



College Enrollment Management Committee

October 23, 2015 | 10:30 a.m. | 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 Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

CEMC

Members Present (voting):

Roanna Bennie
Debbie Fields (by phone)
LaVaughn Hart (by phone)
Jeff Kingston
Thomas Orf

Members Present (non-voting):

Jason Craighead
Lisa Everett
Don Miller
Barbara Morrissey
Diana Rodriguez
Sylvia Rodriguez
Barry Russell
Rajinder Samra
Carolyn Scott

Members Absent:

Andrea Migliaccio
Dyan Miller
Lisa Weaver

ASLPC Student Rep – N/A

Meeting Minutes

1. Call to Order: The meeting was called to order at 10:37 a.m.
2. Review and Approval of Agenda – MSC: Bennie/D. Rodriguez with an addition from VP Rodriguez to add “Marketing efforts” in Good of Order section.
3. Review and Approval of Minutes (October 9, 2015) – MSC: Don Miller/Hart (1 abstention)
4. Welcome PRT!
Dr. Russell welcomed the PRT team and explained that this committee is in progress doing what it normally does, discussion of enrollment management, etc., for this campus. He asked the team to observe and learn what the discussions are about. The team introduced themselves. There were a total of six.
5. DEMC Meeting – Targets for 16/17

Ms. Hart discussed the “CLPCCD Allocation of FTEF by FTES (2016-17)” sheet received from DEMC. She stated that the committee made a recommendation to the Chancellor to set the District base at 17191 FTES with a 1% growth which is 17362 FTES; that the FTEF needed to reach the higher target be funded through the use of one-time monies that have come into the District this year. We will be looking at 17 more FTEF for LPC. Our target for LPC is 7132.3 FTES. There is no final approval on the numbers yet. These numbers mean we really need to grow our enrollment.

Dean Sylvia Rodriguez stated that we are currently at 3108 FTES for fall 15, with an 86% fill rate. For Summer 15 we had 684 FTES (without the roll). She stated that for spring 16 it looks like we have about 776 sections without the positive attendance at 100% we are at 3632 (FTES), with a fill rate of 86%, we would be around 3123. We also have a Sheriff's Academy that closes in spring which at 100% would generate an additional 140 FTES. She stated that we should be around 3264 FTES for spring 16 with what we have on schedule.

VP Bennie stated that we want to add (for spring) and she tasked the deans to consider adding high efficiency and bottleneck courses into the schedule.

Regarding stability, Ms. Hart stated that DEMC took the position that we won't use stability funding from the State for 15-16, we will revisit what we need to do in 16-17.

VP Bennie stated that the numbers being sent forward as a recommendation seem a bit high. President Russell states that he agreed that it is a challenge and that he also sees that if you take away the rollback it makes it a little closer. But there still is a distinct gap. With our current scheduling practices and the deans are being very good about filling every classroom as much as possible for every slot of the day, he is concerned that there's no chance of us getting to that goal without changing the fundamental things that we are doing, such as a huge increase in night classes, and Saturday courses, including programs like PACE. He stated that we cannot get to the goal by doing the same type of scheduling we do now.

6. Spring FTEF/Class Additions

Additional 5-7 FTEF for Spring 16

Priorities: Bottlenecks, late afternoons/Fridays (when space is available)

A concern was expressed that we might not be able to add the entire 5-7 FTEF into the spring schedule. It was stated that only logical additions be made; those that would address bottlenecks and could be scheduled when instructors and space are available.

Dr. Orf opened up this topic for discussion.

Comments:

- ALSS faculty have discussed this topic, specifically bottlenecks and high enrollment classes in division meetings. Faculty have been asked to come up with proposals for additional classes and to research days and times when classrooms are available. VCOM, ART, PHTO, and ESL classes might fit into late afternoons, evenings, and Saturdays.
- Bottleneck classes (ENG, MATH) can be done if we find faculty. MATH classes tend to have more units but could be offered in different ways.
- Weekend courses: Friday evenings combined with Saturday mornings could work.
- We should primarily look at continuing students to determine what goes on the schedule for spring 2016.
- There was a brief discussion at the end of last meeting to add another 5-7 FTEF to the spring 16 schedule; not everyone could stay for that discussion. So before adding the 5-7 FTEF we should identify the bottlenecks, and look at time available for classes, productivity, waitlists, etc. If we don't find logical ways to make this work then we won't do it. But if there are identifiable gaps that we can fill, we should do so.
- It's late so it will be difficult to get to 7 FTEF; 4 might be more reasonable. Priority registration starts November 10.
- Fill rate has decreased over the past 3 years; so keep in mind as we are scheduling and revisit where is our bottom line for cancelling and what is our criteria to do so.

Should put this back on the agenda at some point – a discussion about what we can live with (can be an agenda item at next meeting).

7. Summer 16 Sessions – Session dates

- 1st 5 weeks – 5/31-7/1/16
- 2nd 5 weeks – 7/5-8/4/16
- 6 weeks – 7/20-8/4/16 (*wrong dates see below*)
- 8 weeks – 7/13-8/4/16 (*wrong dates see below*)

Comments:

The 6 and 8 week dates listed on the agenda are incorrect. They should be:

- 6 weeks – 6/20-7/28/16
- 8 weeks – 6/13-8/4/16

Mr. Samra provided some data (handout) he ran to help inform course offerings during the summer. He stated that it looks at the length of courses in weeks by the success status and it's aggregated for 10 years to get enough sample size. It's the first time his office has run this type of data. It is based on start and end dates. He stated he is hoping this will help guide the decision making.

Comments/discussion:

- In thinking about 5-week sessions are we sticking with a 4-day work week in Summer? Questions were raised about whether we could do 5-week sessions better if we worked a 5-day/week.
- We can provide a recommendation to the Chancellor:
 - It impacts the classified staff
 - A 4-day week might work better for the district office rather than the campus
 - The reason for 4-day weeks in the first place was due to rolling blackouts; it was an energy saver; in favor of more discussion.
 - Chabot had success with their 5-week schedule with a 4-day summer schedule
 - Should explore with senior leadership if there is an openness to this
- Math and science courses, which tend to have more units and labs are an issue; they are usually offered in the 8-week summer schedule. Might need to be closed to new students.
- What FTES do we need to get from summer 16? And will we assume we have to roll back just to make our numbers?
- Keep in mind that our second 5-week session only goes for 4-weeks
- We have an academy that will close before June 30 – we could roll back; first 5 weeks could roll back; 6th week and 8-week session can roll back also. Cannot roll back on the second 5-week session.
- Based on our calculations, each semester we'd need to do 3400 FTES to make target
- We need a 3-year plan; the bar gets raised and it's hard for us to catch up.
- We need to put pressure on the District for the one-time monies; 5 million; this is a good use for the funds.

8. Planning For 16/17 Discipline Plans

Ms. Hart stated that she took last year's template and made some adjustments for this year's template.

Suggestions:

- Keep the "proposed addition tab" to use if additional FTEF available
- Last year we set criteria for proposed additions. Do we want to do that again, and if so, what are the criteria?
- Add a "drop down" for Summer Session

Ms. Hart stated that the goal is to have all discipline plans ready for the November 13 meeting. Then they will go out to the faculty that next Monday, November 16 or Tuesday, November 17 and then back to the deans by December 2. They would be ready for discussion and voting at the December 11 meeting.

Ms. Hart suggested that she meet with the deans to go over allocations for next year.

9. Ad Astra Presentation – Class Scheduling Consultants

(This item was not discussed and will be moved to the next meeting).

10. Good of the Order

VP Rodriguez stated that by design some marketing money was kept back until we figured out what we'd be doing this summer. Based on what was just discussed we could put together a campaign targeting in the areas of the courses we will offer. We can design and produce a marketing campaign for these courses, push it out in March knowing that registration is late April.

11. Adjournment - 12:05 p.m.