

**LAS POSITAS COLLEGE
ENROLLMENT MANAGEMENT COMMITTEE
SEPTEMBER 26, 2008
12:30 P.M., ROOM 2204**

Attendees: Kevin Ankoviak, Jeff Baker, Greg Daubenmire, Neal Ely, Justin Garoupa, Nicole Huber, Laurel Jones, Martha Konrad, Bob Kratochvil, Amber Machamer, Philip Manwell, Tom Orf, John Williams
Absent: Carie Kincaid, DeRionne Pollard, Sylvia Rodriguez

CEMC Distribution List: Update to include Greg Daubenmire, Academic Senate President.

AGENDA

1. **Call to Order:** Meeting convened by Chair, Jason Morris, at 12:30 p.m.
2. **Determine Voting Members:** Jeff Baker, Neal Ely, Laurel Jones, Philip Manwell; Kevin Ankoviak, Justin Garoupa, Jason Morris (Chair), Thomas Orf
3. **Approve Agenda:** MSC (Manwell/Garoupa) to reorder agenda to add Enrollment Update 2008 and Data Update (Machamer).
4. **Enrollment Update:** FTES as of September 26 3,230.579 with 85.377% fill. Report by Nicole Huber that FT2 is not reported yet; Carpenters enrollments are registered. CIS clusters have been corrected and include FT2 classes.
5. **DEMC Update:** Jason Morris's email includes scanned information documents. The Chancellor has applied for stability funding for 2008-09, with no rollback for Summer 2008. This is an opportunity never to have to "pay it back" and to have a one-year timeframe to recover back to base. Enrollment numbers to date are very solid toward making this year's target. Members of CEMC are invited to be included in the Enrollment Management training session at District October 10, 9 a.m. Topics will include: "What are bins?" "What goes in the bins?" All interested in attending should contact Audrey Ching.
6. **Summer 2009 Discipline Plans:** Discipline plans were received from all but Physical Education and Psychology (numbers are estimated for these). Jason inputted all into the template and produced a summary. He noted a good congruence of an increased +61 FTEF to + 63 FTES. To produce the \$ amount for FTEF, he used \$41,058/FTEF (based on 435 WSCH/FTE productivity); for FTES, he used \$4,800 per FTES current for credit apportionment.

Arts and Communications: Commentary by Philip Manwell, except where noted.

- **ENG:** there are fewer courses scheduled. This is a rollback to the original plan, excluding the DE that had been added as an augmentation to the last summer schedule (Garoupa)
- **ESL:** no classes were offered last summer. The discipline had for years offered summer classes, had taken them out in the last few summers, and now is interested in putting them back in. There will be no competition with ESL enrollments in other terms and will assist students to bridge from one level to another. Laurel Jones added that the ESL courses could grow both as credit and as non-credit; there is a different level of funding for non-credit. Currently non-credit FTEF are in a district bin, and the college could request to have some allotted to LPC for ESL, without negative impact.
- **HUMN:** an additional HUMN 10 DE section will fill
- **MUS:** adding MUS 5 (a high enrolling class) and a MUS 49 (experimental course to grow instrumental music offerings, will give summer performance students a way to "keep playing through the summer," a combination of band and orchestra.
- **RELS:** high hits list indicates that a third DE section of RELS 1 will fill

- **THEA:** adding THEA 1A (Introduction to Acting) would supplement summer, which has only been offering production classes for years; the THEA faculty are considering deleting one section of THEA 1A in fall. Plan to schedule this just before the rehearsal for the production course begins and will allow people from the community who cannot normally take a daytime 1A, to do a summer enrollment.

Business, Computing and Applied Technology: Commentary by Laurel Jones for Jan Noble, except where noted.

- **AUTO:** AUTO 56 is new to the summer offering; a new course replacing the current AUTO 99.73 (Auto Lab). Discipline faculty hope that the summer course, which will likely fill, will spill over into increased enrollments in fall and will help the continuity of the program. Good investment of FTEF to offer classes that have not been offered.
- **BUSN:** Business offerings are not all to be added unless the Dublin Hub is available for Summer (BUSN 40 and MKTG 50 would only be scheduled for the Hub). FTEF for the Hub [should be kept separate] "its own bin" [so FTEF should not be included here]. ACTION: Jason Morris to contact Lisa Weaver to clarify Business plan.
- **COMPUTING (CIS/CNT/CS):** (Jason Morris commenting) Plans for these disciplines are combined. Faculty are asking for additional CNT Bootcamp, CS 7, and CIS 99.88 Dreamweaver. These classes are estimated to be low productivity.

Discussion: Laurel Jones asked whether in the past the committee has taken someone's discipline plan and said we don't want to offer that much; this is an ambitious growth plan (Ankoviak: computing faculty have asked for a growth of nearly 10%, and the state plans for 2%; of the 8.7 additional FTEF for next year, these plans would require spending nearly 4 in the summer [alone]). *Kevin Ankoviak recommended flagging [it] as a possible cut if we don't get the FTEF.* Jason Morris reminded that at the first DEMC the Chancellor was asked the choice between productivity and growth, and he chose growth. Based on initial estimates it is unlikely that the productivity will be any more than the 435 we got last year. Nicole Huber said that the summer scheduling timeline gives some time before voting is necessary. Consensus was that the plans will be flagged, as Kevin Ankoviak suggested, where there is some question, and further study made before the vote.

Mathematics, Science, and Public Safety: Commentary by Neal Ely, except where noted.

- **AJ:** No change to academy offering in summer (although we will be down one academy next year, approximately 3.51 FTEF recovered).
- Increases planned in AJ: Add 1 section AJ 90 as part of the POST (we will know soon whether there is a need for this; would be helpful to build interest in both fire fighting and AJ). Add 1 section AJ 69 (Sex Crimes); it has not been offered in some time.

Discussion: Laurel Jones said the AJ 90 makes sense if the POST requires it and it is off campus; she asked whether it will be marketed "to the right people." She recommended flagging the AJ 69 as it may not be the right class to offer in the summer. (Recent enrollments are not available; past enrollments should be checked).

- **ANAT:** Same offering as last year, but additional FTEF because it is now a 5-unit class.
- **CHEM:** 1 section CHEM 31 added to address huge demand (over-enrolled to 29 and some students turned away) and high school interest.
- **FST:** Summer addition. Enrollments in fall and spring are very high. Having a program in summer could address interest from those who cannot come to LPC in fall or spring. FST 73A replaces FST 74A, numbers will be similar. PE FSC should count only in one place (PE).
- **HLTH:** Summer Academy will not be done this summer. The FTEF will become available for other class.

- **MATH:** Addition of 1.6 FTEF Math classes. MATH 42 (low unit statistics class), MATH 44 (DE enrolls well), MATH 65 (DE Elementary Algebra), MATH 57 (Geometry, aimed at high school concurrent enrollment students; enrolls well); MATH 38 (summer enrollment not usually great—if required to reduce offerings, this would probably be the first cut). These classes will generate growth if growth is desired.

Discussion: Tom Orf suggested flagging MATH 38. A second flag may be MATH 65 (there is a face-to-face day and evening option and a DE section; the evening section does not do well. Dr. Ely recommended flagging the MATH 65 evening section, not the MATH 38. Greg Daubenmire recommended flagging MATH 44. Laurel Jones suggested the math faculty get together to talk about flagging sections. Kevin Ankoviak emphasized prioritizing at this time and not deleting.

- **SURG:** New program starts this summer; class must be added.

Social Sciences and Wellness: Commentary by John Williams, except where noted.

- **ANTH:** Anthropology faculty wants to add ANTH 3 (Social and Cultural Anthropology). Laurel observed that class had 122% fill, 825 productivity, and does not compete with other ANTH classes. John Williams said that if only one additional section is approved, it would probably be ANTH 1.
- **ECD:** ECD is a well enrolled vocational program; adding 55, which will probably enroll to 35 is a positive approach.

Discussion: Kevin Ankoviak wondered whether, in a changing economy, the demand for caregivers would go up or down. Philip Maxwell thought there would be a difference in how care is provided (more cooperative or in home), but there would still be the demand.

- **ECON:** All Econ classes are overflowing; additional section will fill.

Discussion: Jason Morris asked whether, since this is such a productive program with high enrollments, the faculty might be approached to offer more. John Williams said any of the Econ classes would be a draw. Laurel Jones suggested flagging Econ “for the positive, If we have anything coming back, we could ask them to add.”

- **HIST:** Both HIST 7 and HIST 8 are good candidates for concurrent enrollment students. Flag for discussion.
- **PE:** Swimming will start in Spring, FT2 in March.

Discussion: Jason Morris observed that six swimming classes are scheduled and recommended fewer. Laurel Jones suggested reducing by two. Tom Orf recommended the 8 a.m. time as community pools tend to be packed in the morning. John Williams asked whether Quest students would come to the campus; Laurel said that they would to have swimming opportunities again. Neal Ely asked about safety considerations for teachers (will need Red Cross cards). The capacity for swimming classes has been placed at 30 (other PE classes have different enrollment capacities, but this is to address safety issues).

- **POLI:** No change
- **PSYC:** No change
- **SOC:** Has asked for additional SOC 1 class

Discussion: Group asked why a third DE SOC 1 would be recommended when the first two do not fill. Decision to flag.

Student Services: Commentary by Jeff Baker, except where noted.

- **PSCN:** Could add PSCN 13 if Steven Bundy is available to teach it. Summer students would probably prefer DE.

Summary Discussion and Action: Jason will take the discussion notes and the numbers (double counted PE FSC) that need to be corrected and make a new projection; he will email it following the meeting. However, the new estimates will not be very different from these. It is possible that no numbers will be presented at the October 10 DEMC meeting. Fall and Spring spreadsheets have been emailed to division deans. Jason requests that they be returned a full week before the meeting at which they are scheduled to be presented so that he can review them and attempt to reconcile mistakes. He requested deans' support to encourage faculty to follow the guidelines, get their plans done and submitted on time.

Greg Daubenmire noted that we were told that the district could pay for 2% growth. According to Laurel Jones, the college will receive additional FTEF for spring (for the Educational Hub), but we don't know yet about summer. She suggested planning for growth. The CEMC will need to hear from the Chancellor which is his priority: growth or productivity. Bob Kratochvil said another factor will be a decision about rollback. Kevin Ankoviak recommended putting growth in the plans, flagging possible cuts (prioritizing), but the 1% growth available from last year "may be worth chasing."

Jason Morris commented to Laurel Jones that, for the 50 FTES increase she had requested, the plans have come remarkably close, 46 FTES (reduction in Academies with 3.51 FTEF "giveback" helped the outcome).

7. **Data Update:** Amber Machamer gave a brief update on the kinds of data that are available: student characteristics by gender, ethnicity, educational goals; following cohorts to see what students took; how well they succeeded; use sequence data. Amber suggested that the CEMC members pass along this information to people who may be interested. Laurel Jones said that information like this would be helpful at town meeting. Amber observed that the Basic Skills opportunity with Vincent Tinto is making people ask about this, especially in relation to transfer. Dr. Pollard has asked her to present some information at the town meeting on October 1, and she may be invited to present on other occasions. Kevin Ankoviak reminded that the contract has \$10,000 to spend on the enrollment management process, including programming needs.
8. **Adjournment:** No further business raised, meeting was adjourned at 2:07 p.m. (MSC Manwell/Garoupa)

Recording Secretary: Martha Konrad