

Chabot-Las Positas Community College District

Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)
Las Positas College, 3000 Campus Hill Drive, Livermore, CA
Multi-Disciplinary Education Building 2400, Room 2470

Monday, August 15, 2022

11:45 A.M. - 1:00 P.M.

DEMC Membership

VOTING

		Present
Tom deWit (F)	CC	<input checked="" type="checkbox"/>
Jeff Drouin (F)	CC	<input checked="" type="checkbox"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Sarah Thompson (F)	LPC	<input checked="" type="checkbox"/>
Susan Sperling (A)	CC	<input type="checkbox"/>
Dyrell Foster (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"/>
Kristina Whalen (A)	LPC	<input checked="" type="checkbox"/>
Miguel Colon (F)	CC	<input type="checkbox"/>
Daniela Ballif (A)	DIST	<input checked="" type="checkbox"/>
David Rodriguez (LPC)	LPC	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	LPC	<input checked="" type="checkbox"/>
Thomas Dowire (C)	CC	<input checked="" type="checkbox"/>
Liem Huynh (A)	DIST	<input checked="" type="checkbox"/>
Theresa Pedrosa (S)	CC	<input type="checkbox"/>
Kyle Johnson (S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Maya El Hariri, Dave Fouquet, Heike Gecox, Ronald Gerhard, Brian Goo, Craig Kutil, Stuart McElderry, Dionicia Ramos, Christina Read, Estella Sanchez, Patricia Shannon, Dale Wagoner

Agenda

1. Welcome, 2022-23 Tri-Chairs, Member Review and Roles
2. Note Approval – April 1, 2022 and May 6, 2022
3. Enrollment, Modality, Analysis Updates
 - a. Chabot College
 - b. Las Positas College
 - c. Ad Astra Strategic Enrollment Tools
4. Hold Harmless and SCFF Changes/Updates from the signed state budget, follow-up from the Convocation morning budget presentation
5. Equity-driven Enrollment Analysis Task Force
6. Future Meeting Topics and Closing

Agenda 1. Welcome, 2022-23 Tri-Chairs, Member Review and Roles
Theresa Fleischer Rowland Time allotted | 5 mins |

Discussion

Theresa opened the meeting by welcoming everyone to the District Enrollment Management Committee meeting. She mentioned the DEMC meetings will be on zoom for the rest of the academic year. Next Theresa reviewed the roles and indicated that DEMC is a contractual meeting. DEMC comes together as part of the FA agreement with a total of eight (8) members, four (4) appointed by the FA, (4) four representatives of the District appointed by the Chancellor and resource members and with occasional voting. Theresa highlighted the FA and District came to a tentative contractual agreement that will impact Article 26 Enrollment Management, and the structure of DEMC - new members will be added. There will be two (2) additional FA appointments and two (2) additional Administrator appointments in the area of Student Services. Expected changes to occur for the CEMCs and DEMC guided by an updated FA Contract include a Counseling Dashboard as a pilot effort. The goal is to have the first iteration of the Counseling Dashboard in place by June 1, 2023. Theresa then asked FA leaders Tom deWit and Dave Fouquet if they'd like to expand on what was said.

Tom deWit indicated that he did not have anything to add.

Conclusion

Meeting Moved to Agenda Item 2.

Action items

No Action.

Agenda 2. Notes Approval – April 1, 2022 and May 6, 2022
Estella Sanchez Time allotted | 5 mins |

Discussion

Estella Sanchez asked for the approval of the April 1, 2022 and May 6, 2022 meeting notes.

Conclusion

For the April 1, 2022 meeting notes, Jonah Nicholas moved, Tom Orf seconded.

For the May 6, 2022 meeting notes, Tom Orf moved, Jonah Nicholas seconded.

Roll call was taken. Jamal Cooks indicated he was sitting as proxy for Susan Sperling. Kristina Whalen indicated that she was sitting as proxy for Dyrell Foster. Dyrell later joined the meeting.

Meeting Moved to Agenda Item 3.

Action items

Meeting notes approved for April 1, 2022 and May 6, 2022.

Agenda **3. Enrollment, Modality, Analysis Updates** [Updates with discussion] –
Chabot College and Las Positas College Time allotted | **30 mins** |

Discussion

3a. Jeff Drouin presented Chabot College enrollment by division. Four (4) divisions were operating above 70% and other divisions are still suffering from the pandemic. He indicated from the dashboard Chabot is down 8.67% over last year.

Jamal mentioned Chabot College's offerings are 50% face to face and 50% hybrid with enrollment getting back to an on-campus culture.

3b. Tom Orf reported on Las Positas College enrollment, down a little over 9% over the previous year and 22% down from two years ago.

Sarah Thompson stated currently there's a lot that has impacted enrollment and indicated the issues, for example in the area of Social Science with the way FTES is measured. She asked that it be added to a future meeting agenda on "How we are going to manage in terms of enrollment".

3c. Kristina Whalen walked the Committee through the Ad Astra strategic enrollment tool. She shared the use of the Monitor tool (within the Ad Astra suite) showing Las Positas College's enrollment ratio for each course. Ad Astra is updated nightly as opposed to the current enrollment reports that are updated on Sunday nights and pointed out where on Ad Astra you can download reports.

The next level demo showed LPC Math 40. Kristina mentioned what each color circle means under Sections. If the circle is orange it means waitlist, if the circle is blue it means the course is above 85% enrolled, if the circle has a blue dot the course is 25%-85% enrolled, and if the circle is white it means the course is below 25% enrolled. Kristina continued her demo to show the Committee the Align (within the Ad Astra suite) predictive analytic tool. Continuing to look at LPC Math 40, Las Positas College placed 38 sections on their Fall schedule. The algorithm indicated that Las Positas College only needed 24 sections, I.e. predictive analytics will be helpful once we ensure our data is accurate and we gain trust in the tools.

Ad Astra tools also have the capacity to show five years of past terms. The blue bar indicates enrollment and the grey bar indicates the number of seats. Kristina mentioned not only does it give you past terms; the chart shows enrollment patterns based on student's sequence according to their declared goal and the entered program maps.

Kristina mentioned all of this will be helpful when doing the discipline plans and would like to see more using Ad Astra. There is no limit on the number of users. She mentioned there should be a discussion about what role people have to fully utilize Ad Astra.

Kristina moved to demo Ad Astra's Pathway tool by clicking on Report and Pathway Health. She mentioned that only those with Admin privileges may access the Pathway app and both colleges have sent to Ad Astra their pathway maps, which indicates the next course students should be taking. Kristina then asked the Committee if they had any questions.

Dave Fouquet asked to what extent does the tool track those who were supposed to take a course, but did not. Kristina replied that the tool will indicate if a student took a course or not.

Patricia Shannon asked can the tool indicate if a student attempted a course. Kristina replied the color of the circle will indicate if the course was taken or not, but no indication that it was attempted.

Furthermore, if we can get down to the student level data, we can pro-actively engage and advise students through outreach, specific course level recruitment.

Conclusion

The committee further discussed what the tool does and doesn't do.

Theresa moved the meeting to Agenda item 4.

Action items

No Action.

Agenda 4. Hold Harmless and SCFF Changes/Updates from the signed state budget, follow-up from the Convocation morning budget presentation – Jonah Nicholas Time allotted | 15 mins |

Discussion

Jonah reviewed the 2021-2022 P2 handout to give the Committee an update on enrollment statewide. He mentioned CLPCCD is down 22.61% and that the 17,164.00 funded FTES is based off the 2019-2020 P1 attendance report which is the latest pre-pandemic number. Due to the emergency conditions allowance (ECA) they have carried the number forward on all the apportionment schedules. CLPCCD reported 13,283.59 FTES in 2021-2022, which is significant. He indicated, as mentioned in the morning Convocation session, we are one of just a few Districts still on hold harmless. Jonah shared the 2022-2023 advance apportionment and highlighted the hold harmless protection adjustment of \$1,552,696. He mentioned due to the additional \$600 Million that was put into the SCFF metrics, most districts fell off with ten districts remaining on hold harmless. Out of the ten districts, 7 are non-basic aid.

Ron mentioned there may be a lot of shifting districts going back into hold harmless if they don't meet the ECA conditions.

Jonah indicated that we are not pursuing ECA, but in 2022-2023 the State is going to start using our actual FTES to compute the 3-year average.

Conclusion

The committee had further discussion on the budget, SCFF advocacy, and changes at the State Chancellors office.

Theresa moved the meeting to Agenda item 5.

Action items

No Action.

Agenda 5.0 Equity-Driven Enrollment Analysis Task Force

Theresa Fleischer Rowland Time allotted | **10 mins** |

Discussion

Theresa mentioned that we heard during the morning convocation session from Dionicia Ramos about the Equity-Driven Enrollment Assessment. We are in the pre-phase stage gathering data, putting together an advisory group to look at what students are experiencing and where they fall out of the pipeline from application to completing registration and enrolling. Theresa announced she and Dionicia will be chairing this effort and the District is contracting with Kennedy & Co who have worked with Community Colleges and Universities across the nation. DEMC can expect updates at upcoming meetings. The project is about five months with recommendations to come from the consulting firm.

Conclusion

No further discussions took place.

Action items

No Action.

Agenda 6.0 Future Meeting Topics and Closing

Theresa Fleischer Rowland Time allotted | **5 mins** |

Discussion

Theresa closed the meeting. Next meeting scheduled September 2, 2022.

Conclusion

No further discussions took place.

Action items

Meeting adjourned.