

**LAS POSITAS COLLEGE
ENROLLMENT MANAGEMENT COMMITTEE
NOVEMBER 14, 2008
11:30 P.M., ROOM 2206**

Attendees: Kevin Ankoviak, Jeff Baker, Greg Daubenmire, Neal Ely, Justin Garoupa, Nicole Huber, Laurel Jones, Martha Konrad, Amber Machamer, Philip Manwell, Jason Morris, Janice Noble, Nolan O'Brien, Sylvia Rodriguez, Catherine Suarez, John Williams

Absent: Bob Kratochvil, DeRionne Pollard, Tom Orf

AGENDA

1. **Call to Order:** Meeting convened by Chair, Jason Morris, at 11:35 p.m.
2. **Approve Agenda:** Amended to add FTEF Allocation Requests (handout).
3. **FTEF Allocation Requests:** Commentary and handouts provided by Jason Morris, except where noted.

He recently was provided an enrollment update and allocation report consisting of an FTEF allocation adjustment for LPC. Per calculations by Dave Fouquet and Tom deWit, it is three (3) less than what we requested. It is unclear and unsettling why they are adjusting and setting LPC's productivity numbers, etc. It was noted this is a matter of concern which warrants additional dialogue. The Nursing Program and Sheriff's Academy should be taken out of the current funding model since they are funded separately through the district. (Jones) explained a possible perspective the Chancellor may have; which, is that nursing is different than the academy due to a revenue split. (Morris) reported he has forwarded the Chancellor LPC's FTEF allocation request.

4. **Arts and Communications 2009/10 Discipline Plan Presentation:** Commentary by Philip Manwell, except where noted.

Jason Morris noted the discipline plans in general came in a little over. Some cuts will have to be made, therefore, he would like to go through each discipline and determine which courses/sections can be put on the "watch list."

- **ART:** No significant proposed changes
- **ASL:** No significant proposed changes
- **DANC:** No significant proposed changes
- **ENG:** (Garoupa) explained the discipline plan and indicated ENG 102 pilot courses have been added. A discussion ensued regarding ENG102 and 104 courses. 102 courses are currently being taught at Chabot; it is a basic skills course independent of lab time. (Jones) indicated she has several recommendations/concerns:

1. She has concerns with changing course numbers. She would like to see a process put in place to notify her of this.
2. There are issues with class size/availability/curriculum, which has aspects that belong in bargaining.
3. Capacities

(Ely) proposed ENG102 classes be sized at 32 like 104's. A discussion ensued regarding scheduling and class size. It was suggested that one face to face ENG104 class and one DE ENG 7 course be moved to the flagged list. (Jones) proposed piloting two out of the three proposed ENG 102 courses while leaving the class size at 27 for one semester, and

moving one ENG 102 and one ENG 7 course to the flagged list for fall. Unanimous consensus was reached on the latter proposal by Laurel.

- **ESL:** Asking for 4.75 FTEF more which equates to approximately a 25% increase. Is this a reasonable increase in FTEF? A discussion ensued regarding the types of classes and sections they offer and how many fill. It was noted this is one plan that loses money for the district. (Jones) proposed that it might be better to give them an allotment to use as necessary given the nature of the courses/sections offered. Laurel went on to note that larger enrollment is usually seen in spring. It was determined realistic targets for fall and spring can be given and adjustments made as necessary.
- **FREN:** Slight increase for fall '09, 2A & 2B cross listed. Jason Morris proposed the increase be accepted. MSC (Manwell), unanimous approval.
- **HUMN:** One 3-unit section to summer added; otherwise no significant proposed changes.
- **INTD:** No significant proposed changes. (Jones) inquired if a need exists for an additional F/T person.
- **ITLN:** Same as FREN, no significant proposed changes. (Jones) recommended Foreign Language do a thorough assessment of enrollment to make sure 40 is an accurate capacity.
- **LIBR:** It was explained this is a "gray" area due to contractual and load issues. It is unclear why some FTEF is "popping up" and some isn't. (Jones) indicated that how to be FTEF appropriate in their load has yet to be determined and reported accurately. She inquired about Chabot's process. She requested this be tabled to allow her time to explore this issue.
- **MSCM:** No significant proposed changes. (O'Brien) explained Melissa Korber is currently working on the curriculum for two new courses: Introduction to Public Relations, and Film Analysis. These are reflected on the discipline plan as XX. MSC (Morris/Garoupa), approved unanimously.
- **MUS:** (Morris) noted there are anomalies in the enrollment reports. (Jones) noted we currently don't have a process to catch these. A second section of MUS 1 has been added for both fall and spring. Room capacities for MUS 5 have been set at 45 with no large lectures, including DE sections. MUS 6 was added back in (removed last year). MUS 39 is a musical theater course. MUS 25 (fall) and MUS 26 (spring) have been added back in to support the Piano Pedagogy Certificate. Due to cuts last year, they were not offered leaving students working towards the certificate in mid-stream. Enrollments tend to be smaller; however, it is felt it is important to give them the opportunity to complete the course(s). (Jones) inquired if this will be offered on a continual basis. A serious discussion is necessary at some point. It was determined one section of MUS 1 will be flagged, as four sections may be too much. MUS 6 (spring) will also be flagged and put on the "watch list."
- **PHIL:** PHIL 5 added. No significant changes.
- **PHOT:** No significant proposed changes; however, they would like the option of revisiting once a F/T individual is in place.
- **RELS:** Added third section of DE with an option to add a third section of face to face. REL 3 (new course) was added.
- **SPAN:** Fall '09 – 1A, 2A, cross list 2B/3A. It was explained the addition of 1A is not really a new addition; it was previously taken out in the 2008/09 plans. Spring '10 – additional 1B (not a new addition), 2A, 3A, 3B. SPAN 1B (fall '09) was flagged for the watch list.
- **SPCH:** Addition of one new class in fall '09.
- **THEA:** THEA 25 (new course) added. Lighting Course (X) added. It was commented that perhaps the lighting course can be offered as an experimental course. (Jones) noted she has some reservations with flagging new courses in general. She proposed the watch list be revisited to ascertain how many of the flagged courses are new. On that note since cuts have to be made, the X course should be put on the watch list first, rather than THEA 25, since it has yet to go through curriculum.
- **VCOM:** After discussion it was determined this is an area where an allocation may be prudent. A new course (X) was included in the discipline plan. It was decided this course will be added to the flagged list. (Jones) commented that spring is traditionally lower in efficiency versus fall. The decision was made to ask the discipline to make revisions to their plan and bring it back to the committee.

Business, Computing and Applied Technology 2009/10 Discipline Plan Presentation:

Commentary by Janice Noble, except where noted.

- **AUTO:** AUTO 56 (new course) – fall '09. Two sections of AUTO 55 have been requested. (Morris) indicated the discipline plan he has only reflects one section. Capacity issues were discussed. (Jones) commented that “summer did well; it is fall that has a lower efficiency.” She recommended an analysis of a summer to fall connection be compiled, looking at face to face courses for any potential cut. It was recommended AUTO 56 (fall) be flagged to the watch list.
- **BUSN:** Fall '09 – most changes are in class time, face to face offerings, and DE. BUS 30 has been added along with a section of 1A. It was recommended BUS 55 (XX) be flagged to the watch list. It was clarified this is not the same as BUS 55.
- **CARPENTERS WEXP:** Separate Fall and Spring plans were not done. Enrollment numbers reflected on the plan was 130; however, it is felt this may actually be low. It was decided to leave as is. A brief discussion regarding CAH occurred.
- **COMPUTING (CIS/CNT/CS):** (Jason Morris commenting) Plans for these disciplines are combined, making it difficult to sort out. It was noted this area should probably be flagged for its own possible allocation (along with ESL, and VCOM.)
- **INTN:** No significant changes
- **MKTG:** No significant changes. Additional MKTG 50 (DE) in spring (not an increase over '09)
- **WELD:** Addition of WELD 71 to both fall and spring. (Jones) commented that “summer may have had an impact on fall.” It was unclear if an additional section of WELD 71 would fill. It was recommended that one (fall) be added to the watch list.
- **WEXP:** Additional sections added in both fall and spring. Discussion regarding capacity, adjunct load and overload occurred. It was reported capacity has to be kept low so as to avoid overload. (Jones) indicated we may need to look at our budget and various contractual items.

Social Sciences and Wellness 2009/10 Discipline Plan Presentation: Commentary by John Williams, except where noted.

- **ANTH:** Fall '09 – 4 new sections added (1, 1L, 2, 4). Spring '10, additional 4 sections requested.
- **ECD:** Cycling courses – took out 40 and 55, replaced 55 with 53. (Jones) inquired about Saturday classes (weekend population) and CPR classes for teachers requiring certificate upgrades. Brief discussion ensued regarding ECD non-credit prison courses. (Jones) indicated there are anomalies in the data but the FTEF associated with it should be coming out of non-credit. It has been coming out of credit.
- **ECON:** One additional course for both fall and spring.
- **HIST:** High productivity. Two (2) sections added to fall and spring. The department is having discussions regarding adjunct staffing.
- **HLTH:** A new instructor has come on board. One (1) HLTH 1 class added in Spring. It was not on the discipline plan spreadsheets. (Morris) inquired if there are any additional requests he is not aware of. (Jones) inquired if an interest in adding one section to either the Fall or Spring was present. It was suggested this be taken back to the discipline for feedback.
- **NUTR:** No significant proposed changes.
- **PE:** Added: Swim classes in Fall, one (1) new (1-unit) course (PE16), and Spin Classes in both Fall and Spring. (Jones) inquired where the (Spin) class would be held. (Williams) reported the bikes will be stationed in the corners around the track. After a brief discussion, it is unclear if this is an appropriate location for this type of class. (Jones) requested the discipline take a look at efficiency rates of sections already being offered in terms of what is being added. It was determined PE 16 and Fall and Spring Spin classes will be flagged and put on the watch list.
- **POLI:** Removed POLI 12 and added POLI 20 in the Fall, added second DE section of POLI 7. Capacity was changed to 20 for POLI 12. POLI 20 removed, POLI 12 added in Spring.

- **PSYC:** High productivity. Fall – added PSYC 1, 2, 4, and 16. Spring – added PSYC 1, 20. (Jones) requested that sections that have high fill rates should begin to be put into more late afternoon and evening time slots. (Ely) expressed concern regarding the approach taken to flagging/cutting sections. He explained that Math made several cuts to sections that generally have high fill rates. It is his hope this consideration is being made at this time as well.
- **QUEST:** (Morris) Fall/Spring- added Fitness Walking and Pilates class. (Garoupa) noted this is not on the English discipline plan anymore. It was remarked this area needs to be reflected as non-credit at some point. It was determined the Fall Pilates course and Spring Fitness Walking should be put on the watch list.
- **SOC:** Fall – added SOC 4 section. Spring – added DE SOC 5.

In conclusion, a discussion regarding cuts took place. (Morris) noted approximately 8 FTEF still needs to be cut on top of the flagged list, unless we go with our numbers, not Chabot's. (Jones) indicated she would prefer to remove sections now rather than later. (Morris) proposed that we still need to pull out at least 5 FTEF from the plans, if everyone is happy with 443, then do the cuts and meet again on December 5 to look at any further data and make adjustments. (Jones) noted that we need our allocation number much earlier than when it is being given to us.

7. **Good of the Order:** No report
8. **Adjournment:** No further business raised, meeting was adjourned at 2:45 p.m.

Recording Secretary: Carie Kincaid

Approved: February 6, 2009