



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 Updates <table border="1" data-bbox="254 529 1140 808"> <thead> <tr> <th></th><th>Sum 26 as of 9/21/26</th><th>Fall 26 as of 9/21/26</th></tr> </thead> <tbody> <tr> <td>FTES</td><td>879.85</td><td>3070.51</td></tr> <tr> <td>FTEF</td><td>56.52</td><td>194.53</td></tr> <tr> <td>WSCH/FTEF</td><td>467.03</td><td>473.52</td></tr> <tr> <td>FTES/FTEF</td><td>15.57</td><td>15.78</td></tr> <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> </tbody> </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		Sum 26 as of 9/21/26	Fall 26 as of 9/21/26	FTES	879.85	3070.51	FTEF	56.52	194.53	WSCH/FTEF	467.03	473.52	FTES/FTEF	15.57	15.78	Fill Rate	83.11%	85.98%	# of Pri Sec	224	726	
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5.	Discipline Plans • Overview of Discipline Plan Process and Timeline (see accompanying attachment on final page below) • 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 November ● Draft Revised Discipline Plan Template ○ Template updated to reflect compressed calendar, new Student Attendance Accounting Manual (SAAM), and Standardized Attendance Accounting, and MOU changes ○ New fields added: ▪ Lecture units per section ▪ Lab units per section ▪ Activity units 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 are asked to keep November 20 open ● Fri 2/12 (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

2026-0925_Draft schedule for Discipline Planning 27-28

	25-26 timelines for 26-27 discipline planning	26-27 timelines for 27-28 discipline planning
Start discussions with deans for 27/28		Sept/Oct 26
DEMC recommendation	Nov 7, 2025	F Nov 6, 2026 (assumption)
Chancellor approve	Feb 24, Mar 6, 2026	
CEMC chairs and deans meet about allocation changes	W Nov 19, 2025	Nov 9-10, 2026
David meets with deans	Nov 20-26, 2025	Nov 12-18, 2026
CEMC meeting	F Nov 21, 2025	F Nov 20, 2026 (rescheduled)
Deans send final request to CEMC chairs	M Dec 8, 2025	M Dec 7, 2026
CEMC chairs review allocations	T Dec 9, 2025	T Dec 8, 2026
CEMC chairs send allocation revisions to deans	W Dec 10, 2025	W Dec 9, 2026
CEMC meeting: deans present dept allocations, cmte approvals	F Dec 12, 2025	F Dec 11, 2026
end of fall term	F Dec 19, 2027	F Dec 11, 2026
beginning of spring term	M Jan 19, 2026	M Feb 1, 2027
Discipline plans due to division deans	T Feb 3, 2026	T Feb 23, 2027
Possible move of CEMC meeting during holiday		F Feb 19, 2027 (tentative)
CEMC meeting		F Feb 26, 2027
Discipline plans due to CEMC chairs	T Feb 10, 2026	T Mar 2, 2027
CEMC chairs review discipline plans; work with deans	Feb 11-12, 17-19, 2026	Mar 3-9, 2027
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