

**LAS POSITAS COLLEGE
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE
Minutes of November 16, 2012**

Attending: Dr. Ankoviak (voting), Dr. Ely (voting); Dr. Flores; Ms. Hart (voting); Ms. Lee (voting); Ms. Miller (voting), Dr. Noble (voting); Dr. Orf (chair, voting); Ms. D. Rodriguez (voting); Mr. Samra; Ms. Scott; Ms. Rosen-Simon; Mr. Craighead; Mr. Sato.

Absent: Dr. Walthers, Ms. S. Rodriguez

- 1. Call to order:** 3:09 p.m. by Chair, Dr. Orf; District Conference Room 1
- 2. Approval of Minutes (October 5):** MSC – Lee/Ely (unanimous)
- 3. Changes to current discipline plans** (for English) - **Marilyn Flores**

There has been a curriculum issue with English regarding how labs are scheduled. In order to rectify this, modifications had to be made and the solution has now made an impact on our FTEF. We have what we call the sixth hour which students are required to do for the lab component. It is done in the lab. However at some point it wasn't necessarily line of sight. The best thing to do was to have an instructor in line of sight which is an additional .75 CAH. So now for Spring 13 there are 22 sections at 1.75 which is over by 1.1 FTEF. We have to do this to be in compliance. Mr. Sato explained that those instructors providing line of sight were there but also teaching class at the same time. So they will reorganize the schedule where the instructor will actually teach the lab. (Discussion)

Motion by LaVaughn Hart: The shortfall in the English discipline FTEF allocation for 12-13 of 1.1 FTEF will be covered by any additional funding from DEMC ; if no additional FTEF from DEMC, then English will have a cut equivalent to 1.1 FTEF, and they will need to seek other funding. Seconded by Christina Lee; unanimous vote.

Dr. Noble commended the English Department for jumping on this issue and correcting it. And they did it all in one semester. Dr. Orf will update the discipline plan and bring it back to the committee for a vote.

Regarding the same issue in all disciplines, Ms. Hart motioned: If there is a zero sum change in an approved discipline plan, it does not need to be brought to the committee for approval. Seconded by Christina Lee; unanimous vote.

4. Report from DEMC

Dr. Orf stated that the DEMC meeting was canceled (for today) and postponed to December 7. CEMC will need to meet on December 7 at the District at 3 p.m. since DBSG is also scheduled.

Regarding the discipline plans, for now Dr. Orf will send general guidelines via email that the plans are still due on December 3rd. Instructions will be to roll over the same amount of FTEF from this year. Changes can be made after receiving information from DEMC on December 7.

5. Adding 10 FTEF to schedule – to be discussed next meeting

6. Report from sub – committee

Ms. Lee reported that the "Task Force" met and looked at numbers for FTEF from 2009-10 still trying to see how courses can be prioritized. They looked at all the courses that were offered in that academic year to determine how many were basic skills, AA/Certificate applicable, transferable to CSU/UC, CTE, etc. They found that the majority of courses applied to multiple areas. The next step is to bring the conversation to the campus to get a sense of we want to prioritize. It's a big picture discussion. Dr. Flores added that they want the college to maintain comprehensiveness. A class that counts for five different areas in essence, should be weighted a little more than a class that only counts in one area. Ms. Lee stated that the career prioritization model that was brought up in Academic Senate but not formally approved, works well in general for all the different division. Mr. Samra stated that we have to have the correct codes. It's critically important that codes are correct as it affects our data. (More discussion)

7. Good of the order: (N/A)

Adjournment: 4:00 p.m.

Next Meeting: Friday, December 7 at 3 p.m. in District Conference Room 1