

**LAS POSITAS COLLEGE
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE
Minutes of March 1, 2013**

Attending: Dr. Ankoviak (voting); Ms. Everett (voting); Dr. Flores; Ms. Hart (voting); Ms. Lee (voting); Ms. Miller (voting), Dr. Noble (voting); Dr. Orf (chair, voting); Ms. D. Rodriguez (voting); Ms. S. Rodriguez; Mr. Samra; Ms. Scott; Dr. Walthers; Mr. Dry, Dr. Ruys

Absent: Ms. Migliaccio

1. Call to order: 2:56 p.m. by Chair, Dr. Orf; District Room 302 (aka CR1)

2. Approval of Minutes (December 14): MSC – Lee/Miller (unanimous)

3. Request from Richard Dry and Marilyn Flores

Mr. Dry: We have a big problem in that 67% of our students (on entry) test below transfer level English. These students need support. The Reading & Writing Center offers tutorial services for disciplines all across the campus and curriculum. Unfortunately there will not be a coordinator after this year. The position is paid now by Basic Skills, 3 CAH. We are seeking funding for a permanent, institutionalized position for LPC; an across the curriculum, Reading and Writing Coordinator. Each division was surveyed as to whether they would support the position by donating some CAH (1.5 per semester) from their divisions. The STEMPS division decided not to support it; out of the 5 surveys received back from BSBA, 3 said yes, and 2 said no; of the 21 surveys received from ALSS, 19 said yes. (This would be 1.5 CAH per semester which amounts to .2 FTEF per year). (A job description was distributed).

Dean Flores: Not sure if this is the right body to bring it to but doing so as a temporary solution. Not set in stone.

Dr. Ankoviak: This has been requested before and denied; the past three chancellors made it clear that FTEF generated will be done in classrooms.

A discussion ensued.

Dr. Orf: We will vote on this when we vote on the proposals (as it is included with ALSS).

4. Presentations of FTEF increases by Deans

Dean Miller, BSBA (handout)

Allocated 2.13

Total: 2.20 (over by .07)

Dean Flores, ALSS (handout)

Allocated 4.96

Total: 4.97 (over by .01)

Dean Everett, STEMPS (handout)

Allocated 4.49

Total: 4.38 (under by .11)

Counselor Lee, SS (handout)

Allocated: .23

Total: .22

Grand total:

Allocated = 11.81

Actual = 11.77 (before we add in the 1.19 for CFS)

MSC to approve the plans with a slight change to Student Services once they figure out which class to offer: Hart/Miller (1 opposition); motion is passed.

Dr. Orf: Student Services will come back to the next meeting with the changes. Everyone is to re-submit discipline plans with additions by March 15 to Carolyn Scott, copy to Dr. Orf. Ms. Scott will post them.

5. Update from CEMC task force (Flores, Ruys, Lee, Korber)

Dr. Flores: We have been trying to come up with some type of template. We have been looking at what other colleges are doing. We have a very, very, rough draft (handout). It is not final, but making progress. There are three critical pieces to be incorporated: College Mission, Role of CEMC, and FA Principles for Productivity Assessments. We are working towards formulating our purpose and chose to use a statement from Los Medanos College's as an example. We are creating a template to share of what we expect our long-term goal

to look like. We spoke about how this would look over a two year period. Our implementation plan comes from the AACRAO model. (More discussion as handout is reviewed).

Dr. Ankoviak: Requests an electronic copy in order to forward to FA (Charlotte Lofft) because he can see some contractual issues.

Dr. Flores: This is still a draft and we will not go any further without direction.

6. Good of the order

Dr. Orf: There was no DEMC meeting today. Per Ms. Hart the next scheduled one is April 12, after spring break.

The next CEMC meeting is scheduled for April 12 at 3:30 (depending on if there is a DBSG meeting).

Adjournment: 4:12 p.m.

Next Meeting: Friday, April 12, time pending