

# Chabot-Las Positas Community College District

Office of Educational Services & Student Success

## Meeting Notes

District Enrollment Management Committee (DEMC)

Friday, November 3, 2023

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

Zoom: <https://us06web.zoom.us/j/88399279879>

### DEMC Membership

#### VOTING

		Present
Tom deWit (F)	CC	<input 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 type="checkbox"/>
David Reed (A)	DIST	<input checked="" type="checkbox"/>
Mona Abdoun (F)	CC	<input type="checkbox"/>
Rajeev Chopra (F)	LPC	<input type="checkbox"/>
Thomas Dowrie (C)	CC	<input type="checkbox"/>
David Rodriguez (LPC)	LPC	<input checked="" type="checkbox"/>
Liem Huynh (C)	DIST	<input type="checkbox"/>
Theresa Pedrosa (S)	CC	<input type="checkbox"/>
Omar Au (S)	LPC	<input type="checkbox"/>

Additional Meeting Attendees: Cynthia G. da Cruz, Dave Fouquet, Rajinder Samra, Kristen Whittaker

#### Agenda

1. Welcome and Agenda Review
2. College Enrollment Updates
  - a. Chabot College
  - b. Las Positas College
3. 2024-2025 FTEF/FTES Allocation Recommendation Discussion and Vote
4. Allocation Worksheet Improvement
5. DEMC Dashboard Workgroup
6. Confirming Future Meetings and Topics

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

**Discussion**

Theresa opened the meeting and reviewed the agenda. She called a roll call due to voting expected on item 3.

**Conclusion**

The meeting moved to Agenda Item 2.

**Action items**

The notes of the meetings that took place in October and November will be provided during the meeting in February.

**Agenda 2. College Enrollment Updates – Chabot College and Las Positas College** Time allotted | **10 mins** |

**Discussion**

**3a.** Jeff Drouin reported Chabot College's enrollment has increased by 10% from last year and 11.5% overall compared to fall 2021. Productivity has also gone up. Non-credit enrollment is up by 71% from the previous year and 190% compared to fall 2021.

**3b.** Heike Gecox reported that enrollment at Las Positas College has increased by 14.7% in comparison to the previous year. The WSCH/FTES is holding steady at 455.46. In addition, she reported that the College's primary section is 730, but the WSCH/FTES and FTES indicate how they are doing.

**Conclusion**

The meeting then moved to Agenda Item 3.

**Action items**

No Action.

**Agenda 3. 2024-2025 FTEF/FTES Allocation Recommendation**  
**Discussion and Vote – Theresa Fleischer Rowland**

**Discussion**

Theresa presented the allocation of Full-Time Equivalent Faculty (FTEF) by Full-Time Equivalent Student (FTES) for the academic year 2024-2025. She explained the allocation worksheet in detail and invited the Committee to discuss it. She then requested the co-chair and Vice Presidents of Academic Services to comment on non-credit, which would help the Committee understand the changes.

Nan Ho shared Las Positas College's allocation for non-credit courses and mentioned that for the spring, the College had reached 63, which is higher than last year's total number of 44 Full-Time Equivalent Students (FTES). She explained that the College had considered the

non-credit courses offered in the summer, non-credit courses in the fall, and the current non-credit courses to conduct an analysis. Based on the analysis, it was estimated that the College had surpassed the target of 44 FTES set last year.

Jeff Drouin mentioned that the targets for Full-Time Equivalent Students (FTES), Weekly Student Contact Hours (WSCH) for FTES, and WSCH for Full-Time Equivalent Faculty (FTEF) have remained the same over the years he has been on the Committee. He then recalculated these numbers based on actuals for both colleges and concluded that we have been operating at around 950, not 500 which is closer than the 950. This is how he arrived at the numbers shown. Next, Jeff mentioned he did the same with nursing and dental hygiene. He had returned before the pandemic to get full nursing classes and used current dental hygiene for actual numbers. He stated that the number had dropped by 30. The last line item Jeff spoke about was the highly productive Alameda County Sheriff's Office Academy program. He indicated that with the increase in 2023-24 and 8% growth for 2024-25, a discussion took place to move the particular line item into the main group to absorb it and learn to allocate it to the Academy appropriately.

Theresa addressed how productivity has gone from 490 to 470 and how it is the calculation tool to decide the number to use. Next, she explained the FTES 60/40 split within the District and how it provides the FTES targets for each College. Chabot College's FTES target is 9,755, and Las Positas College's FTES target is 6,517. Before moving to a vote on the allocation worksheet, Theresa highlighted the recommended allocation of FTEF to accomplish the FTES goal, along with the split percentages and the District totals.

### **Conclusion**

The Committee then discussed the Lab Load Factor line items before deciding on the 2024-2025 allocation FTEF by FTES. Theresa called for a motion to recommend the allocation to the Chancellor. Jeff motioned to move the recommendation, and Jonah Nicholas seconded. Next, she called a roll call vote, resulting in a majority vote with one abstention. The meeting proceeded to Agenda item 4.

### **Action items**

No Action.

Agenda **4. Allocation Worksheet Improvement – Jeff Drouin** Time allotted | **10 mins** |

### **Discussion**

Jeff addressed the improvements needed to the allocation worksheet to make it useful going on the SCFF. Next, he suggested that now is a good time to look at the 3-year averages. Jeff asked if anyone had any questions.

### **Conclusion**

Theresa asked if there was a timeframe for improving the allocation worksheet. Jeff responded that by the next time the allocation is to be done, a good time to get started on making the improvements would be in spring. The Committee discussed and provided their perspectives on improving the allocation worksheet. The meeting moved to Agenda item 5.

**Action items**

Add the allocation worksheet improvements to the February 2, 2024 meeting agenda and look for nominations from the CEMCs for the workgroups to help improve the allocation worksheet.

Agenda **5. DEMC Dashboard Workgroup – Theresa and David Reed** Time allotted | **10 mins** |

**Discussion**

Theresa spoke about the DEMC Dashboard and how it could be improved. She then asked the CEMCs to think about who is interested in working in a workgroup, working on some iterations, and providing suggestions for the next DEMC Dashboard.

A recommendation was made to be mindful when evaluating the DEMC dashboard that is driven by courses and may want to look at how a student population configures it. David Reed agreed with the recommendation and supports the idea as we look at different metrics.

**Conclusion**

The meeting moved to Agenda item 6.

**Action items**

No Action.

Agenda **6. Confirming Future Meetings and Topics – Jeff Drouin** Time allotted | **10 mins** |

**Discussion**

Jeff announced the decision to cancel the December 1, 2023, DEMC meeting and asked the voting members if there were any objections to canceling the meeting. The December 1, 2023, meeting was canceled. Next, Jeff mentioned topics identified to be discussed in the spring: the allocation sheet and the DEMC Dashboard.

**Conclusion**

Theresa thanked the Committee for being together and united. Next, she thanked the colleges for their outstanding contributions to getting through the pandemic. No further discussions took place.

**Action items**

Meeting adjourned.