

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

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Friday, December 6, 2019

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

District Office - Board Room

**DEMC Membership**

**VOTING**

		<b>Present</b>
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"/>
Roanna Bennie(A)	LPC	<input type="checkbox"/>
Theresa Fleischer Rowland (A)	DIST	<input checked="" type="checkbox"/>
Doug Roberts (A)	DIST	<input checked="" type="checkbox"/>

**NON-VOTING**

		<b>Present</b>
Stacy Thompson (A)	CC	<input checked="" type="checkbox"/>
Miguel Colon (F)	CC	<input type="checkbox"/>
Kristina Whalen (A)	LPC	<input checked="" type="checkbox"/>
Rajeev Chopra (F)	LPC	<input checked="" type="checkbox"/>
Barbara Yesnosky (A)	DO	<input type="checkbox"/>
Angela Castellanos (C)	CC	<input checked="" type="checkbox"/>
Heidi Ulrech (C)	LPC	<input checked="" type="checkbox"/>
Eric Stricklen (C)	DO	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Noell Adams, Diane Brady, Lannibeth Calvillo, Dave Fouquet, Erin Kelly, Megan Parker, Estella Sanchez, Patricia Shannon, Dale Wagoner, Tamica Ward, Chasity Whiteside

**Agenda**

1. Welcome
2. Approval of Notes
3. Enrollment Updates
4. SCFF Update
5. Framing the Noncredit Discussion in terms of enrollment potential and FTEF
6. DEMC Data Dashboard
7. Future Agenda Items

The Friday, December 6, 2019 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland.

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1. **Welcome**

Theresa Fleischer Rowland opened the DEMC meeting by welcoming everyone and for a round of introductions to take place for those in attendance.

2. **Approval of Notes**

Estella Sanchez asked the Committee to review the meeting notes from the October 4, 2019 DEMC meeting. Stacy Thompson asked for a revision to Chabot College's enrollment update to reflect comments made on the number of sections (decreased), FTEF on schedule (decreased), and increased FTES and WSCH: FTEF. To summarize, Chabot offered less primary sections, increased their FTES, and were more productive. Estella asked for a motion to approve the meeting notes. Kristina Whalen made a motion, seconded by Tom Orf.

3. **Enrollment Updates**

Theresa asked Jeff Drouin to provide an enrollment update for Chabot College. Jeff asked if a motion to approve the meeting agenda took place. The December 6, 2019 meeting agenda received a motion by Jeff, seconded by Tom Orf. Theresa then moved the meeting to enrollment updates beginning with Chabot College, then Las Positas to follow.

Chabot College Report Jeff Drouin reported fall enrollment for Chabot College is holding steady and down .32 percent from this time last year. For spring 2020, enrollment is at 480.76 FTES, down 16.33 percent.

Dave Fouquet raised a question on the effect of AB 705 on enrollments. Jeff mentioned the guided self-placement is confusing to students. Tom Orf questioned whether Las Positas College is going to see what Chabot College is experiencing with their enrollments.

Las Positas College Report Tom Orf reported fall enrollments down 1.36 percent and spring 2020 enrollments down 4.26 percent. He indicated that some disciplines are up in registrations, especially STEM.

Stacy Thompson added to the AB705 comment indicating she is seeing lower enrollments in Math while a majority of English classes are full.

Sarah Thompson suggested that it's really important to track enrollment rushes over the next two years to predict when we see students enrolling for English and Math classes in order to avoid cancelling temporarily low-enrolled classes, which will fill ultimately. Studying trends over the next few cycles will be informative.

Theresa asked if the CEMCs are having AB 705 impact discussions and studying the trends. Las Positas College response Tom Orf responded that CEMC held discussions on the kind of classes which should be offered and other related discussions. Sarah mention that she reached out to their AB705 response team's primary contact, Sean Taylor, to pro-actively keep CEMC looped into the conversation. She indicated at their last CEMC meeting they spoke about how they are going to respond to priority registration and that their Math classes are filling before the English classes, so it's unknown what exactly is happening.

Chabot College response Stacy responded that CEMC remains in consistent conversation with IR and before making decisions, they will include data on student success rates. Stacy mentioned at the moment they only have anecdotal information, which is not the best way to inform scheduling classes and decision-making.

Theresa posed a question: As each college looks at trends and conducts analysis, when is a good time to bring back information to DEMC - to hear from the Colleges and CEMCs on theories, student success outcomes, and include data points? Sarah indicated the Colleges and CEMCs would need at least 2-3 semesters worth of enrollment data to view and see if any patterns could be discovered. She stated if it's erratic each time, then it's going to be really difficult to create a solution and responding to something in the moment may sabotage us in other ways in the future. Stacy mention that each College can handle it in a way that fits; from Chabot's perspective it's important to look not just at enrollment, but also at the success rate as it's all connected. If students are not successful, then it drives what needs to be put on schedule, as it will have an impact on enrollment, FTES, etc..., all interconnected. Tom deWit mention that the Colleges will need to have discussions with their English and Math departments to see how it works or doesn't work out. He cautioned not to cancel classes too early in spring, which is tough as the semester starts earlier and a two-week notice will need to be given to an adjunct faculty member in December.

#### 4. **SCFF Update**

Dave Fouquet updated the Committee on the SCFF, providing a handout. He mentioned the District's strong presence at the September 4 and subsequent SCFF Oversight Committee meetings, presenting information during public comment. CLPCCD personnel who attended the meetings include himself, Tom de Wit, Interim Chancellor Ron Gerhard, College Presidents Susan Sperling and Roanna Bennie, Vice Chancellor Theresa Fleischer Rowland, Faculty Senate Presidents Miguel Colon and Sarah Thompson, Institutional Researchers Cynthia Gordon da Cruz and Rajinder Samra. Dave highlighted details of the virtual meetings that took place on November 7 and November 25, 2019.

Dave mentioned the SCFF Committee failed to reach a decisive vote on whether to include a cost of living adjustment in the Supplemental Allocation at the November 7 meeting. The vote passed 8-4 to recommend a two-year study to investigate issues more deeply and to extend the Hold Harmless provision an extra year through Academic Year 2022-23.

At the November 25 meeting Dave couldn't attend in person and provided a statement (that was also posted on the FA website) recommending the SCFF Committee incorporate a count of unduplicated first-generation college students into the Supplemental Allocation, i.e. with the addition of first generation, that could mitigate the disparities in what Districts in high cost of living areas are missing out on when their students don't qualify for Pell Grants. If more points are considered in any category, the dollar value per point will decrease. Districts are expected to self-report the first-generation information on their students and have first set of data reported by summer 2020.

Dave then mentioned the next SCFF Committee meeting will take place on December 11, which is to review recommendations on the supplemental study and Hold Harmless provision to determine any edits or additions to be included in the recommendation.

Theresa thanked Dave for the analysis and asked the Committee if they had any comments on the SCFF update. Tom Orf asked Dave to ask at the next SCFF Oversight Committee meeting: what happens if the state is unable to rectify the funding? Theresa indicated ongoing SCFF updates might be a good topic to bring back to future DEMC meetings.

5. **Framing the Noncredit (NC) Discussion in terms of enrollment potential and FTEF**

Jeff Drouin and Theresa formed questions for Committee discussion on NC enrollment potential and FTEF. Jeff indicated the questions do not need to be answered just yet, but hopefully by the February meeting DEMC could have a robust discussion.

A few driving questions for CEMC and DEMC to explore and discuss with planning in mind:

- What does current NC enrollment look like?
- What is the potential NC enrollment for 2020-21?
- How do 2020-21 FTES projections translate to FTEF (in quantifiable terms)?
- What other questions we should be asking? What other data is helpful to consider?

Theresa asked if February would be realistic, i.e. would the CEMCs have enough time to meet and discuss? It was agreed that the CEMCs would have time to discuss and agreed to report a summary of their NC discussion at the February DEMC.

Sarah mentioned that LPC CEMC would be dealing with one semester of data, interesting to look at, but early to take any action on strategies. She referred again to her earlier point on AB 705, i.e. many of LPC noncredit offerings are English and Math support. Sarah indicated it would require at least two semesters of data before starting any projections. Jeff mentioned Chabot could report on NC offerings, they need to come up with enrollment numbers, and want a conversation so as not to carve out of the existing CR FTEF allocation.

It was noted that the District has a bit of time through Hold Harmless and the SCFF Rollback proposals (internally-funded special projects) to study this issue but we need to figure out an approach to funding NC FTEF and conversing now is timely.

The Committee continued to discuss the NC topic, including points made on the following. 1) How the Colleges are retaining the students they have or getting new students to register, e.g. measuring the rates at which credit students also enroll for NC and if the NC offerings bring in a unique and different population. 2) How the Colleges might use in-reach and outreach strategies to build NC enrollments. 3) The need for new IT-generated reports designed to track NC enrollments at the Colleges. 4) Starting to report by College on the number of Career Development College Preparation (CDCP) NC certificates approved, and NC courses going through curriculum approval. 5) Using data to determine if we build it (i.e. NC), will students come? 6) We don't know yet how NC supports student success in English and math with AB 705.

**6. DEMC Data Dashboard Work Group update**

Theresa shared with the Committee that an ad hoc user work group was developed out of DEMC to meet on common elements and design a data dashboard everyone could access for DEMC purposes. There is a history of DEMC discussion this topic, i.e. to create a common tool (not meant to exclude other tools commonly relied upon) with the purpose to reduce confusion and clarify use of consistent data points across the Colleges, including unifying timelines and language terms. Theresa mentioned that the ad hoc work group held two meetings. The first meeting was on September 13, 2019 and the second meeting was on December 3, 2019. Theresa expressed how she appreciated the effort of coming together to recommend a format.

Eric Strickland and Bruce Griffin presented the work group's recommendation. Eric presented to the Committee the Argos EMC tool and how to access different data reports by program type. Jeff commented that what is needed is what's occurring in the present term plus the future term, and expressed that the Argos EMC report is a great step forward.

Theresa: the idea is DEMC will pilot the Argos EMC tool starting in February 2020. Additionally, the Colleges are welcome to bring the same handouts for enrollment updates.

Eric mentioned there are other powerful tools available for extraction. Bruce spoke to this, and briefly discussed a product called Tableau. Bruce indicated that while he was at San Mateo CCD, they used a scorecard to indicate metrics. He then explained how Tableau can pull data from Argos and allows an individual to drill down to add additional context and filter data. Tableau could be something that the CLPCCCD looks at in the future. For now, it seems prudent for the District to explore the capacity of "Analytics", which we own and is similar. There are likely to be some added costs.

Patricia Shannon mentioned Tableau has been used at Chabot College to reflect student data for two years and that she really likes the ability to select variables, stating it is a useful tool.

**7. Future Agenda Items**

- Revisit Noncredit in February
- SCFF Update
- Distance Education State Authorization
- Revisiting the form DEMC uses

The District Enrollment Management Committee (DEMC) meeting was adjourned by Theresa with the next meeting scheduled for February 7, 2020.