

**LAS POSITAS COLLEGE
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE
NOVEMBER 5, 2010**

Attending: Dr. Ankoviak (voting); Mr. Baker (voting); Dr. Ely (voting); Ms. Huber; Ms. Konrad; Mr. Kratochvil; Dr. Lease; Ms. Lee (voting); Dr. Luster (voting); Dr. Manwell; Ms. Miller; Dr. Noble (voting); Dr. Orf (chair, voting); Ms. Rodriguez; Ms. Tomlinson
Absent: Dr. Machamer; Dr. Weaver (exc., proxy vote Orf)

1. **Call to Order:** 2:03 PM, by Chair, Dr. Orf
2. **Approval of Minutes:** *MSC (Lee/Luster) to approve the Minutes of October 1, 2010 meeting.*
3. **DEMC Update**—Dr. Orf updated on the discussion of the “bins,” which would have been on agenda at this morning’s DEMC meeting, which was canceled. Dr. Orf and Mr. Fouquet are in agreement on “what classes should be in and what should be out [of the bins].” VCOM should be removed because their enrollment has been “good,” and two similar programs at Chabot would also be removed. It was agreed that SURG, as it is being institutionalized by Las Positas, should be placed in bin status. These changes will be recommended to the Chancellor. Dr. Manwell asked Dr. Orf whether he had been in conversation with College Foundation Semester faculty, who appear to believe that they are either a bin or a silo; he recommended that Dr. Orf speak directly with CFS faculty to clarify their status as they are not currently “in the bins.” Dr. Orf said that, if the CFS faculty, or any other disciplines, believe they should be “in the bins,” they may send forward a recommendation and rationale to the CEMC. Dr. Luster noted that the WSCH/FTEF for CFS is sufficiently high that they should not need that status.
4. **DISCIPLINE PLANS:** Dr. Orf asked how the group wished to review the Summer 2011 discipline plans. Consensus was to have the deans give a brief summary of changes from Summer 2010 and the bottom line total, beginning with the assumption that Summer 2011 would approximate, but not exceed, the FTEF for Summer 2010.

MOTION: *MSC (Lee/Ely) to approve the Summer Discipline Plans for a grand total of 27.29 FTEF.*

SUMMER 2011:	
7.45	A&C
6.26	BCATSS
11.50	MSEPS
2.08	PEHWA
<u>0.00</u>	STUDENT SERVICES
27.29 FTEF	
(Summer 2010 27.39 FTEF)	

Dr. Orf also asked the Committee whether “this is a better way to do this” (division by division). Consensus was that this is “better than going class by class and section by section.”

Discipline plans will be sent electronically to Dr. Orf and will be posted on the CEMC website for the record.

Ms. Lee asked whether the enhanced lab load factor needs to be accounted for in the FTEF total or whether it would again be paid for separately by District. Dr. Ankoviak explained that, because the lab load factor was first applied for Fall 2010, the DEMC will need to agree to add the summer 2011 amount of 0.24 FTEF to make up the enhanced lab accommodation for 2011-12. MSEPS, as reported earlier by Dr. Ely attributed the MSEPS Summer 2011 FTEF increase in part to the science labs: "No more sections have been scheduled, but they are a little more expensive." Dr. Ankoviak said it is his understanding that the District will underwrite the enhanced lab FTEF increase as long as "we are super efficient."

5. **CEMC PROCEDURES "FLOW":** Continued Tabled.
6. **NEXT MEETING:** November 19; meeting will begin at 9:00 a.m. Fall 2011 and Spring 2012 discipline plans to be presented. Meeting will continue until review and approval is completed.
7. **ADJOURNMENT:** 2:31 PM

Recording Secretary: Martha Konrad

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