



CEMC Meeting Minutes
Friday, December 12, 2014
9 AM - 12 PM | Room 1687

LPC Mission Statement:

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.



LPC Focus Goals

- ❖ Equity
- ❖ Excellence
- ❖ Completion

LPC Planning Priorities

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Voting Members:

Quorum:

Name	Position / Department	Present	Name	Position / Department	Present
Debbie Fields	Faculty, STEMPS	X	Tom Orf	Faculty, ALSS	X
LaVaughn Hart	Faculty, STEMPS	X	Diana Rodriguez	VP, Student Services	
Don Miller	Dean, ALSS	X	Lisa Weaver	Faculty, BSBA	X
Dyan Miller	Dean, BSBA		Renee Kilmer	VP, Academic Services (Interim)	X

Non-voting Members:

Name	Position / Department
Lisa Everett (<i>present</i>)	Dean, STEMPS
Andrea Migliaccio (<i>present</i>)	Scheduler, Academic Services
Barbara Morrissey (<i>present</i>)	Dean, Student Services
Sylvia Rodriguez	Dean, Enrollment Services
Barry Russell	President, LPC
Rajinder Samra	Director, Institutional Research & Planning
Carolyn Scott (<i>present</i>)	Executive Assistant, Academic Services
Claire Huestis (<i>present</i>)	ASLPC Student Representative

Other(s) present:

Jeff Kingston
 Jason Craighead

Minutes

1. Call to Order	Meeting called to order at 9:07 a.m.
2. Review and Approval of Agenda	MSC: Weaver/Orf to approve the agenda with one addition (Spring 15 Additions)
3. Review and Approval of Minutes (11/14/14)	MSC: Orf/Everett to approve the minutes (1 abstention)
4. 14/15 FTEF/FTES Update	

	LPC	Chabot
FTES	3212.34	4402.82
FTEF	186.76	276.62
WSCH/FTEF	531	489
FTES/FTEF	17.20	15.92
Fill Rate	88.93%	83.90%
Short of base	(88.43)	(56.40)
w/o rollback	47.57	5.60
Short of target	(178.49)	(185.80)
w/o rollback	(58.49)	(123.80)

This includes the Sheriff's Academy.

LPC Spring 2015 Early Enrollment as of 12/11/14

FTES 2332.67

Fill rate 64.49%

Our numbers are looking pretty good for Spring enrollment.

5. 15/16 Discipline Plans

a) Presentation and Discussion

b) Approval

Ms. Hart stated that she had received the majority of the discipline plans but there are still a few outstanding. She provided the committee with a handout containing the breakdown of FTEF per discipline plans for 2015/16. She also provided a "proposed additions" handout for discussion. The proposals were made by faculty with information on which semester the course should be added, anticipated enrollment, and productivity. Ms. Hart also provided an analysis report showing FTEF, FTES, and WSCH/FTEF for the last several years by discipline. This report was the basis for discussions with the deans on the 15/16 FTEF allocation for each discipline.

The committee discussed the discipline plans and engaged in a lengthy discussion about ways to maximize FTES, meet student needs, and stay within the allocated FTEF.

Amount of FTEF on allocated on Discipline Plan Templates: 412.01

Amount of FTEF on submitted discipline plans: 411.65

Available FTEF: 423.30 (allocation from DEMC)

The committee reviewed discipline plans and a few modifications were made to the discipline plans to address disciplines that were over or under their FTEF allocation. The committee reviewed the list of proposed additional courses for 2015/16. Overall, the list of courses submitted for review met the criteria for additions to the schedule. Two courses, Geology 3 and Geology 3Lab were pulled for the list of additions as the committee felt that these courses should be part of the regular discipline plan (needed of degree completion). The committee recommended that the Geology discipline plan be revised to include these courses and perhaps other Geology courses that meet the criteria for additions be proposed for Fall/Spring additions. Also, the committee identified several courses as not meeting the criteria for additions: DANC 1 Dance Tech, DANC 28 Jazz Dance Inter, DANC 3 Ballet Beg, Hort.58 Land. Const., LRNS 119C, MSCM 72, MUS 27, MUS 26, MUS 28, PSYC 16, VCOM 65
 Vote to accept discipline plans with minor modifications – MSC: Weaver/Orf
 Vote to accept Summer 2015 adds – MSC: Orf/Fields

The plan is to look at finalizing our additions for Fall and Spring, and make sure any tweaks with the discipline plans are complete at our January 23rd meeting.

6. Spring 15 Additions

It is expected that there will be some cancellations for spring. The deans will prepare by developing a list of courses to possibly replace some of the cancelled classes. Please keep in mind that FTEF does not belong to a specific discipline. Deans should inform Ms. Hart of what is cancelled and what is added in so that it can be tracked for future planning.

7. Campus/District Marketing

N/A

8. Good of the Order

The committee thanked Dr. Renee Kilmer (applause) for her leadership and guidance as Interim Vice President of Academic services.

9. Adjournment

12:21 p.m.

Next Regular Meeting: *January 23, 2015*

Edited by LaVaughn Hart