

Chabot-Las Positas Community College District
Office of Educational Planning

DRAFT Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, November 4, 2016

10:30 A.M. - 12:00 P.M.

District Office - Board Room

DEMC Membership

VOTING

		Present
Tom deWit (F)	CC	<input type="checkbox"/>
Dave Fouquet (F)	CC	<input checked="" type="checkbox"/>
LaVaughn Hart (F)	LPC	<input checked="" type="checkbox"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Susan Sperling (A)	CC	<input type="checkbox"/>
Barry Russell (A)	LPC	<input type="checkbox"/>
Krista Johns (A)	DIST	<input checked="" type="checkbox"/>
Lorenzo Legaspi (A)	DIST	<input checked="" type="checkbox"/>

NON-VOTING

		Present
Stacy Thompson (A)	CC	<input type="checkbox"/>
Laurie Dockter (A)	CC	<input type="checkbox"/>
Roanna Bennie (A)	LPC	<input type="checkbox"/>
Barbara Yesnosky (A)	DIST	<input type="checkbox"/>
Angela Villasana (C)	CC	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	LPC	<input checked="" type="checkbox"/>
Eric Stricklen (C)	DIST	<input checked="" type="checkbox"/>
Janet Campos (S)	CC	<input type="checkbox"/>
David Truelove (S)	LPC	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Diane Brady, Susan Cota, Jeff Drouin, Paulette Lino, Dale Wagoner, Carla Walter Dial-In: Stacy Thompson

Agenda

- 1.0 Review and Approval of Meeting Notes – October 7, 2016
- 2.0 Update on Structuring of DEMC Meeting
- 3.0 CEMC Reports
 1. Las Positas College – Roanna Bennie and LaVaughn Hart
 2. Chabot College – Stacy Thompson and Dave Fouquet
- 4.0 Report and Discussion of Recommended Productivity Level 2017-2018
- 5.0 Report and Discussion of Recommended FTES 2017-2018 Target
- 6.0 Other Business
- 7.0 Future Meetings: 10:30 AM – 12:00 PM

The Friday, November 4, 2016 District Enrollment Management Committee (DEMC) meeting was opened by Krista Johns with an introduction of all attending the meeting.

1.0 Review and Approval of Meeting Notes – October 7, 2016

Corrections were asked to be made to the October 7, 2016 meeting notes under 3.0 CEMC Reports, Krista mention to change that she “questioned” to “asked if” the research was done. Stacy Thompson asked to add in the meeting notes that she noted the differences between SWOXEN and Argos reports. The meeting notes were moved and approved as amended and noted.

2.0 Update on Structuring of DEMC Meeting

Krista mentioned the idea of structuring DEMC to the Committee with a different layout by having extra meetings in the fall with less in the spring to help understand the balance of the work. This would be the whole group meeting quarterly to get valuable input from a wider circle of participants who could bring their expertise or be affected by decisions being recommended. Then every month in between have the voting members meet to make it effective for work to be completed due to timeline constraints.

Eric Stricklen questioned the August 4, 2017 date if everyone would be back to attend that meeting. Krista responded that the August date will most likely be changed to the date of Convocation.

David Truelove questioned College level planning on each campus. Tom Orf responded that each College has a CEMC that meets and reports out to the College Council and Academic Senate.

3.0 CEMC Reports

LaVaughn provided handouts based on the Argos data to report Las Positas College current enrollment at 3,177 FTES for fall, productivity at 497 and fill rate at 90 percent, which puts Las Positas College up 2.63 percent for fall and summer. She indicated that the numbers for the Sheriff Academy have not rolled into Argos, as it closes in the middle of November and Non-Credit numbers will not show until later. LaVaughn mention that Las Positas College is on target and the spring schedules are up, which indicates students will begin to register soon.

LaVaughn announced that Las Positas College changed the date for their CEMC meeting, which will be held on November 18 from noon til 1:30 pm to go over their allocation for each discipline, so she may put out discipline plans for every discipline to discuss at the December 16 CEMC meeting.

The Committee held a discussion around Argos that it needs to be user friendly, if it’s going to be the tool of choice.

Dave Fouquet reported on fall data for Chabot College with current enrollment at 4,525.35 FTES, WSCH/FTEF at 465.29, productivity at 481 putting Chabot on target. He also provided the 2015-16 R1 total of 17,638.13, but did not have the correct total for Las Positas College. Lorenzo Legaspi provided the correct total of 7,185.04 for Las Positas College and 10, 454.62 for Chabot College with a District total of 17,639.66.

Stacy Thompson mention that the meeting with the voting members was productive on the structure of DEMC and has invited Vice Chancellor, Krista Johns to attend Chabot's November 9 CEMC meeting to get her wisdom and expertise on enrollment management strategies to help increase productivity.

The Committee then held a discussion on class loads and the limitations of Banner.

4.0 **Report and Discussion of Recommended Productivity Level 2017-2018**

Krista mentioned to the Committee that for the productivity level (student to teacher ratio) the working group will recommend a 500 productivity level to the Chancellor, which is the same level as last year. The working group also looked at the cost of instruction and the number of sections to the goal of students.

Krista asked that the voting members who were in the meeting to share any details discussed at the meeting and to mention their thoughts of the productivity number.

The Committee then held a discussion around the productivity number.

5.0 **Report and Discussion of Recommended FTES 2017-2018 Target**

Krista mentioned to the Committee that the working group came up with a 2017-2018 Target of 17,400, which is 1 percent above for this year. The working group proposed to have this Target as a hard Target.

Krista also mentioned that there is a provision in our model when looking at the numbers and reducing Targets as we look at the enrollments during the year, to see if we're going to be at the level in which the funding is coming thru. She then asked Lorenzo to elaborate on looking at enrollments during 2017-18.

Lorenzo indicated that as we go along to take a look at the fall, summer fall and spring. He mentioned that with the hard numbers he does not anticipate us making the adjustments mid-year and reconciling at the end of the year.

The Committee held a discussion on and around the Target and expressed their concerns.

6.0 **Other Business**

No other business took place.

7.0 **Future Meetings – 10:30 AM – 12:00 PM**

The November 4, 2016 District Enrollment Management Committee (DEMC) meeting was adjourned by Krista with a meeting scheduled for DEMC voting members on December 2, 2016.