

**LAS POSITAS COLLEGE
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE
Minutes of October 14, 2011**

Attending: Ms. Aubert; Mr. Baker (voting); Dr. Ely (voting); Mr. Kratochvil; Ms. Lee (voting); Ms. Maloney (voting); Dr. Noble (voting); Dr. Orf (chair, voting); Ms. Rodriguez; Ms. Scott; Dr. Weaver (voting)

1. **Call to order:** 9:35 a.m. by Chair, Dr. Orf; Room 2460.
2. **Approval of minutes of September 16, 2011:** MSC – Weaver/Lee; Dr. Ely abstain – due to absence
3. **Report from DEMC – Discuss Discipline plans for next year including due dates, etc.**

Dr. Orf stated that the last DEMC meeting lasted only about 20 minutes because there's still no information; there's no numbers coming in from the State. Dr. Kinnamon confirmed that we should we go ahead and move on this year's discipline plans with the idea of rolling over the schedule. The goal today is to get the discipline plans into the faculty's hands so they can start working on it. So before we leave today we should know: 1) How we will do discipline plans; 2) Due dates back to Deans; and 3) When they will be brought back here (CEMC). We ended up with 15,331 (FTES target for District). No information as far as what percentage went to each division.

Dr. Ely stated that as they were finishing up tier 3 cuts last spring, which got to the 371.4 cuts, there was some stuff that came from Nichole (Huber) where she was tallying up the next amounts of FTEF cuts by division. The deans have this information and it may be in Sarah's (Aubert) office somewhere as well. Dr. Orf stated that he's not too worried about that (division cuts) right now as once this stuff comes back he will be looking at final numbers. Ms. Maloney asked was there a list of parameters for developing the schedule made last year. Dr. Orf stated that it was rolled over but then we had the criteria from the Senate for the cuts. It was based more on cuts not on what should be offered.

4. **Program Review within Discipline Plans**

Dr. Orf stated that Sarah Thompson had brought up the need for Program Review and we are also hearing this coming from the Accreditation Team. Ms. Maloney stated that the Program Review Committee met and discussed that all committees should be involved in trying to integrate Program Review. It should be considered

as we develop our discipline plans. Deans were verified as those who should verify this information and should produce some type of form to document this. Deans suggested not creating new forms but to modify the discipline plan form by adding a checkbox to show approval. Dr. Orf stated that the form from last year was used and two boxes were added from faculty and deans to indicate that Program Review was considered and approved. Mr. Kratochvil inquired would this (the boxes alone) be sufficient since in other areas it was mentioned that something like this was not adequate. Dr. Orf suggested that a 1 – 2 paragraph synopsis can be added. Dr. Ely suggested to simply add the boxes for now to discourage cutting/pasting from Program Review. Dr. Noble suggested adding a comment section in the next column. Mr. Kratochvil suggested as deans make their presentations in this meeting concerning Program Review, that comments are incorporated in the minutes. This could be another approach.

Vote for document change – add column for comments; keep as one page

MSC – Ely/Maloney; unanimous

Due dates for discipline plans: Dr. Orf stated that last year he sent an email to all faculty but now thinks it best sending it directly to the deans. They could then send the form to their faculty. Dr. Weaver agreed and stated that there were challenges when the email went to all faculty. Dr. Orf will work on the email and have it ready to send to deans by Monday, October 17. (Per Ms. Lee, last year the email was sent out on October 6 with a return date of October 29). If discipline plans are sent out by deans on October 18, with a due date of November 8 from faculty (to deans), then the plans can be presented at our meeting scheduled on November 18 at 9:30 a.m.

Dr. Orf stated that the November 4 meeting is canceled since Dr. Kinnamon's Administrative Staff meeting is the same day at 2 p.m.

5. Possible Cuts to next year's classes

Dr. Orf added this item to have a discussion since nothing has come down from the DEMC. If we hit the second trigger there will be more cuts. Dr. Weaver stated that this is why it's important to send out Sarah (Thompson's) list. (Sarah presented an informational document at a DBSG meeting where she talked about an FTEF cut). Mr. Kratochvil stated that he called Lorenzo Legaspi yesterday and Mr. Legaspi's best advice is to stay flat; he doesn't have any information that suggests there will be any more cut. Ms. Maloney stated that the confusion may be that in the triggers there is an FTEF reduction (workload reduction) at level 2, but Lorenzo (Legaspi) is

saying that we planned for it in our budget. Mr. Baker handed out a document containing data from Student Success services (math and English). He stated it shows students entering in the Spring and Fall for 2010 and 2011. More students come in for the fall than the spring. Mr. Baker stated that the key is being aware of how our students are scoring. A lot of our students are scoring in English 104 and 1A, and Math 107 and 65. We need to be aware of the facilities issue too because we can't add students to many of our classes. This (information) is useful in our plan to prepare (paying close attention to head count). Discussion.

Mr. Baker handed out a second document entitled "Aligning Course Offerings to Meet Student Needs." Mr. Baker stated that the key is that this recommendation has a potential huge impact on us because it talks about the management plans being development based on a student's individual education plan. It is an awareness of what is coming. Discussion.

6. Good of the Order

7. Dr. Ely stated that the construction program for the new science building is coming online in Fall, (will be completed late this spring but not used over the summer). This summer is when the part of that construction project kicks in that does the renovations to the existing science building. No classes will be offered this summer in the science building (no chemistry or biology classes). We've looked at three options. One would be to take the FTEF that is available in the summer for the biology and chemistry classes and use it in the fall or spring. Another option is that Chabot says all our students will come to them. Would we want to use our FTEF there in the summer? Would we get to use LPC instructors? This will impact some students. If classes are at Chabot, there is no guarantee that it will be LPC students that get in the classes. A third option was to consider trying to move those classes to a temporary facility such as Dublin HS, but there are some serious logistical issues and possible quality of instruction issues associated with that. Discussion ensued about these options, and particularly explaining the problems with the temporary relocation for the summer option.

Mr. Kratochvil stated that we have known this for months and questions how many students will be affected. Students should be told this information now. We should not be concerned about who gets the FTEF. Some suggestions: Ms. Lee stated that this might need to be something on the main page online. Dr. Orf suggested the student newspaper. Dr. Weaver suggested making it a header for the spring schedule. More discussion.

8. **Adjournment:** 10:53 a.m.
9. **Next Meeting:** November 18, 2011 at 9:30 a.m.