordinators with experienced ones recommended ▪ Strong feedback heard to use CAH input; will discuss and likely revise template accordingly	
6.	Updating Calendar Meetings • Fri 11/27 (Holiday) changed to Fri. 11/20 ○ November 20 proposed as alternate date; members asked to keep November 20 open • Fri 12/12 (Holiday) possible change needed ○ Possible alternate: February 19, 2027; regular meeting February 26, 2027, remains on calendar	
7.	Good of the Order No comments	

Meeting adjourned at 10:41 am

Next meeting: October 9, 2026