

**LAS POSITAS COLLEGE  
ENROLLMENT MANAGEMENT COMMITTEE  
MARCH 6, 2009  
Room 2202, 12:30 p.m.**

1. Call to Order by Jason Morris at 12:33 p.m.
2. Set Agenda (move 4 DBSG Update for 2009-10 and 5 DEMC Update to follow 10 Vote on Revised Discipline Plans)
3. Approval of Minutes:  
    Aug 29      MSC (Manwell/Garoupa)  
    Feb 6      MSC (Baker/Manwell)

4. College Foundation Semester Sections for Fall 2009--Michelle Gonzales:  
This is a learning community that started with one cohort in Fall 2006, grew to two cohorts until Fall 2008 (only one cohort then because cohort planned for athletes did not develop). Teaches students about their learning styles, and most students continue rather successfully where on their own they would likely not succeed.

Courses on the fall schedule, but not in plans, are: GNST 100 .2 FTE; ENG 150.2 .317 FTE. The "swapped out" ENG 7 @ .25 FTE would pay for the GNST 100.

MSC (Manwell/Baker) to use the FTEF returned for cancellation of ENG 7 to compensate for the GNST 100 @ .20 FTE. It was decided to table decision on ENG 150.2 following review of the revised totals later in the meeting.

Discussion: Per Michelle Gonzales, the lack of a clear faculty understanding about discipline plan process creates additional difficulty for the Foundation Semester because their courses span several disciplines. Mr. Morris asserted that there is clear communication from CEMC with faculty regarding the process. Ms. Gonzales, however, felt that administrative guidance is essential for the Foundation Semester as it is a program, but does not have its own plan. Dr. Manwell's articulation of the issue was that "we may never have been clear about how Foundation Semester has been supported across the College." Mr. Baker agreed that there have been "gaps" between Student Services and Academic Services in regard to the Foundation Semester. Mr. Morris asked whether, for future, these would be clarified, and Mr. Baker assured him that guidelines will soon be in print and in place. Ms. Gonzales raised her continuing concern about Foundation Semester courses being on separate discipline plans; Mr. Morris supported creating a separate plan so that these courses are visible and do not get canceled because of their enrollment limits. Mr. Baker added his support for a separate Foundation Semester plan because of the contribution that the Foundation Semester has given to the value of learning communities. Dr. Manwell also supported. Dr. Machamer compared the Foundation Semester to the ILC, which also has an institutional application across several disciplines. Ms. Gonzales expressed her gratitude to the Committee for their support of the Foundation Semester.

5. Revised Totals for Summer 2009: Cuts for summer totaled 4.142 FTEF; added ART 4 course on schedule needs .2 FTEF. If accepted would reduce summer cuts to 3.942.  
*MOTION: MSC (Morris/Manwell) to add ART 4 to the Summer 2009 Discipline plans and adjust the total cuts to 3.942 FTEF.*
6. Revised Totals for Fall 2009: Mr. Morris reported that there appear to be 14 classes not in the plans that are in the Fall Schedule and 10 classes not in the Fall Schedule that are in the plans. Mr. Baker asked for an update on the implications of the State Budget Crisis. Mr. Morris commented that the district is anticipating 2% growth available statewide, but has not given the directive for the colleges to go for that and President Pollard has directed that the College "over

schedule" by 1 percent. Dr. Ankoviak observed that the statewide growth is 3%, but as all districts will be impacted, there will be competition for this growth.

Discussion: BUSN 58 (Small Business Management) is not staffed, and Mr. Morris noted the .2 FTEF is not in the original discipline plan. Ms. Huber suggested a conversation with Dr. Weaver to see whether she would prefer to keep BUSN 58 in the Schedule and take something else out. Dr. Noble asked that no action be taken to delete BUSN 58 until she has spoken with Dr. Weaver.

*MOTION: Moved by Mr. Morris, seconded by Dr. Manwell, that if BCAT decides to offer BUSN 58, they will cancel something of equal value in compensation for the FTEF. Passed 7 Yes, 1 abstention.*

Further clarification on crosslistings: DANC 6 (the two sections are crosslisted), MSCM 14, MSCM 15L are involved in crosslisting groups and no FTEF should appear on the plans. Dr. Manwell will respond to Mr. Morris when he has remaining answers to address questions about MSCM 32 and 32B sections, but he believes, when sections are clarified, totals will be within the original plan totals. Physical Education courses FTEF were also identified by Ms. Huber, and the Physical Education plans were corrected. Additional concern was expressed about the ANTH 1 DE section for Fall that was not in the original plan. Mr. Morris indicated that Dr. Jones has asked that the courses which are being developed and offered for the first time through the OCDP be included in the Schedule. Dr. Ely expressed his concern that he had not known "we were going to put all back in [that we had flagged]." Mr. Morris said that, until last night when he made a course by course comparison of the Schedule with the discipline plans, he too was not aware that the Committee would need to address this: "we're 3 [FTEF] over with 5.2 potential flagged." Dr. Manwell asked the Committee to return to the issue of the 2 new DE courses (ANTH 1 and PSYC 4) that had not been put into discipline plans and asked whether the disciplines/divisions should "compensate by deleting] equal amounts of FTE."

*CONSENSUS: The consensus of the Committee was that "if we add back classes that were forgotten in the discipline plans, they should be compensated by the same discipline."*

*MOTION: Moved by Dr. Orf, seconded by Dr. Manwell, to remove FTEF from Anthropology to compensate for the Spring 2010 added DE section of ANTH 1. Passed 7 Yes.*

Mr. Williams, although not a Committee voting member, expressed his concern at requiring the deletion of a section that would be popular and fully enrolled, as Anthropology sections generally are. Mr. Morris and Dr. Ely again noted that the discipline plans go through the approval process, but people "are changing" their minds and the Schedule appears "radically different." It was noted that changes of this magnitude should be brought back to the CEMC as amendments to the plans. Mr. Morris supported that the two DE sections not planned for might be added in and the total adjusted slightly upward, but Dr. Orf did not support.

*MOTION: Moved by Dr. Orf, seconded by Dr. Ely, that the Psychology discipline compensate for the added PSYC 4 DE section by giving up another Psychology section. Passed: 6 Yes, 1 abstention.*

Also noted:

ESL had three sections on the "flag" list for Fall and one on the "flag" list for Summer. One section has "dropped out of Summer and is back on the flag list for Fall" which should compensate.

LRNS has pulled additional sections (118 and 119, in addition to the 117, 120 also removed), but Mr. Baker will need to clarify this fully and will report to Mr. Morris.

MATH has given up a MATH 55 section to "pay for" the Statistics class it has removed from the "flag" list for fall.

MKTG 56 appears to be a balance/compensation for BUSN 58 (See BCAT motion, page 2 top).

Mr. Morris observed that if "they remove MKTG 56, it would balance the added BUSN 58."

*CONSENSUS to null motion requiring the BCAT division to create compensation mechanism for added BUSN 58 course, if BUSN 58 were to remain in Schedule).*

Foreign Language: Further clarification needed of Spanish crosslistings. Dr. Manwell indicated that Ms. Suarez may be planning not to crosslist and to offer SPAN 2A and SPAN 2B sequentially (SPAN 2A in Fall; SPAN 2B in Spring), but the total FTEF will balance.

SPCH 1 asked for additional section in discipline plan. It was not scheduled and it was not flagged. Issue moot.

VCOM 59 appears to balance for VCOM XX. No issue.

VCOM 68 sections all crosslisted. No issue.

Computing Studies—All crosslistings and “balance” sections accounted for. A new table will be submitted to Mr. Morris by Ms. Hart.

PSCN 8: Should be taken off “flag” list for fall and deleted from Spring Schedule/plans. Appropriately scheduled now for Fall 2009, as originally scheduled and intended to be scheduled. FTEF accounted for.

Mr. Morris asked the Committee to move to approve the Summer 2009 and Fall 2009 discipline plans and to plan for a total for the year of 444 FTEF. As currently scheduled, there are approximately 3.375 FTEF that would need to be pulled from the Spring 2010 plans.

Discussion: Dr. Ankoviak indicated his preference to take the final decision making on the plans back to the affected discipline faculty through the division deans, and not to have the CEMC make the final decision as the faculty are “best prepared to tell us” about these classes and whether they should be cut from the Schedule. Additionally, Dr. Ankoviak expressed concern about the Committee’s going to “this level” as in the past, a total has been given to each division to manage. A final concern Dr. Ankoviak expressed was that there remains the possibility that the District may also ask that the college roll back summer, which would mean that we would need to add back into the Schedule.

*CONSENSUS: To consider Summer 2009 and Fall 2009 “done” and to look at the total when clarification to the above questions has been entered into the plans.*

*MOTION: Moved by Mr. Morris, seconded by Dr. Orf to review the approved discipline plans as [workshopped in this meeting], adding ENG 150.2 back in, and to post the plans on the web, and that the CEMC is satisfied with the totals, with final total on this date 3.175 over the 444 allocation planned for schedule. Spring 2010 to be revisited.*

7. District Budget Study Update: Mr. Morris reported on the recent meeting of the DBSG and distributed the explanatory handout Mr. Legaspi had reviewed in explanation of the budget process. There was some discussion of how the percentage of allocation is determined and whether the allocation for faculty (full-time are taken “off the top” in actual dollar amounts, but, as Ms. Konrad reminded, hourly faculty costs are estimates only) is accounted for before the 31% is allocated to LPC. Additional discussion was devoted to non-credit funding (which is funded at a lower rate than credit funding) with the possibility that the colleges could develop programs/curriculum to apply for enhanced non-credit funding, which is funded at a higher rate than regular non-credit. According to the stipulations that apply to enhanced non-credit, Dr. Jones thought that Chabot might find it a better fit with their demographics, but the colleges should consider whether there may be a student population for which we could write curriculum. Mr. Morris will ask at the next meeting for a clarification of whether all faculty costs are taken off the top before the budget distribution is made.
8. Adjournment: MSC (Ely/Orf) to adjourn at 1:56 p.m.

Recorded by Martha Konrad

**Approved: April 3, 2009**

