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

Meeting Notes
District Enrollment Management Committee (DEMC)
Chabot College, 25555 Hesperian Boulevard, Hayward, CA
Building 200, Board Room
Monday, August 14, 2023
11:45 A.M. - 1:00 P.M.

DEMC Membership

VOTING		Present
Tom deWit (F)	CC	☐
Jeff Drouin (F)	CC	☒
Emmanuel Lopez (F)	CC	☐
Heike Gecox (F)	LPC	☒
Ashley Young (F)	LPC	☒
Rafael Valle (F)	LPC	☒
Jamal Cooks (A)	CC	☒
Sadie Ashraf (A)	CC	☒
Dyrell Foster (A)	LPC	☒
Joel Gagnon (A)	LPC	☒
Theresa Fleischer Rowland (A)	DIST	☒
Jonah Nicholas (A)	DIST	☒

NON-VOTING		Present
TBD (A)	CC	☐
Nan Ho (A)	LPC	☒
Daniela Ballif (A)	DIST	☐
Mona Abdoun (F)	CC	☒
Rajeev Chopra (F)	LPC	☒
Thomas Dowrie (C)	CC	☒
David Rodriguez (LPC)	LPC	☒
Liem Huynh (C)	DIST	☒
Theresa Pedrosa (S)	CC	☒
LPC Student Rep (S)	LPC	☐

Additional Meeting Attendees: Cynthia G. da Cruz, Dave Fouquet, Brian Goo, Deonne Kunkel Wu, Craig Kutil, Stuart McElderry, Patricia Molina, David Reed, Christina Read, Nathaniel Rice, Patricia Shannon, Rachel Ugale, Dale Wagoner, Jeanne Wilson, Kristen Whitaker, Ron Gerhard

Agenda
1. Welcome, New Committee Members, and Introductions
2. Notes Approval
3. College Enrollment Updates
   a. Chabot College
   b. Las Positas College
4. CLPCCD Historical FTES Graph
5. Ad Astra Updates

6. Demo Counseling Data Dashboard

Agenda **1. Welcome, New Committee Members and Introductions - Theresa Fleischer Rowland** Time allotted|**5 mins**|

Discussion

Theresa Fleischer Rowland opened the meeting and welcomed everyone. She stated DEMC has grown to a 12-person contractual Committee (since Spring 2023) that meets on the first Friday of each month except in January, June, and July. All DEMC meetings this year with the exception of this one will remain on Zoom. Theresa asked the 12 voting members of DEMC in attendance to kindly introduce themselves.

Conclusion

The meeting Moved to Agenda Item 2.

Action items

No Action.

Agenda **2. Notes Approval – Estella Sanchez**
Time allotted|**5 mins**|

Discussion

Review and approval of the May 5, 2023 meeting notes were called by Estella Sanchez.

Conclusion

Jonah Nicholas motioned to move the May 5, 2023 meeting notes, and Jeff Drouin seconded.

The meeting Moved to Agenda Item 3.

Action items
Meeting notes approved for May 5, 2023.

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

Discussion

3a. Jeff Drouin reported Chabot College enrollment is up 11% for Summer with productivity up from previous years at 530. For Fall, Chabot is up 10% and since two years ago up about a half percent with non-credit offerings up about 200% over that same time period.

3b. Heike Gecox reported that Summer enrollment for Las Positas College is up 10.37% and up 0.89% from 2 years ago. For Fall, Las Positas College is up 18.82% and 7.9% better than Fall 2021. VP Ho added that Las Positas College has increased productivity from 355 to 448 WSCH/FTES fall over fall. Next, she highlighted that fill rates at both colleges up with LPC

near a 20% increase.

Conclusion

The Committee discussed changes to how the dashboard is run, including the need for leading data indicators on some of the SCFF metrics. Jonah asked the Committee to consider another metric FTES over FTEF, as opposed to WSCH, particularly if transitioning to a compressed calendar since it is a metric that works regardless of term length. The meeting moved to Agenda item 4.

Action items

No Action.

Agenda **4. CLPCCD Historical FTES Graph – Theresa Fleischer Rowland** Time allotted | **10 mins** |

Discussion

Theresa walked the DEMC through the handout provided showing Actual FTES vs. FTES Goals for Chabot College and Las Positas College. It is important to note the 2023-24 actual data points on the handout are not actual, with enrollment back on the upswing and stronger than over 2 years ago, we look forward to a higher number. We are currently in hold harmless through 2024-25. The State system looks at 3-year enrollment averages under the SCFF and we're planning deeper discussions on the metrics we need to focus on. Theresa indicated that under the SCFF FTES helps earn us funding for only 70%. The handout shows a 16,400 FTES average is needed to get off hold harmless funding. She mentioned DEMC needs to begin thinking in terms of multi-year targets, not just one-year targets which will assist with planning to best position CLPCCD for three year rolling averages.

Deonne Kunkel Wu shared a primer of the SCFF and how the metrics calculate the points into dollars. She mentioned the handout is to spark conversation and has been sharing with th Classified and Faculty who are closest to decisions around guided pathways. Next, she went over the handout explaining the 70%, 20%, and 10% definitions.

- 70% - Enrollment FTES and 3-year average
- 20% - Supplemental, Pell, Promise (BOG), AB540 Recipients, Headcount (regardless of units), and 1 point each with dollar amount per point
- 10% - Success, Degrees, Certificates of Achievements, Employment, and Points for each can receive one per year per person (highest point value)

Chancellor Gerhard mentioned in terms of the 3-year rolling average the only metric on the 70-20-10 that is not a 3-year rolling average is the supplemental. He explained functionally the way it works is the dollars per FTES is $4,840, so any particular year for a student one FTES is divided by 3 to get the dollar value which is similar with the success allocations.

Theresa mentioned under the SCFF, there are community college districts with drops in enrollment but because they are performing on the 70/20/10 metrics, their funding is up.

Conclusion

The Committee held a discussion on the point values, and resources needed in order to get students to apply for awards and certificates. Theresa mentioned further discussions will take place about the SCFF performance-based metrics which focus on student success and student achievement. The meeting moved to Agenda item 5.

Action items

No Action.

Agenda **5. Ad Astra Updates – Theresa Fleischer Rowland and David Reed**
Time allotted|**15 mins**|

Discussion

Theresa introduced David Reed as the newest administrator hire and part of his job is to serve as the lead resource for Ad Astra. David provided updates on Ad Astra implementation, including Summer training that occurred for the Deans, ensuring the CEMCs are identifying key users, working with the Deans, third party vendor, and ITS to troubleshoot. Next steps were identified including the fourth application: Schedule Builder, and essential conversations around capacity and confidence in the data.

Conclusion

Theresa thanked David for presenting and moved the meeting to Agenda item 6.

Action items

No Action.

Agenda **6. Demo Counseling Data Dashboard – Theresa Fleischer Rowland**
Time allotted|**30 mins**|

Discussion

Joel Gagnon, Sadie Ashraf, and Patricia Molina provided an overview of the Counseling Data Dashboard workgroup and purpose. They explained the Approach of the Workgroup, Metrics Identified, ability to disaggregate data, and a Sample Dashboard Prototype for Metric #1 and Metric #2. The metrics arrived at for phase 1 of the CDD include 1) Student Contact Rate (# of students seen divided by the total available contact hours) and 2) the % of new students who have completed a comprehensive Student Educational Plan (SEP) week by week through the term. Over time this data would provide comparisons for conversation.

Conclusion

Due to time constraints, the Demo of the Counseling Data Dashboard presentation will resume at the next DEMC meeting scheduled on Friday, September 1, 2023. Meeting Adjourned.

Action items

Add Counseling Data Dashboard to Friday, September 1, 2023 meeting.