



CEMC Meeting Minutes

Friday, September 13, 2024 | 10:30am – 12:00pm | via Zoom

LPC Mission Statement	LPC Planning Priorities 2024		
<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>	<p>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.</p>
Chair (voting)	Administrators (voting)	Faculty (voting)	
<p><input checked="" type="checkbox"/> David Powers, Co-chair <input checked="" type="checkbox"/> Nan Ho, Co-chair</p>	<p><input type="checkbox"/> Stuart McElderry <input checked="" type="checkbox"/> Amy Mattern <input type="checkbox"/> Tamica Ward</p>	<p><input checked="" type="checkbox"/> Jeremiah Bodnar <input checked="" 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 checked="" type="checkbox"/> Aubrie Ross <input type="checkbox"/></p>	<p><input type="checkbox"/> vacant <input type="checkbox"/></p>	
Guests	Guests		
<p><input checked="" type="checkbox"/> Theresa Fleischer Rowland <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 Mr. Powers called the meeting to order at 10:33 a.m.</p>			
2.	<p>Review and Approval of Agenda Agenda approved by the committee.</p>	Approved Kutil/Valle		
3.	<p>Review and Approval of Minutes – August 23, 2024 Minutes were approved by the committee with a minor correction to item 7, one abstention.</p>	Approved Kutil/Valle		
4.	<p>Enrollment Updates Prof. Powers: We are up 10.5 percent from this time last year. Numbers dipped a bit but our FTES is still over 3000 which is great. Looking at our summer and fall numbers, and if we stay on track for spring, we should reach our enrollment goal as discussed at the DEMC.</p> <table border="1" data-bbox="264 808 1272 1161"> <tr> <td data-bbox="264 808 783 1161"> <p><u>Fall 24 as of 09/09/2024</u> FTES 3003.5 FTEF 191.43 WSCH/FTEF 484.34 FTES/FTEF 15.69 Fill rate 94.86% # of Pri Sec 768 10.58%</p> </td> <td data-bbox="787 808 1272 1161"></td> </tr> </table>	<p><u>Fall 24 as of 09/09/2024</u> FTES 3003.5 FTEF 191.43 WSCH/FTEF 484.34 FTES/FTEF 15.69 Fill rate 94.86% # of Pri Sec 768 10.58%</p>		
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5.	<p>Report from DEMC The Student Enrollment Data graph from DEMC was shared and discussed by the committee. VP Ho: Last year we exceeded our target by over 300 FTES. We far exceeded our enrollments in 2023-24. So we made up some of our goal last year, and now have a shorter distant to get to our target of 6517 this year.</p> <p>More questions and discussion on our plan to move forward, to make our targets, and to move away from hold harmless. Our numbers look good but it's a districtwide effort.</p>			

	<p>VP Ho shared again the “analysis towards the target” spreadsheet that was updated to include the last three weeks. She reviewed the targets and our activity. Currently we are at 47% of our entire target for the year, and we are using about 45% of our full-time faculty resources. This speaks to what we need to do for spring.</p> <p>Dr. Foster shared and discussed the adopted budget for 2024-25 that was approved by the Board last Tuesday night. We are facing a resource issue as a college and district. So although we might have the students and demand, we don’t have the resources to fund additional FTEF; nor does the District.</p>	
<p>6.</p>	<p>Fall Enrollment Trends (and Waitlisted Students) Director Samra shared his PowerPoint presentation “Enrollment Trend Update & Waitlisted Students.” He had shared the enrollment data at College Day and Town Meeting, but has now added other data points and also included waitlisted students. He reviewed the quantity of students, the number of classes that were waitlisted, and the disciplines and courses that had the highest waitlisted students. Very impressive! Demand is off the charts.</p>	
<p>7.</p>	<p>Discipline Plans</p> <ul style="list-style-type: none"> • Overview of Discipline Plan Process VP Ho reviewed the discipline plan process. Schedule for next steps (looking at last year as our guide): <ul style="list-style-type: none"> • Around November 1: Estimate of needs received from divisions • By December 5: Co-chairs send out an approximation of allocations for each discipline in the divisions • December 13: Our committee votes to approve the allocations by division. Then discipline plans go out to the divisions and the coordinators work with their faculty and deans to come up with courses. • Early February: Discipline plans are due back to the co-chairs so they can review and work out a plan. Then afterwards final plans are brought back to this committee for approval. • Draft revised discipline plan template Prof. Powers and VP Ho are making edits to clean up things on the template. A column was added for FTES/FTEF but most other things are still the same. The template will be sent out for review. 	

8.	Good of the Order none	.
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Meeting adjourned at 11:57am

Next meeting: September 27, 2024