

**Chabot-Las Positas Community College District**  
Office of Educational Planning

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Friday, October 2, 2015

10:30 A.M. - 11:30 A.M.

District Office - Board Room

**DEMC Membership**

**VOTING**

		<b>Present</b>
Tom deWit (F)	<i>CC</i>	<input type="checkbox"/>
Dave Fouquet (F)	<i>CC</i>	<input checked="" type="checkbox"/>
LaVaughn Hart (F)	<i>LPC</i>	<input type="checkbox"/>
Tom Orf (F)	<i>LPC</i>	<input checked="" type="checkbox"/>
Susan Sperling (A)	<i>CC</i>	<input type="checkbox"/>
Barry Russell (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Celia Esposito-Noy (A)	<i>DIST</i>	<input checked="" type="checkbox"/>
Lorenzo Legaspi (A)	<i>DIST</i>	<input checked="" type="checkbox"/>

**NON-VOTING**

		<b>Present</b>
Stacy Thompson (A)	<i>CC</i>	<input type="checkbox"/>
Laurie Dockter (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Barbara Yesnosky (A)	<i>DIST</i>	<input checked="" type="checkbox"/>
Angela Villasana (C)	<i>CC</i>	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	<i>LPC</i>	<input checked="" type="checkbox"/>
Rachel Ugale (C)	<i>DIST</i>	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Roanna Bennie, Jeff Drouin, Sylvia Rodriguez, Eric Stricklen  
Dial-In: Matt Kritscher and Connie Willis

**Agenda**

- 1.0 Review and Approval of Meeting Notes – September 4, 2015
- 2.0 Review Enrollment Summit Recommendations
- 3.0 CEMC Update
  - a. Las Positas College – LaVaughn Hart
  - b. Chabot College – Tom deWit
- 4.0 Future Meetings– 10:30 A.M. – 12:00 P.M.

The Friday, October 2, 2015 District Enrollment Management Committee (DEMC) meeting was opened by Celia Esposito-Noy. A brief introduction was given by all attendees.

**1.0 Review and Approval of Meeting Notes – September 4, 2015**

Meeting notes from September 4, 2015 were reviewed and approved by general consensus.

## 2.0 Review Enrollment Summit Recommendations

The Committee held various discussions thru the review of the enrollment summit recommendations (stability, in-reach/outreach, schedule/curriculum and process/procedures) that will be forwarded to the Chancellor.

- **Stability** – Lorenzo Legaspi spoke on behalf of the stability workgroup and indicated that before the summit; going on stability was not an option. With the numbers that recently came in from census, options are limited to recommendations: Option 2 - Plan stability for FY 15-16 and Option 3 – Plan stability for FY 16-17 = 30 Months to Work On.

Barry Russell mentioned that the plan concerns him due to construction issues at Las Positas College (LPC) and that they will not be able to grow until FY 17-18.

Celia indicated if there's a decision to go on stability, then we will have to map out the implications to include temporary space for LPC in order to maximize your FTEF.

- **In-Reach/Outreach** – Matt Kritscher spoke on behalf of the in-reach/outreach workgroup and listed each recommendation: 1. Hire social media specialist/increase social media presence. 2. Increase evening and weekend programs 3. Develop a detailed marketing strategy that is year round. 4. Develop bridge programs-summer and intercession for new and current students. 5. Explore all alternative/more effective ways to communicate. 6. Peer outreach and retention.
- **Schedule/Curriculum** – Roanna Bennie and Tom Orf spoke on behalf of the schedule/curriculum workgroup and mentioned each recommendation: 1. Utilizing Friday and Saturday, Evening and Weekend classes and programs or hybrid courses. 2. Support services available for Friday and Saturday. 3. Scheduling 4. Room use, fully utilized; scheduling DSCH vs WSCH. 5. Re-introduce Non-Credit 6. Expand online courses; training reqd. 7. Scheduling adjunct based on their availability (SP 16).

Roanna and Barry mentioned Astra schedule which helps maximize scheduling efficiency and optimize facility utilization for the class schedule. It will also be configured to consider room capacity compared to enrollment, course meeting type, room type, room media level, room region, building preference and subject preference.

Eric Stricklen mentioned that the District is looking into other software that is similar to Astra and currently the District is using R25.

- **Process/Procedures** – Jeff Drouin spoke on behalf of the process/procedures workgroup and reported ways to improve enrollment thru the use of R25 software. 1. 4+ unit classes and scheduling in block. 2. Balancing FTEF and FTES 3. Timeframe when Allocations Occur. 4. Refreshed schedule/real time schedule for students. 5. Hiring takes too long.

Tom Orf mentioned that we need to know the number for FY 16-17 in order to get the schedules out on time. Lorenzo provided some background information from past DEMC meetings and indicated that during this time of the year there's an enrollment target number. Dave Fouquet mentioned last year we had our allocation that included

our target number and ended up setting that number at 17,191 as a recommendation for planning purposes on November 7, 2014, which was not ideal and should have been set a month earlier.

Celia mentioned discussion needs to take place regarding the FTES allocation number which will depend a lot on stability and that the Committee will need to put forward recommendations to the Chancellor.

Lorenzo asked the Committee if they would be okay with putting forward stability for FY 16-17 as a recommendation and not do stability in FY 15/16. The Committee agreed on what will be put forward and to have a special meeting to discuss FY 16-17 and set the Target.

**3.0 CEMC Update**  
No Update

**4.0 Future Meetings – 10:30 A.M – 12:00 P.M.**

The October 2, 2015 District Enrollment Management Committee (DEMC) meeting was adjourned by Celia with a special meeting scheduled for October 16, 2015 to set the 16-17 Target and a regular DEMC meeting scheduled for November 6, 2015.