

Chabot-Las Positas Community College District

Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, February 2, 2024

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

Zoom: <https://us06web.zoom.us/j/85373842444>

DEMC Membership

VOTING

		Present
Tom deWit (F)	CC	<input checked="" type="checkbox"/>
Jeff Drouin (F)	CC	<input checked="" type="checkbox"/>
Michael Lai (F)	CC	<input checked="" type="checkbox"/>
Heike Gecox (F)	LPC	<input checked="" type="checkbox"/>
Ashley Young (F)	LPC	<input checked="" type="checkbox"/>
Rafael Valle (F)	LPC	<input checked="" type="checkbox"/>
Jamal Cooks (A)	CC	<input checked="" type="checkbox"/>
Sadie Ashraf (A)	CC	<input checked="" type="checkbox"/>
Dyrell Foster (A)	LPC	<input checked="" type="checkbox"/>
Joel Gagnon (A)	LPC	<input checked="" type="checkbox"/>
Theresa Fleischer Rowland (A)	DIST	<input checked="" type="checkbox"/>
Jonah Nicholas (A)	DIST	<input checked="" type="checkbox"/>

NON-VOTING

		Present
Safiyah Forbes (A)	CC	<input checked="" type="checkbox"/>
Nan Ho (A)	LPC	<input checked="" type="checkbox"/>
Daniela Ballif (A)	DIST	<input checked="" type="checkbox"/>
David Reed (A)	DIST	<input checked="" type="checkbox"/>
Mona Abdoun (F)	CC	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	LPC	<input checked="" type="checkbox"/>
Thomas Dowrie (C)	CC	<input checked="" type="checkbox"/>
David Rodriguez (LPC)	LPC	<input type="checkbox"/>
Liem Huynh (C)	DIST	<input checked="" type="checkbox"/>
Theresa Pedrosa (S)	CC	<input checked="" type="checkbox"/>
Tba (S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Mona Abdoun, Cynthia Gordon da Cruz, Ron Gerhard, Bruce Griffin, Craig Kutil, Paulette Lino, Bobby Nakamoto, Stuart McElderry, Dionicia Ramos, Christina Read, Kirti Reddy, Norberto Ruiz, Rajinder Samra, Estella Sanchez, Patricia Shannon, Tamica Ward, Jeanne Wilson, Chasity Whiteside, Kristen Whittaker

Agenda

1. Welcome and Agenda Review
2. Notes Approval
3. College Enrollment Updates
 - a. Chabot College
 - b. Las Positas College
4. Allocation Sheet Improvements, Work Group in Spring 2024 – Volunteers?
5. Closing Thoughts and Future Meeting Topics

Agenda 1. Welcome and Agenda Review
- Theresa Fleischer Rowland Time allotted | **5 mins** |

Discussion

Theresa opened the meeting by welcoming all attendees and informed them that the content for the day would be brief due to an in-person Planning Budget Committee meeting at the District office. Next, she promptly reviewed the agenda and mentioned that the Predictive Analytics in Argos agenda item would be postponed to March 1. Theresa then asked the Committee if they had any comments on the agenda and moved on to review the FTES/FTEF Recommendation Response memo from Chancellor Gerhard for the 2024-25 academic year.

Conclusion

Theresa provided a review of the CLPCCD Allocation of Full-Time Equivalent Faculty (FTEF) by Full-Time Equivalent Student (FTES) for the academic year 2024-25. She also discussed the SCFF 3-year rolling average document that was shared with the Committee earlier in the Fall. No additional comments were made, and the meeting moved to Agenda Item 2.

Action items

No Action.

Agenda 2. Notes Approval – Estella Sanchez
Time allotted | **5 mins** |

Discussion

Estella Sanchez called for the review and approval of the meeting notes from October 6, 2023, and November 3, 2023.

Conclusion

Jeff Drouin moved to approve the October 6, 2023 meeting notes; seconded by Theresa Pedrosa. Jeff Drouin moved to approve the November 3, 2023 meeting notes; seconded by Theresa Pedrosa. The meeting then moved to Agenda Item 3.

Action items

The meeting notes from October 6, 2023, and November 3, 2023 were approved.

Agenda 3. College Enrollment Updates – Chabot College and Las Positas College Time allotted | **10 mins** |

Discussion

3a. Jeff Drouin presented the latest enrollment report, stating that Chabot College has seen an increase of about 12.8% from the previous year. However, he also informed the Committee that in December, the college experienced fraudulent student enrollment of 2,000 classes registered by students. Despite this setback, Jeff believes that the college was up by 31% at

that time for the spring semester. As of now, Chabot is trending a little over 18.5% compared to Spring 2022, and it is possible to achieve the 8% to 8% growth shown on the SCFF 3-year rolling average document, especially with the work from the CEMC for the 2024-25 allocation to meet its growth goals.

3b. Heike Gecox reported that enrollment at Las Positas College has increased by 13.46% compared to last year, and productivity is strong. However, there may be a slight drop in enrollment as February 4 is the NGR date, and students tend to drop classes at this time. Nan Ho added that Las Positas has been monitoring their fill rates, which are fairly high but typically drop slightly. Next, she asked Rajinder Samra to brief the Committee on where the College stands relative to their tenure data from a typical year. Rajinder mentioned that, based on the last 11 springs, Las Positas is the fourth-highest in terms of fill rate. He also noted that a 1% point drop in fill rate results in a little over a 4-point drop in productivity for Las Positas.

Conclusion

Theresa expressed her appreciation to David Reed, Liem Huynh, and Estella Sanchez for ensuring that the dashboard is sent out every week. She reported that the headcount has increased by 2,500 students from spring 2023, which is impressive and evident from the number of students on the campuses and fuller parking lots. The meeting then moved on to the next item on the agenda.

Action items

No Action.

Agenda **4. 2023-24 FTEF Allocation Sheet Improvements, Work Group in Spring 2024 – Volunteers? – Theresa Fleischer Rowland** Time allotted | **5 mins** |

Discussion

Theresa proposed renaming the ugly sheet as the allocation sheet for future reference. She also gave an update regarding the modifications made to the cells, which were conveyed to the CEMC leadership in the fall. Following this, it was realized that a workgroup should be established in spring to review and improve the layout of the allocation worksheet for non-credit, lab load factor, and offsets.

Conclusion

Theresa called for members of the Committee to join a workgroup that would be chaired by a Faculty member and an Administrator. Members of the Committee raised their hands to volunteer. After the volunteers were identified, the meeting proceeded to Agenda item 5.

Action items

Educational services to assist Committee members who volunteered in scheduling a work group meeting.

Agenda **5. Closing Thoughts and Future Meeting Topics – Jeff Drouin** Time allotted | **5 mins** |

Discussion

Jeff shared with the committee the topics that will be covered in future meetings. These topics include:

- A demo of Schedule Builder and a refresh discussion on its value and process, followed by a Q/A.
- A calculator to measure the impact of SCFF at the district, college, division, discipline, and program level.
- Critical metrics to look at and keep informed, such as Dual Enrollment, Financial Aid, and Noncredit related to enrollment growth and student success.

Conclusion

The Committee had a discussion on future meeting topics. Theresa mentioned that David Reed and Agustin Cervantes have started working on Dual Enrollment. She also informed the committee that Bruce Griffin, Kristen Whitaker, and the IT team are contributing to bringing a new platform for Dual Enrollment. Theresa suggested a presentation in April or May to update the committee on all the efforts and how we emphasize the priority of the Colleges. A Committee member proposed to have a meeting dedicated solely to Dual Enrollment, focusing on the tools, the 18 million for the K-16 Collaborative, what they are doing, and what could help to hit the 8% in 2025-26. The meeting was adjourned.

Action items

Dual Enrollment presentation in April or May.