



CEMC MEETING MINUTES

Friday, October 9, 2020 | 10:30 a.m. | via Zoom

Meeting Minutes

1. Call to Order

Dr. Orf called the meeting to order at 10:30 a.m.

2. Review and Approval of Agenda

Committee approved the agenda (McElderry/Bodnar)

3. Review and Approval of Minutes of September 25, 2020

Committee approved minutes (McElderry/Bodnar); with one abstention

4. Latest Numbers

Ms. Hart reporting: Enrollment report – data as of October 5; no significant difference from last time we met. At this point in time last year we didn't yet have our academy reporting. The data came in around the end of October. Once that data comes in this time we'll see a decrease of about 100 FTES from last fall (about 14%). There's no fire academy this fall.

Fall 20 as of 10/5/2020

| | |
|--------------|----------|
| FTES | 2,798.23 |
| FTEF | 194.77 |
| WSCH/FTEF | 443.84 |
| FTES/FTEF | 14.37 |
| Fill rate | 84.74% |
| # of Pri Sec | 807 |
| | -11.63% |

5. Targets for 2021-2022

Dr. Orf: The "ugly sheet" (our targets) was approved at the last DEMC meeting. We will take a cut based off the actuals. The number of classes that we'll be taking off the spring schedule is roughly around 93 credit hour classes (about 18 FTEF). So we need to decide the criteria later in this meeting. The productivity will remain at 490. Keep this in mind when cutting the classes.

Discussion/comments:

- There's some concern about reaching 490 but we've come to an agreement as well as Chabot.
- Numbers are solidified but could change based on the process
- Certain disciplines will not reach 490, but could possibly work together to reach the target
- We will come up with criteria, then meet with deans to go over details
- Ms. Hart has prepared some data with 3-year averages that might assist us with this process

6. Targets vs. Actuals Analysis

LPC Mission Statement

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 lifelong 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.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

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
Amy Mattern
Andrea Migliaccio
Anette Raichbart
Rajinder Samra
Carolyn Scott

Members Absent:

Dyrell Foster

Guests:

Theresa Rowland
Sui Song

VP Whalen thanks Ms. Hart for putting analysis together (Projected FTEF vs. Actual FTEF Explanations). We will do a division by division look and talk about some of the differences that occur between projected WSCH and projected FTEF, and what was actually obtained. There might be some reasons that will inform us on how to make some adjustments.

Each dean commented about what they thought might be reasons certain disciplines did not meet projection. Discussion. Some comments/reasons provided:

- Scheduling was challenging; cancellations in fall and spring; sections added led to some attrition. Fall to spring was suppressed; due to hard-fast turnaround there was cancellations.
- While on sabbatical classes were filled with adjuncts
- We cancelled classes too soon
- In many ways the entire last year was anomalous even before COVID; we've been talking about increasing the late starts and not cancelling so soon. No matter how hard we try we can't fully know what's going to happen.
- Some disciplines have to out-perform 490 in order to pull up those that will never reach it.
- Full time instructor had very full classes but part-time instructor did not; happens in the smaller disciplines.
- We need to adjust what we need from certain disciplines
- As a starting point we could do a test run and look at the rolling averages to see where the productivity falls out.

Dr. Whalen stated she was happy to walk through the spreadsheet and hear the data contextualized. It provides the content we need to move into the next phase of creating discipline plans.

7. **Calendar Dates for Discipline Plans**

Ms. Hart will start to work on the template. She will get summer session dates from Dr. Whalen and Ms. Ward, and work towards having the template back for our next meeting.

Timeline:

Ms. Hart will provide a template on Oct. 23 (get committee approval)

Deans meet with Dr. Orf October 26-27

Updated information should be back to Ms. Hart by October 30

Ms. Hart will send out the template to deans by November 5 (a memo from Drs. Whalen and Orf should be included)

Deans will send these out to faculty coordinators with a due date of November 24

Deans will review and send back to Ms. Hart by December 4

Plans to be presented and approved at the December 11 meeting

8. **Good of the Order**

None

9. **Adjournment:** 12:07 p.m.

10. **Next meeting:** October 23, 2020