

**LAS POSITAS COLLEGE  
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE  
Minutes of July 30, 2012  
(Special Meeting)**

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

Absent: Ms. Miller (voting) - vacation

**Call to order:** 3:07 p.m. by Chair, Dr. Orf; Room 2460.

**No formal agenda – Special meeting to discuss possibly adding more courses to the Fall 2012 Schedule.**

Dr. Walthers stated that he proposed to the Foundation to agree to donate money for the purpose of adding classes this fall. The Foundation has agreed to fund three courses for Fall 2012. Scott Haggerty will fund two courses as well. The sales from the fireworks will possibly add one more course. And with the balance left over from the fireworks sales and Bob Kratochvil's fund, we can add another course. This would be a total of seven courses. They (donors) made it clear that these courses must lead to transfer, help complete a degree, or something like a medical terminology course. The idea is to open as many courses as possible in the places that they are needed. So we need to come up with some procedures to do this. The foundations has committed to three years of doing this. The news will be rolled out on Convocation Day. This plan is for Fall only right now. But we'd like to do the same thing for Spring. These are open classes and will count towards FTES. So if the budget turns around, this will put us above our cap.

Dr. Orf was concerned about these courses rolling over but being paid by another fund. Dr. Noble suggested flagging them a certain way in Banner so they won't roll over. Dr. Ely stated that they will roll over like any other class but we will need to stay on top of it.

Mr. Samra suggested that we take a look at the waitlist in terms of determining who has first choice in enrolling in the classes. Dr. Noble stated that she had asked the three deans to take a look at their waitlists, determine what faculty members are available, and figure out how they might come up with 8 or so courses. The handout (Las Positas Completes (LPC) Potential Additions to the Fall 2012 Fall Schedule) is what they have come up with. Ms. Hart stated that we must look at the CAH, not the units. She noted that Dr. Flores' classes alone are way above the \$5500 limit.

Dr. Noble stated that CTE will fund Dr. Ely's EMS 62.

Mr. Samra stated that one issue that we will face might be in the multiple waitlists – sections. Dr. Ely stated that classrooms and times are an issue as well. Dr. Orf suggested that we pick 5 classes and rank the remaining 3. He asked Ms. Scott to work with Ms. Aubert to get 5 rooms and the time range each are available. The deans would then

contact faculty to see who could cover the courses. Ms. Hart added that History 7 is approved to be offered as an online class as well so that could be an option.

Ms. Lee (from a counseling perspective) suggested the following classes from the handout list, in this order:

English 1A  
Speech 1  
Math 55  
Math 42  
English 104

Remaining rank: History 7, Math 38, Marketing 64

**Adjournment:** 3:40 p.m.

**Next Meeting:** Friday, September 7 at 3 p.m.