

Chabot-Las Positas Community College District
Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, December 4, 2020

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

Zoom: <https://cccconfer.zoom.us/j/95000853159>

DEMC Membership

VOTING

		Present
Tom deWit (F)	<i>CC</i>	<input checked="" type="checkbox"/>
Jeff Drouin (F)	<i>CC</i>	<input checked="" type="checkbox"/>
Tom Orf (F)	<i>LPC</i>	<input checked="" type="checkbox"/>
Sarah Thompson (F)	<i>LPC</i>	<input checked="" type="checkbox"/>
Susan Sperling (A)	<i>CC</i>	<input type="checkbox"/>
Dyrell Foster (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Theresa Fleischer Rowland (A)	<i>DIST</i>	<input checked="" type="checkbox"/>
Ronald Gerhard (A)	<i>DIST</i>	<input type="checkbox"/>
Jonah Nicholas (A)	<i>DIST</i>	<input checked="" type="checkbox"/>

NON-VOTING

		Present
Stacy Thompson (A)	<i>CC</i>	<input checked="" type="checkbox"/>
Miguel Colon (F)	<i>CC</i>	<input checked="" type="checkbox"/>
Kristina Whalen (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	<i>LPC</i>	<input checked="" type="checkbox"/>
Thomas Dowire (C)	<i>CC</i>	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	<i>LPC</i>	<input checked="" type="checkbox"/>
Eric Stricklen (C)	<i>DO</i>	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Annette Raichbart, Bobby Nakamoto, Chasity Whiteside, Cheryl Mackey, Christina Read, Craig Kutil, Dale Wagoner, Dave Fouquet, Dawn Neideffer, David Rodriguez, Kirti Reddy, Liem Huynh, Najla Abrao, Na Liu, Nathaniel Rice, Patricia Shannon, Paulette Lino, Rajinder Samra, Tamica Ward, Estella Sanchez, Jamie Barancic

Agenda

1. Welcome and Introductions
2. Approve Notes from November 6, 2020 DEMC Meeting
3. Enrollment Updates
 - a. DEMC Dashboard
 - b. Chabot College
 - c. Las Positas College
4. DEMC Dashboard
5. Monitoring Spring to inform Fall FTES Targets
6. Other

The Friday, December 4, 2020 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland.

1. **Welcome and Introductions**

Theresa welcomed everyone to the DEMC meeting and shared the meeting agenda, reminding everyone that the next meeting will be Friday February 5, 2021. Theresa welcomed Jonah Nicholas to his first DEMC meeting. At the end of the meeting – a planned farewell and recognition for Eric Stricklen. Also of note on transitions, Barbara Yesnosky is retiring and will no longer be a part of the DEMC meeting roster, Theresa asked Jonah to notify herself or Estella of anyone he may wish to appoint in her place.

2. **Approve Notes from November 6, 2020 DEMC Meeting**

Theresa moved the meeting to the approval of the November 6, 2020 meeting notes. Tom Orf made a motion to approve, seconded by Dyrell Foster.

3. **Enrollment Updates**

- a. Theresa shared the current DEMC Dashboard report for Fall over Fall Credit/Noncredit. Theresa asked the group to send a note to Estella if they are not on the email distribution list for these reports. These spreadsheets are open to anyone who wishes to see them. Theresa then shared the Spring over Spring report that does not show history since the effort on that, advised by this group, has just begun. Theresa pointed out that reviewers of the DEMC Dashboard will notice the weeks do not align the same from year to year. Jeff Drouin added an important note explaining the spring semester started a week later than in the previous two years. Additionally, Thanksgiving fell on the calendar later this year, and all combined will make for the Spring spreadsheet to look slightly skewed when comparing year over year.
- b. Chabot College enrollment management report: Jeff shared the Enrollment Report for Chabot College and reported as of Monday their Spring Credit/Noncredit numbers are at 2262.50 which is an increase of almost 9%. He believes over the next weeks they will be able to tell whether the increase will continue or if this is just an anomaly. As for Fall, they are down a little more than 9% and holding steady at that rate. Jeff noted Chabot College has about 65 sections less on schedule for Spring 2021 than Spring 2020, and their CEMC has done amazing job making better use of FTEF.
- c. Las Positas enrollment management report: Tom Orf shared the Enrollment Report for Las Positas College and reported that Fall 2020 has steadily maintained a decrease to about 13%. As for Spring 2021, LPC is currently down about 5%. Tom explained that it really is too early to know what these Spring numbers will look like. He added a lot of classes are already full, and a lot are very empty. There does not seem to be much in between. Kristina Whalen added that there is glitch in the system currently, next Sunday's report will be more accurate and show the missing data, which is about 18 more FTES. Kristina also shared that she is in the preliminary stages of coding sections based on whether they are synchronous, asynchronous, or a combination of both. She explained her interest of knowing how these classes are filling up could help determine where the student demand is. Sarah Thompson shared that for her discipline, the classes that enroll later tend to be the ones that were pushed to Fast Track and Late Start. Sarah asked if these classes

are known to have a lower enrollment due to being offered later on in the semester. Tom Orf answered yes, explaining that they always have a slow start, but then tend to skyrocket later in the semester. Sarah shared her concerns for these types of classes being on the “warning list”. Both Tom and Kristina explained that those do not factor into current discussions.

Rajinder Samra shared the Fall Credit Summary report for both colleges and noted that LPC showed an increase of 30 FTES but a decrease in the number of units by almost 200. He wondered if this was related to the statement made by Kristina earlier about synchronous and asynchronous. There seems to be a conflict in the data that is not present at Chabot, and wanted to point that out to the group. Rajinder then shared the Credit/Non-Credit report and asked if the column titled ‘Active Headcount’ included students who have completely withdrawn from all classes. Eric Stricklen responded yes, students who have taken a W and withdrawn completely are included in the active headcount. Students who have used the Extraordinary Withdrawal are not included in the active headcount. Rajinder stated that the report seems to show a drop in the number of people, but based on Eric’s response, that may not be accurate. Rajinder expressed the need to look into this further with Eric. Theresa agreed and expressed gratitude to Rajinder for taking this on, adding this may be an agenda item to follow up with.

4. **DEMC Dashboard**

Jeff shared the DEMC Dashboard Report for Spring and highlighted the areas that have been updated. Jeff asked the group if they feel as though the report may be missing anything, or if they are comfortable moving forward with this as the standard reporting tool for DEMC meetings.

Kristina believed the goal was to have a common instrument between the colleges and that has been achieved. The only main difference from the LPC report is tabs missing at the bottom showing the previous years.

Sarah stated this will be a great reporting tool to share and use with other committees.

Jeff made a motion the DEMC adopt the DEMC Dashboard as the reliable reporting tool for enrollment updates at DEMC meetings. Sarah seconded. Estella called role for the vote:

Tom D Yes

Jeff Yes

Sarah Yes

Tom O Yes

Susan Not Present

Dyrell Yes

Theresa Yes

Jonah Yes

Motion passes.

The members extended their gratitude for Eric and LaVaughn Hart who spent much time evolving the work of enrollment management reports and contributing to the 2020 DEMC Dashboard, a goal this committee had had for many years. Tom Orf followed up with his personal gratitude, sharing LaVaughn, who runs all the data for LPC, is stepping down from her position and retiring at the end of this semester.

5. **Monitoring Spring to inform Fall FTES Targets**

Theresa opened up the discussion referencing the [Chancellor's memo of November 6](#) which referred to the last paragraph paraphrasing the statement "So, while I am in full support of the recommendations for 2021-22, should there be a decline in spring 2021 enrollments at the same level experienced in fall 2020, it will be incumbent upon revisiting these targets in February and/or March 2021." She asked the committee what DEMC should be looking for in Spring 2021 that would affect Fall planning, and to start discussion on timelines.

Tom deWit asked the group how long they feel comfortable holding out on deciding, considering the college may be able to return to offering in person programs and services in the Fall 2021. He continued, Chabot has held off announcing anything related to Fall 2021. Whereas in previous years we would have had departments already signing up for their classes. Theresa asked the Vice Presidents of Academic Affairs to expand.

Stacy Thompson explained that the Summer and Fall schedules are historically connected and there have been conversations about uncoupling them for 2021, to provide more time to consider best planning in light of an ongoing pandemic and public health orders. But there are many variables that will affect the chances of uncoupling. Kristina shared that she would love to delay the build out of the Fall Schedule for as long as possible but realistically its not that easy. In order to delay the Fall planning we would have to move registration back and with that comes even more legitimate concerns.

Sarah responded that makes the idea of uncoupling even better. Since we did so well with Summer last year, we do not want to lose any enrollments due to delaying registration. We need to come up with the most flexible and creative schedule that we can; and planning for this unusual year amidst the Pandemic, Fall schedule cannot be done in February. The vaccine is going to happen but we really do not know when, it could be many months away still. The need to be strategic, even if it creates a strain on our system, is what is important. We cannot have another big loss of enrollments like we did this Fall 2020.

Miguel agreed with Sarah, the vaccine is still far from being ready, uncoupling makes absolute sense. He also stated that we should not wait as long to make the call this time, students respond better to early news and clear announcements. Miguel state his belief that was a big reason for the large loss of enrollment in Fall 2020. Stacy clarified that they did not take a long time to decide, but that the plan had to be changed three times.

Patricia Shannon shared favor with the idea of uncoupling from a budget perspective. There may be unknown impacts and those will not affect Summer 2021. Kristina asked for the Student Services and Admissions & Records representatives to speak about their unique perspective and concerns about uncoupling Summer from Fall 2021.

Paulette Lino explained that Chabot's Admissions and Records is already short staffed and there is a large concern for the lack of support needed if the decision is to uncouple. Tamica Ward agreed with Paulette, LPC A&R is down four employees and is inundated with the manual processing of the extraordinary withdrawals. Knowing when the registration dates will be is a huge part of their planning process and citing a possible situation of non-stop peak activity for A&R.

Stacy posed an exploratory question the A&R administrators: what dates would cause the least amount of stress to A&R? Or can there be a conversation as to what would make this process more comfortable for them?

David Rodriguez spoke in support of both Paulette and Tamica, sharing the idea of needing to invest in more classified support as to not overburden those who are already working so hard. Sarah shared her understanding of what everyone mentioned and acknowledged the understaffing problems being faced. Sarah stated the reason she is pushing so hard for uncoupling is that she does not want to see more part-time faculty and classified professionals lose their jobs because we are not bringing in the enrollment and revenue to support them.

Paulette expressed her openness to having the conversation Stacy proposed, and her understanding of Sarah not wanting jobs to be displaced. Chabot College A&R has lost three full-time employees and her current staff is already overworked. Patricia suggested starting a conversation about getting more resources for the A&R departments as it is clear they will need them.

Dave explained one reason why the enrollments dropped is that a lot of students have been left behind with the switch to online education, usually those from a lower economic background. Trying to get something to serve those students is an equity issue but also trying to regain the FTES base. Therefore, agreeing with Patricia, we should look at ways to solve these problems. Paulette mentioned: so we can bring these students back.

Kristina shared conversations that have been happening outside of this group and pertain to some of these topics, like pushing back registration, uncoupling, and schedule timelines. ITS concluded it was possible, but would need to shift/delay other work in the pipeline. There are concerns with moving Fall 2021 registration in that there could be a loss of Summer enrollments. Another factor in this scenario is the printed schedules, which people usually want to send before registration starts, and that may need to be let go of this time. Counseling, A&R, Financial Aid, ITS would all be majorly impacted if Summer and Fall 2021 were uncoupled.

Jonah asked if uncoupling is an issue, is there is a possibility of pushing back the Summer registration start date? Sarah responded that since Summer enrollments were so high, and we can't afford to lose any of those, then we should try not to mess with moving the registration date for Summer. Jeff agreed, Summer has consistently done well and there might be a 'playing with fire' situation if we try to move it. Jonah added that it sounds like whether we uncouple or not, the lack of resources for Admissions and Records and Students Services will be present in either scenario.

Stacy noted that when the need to pivot resources came up last time, that came out of her instructional budget for overtime. She also reiterated her understanding of what Paulette and Tamica are dealing with and wanted to make sure they leave the meeting feeling supported.

Paulette explained that another item creating a large impact on their department is the Extraordinary Withdrawal, there are thousands to process manually, the credit card refunds are not automated. Employees are already working overtime hours to complete these tasks. Theresa announced she would put this on the Senior Leadership Team agenda for Monday morning to further discuss and reach a decision with Presidents Sperling and Foster, the Chancellor, etc... The idea of uncoupling is new and it keeps swirling out there, we need a clear decision of whether we do this or not, time is of the essence for all the reasons raised in this discussion. If we do it, how we do it, what is needed in order to see gain from this effort. Rajinder suggested communicating the importance of turning grades in on time to the faculty as to not give Admissions and Records more tasks, such as follow up calls for grade submissions.

Paulette, in response to Stacy's request for a conversation about the registration dates, recommended involving some other departments who are greatly affected such as Financial Aid. Eric stated from the ITS side, the sooner the decision is made, the better. If the decision to uncouple is made, there may be some upfront resources needed that departments have not planned for. Paulette reiterated her request for the XW withdrawals to be automated. Eric explained that they need to work with Stacy Followill to get that taken care of. Jeff moves to the next agenda item.

6. Other

- a. Eric Stricklen Recognition: Jeff began with thanking Eric for all of his hard work not only on this committee, but for his tremendous support for the colleges and the district. Stacy expressed her gratefulness to Eric, especially for always starting off with a yes, then putting in the work to help make it happen. Rajinder thanked Eric for all of the knowledge he has shared over the years and expressed his great appreciation. Dave thanked Eric for his years of diligence and willingness to help them with their many head scratching questions. Tom explained how much Eric has done to improve and enhance the reports that we have now, and for his willingness and love for diving into those nitty gritty questions, all while keep a positive and joyful attitude. Eric thanked everyone for their comments and expressed his gratitude for the work he has been able to do with almost every person in the meeting.