

Chabot-Las Positas Community College District

Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, September 16, 2022

9:30 A.M. - 11:00 A.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"/>
Tom Orf (F)	LPC	<input checked="" type="checkbox"/>
Sarah Thompson (F)	LPC	<input checked="" type="checkbox"/>
Susan Sperling (A)	CC	<input checked="" 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 checked="" 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: Tracey Coleman, Dave Fouquet, Heike Gecox, Ronald Gerhard, Deonne Kunkel Wu, Craig Kutil, Paulette Lino, Bobby Nakamoto, Dawn Neideffer, Stuart McElderry, Megan Parker, Rajinder Samra, Estella Sanchez, Patricia Shannon, Dale Wagoner, Tamica Ward, Chasity Whiteside, Jeanne Wilson

Agenda

1. Welcome
2. Notes Approval – August 15, 2022
3. Enrollment Updates
 - a. Chabot College
 - b. Las Positas College
4. DEMC Deliverable
5. Discussion
6. Future Meeting Topics/Other

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

Discussion

Theresa opened the meeting by welcoming everyone and mentioned we have a protocol for voting that includes our voting members, plus non-voting resource membership. She quickly summarized that any of the voting members can have a designee, as long as that person regularly attends. Theresa mentioned that it was unlikely there would be any issues on voting during the meeting.

Conclusion

Meeting Moved to Agenda Item 2.

Action items

No Action.

Agenda **2. Notes Approval August 15, 2022 - Estella Sanchez**
Time allotted | **5 mins** |

Discussion

Theresa indicated that Estella was having audio issues and referred the Committee to the DEMC webpage to view the DEMC meeting notes taken during the in-person (no zoom option) Convocation meeting. She mentioned DEMC meetings will be on zoom for the rest of the year and asked for approval of the August 15, 2022 meeting notes.

Conclusion

Jonah Nicholas motion to approve the August 15, 2022 meeting notes, Jeff Drouin seconded.

Meeting Moved to Agenda Item 3.

Action items

Meeting notes approved for August 15, 2022.

Agenda **3. Enrollment Updates** [with discussion] – **Chabot College and Las Positas College** Time allotted | **15 mins** |

Discussion

3a. Jeff Drouin shared his screen and reported that Chabot College is up from fall 2021 by half a percent. Noncredit is up 62%, which may be due to some of the transition of ESL and Math to non-credit.

3b. Kristina Whalen reported Las Positas College enrollment is down 7% from fall over fall. She indicated that Las Positas College looked into the difference between Chabot College's fall over fall bump and what LPC is seeing. In an analysis of the FTES percentage change between each college, it was determined Administration of Justice, Sheriff Academy was making the difference for Chabot College. Kristina indicated that Las Positas College is

working on putting some late starts on the schedule.

Jonah pointed out that being up half a percent is better than where we've been and indicated that productivity should be a major focus of the colleges in the coming year.

Conclusion

Theresa moved the meeting to Agenda item 4 DEMC's deliverable.

Action items

No Action.

Agenda 4. DEMC's Deliverable – Theresa Fleischer Rowland

Time allotted | **15 mins** |

Discussion

4a. Theresa shared the Annually generated FTES vs. FTES Targets (per College) graph and addressed enrollment restoration. The 2022 actuals are in. We don't know what the 2023 actuals are going to look like, but we do know the targets. The concern is the gap, which is the targets versus actuals.

4b. Next, Theresa shared the Multi Year Target Setting spreadsheet, which are the numbers from the Annually generated FTES vs FTES Targets graph placed into a spreadsheet. She explained on the right of the spreadsheet she began to build out for discussion multi-year enrollment restoration planning. The work ahead for DEMC will be to come up with the target by November for 2023-24 and will be the focus of the next few meetings.

Jonah indicated that we are not pursuing Emergency Conditions Allowance (ECA) since we are a Hold Harmless district. In 2022-2023 the State is going to start using our actual FTES to compute the 3-year average. He mentioned now we're in the low 13,000s and the actuals will start to be used starting this year as part of our three-year average (i.e., 2022-23, 2023-24, 2024-25).

4c. Theresa mentioned the Committee has had discussion on multi-year projections and what it would look like.

Kristina suggested that the Committee discuss conditions and readiness so people know that going into the multi-year scenario planning at their colleges.

Conclusion

The Committee had further discussion on multi-year planning, patterns of abandonment, gathering qualitative data, market analysis, and clarifying headcount vs FTES reductions.

- Research Questions posed:
 - Are there key courses students take before they stop attending?
 - Who will benefit the most from what we have to offer?
 - What alternatives does our target market have?
 - What are High School students doing instead of CLPCCD?

- Who is dropping out completely? Are these full-time students? Part-time students? Low part-time students?

Theresa requested the CEMCs hold discussions on the targets (close to actuals) for 2023-2024 as well as what multi-year planning might look like and bring back for October 7 DEMC. Moved the meeting to Agenda item 5.

Action items

No Action.

Agenda **5.0 Discussion - Theresa Fleischer Rowland** Time allotted | **40 mins** |

Discussion

The Committee held discussion on how we can streamline our offerings in both communication and process. Including classified ability to connect with students. Further discussion took place about how a college might be competing with itself by offering too many classes. This could be an unintended consequence of autonomous schedule building.

Kristina added the Ad Astra tools are available to help with analysis. All the GE attributes have been added. The tool not only shows the heat map of when courses converge at particular times, but when particular GE requirements converge on top of each other.

Conclusion

Theresa mentioned the following links President Sperling shared in the chat to build on the conversations.

<https://ccrc.tc.columbia.edu/publications/unpacking-program-enrollments-completion-equity.html>

<https://www.ggu.edu/degrees-and-courses/general-studies/associate-of-arts-in-general-studies>

Action items

No Action.

Agenda **6.0 Future Meeting Topics/Other - Theresa Fleischer Rowland**
Time allotted | **5 mins** |

Discussion

The next meeting is scheduled October 7, 2022. A special meeting is scheduled on October 28, 2022 if needed and will be from 9 am - 10:30 am.

Conclusion

No further discussions took place.

Action items

Meeting adjourned.