

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

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Thursday, July 15, 2021

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

Zoom: <https://cccconfer.zoom.us/j/95081781315>

**DEMC Membership**

**VOTING**

		<b>Present</b>
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 checked="" type="checkbox"/>
Dyrell Foster (A)	<i>LPC</i>	<input checked="" type="checkbox"/>
Theresa Fleischer Rowland (A)	<i>DIST</i>	<input checked="" type="checkbox"/>
Jonah Nicholas (A)	<i>DIST</i>	<input checked="" type="checkbox"/>

**NON-VOTING**

		<b>Present</b>
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"/>
Daniela Ballif (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"/>
Liem Huynh	<i>DIST</i>	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Anette Raichbart, Billy Delos Santos Jr, Bobby Nakamoto, Chasity Whiteside, Dave Fouquet, Dawn Neideffer, Dale Wagoner, David Rodriguez, Heike Gecox, Jamal Cooks, Jeanne Wilson, Jennifer Aries, Kirti Reddy, Lara Wiedemeier, Ming Ho, Na Liu, Nathaniel Rice, Paulette Lino, Patricia Shannon, Rajinder Samra, Ronald Gerhard, Safiyyah Forbes, Tamica Ward, Jamie Barancic.

**Agenda**

1. Welcome
2. Approve Notes from May 7, 2021 DEMC Meeting
3. Enrollment Updates
  - a. Chabot College
  - b. Las Positas College
4. Enrollment Trend Discussion: Statewide, Summer, and Fall 2021
  - a. CCC FTES Analysis
  - b. Discussion on Other Data
5. Strategic Enrollment Management Tool Update
  - a. Selection, Timeline, Rollout

6. Class Cancellation Policy for Fall 2021 Classes
7. Other

The Thursday, July 15, 2021 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland.

1. **Welcome**

Theresa welcomed everyone to the DEMC meeting and shared the meeting agenda. Theresa also shared her gratitude to the committee and the district for their support and well wishes during her medical leave.

2. **Approve Notes from May 7, 2021 DEMC Meeting**

Jeff moved the meeting to the approval of the May 7<sup>th</sup>, 2021 meeting notes. Thomas Orf made the motion to approve, seconded by Sarah Thompson.

3. **Enrollment Updates**

- a. Chabot College enrollment management report: Jeff shared the current DEMC dashboard for Summer, noting that Chabot is down 1.67% in FTES, but up in FTEF. Chabot College has 20 more sections on their schedule this summer than they did last summer. Jeff then shared the current Fall dashboard which showed Chabot down 14.40% in FTES. Currently Chabot has a decrease in their headcount of 1200 for fall, and 200 for summer.

Stacy Thompson shared her optimism in navigating these uncertain times and the college's ability to determine student need and fill the needed demands. Theresa stated the 2021-22 state budget was signed by the Governor on July 12 and it extends Hold Harmless through 2024-25, which is a great benefit for us and our students during these historic and unpredictable times in community college enrollment.

- b. Las Positas enrollment management report: Thomas Orf explained the numbers for LPC. Currently they are down 10.93% in FTES for summer and 20.52% for fall. There were some summer classes cancelled which contributed to the low FTES, but also increased productivity.

Kristina Whalen explained that the comparison of these numbers is to last year when LPC had one of the best summers ever and were up by 20%. She also shared her agreement with Stacy's optimism. For fall, Kristina noted LPC enrollment is climbing a little each week and the FTEF number is fluctuating often. Kristina also explained that they are often comparing themselves to last year, when they should be comparing themselves to the target numbers that were set.

Jonah Nicholas asked Kristina and Stacy at what time do they make the decision to cancel classes? Stacy explained that the contract states that students need to be notified at least two weeks in advance, but they do not wait that long. The common practice is a method of watching the enrollments and moving things around much earlier than that. Kristina said that the process at LPC is similar, and they are currently watching classes with less than five enrollments. Kristina also noted the need for patience right now because they had a class with only three enrollments gain eight students in just two days.

Furthermore, both Vice Presidents of Academic Services commented on the constant monitoring of class enrollment that the Deans provide. Some discussion took place about early indicators of late start in person classes vs demand for online courses in the Fall. Kristina remarked it was varied by discipline and course. Stacy remarked her office is looking to see if there is a pattern in GE courses at Chabot College.

Dave Fouquet mentioned that there was an MOU signed that would help protect in-person (face to face) classes. The policy states that classes with at least 15 students within two weeks would not be cancelled, and that an attempt would be made to keep classes with at least ten students. In the case of hybrid classes, they will be included in this provision if 51 % or more of the instruction is face-to-face. FA MOU May 27, 2021 source: <http://districtazure.clpccd.org/hr/files/docs/mous-faculty/Fall21Provisions.pdf>

4. **Enrollment Trend Discussion: Statewide, Summer, and Fall 2021**

Jeff moved to the next item on the agenda and shared the [CCC FTES Analysis Report](#).

- a. CCC FTES Analysis: Jeff explained page 1 of the report which lists all of the districts in the state and their 2019-2020 funded numbers, their reported 2020-2021 numbers, as well as the difference in those FTES numbers. At the bottom of the page is the statewide average, that number showed a deficit of 87,988.58 or -8.04%. Jeff then shared a report with 11 of the community college districts in our area, the average percentage between those districts reported was a deficit of -9.61%. Theresa followed with highlighting districts comparable in size to CLPCCD. This report showed that most of the districts had a percentage deficit similar to CLPCCD. The anomaly being Mt. San Antonio who recently had a large build out of non-credit, this was a large factor attributing to their 10.25% increase. Sarah noted that if the neighboring districts are down just as much, then the students who are dropping are most likely not being poached by these other colleges. Dave was interested in seeing the data for the neighboring colleges on the proportion of face-to-face offerings and number of non-credit classes, and how that may be affecting these numbers. Dave heard that Ohlone College had a larger than normal number of face-to-face classes being offered. Jeff agreed that seeing those numbers as a part of enrollment management in the years to come will be very informative. Stacy recalled the lack of demand for face-to-face classes at Chabot, but those numbers are still being monitored. There is a report currently underway that should be able to provide further enrollment data details. Susan Sperling added that you can go to the Ohlone College website and see the very active promotion for their Fall in-person classes, which notes over 200 classes. Sarah asked if there was any way to know how many of the students currently enrolled for fall are returning students versus new adds. Knowing how those proportions compare to other semesters could give a better idea of who is missing. She further explained how that data could really help the college know if they need to be going after new students, or spending more efforts in regaining those who left. Jeff was not sure how that information could be captured.

Susan shared her understanding that this information is part of a report that is currently underway, one that Stacy spoke of earlier.

Miguel Colon asked if A&R could access student registration addresses in order to see where the students are coming from, and be able to compare it with years past.

Miguel noted seeing the big marketing push from Peralta College including TV commercials, even in the Benicia area.

Stacy responded that there is such a report, but it usually comes out later in the year.

Theresa added that the accuracy of the student registration addresses is uncertain due to the large exodus from the Bay Area.

Paulette Lino said she is able to pull up a report for students who have applied and registered at Chabot with their listed addresses.

Looking back at the handout on statewide CCD enrollment trends, Ron Gerhard noted that in columns I and J there are 8 districts with a positive change recorded, but this increase is somewhat misleading. The percentage increase recorded was not due to an organic growth, these districts are restoring from schedule cuts they made in previous years. The one exception to this is Mt. San Antonio, they have increased their percentage into the double digits. They were able to achieve this by placing a lot of money into their CDCP non-credit offerings, in one year alone they increased their CDCP FTES by 600 or 10%. Ron spoke with their President, Bill Scroggins, who explained their focus was expansion of CDCP as well as putting resources into building out their credit for prior learning and competency-based education programs.

Tom deWitt asked if there was a chance the state would be pressing a reset button, or if there has been any talk about giving everyone on hold harmless another year?

Jonah said he has not heard any talk of a reset happening, but he would not be surprised to see the hold harmless extended if a large number of community colleges are still in a decline.

Ron stated that the general belief is that the student-centered funding formula is not going away, although it may be altered or modified.

Dave asked if there are any pushes coming from various entities to keep an eye on the supplemental allocation for possible revisions.

Theresa facilitated moving to the next agenda item as time outlined for this topic has run over.

## 5. Strategic Enrollment Management Tool Update

- a. Selection, Timeline, Rollout: Kristina Whalen presented on the [SEM Tool SCFF Project](#). Kristina reported that conversations across guided pathways and the SCFF projects revealed the need for a tool that could help strategically position the schedule. The goal being to reduce schedule barriers to students getting the classes they need, resulting in fuller student schedules/more units to help reach their educational goals. While relying on survey data, they discovered that students did want to take more classes, but were unable due to conflicts amongst other class enrollments or timing issues. Kristina explained how they wanted to resolve these issues that were in their power to correct. They formed a cross district team with members such as Vice Presidents, Deans, Faculty, schedulers from both colleges, and ITS. This team vetted products for an entire year and decided upon 'Ad Astra - Align Predict Monitor'. Align is a predictive analytics tool that can sync up with data

streams we already have. It also relies on historical data and provides visualization of monitoring enrollments in real time. Typically, the colleges build their schedules by discipline without knowing what other disciplines are doing until the schedule is published. This tool will allow us to collaborate across disciplines as the schedule is being built. The predictive layer to this tool is that it will pull from the core sequence maps, as well as academic history for the past five years. The monitoring solution will allow for fine-tuning the course schedule based on registration trends, live registration monitoring with visualizations, early alerts for course cancellations and waitlist candidates, and communication with students in the platform. The implementation of this project has already begun thanks to the approval from the districtwide Technology Committee and the acceptance from the Chancellor, and was on the last board meeting agenda. Currently Kristina, along with Stacy, are in the process of building their team members from each college to come together for this implementation. The software tool will take about 23-26 weeks until full use is available, but the monitoring portion is estimated to be usable around the end of July to beginning of August.

Theresa asked if there are any other districts currently using this software tool, or is it just rolling out?

Kristina responded that the program is not new and is being used by multiple districts, Kern Country being one of them.

Stacy explained her excitement with the program is the predictive analytics piece, this will actually look at what classes students want to take, what they are planning to get their degree in, and what classes they are going to need. This will be a huge tool in helping create the schedule.

Stacy and Kristina together shared their gratitude towards the IT department and Chancellor Gerhard for support with this project.

Theresa noted that in addition to this great new tool, the district has a lot of wonderful projects in the works and these are all growing efforts that can be communicated to students as we focus recruitment efforts to demonstrate – How are we better? What makes our colleges stand out? What distinguishes us?

Kristina added that there may be some demo portions available in August.

#### 6. **Class Cancellation Policy for Fall 2021 Classes**

Jeff moved to the next agenda item which will be reported on by Thomas Orf.

Thomas explained that the Fall enrollment numbers are down quite a bit and there are a lot of classes with an average of 10 – 20 students enrolled. Historically the number 20 was the magic number, and anything below that was cancelled. There is now a signed MOU for face-to-face classes which will help provide more of a cushion. Thomas explained that if the colleges do cancel a lot of these lower enrolled courses there will be a lot of part-time faculty left unemployed. Thomas suggested only cancelling classes with extremely low enrollments, like 1 -2 students, at this time. His recommendation was leaving classes with 10-20 alone for now. Since the money is there with Hold Harmless, why interrupt the students schedules unnecessarily, especially during a time when holding on to students is so difficult.

Sarah mentioned hearing from her students that they are having to wait a very long time to see a counselor. She mentioned the possibility of a back-log situation affecting student enrollments.

Heike Gecox said there is a back-log of students requesting to see counselors and a lot of drop-ins, especially by new students who are onboarding.

Sarah explained her idea that cancelling classes now may be a little premature with the current back-log situation.

Patricia Shannon emphasized the fact that the current enrollments are extremely unusual and hard to predict. She was shocked to see such low enrollments in her late start classes and face-to-face classes. Her understanding, based on student commentary, was a preference to be in-person over online learning. Patricia found out all of the STEM classes are completely full. There seems to be some commonality between other businesses and schools in which people are not committing to things in advance because the constant change in the current pandemic. Patricia concluded with the idea of being cautious of traditional measures in such an unusual and uncharted time, especially with Hold Harmless still on the table.

Lara Wiedemeier, an LPC STEM student, offered her insight into enrollments. Lara was unable to get into some of her STEM classes and was left with waitlists as her only option.

Dave mentioned getting questions from faculty in regards to filling out their schedules for Spring of 22, and if there had been any discussion yet on returning to face-to-face at that time. His feeling was that building Spring 22 schedules now may be a bit premature.

Tom deWitt felt the need for the group to come up with a response to Thomas while everyone is in attendance. Tom was surprised to hear that people are signing up for Spring classes, his understanding was that there would first be a summer meeting followed by a series of CEMC meetings in the fall.

Ron agreed with the ideas Thomas shared and added that they aligned with other conversations had outside of DEMC.

Theresa concluded the meeting with the final thoughts that the Vice Presidents of instruction are looking at the active schedule with all of the deans and with the best interest of the students in mind. Theresa acknowledged the protected financial situation we are currently in (Hold Harmless) and encouraged the group to not send any students away. If class cancellations need to happen, those students should be redirected.

7. **Other**

The next DEMC meeting will fall on Convocation day. That meeting is scheduled for Monday, August 16<sup>th</sup> from 11:45am - 1:00pm.