

**LAS POSITAS COLLEGE  
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE  
Minutes of October 26, 2012**

Attending: Dr. Ely (voting); Dr. Flores; Ms. Hart (voting); Ms. Lee (voting); Dr. Noble (voting); Dr. Orf (chair, voting); Ms. D. Rodriguez (voting); Ms. S. Rodriguez; Mr. Samra; Ms. Scott; Ms. Thompson; Dr. Walthers.

Absent: Dr. Ankoviak (voting), Ms. Miller (voting)

**1. Call to order:** 3:05 p.m. by Chair, Dr. Orf; District Conference Room 1

**2. Approval of Minutes (October 5):** MSC – Lee/Ely (unanimous)

**3. Report and Discussion from sub-committee on future cuts as well as adds:**

Report by sub-committee (handouts available): Dr. Flores, Ms. Korber, and Ms. Lee; Dr.

Ruys not present. Dr. Flores led in an explanation and discussion of the handouts.

First discussed was an immediate short term plan; one that would assist if prop. 30 passed

and we need to add classes back (see handout – CEMC Short Plan for Spring 13). Next

there was a discussion of how a long term plan would take a lot more data, planning, and

involvement. Looking over historical information it was found that in some years, some

areas took more of a hit (cut) than others. So it was hard to use anything as a baseline

year. But looking at 2009 - 2010 it appeared things were clean enough to use it to see the

FTEF and allocation by division. Those numbers were ran again to make them reflect how

the divisions look now. Based on those numbers that is the allocation by percentages and

FTEF that we would say would make up the 10 FTEF for each of the divisions. This was the

first step. The second step is to reinstate those based upon what previous cuts were made.

So the conversation was more of what have we cut historically. This information could be

used to have dialog with the divisions.

From the discussion it was decided that two more bullets need to be added to the Guiding Principles: Current Growth and Support Staff required for courses. Ms. Lee also suggested adding in "Student Success Task Force" because the Guiding Principles don't really address support services.

(See handout – Comprehensive Enrollment Management Plan).

- 1) Start with reporting out data – Awareness; 2) Engage others in conversation – is this where we want to be/where do we want to go; 3) Communication –

mission/goals; 4) Development Plan – (Rajinder Samra might need to be on the committees to provide data).

More discussion ensued regarding the comprehensive enrollment management plan.

Dr. Ely suggested the word “balance” be included because there are multiple things; a lot of criteria. Need to maintain a balance of courses, balance of focus.

Timeline: Does CEMC want to continue with this committee of four, or establish a more formalized group to develop a timeline? Dr. Orf suggested that this task be a scope bigger than CEMC; that Senate, for example would need to be involved. Dr. Noble suggested that the sub-committee as it exists should continue with the timeline. Dr. Orf stated that this plan needs to be implemented by Spring (March at the latest). Ms. Korber stated that she has already presented this to Academic Senate so people are aware. More discussion...

If prop 30 passes, we initiate the 10-plus (CEMC Short Plan)

Vote - MSC: Ms. D. Rodriguez/Dr. Ely; unanimous

#### **4. Good of the order: N/A**

Dr. Orf stated that the meeting scheduled for next week (November 2) should not be a long one since there is no DBSG; but there is a DEMC. The CEMC meeting will be held on campus. If the DEMC cancels, he will send out an email. Dr. Ely stated that there still needs to be some instructions sent out with some specifics on what to do. There's no guidance or timeframe to prepare discipline plans for the upcoming schedules. Dr. Orf stated that the guidance we are getting from DEMC is to just roll over and this is what he sent out to everyone, stating a due date in early December. Dr. Walthers stated that it might be worthwhile to send out another email reminding them of the criteria and adding a due date. Dr. Orf will send out another email stating a due date of December 3 once there is confirmation that discipline plan/template information has been posted online.

**Adjournment:** 4:20 p.m.

**Next Meeting:** Friday, November 2 at 3 p.m. in Room 2450