

**LAS POSITAS COLLEGE
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE
NOVEMBER 19, 2010**

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

1. **Call to Order:** 9:07 AM, by Chair, Dr. Orf
2. **Approval of Minutes:** MSC (Lee/Tomlinson) to approve the Minutes of November 5, 2010 meeting (with a later correction to Agenda #4 in which Discipline Plan subtotals for A&C and MSEPS had been reversed).
3. **Guest Presentation—Women’s Studies:** Dr. TeriAnn Bengiveno, supported by Ms. Elizabeth Hopkins and Dr. Robin Roy, presented a rationale for obtaining FTEF during 2011-12 for two new Women’s Studies courses recently approved by Curriculum Committee and the Board of Trustees. Las Positas College now has a group of nine courses that speak to Women’s Studies issues. These could be combined to comprise a new Area of Emphasis for the AA degree in Liberal Arts and Sciences and eventually grow to be a new Women’s Studies program in response to growing student interest. There are comparable courses and programs at many community colleges, according to Articulation Officer, Ms. Alvarado. The two newly approved Women’s Studies courses will transfer to CSU and UC, and both have been accepted for IGETC. Dr. Noble expressed her full support for the new courses; the BCATSS discipline plans can accommodate the additional .4 FTEF throughout the 2011-12 academic year. Dr. Orf thanked Dr. Bengiveno and her colleagues for their presentation, explaining that the information would be factored into the Committee’s consideration of the 2011-12 discipline plans.
4. **REVIEW OF DISCIPLINE PLANS:**
BCATSS: Dr. Noble explained that the discipline plans provided by BCATSS faculty basically reflect last year’s plans, including the final round of cuts made last year. A smaller summer session has been planned by several disciplines, moving some courses to Fall 2011 and Spring 2012, e.g., Business, which is not planning any summer classes. Multiple sections have not been planned except where there is a high demand, such as General Education, e.g., CIS 50. Ms. Huber noted that the FTEF for BUSN 92 (.2) is not included and should be added to the division plan total. A slightly higher increase also results from the shift of Health Sciences (two courses) from MSEPS to BCATSS, but is somewhat offset by other decisions, particularly the scheduling shift for the new Surgical Technology cohort to start in January 2012; no Surgical Technology will be scheduled either in Summer or Fall 2011. The shift will help institutionalize the costs of the program and will improve student chances to schedule and complete their clinical practice—in effect, “spreading the pain,” as Dr. Noble expressed it. The 2.07 assigned to SURG would be allocated as follows: SURG 1.12, WMST .40 (see agenda #3 above), HSCI .4, to use 1.92 of the 2.07, coming “under” by .15. To Ms. Huber’s query about whether FTEF for the HSCI classes might also have been added in MSEPS, Dr. Ely reported that he had not included them. Large lecture has been factored in for two sections of large lecture in Business and one in Psychology, with no increase in FTEF. No CFS is included in BCATSS totals.

Dr. Ankoviak observed that Surgical Technology is expected to have its own bin line (there is general agreement, but the DEMC has not yet met to approve placing SURG in the bins). If approved, SURG will not be a part of the 527.5 WSCH/FTE efficiency for the year. There may be additional FTEF that can be assigned after DEMC meets. At the December 3rd DEMC meeting, it is anticipated that the numbers will be agreed on. Dr. Ely recommended that the numbers in the discipline plans remain as reported today until such time as a different FTE number may be received officially.

MSEPS: Dr. Ely reported that the MSEPS planning is comparable to the final numbers for last year (including the four rounds of cuts). EMS [-]; AJ [same]; FST [-]; ECD “jail” [-, for correction and is non-credit]; “Ad Hoc” [Fall +]; PHYS/ASTR [+ for enhanced lab]; MATH [same]; VWT [-]; BIOL [+ for enhanced lab]; GEOL [+ for enhanced lab]; GEOG [same]; CHEM [+ for enhanced lab]; ENGR [+ , one class will be deferred from Spring 2011 to Fall 2011]; Sheriff’s Academy [same]; HORT [+ , offering different classes]; OSH/RADS [-, no classes offered 2011-12, alternate year schedule]. No CFS included in MSEPS totals. Large lecture has been factored in or accommodated so there is no net change in FTEF. Ms. Hanna will either schedule a large lecture or will schedule two sections, depending on whether Room 2420 is available at a time that will work for the class.

PEHWA: Dean Miller reported separately for the two principal discipline “groupings” in the division. There are “not too many changes to what was offered in 2010-11.”

- **HLTH/NUTR:** Summer 0; Fall 2.8; Spring 2.8
- **TOTAL PEHWA:** 30.60 grand total

A&C: Dr. Manwell reported also that FTEF has been balanced across the division to come close to the 2010-11 totals: ENG [same]; ESL [same]; ASL [same]; SPAN [SAME]; FREN [SAME]; ITLN [SAME]; MSCM [+ up for Fall, saved from Summer; up .096 Spring]; HUMN [same]; PHIL [same]; RELS [same]; MUS [same]; THEA [same]; SPCH [same]; DANC [same]; ARTS/ARHS [same]; PHTO [same]; VCOM [+ 2.67 for year, but reduced in summer]; LIBR [no FTEF; teach orientation classes]; VCOM [same]; INTD [same Fall, +.25 Spring—changing of course]. CFS FTEF is not included in ENG totals.

STUDENT SERVICES: Ms. Tomlinson reported that Student Services plans are a “mirror of last year.” Part of the FTE originally reported and included CFS, later removed from the total: Summer 0; Fall 5.48 (.67 to CFS = 4.81 Student Services); Spring 3.69 (.47 to CFS = 3.22 Student Services); grand total 9.14 (this total will be later be reduced by 1.14 to remove CFS from the Student Services plan for a Student Services discipline plan total of 8.03 FTE; see next paragraph).

COLLEGE FOUNDATION SEMESTER: Dr. Luster recommended that all CFS FTE be removed from the Student Services discipline plans because CFS is not included in any of the other division discipline plans and a separate CFS plan developed for history and for tracking. CFS FTE were subsequently removed from the Student Services discipline plan (and added into the final total as their own FTE).

ENHANCED LAB: Enhanced Lab is included in these totals (for BCATSS and MSEPS) for Fall 2011 and Spring 2012, but there was uncertainty about whether the approximately 2.8 FTEF estimate

included Summer 2011. Dr. Ely promised to check after the meeting and to email everyone (See email note at end of Minutes, page 3, for a total of 2.73 FTEF for enhanced lab, which includes summer, as verified by Dr. Ely's check of the plans).

FINAL DISCIPLINE PLAN TOTALS: The District has allocated 406.9 to Las Positas for 2010-11 (on UGLI sheet). Assuming the same for 2011-12, 406.9 would be increased by the FTEF for enhanced lab, bringing the allocation from District up to, at least, 409.7. Las Positas would be, at this time, scheduled for approximately 1.4 FTEF over its allocation.

Division	Sum 11	Fall 11	Spr 12	Division Total for Year
BCATSS	6.26	48.5	49.86	104.62
MSEPS	11.5	62.44	56.94	130.88
PEHWA	2.08	15.19	13.33	30.6
A&C	7.45	64.14	61.29	132.88
Student Services	0	4.81	3.22	8.03
CFS	0	2.72	1.37	4.09
TOTAL	27.29	197.80	186.01	411.10

Dr. Luster requested time to meet with CFS staff to finalize the CFS plans for next year. Consensus was that the vote that the vote could be held off until after the DEMC meeting on December 3 and will be finalized at the CEMC meeting following.

Dr. Ankoviak reminded that these plans are actuals and reflect the outcome of the rounds of cancellations that occurred during 2010-11. If the DEMC requires further cuts, they will not be absorbed through normal class cancellation for classes that do not make.

5. **EXPRESSION OF APPRECIATION:** Dr. Orf thanked Dr. Ankoviak for providing the bagels and juice treats for today's meeting.
6. **NEXT MEETING:** December 3, 2010; meeting will begin at 2:30 following DBSG. The Committee was in agreement that their preference is to review and discuss discipline plans by division, rather than course by course. Dr. Luster praised the outcome of today's meeting. "I know how hard you all have worked to get this so accurate."
7. **ADJOURNMENT:** 10:21 A.M.

Recording Secretary: Martha Konrad

NOTE: Agenda Item 4, Enhanced Lab

From Neal Ely email to Committee post meeting:

In looking at my lab load factor sheet that came out of the study last year, we were "credited" with 2.81 FTEF in enhanced lab load factor, which, by the way, includes 0.05 FTEF for ANTH 1L sections (5) and 0.09 FTEF for CIS 54 (4), 55 (4), and 57 (1) sections, for the year (I thought I had included summer in our totals and I had).

Now, looking at what's in the actual discipline plans for me for next year, they reflect some class cuts that weren't assumed in the numbers used by the lab load evaluation committee (so we got more FTEF credit than we should have), but also in a couple of cases the numbers reflected fewer sections than they should have (so we got less FTEF credit than we should have).

So, at the end of the day, the enhanced lab load factor we should get based on sections offered as near as I can tell from looking at all the schedules including ANTH and CIS this year and extrapolating, is **2.73 FTEF** including summer.