

# Chabot-Las Positas Community College District

Office of Educational Services & Student Success

## Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, April 14, 2023

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

Zoom: <https://zoom.us/j/98255222537>

### DEMC Membership

#### VOTING

		Present
Tom deWit (F)	CC	<input checked="" type="checkbox"/>
Jeff Drouin (F)	CC	<input checked="" type="checkbox"/>
Emmanuel Lopez (F)	CC	<input checked="" type="checkbox"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Sarah Thompson (F)	LPC	<input type="checkbox"/>
Rafael Valle (F)	LPC	<input type="checkbox"/>
Susan Sperling (A)	CC	<input checked="" type="checkbox"/>
Sadie Ashraf (A)	CC	<input checked="" type="checkbox"/>
Dyrell Foster (A)	LPC	<input 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
Jamal Cooks (A)	CC	<input checked="" type="checkbox"/>
(A)	LPC	<input type="checkbox"/>
Daniela Ballif (A)	DIST	<input type="checkbox"/>
Miguel Colon (F)	CC	<input type="checkbox"/>
Rajeev Chopra (F)	LPC	<input checked="" type="checkbox"/>
Thomas Dowrie (C)	CC	<input checked="" type="checkbox"/>
David Rodriguez (LPC)	LPC	<input checked="" type="checkbox"/>
Liem Huynh (C)	DIST	<input checked="" type="checkbox"/>
Theresa Pedrosa (S)	CC	<input type="checkbox"/>
(S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Cynthia G. da Cruz, Brian Goo, Stuart McElderry, Nathaniel Rice, Patricia Shannon, Heike Gecox, Wayland Wong

#### Agenda

1. General Welcome and new Faculty Members
2. Notes Approval
3. College Enrollment Updates
  - a. Chabot College
  - b. Las Positas College
4. Ad Astra Demo Peer Learning
5. Summary/Future Meeting Topics

**Agenda 1. General Welcome and new Faculty Members**  
**- Theresa Fleischer Rowland** Time allotted | **5 mins** |

**Discussion**

Theresa Fleischer Rowland opened the meeting with the following announcements:

1. The expansion of Committee members of DEMC was 10 voting members and is now 12. The Co-Chairs welcomed the additional members with Tom Orf and Jeff Drouin introducing the (2) new FA appointed voting members: Rafael Valle and Emmanuel Lopez.
2. May 5, 2023 will be the final DEMC meeting for the academic year and as is tradition, the first DEMC meeting of the academic year will take place on Convocation Day.

**Conclusion**

Meeting Moved to Agenda Item 2.

**Action items**

No Action.

**Agenda 2. Notes Approval – Jeff Drouin**  
Time allotted | **5 mins** |

**Discussion**

Review and approval of the March 3, 2023 meeting notes was called by Jeff Drouin.

**Conclusion**

Tom Orf motioned to move the March 3, 2022 meeting notes, Jonah Nicholas seconded.

Meeting Moved to Agenda Item 3.

**Action items**

Meeting notes approved for March 3, 2023.

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

**Discussion**

**3a.** Jeff Drouin reported enrollment for Chabot College is up 7.3% and down 14.93% over the last three (3) years. Next, he mentioned the non-credit was high due to the addition of courses in recent years.

**3b.** Tom Orf reported enrollment for Las Positas College is up 3.42% up over last year and does not expect the numbers to change. Next, he mentioned that Las Positas College is down from 2 years ago and believes the numbers will be going back up. Tom then pointed out from a modality standpoint that a majority of classes are still asynchronous online and

we are seeing enrollment increase face to face.

**Conclusion**

Theresa thanked both colleges and moved the meeting to Agenda item 4 Ad Astra Demo Peer Learning.

**Action items**

No Action.

**Agenda 4. Ad Astra Demo Peer Learning – Tom Orf and Stuart McElderry** Time allotted | **60 mins** |

**Discussion**

Theresa shared a bit of history about the Ad Astra tools, the goal and purpose. Next, she acknowledged the team who has worked in the background to make sure Ad Astra is integrated with the data and systems. Leading up to this DEMC meeting, the CEMC and DEMC leadership made a concerted effort to ensure Ad Astra login access for a broader number of employees involved in enrollment management. Estella has helped serve as a resource to make sure folks can reset passwords and if approved by their CEMC Chairpersons, initiate access for the first time.

Tom Orf introduced Dean Stuart McElderry who led a peer learning session on Ad Astra. Stuart shared his learning and demonstrated the different aspects of Monitor, Align, and Predict, calling himself a “tinkerer.” Participants were encouraged to tinker with the new tools. We are all learning together.

The Peer Learning session lasted for sixty minutes and as questions were raised by attendees, Theresa created a shared document to serve as a repository with answers to be pursued before the next DEMC meeting.

**Conclusion**

Theresa thanked Dean McElderry for the peer learning session. She moved the meeting to Agenda item 5 Summary/Future Meeting Topics.

**Action items**

No Action.

**Agenda 5. Summary/Future Meeting Topics – Theresa Fleischer Rowland** Time allotted | **5 mins** |

**Discussion**

Theresa mentioned a number of suggested topics for the next agenda. There were no further suggestions. The meeting closed with encouragement to the Committee to become more familiar with the Ad Astra tools.

**Conclusion**

The next meeting is scheduled on May 5, 2023.

**Action items**

Theresa to meet with CEMC Chairs to discuss what rolling out a formal Ad Astra training might look like. Meeting adjourned