

**LAS POSITAS COLLEGE  
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE  
Minutes of December 14, 2012**

Attending: Dr. Ely (voting); Dr. Flores; Ms. Hart (voting); Ms. Lee (voting); Ms. Miller (voting), Dr. Noble (voting); Dr. Orf (chair, voting); Dr. Ruys; Ms. Scott; Ms. Miglioccio; Mr. Craighead; Dr. Walthers (by phone).

Absent: Dr. Ankoviak (voting); Ms. D. Rodriguez (voting); Ms. S. Rodriguez; Mr. Samra

- 1. Call to order:** 8:44 a.m. by Chair, Dr. Orf; Room 2460
- 2. Approval of Minutes (December 7):** MSC – Lee/Ely (unanimous)
- 3. Approval of next year's Discipline Plans - Each Dean will give presentation for their division**

Dr. Ely (STEMPS): **146.96 FTEF** (no summer addition); Dr. Ely stated that he operated from the premise of needing to roll over the FTEF from last year, to this year. There will be some differences in the individual disciplines, which will be counted for in several ways: STEMPS has one less discipline now since Geography has gone (to ALSS); also there are 3 new disciplines (Auto, Welding, and Computer Studies-CIS/CNT/CS/ELEC). Last summer there was no science program due to the construction so some of this was re-balanced through the academic year to get back to our regular program. They have to rotate some of the classes from their smaller disciplines so that they do not block pathways and students are able to get through the programs. Also next year is the off year for RADS program so this gives them a little more FTEF to work with. Last year they would have had 146.95 FTEF. He apologizes for being over by about 0.01 but that's about as close as he can get.

Dr. Flores (ALSS): **154.47 FTEF** (no summer addition); Dr. Flores stated that looking at last year's discipline plans, there were some discrepancies from last year, to this year. Based on last year's targets they came up pretty much even. Summer is not that impacted but in Fall we will lose 3 sections of English which will impact about 100 students. Then in Spring they lose another 3 sections. This is mainly due to the change that was made in faculty CAH in the new contract. (Per Ms. Hart, the change was needed to correctly schedule the lab portion of ENG 100A and 104 classes). In order for them to be within the target, they had to reduce the number of sections. It was difficult to come up with their target because it

wasn't base level like every other discipline. And this is in a core area from basic skills all the way to transfer. English faculty strongly feel that this is a college-wide concern.

Ms. Lee explained that the (English) 104s and 105s are basically the same class, so we are not losing as many sections as they have reported. Dr. Ely stated that there are other courses in other disciplines that are needed as well and are basic skills.

Ms. Miller (BSBA): **60.69 FTEF** (no summer addition); Ms. Miller stated that she changed a few things around but for the most part all the numbers came out the same. Due to the curriculum nightmare that Kinesiology is experiencing, the numbers are just placeholders until we figure out what courses we will be offering. But everyone else hit their target.

Ms. Lee (SS; presenting on behalf of VP Rodriguez): **7.34 FTEF**

Ms. Lee stated that she thinks last year was 7.34 FTEF. The proposal for this upcoming 2013-14 (not including summer) is 7.5 (but is over by .16). So since she doesn't think she has all the records and may be off, she proposed 7.34. Ms. Lee inquired about the College Foundation Semester which had a separate allocation. Dr. Ely stated that the Foundation Semester is multi-disciplined. It might take up the difference. Dr. Noble stated that she spoke with Jim Gioia who wants to move a class that he didn't have in fall 12, to spring 13. Dr. Noble requested that he speak to VP Rodriguez or Ms. Lee.

Dr. Noble suggested that in the future since the Learning Communities is housed with Dr. Flores, it would be an additional discipline plan that she would prepare.

**Overall total: 369.46 FTEF**

MSC: Ely/Lee to approve discipline plans.

Dr. Noble thanked the deans for working so hard and taking care of this issue in such a short time frame. Dr. Orf thanked the deans as well. Ms. Miller thanked the coordinators also.

Dr. Noble requested that deans send the sheets used to tally FTEF to Ms. Scott to be included in the minutes.

#### **4. Approval of 5.9 FTEF addition to this year's discipline plans (and summer)**

Dr. Ely: The percentage of how to divide the 5.9 up came out to be ALSS at 42%; BSBA at 17%; STEMPS at 39%. So that would be 2.3 FTEF for STEMPS. All additions are for the summer schedule with one exception: HSCI 52 double (medical terminology class), but this only increases the FTEF by .14. So the real number is **2.31 FTEF**

Dr. Flores: Target of 2.48 plus .18 VCOM 63 (Spring cancellation) = 2.66  
2.30 FTEF for Spring 13 and .40 FTEF for Summer 13. Total is 2.7 FTEF. Then less the .18 cancellation, new total is **2.52 FTEF** (off by .04)

Ms. Miller: Target is 1.0; .90 for Spring 13; .40 for Summer 13. Total is **1.30 FTEF** (this is over by .3)

Ms. Lee: Target is .12 but a 2 unit class is .13. They will offer PSCN 15 at **.13 FTEF**.

**Overall total = 6.26 (over by .36)**

Dr. Orf stated that the ideal of floating won't work. Must get the added FTEF down to 5.9. We can approve this rate with the ideal that we'll get it down to 5.9. The deans will have to get together to figure it out. More than likely it will come from the Kinesiology discipline. Ms. Miller stated that she'd like to take the issue back to the faculty to decide where to cut.

MSC: Miller/Lee to approve spring and summer additions knowing that BSBA will cut .35 FTEF. Ms. Miller will send an email to Dr. Orf next week to give him the details and he will let the committee know.

#### **5. Determine Jan - Feb. meetings**

Next meeting should be February 1, 2013 at 12:30 p.m. in room 2460 (if available); if DBSG meets that same day, then the meeting will be at 3 p.m. at the District. Dr. Orf stated that we will probably have to meet the following week as well on February 8 at 12:30 p.m. (or 3 p.m. at the District depending on DBSG).

**6. Good of the order**

Dr. Noble asked that the deans update their spring and summer discipline plans to reflect the changes.

**Adjournment:** 9:53 a.m.

**Next Meeting:** Friday, February 1 and/or 8, 12:30 or 3:30 p.m.; room TBD