

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

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Friday, February 7, 2020

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

District Office - Board Room

**DEMC Membership**

**VOTING**

		<b>Present</b>
Tom deWit (F)	CC	<input 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 checked="" 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 type="checkbox"/>
Heidi Ulrech (C)	LPC	<input checked="" type="checkbox"/>
Eric Stricklen (C)	DO	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Donna Alaoen, Dave Fouquet, Guisselle Nunez, Patricia Shannon, Dale Wagoner, Chasity Whiteside

**Agenda**

1. Welcome & Announcement of a New Transcription Pilot Effort
2. Approval of Notes
3. Enrollment Updates
4. CEMC Report Out on College Noncredit Planning
5. Future Agenda Items

The Friday, February 7, 2020 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland.

1. **Welcome & Announcement of a New Transcription Pilot Effort**  
Theresa Fleischer Rowland opened the DEMC meeting by welcoming everyone and those who have dial-into the meeting. She then asked for a round of introductions to take place for those in attendance.

2. **Approval of Notes**

Theresa moved the meeting onto the approval of meeting notes and asked the Committee to review the meeting notes from the December 6, 2019 DEMC meeting. She then asked for a motion to approve the meeting notes. Tom Orf made a motion, seconded by Jeff Drouin.

3. **Enrollment Updates**

Theresa asked Chabot College to provide an enrollment update and asked to report primarily on credit, as the next agenda topic will be focused on noncredit.

Chabot College Report Jeff Drouin reported that Chabot College is currently at 3973.98, which is down 81.42 from last year.

Stacy Thompson mentioned that Chabot College has less sections on schedule and pointed out that productivity had increased from a week ago, which they have seen as a trend along with an increase in FTES.

Rajeev Chopra question if rollback was included in the FTES numbers for 2010-11, 2017-18 and 2018-19. Dave Fouquet responded for 2010-11, which was during the recession Chabot College was generating 11,114.69 without rollback and that the difference from 2017-18 to 2018-19 was due to the rollback.

Doug Roberts mention that he provided the DEMC Committee a chart before the winter break that showed FTES earned or produced during the fiscal year without the effects of rollback.

Roanna Bennie and Theresa mentioned that several DEMC Committee members are working on the data dashboard and have conducted several meetings. Jeff suggested that before we move into the 2020-21 allocations that those working on the data dashboard should have at least a working model. Theresa offered that together with Jeff they will loop back with Eric Strickland and prepare something for the March meeting to preview as a prototype that could be refine to for feedback.

Dave Fouquet mention how other venues are offering free tuition and believes that Chabot-Las Positas Community College District is the only one that is not offering free tuition, which can impact us greatly. He suggested that both colleges should present and support it. Dave also pointed out if Chabot does not hit 10k this year then decisions will need to be made on what the rollback would be from summer into the current year due to the loss of revenue. Theresa indicated that Chabot's total FTES is fairly close to the 10k for 2019-20, which is at 9,961.4. Doug Roberts stated if we look at the prior years total revenue with applying Cola, then we're not going to be affected by being under 10k until the year that we come out. He then further explained that if we do not report greater than 10k at that time, then yes, we would lose revenue and stated that we are good for the time being. Theresa requested that this item be placed on the March 6 DEMC meeting agenda and moved the meeting over to Las Positas to report on their enrollment update.

Las Positas College Report Tom Orf reported spring 20 enrollments are down 5.55 percent and outcome for fall 19 enrollments were negative 1.84 percent. He indicated that Las Positas added to their late start classes and pointed out that those classes are doing well. Tom then mention that Las Positas has noticed a shift in regards to disciplines, especially social sciences where one class is making it and the other is not. He stated that if Las Positas takes another hit it would obvious affect them and indicated that the head count is not there either.

Sarah Thompson added that they have seen their headcount trend downwards the last couple of years.

Roanna mention that there is a shift in their student population with the rise of students coming from Pleasanton and a drop coming from Tracy and Mountain House.

Theresa question if the shift in student population maybe around free college tuition campaigns that are happening with neighboring districts, such as San Joaquin Delta college. Roanna responded yes.

Sarah mention she sat down with the Vice President of Student Services to ask why they took a different strategy, then the other colleges who are offering free tuition. She stated a response was given for the reason why and addressed the concern as to how they might lose due to a temporary competitive edge. Sarah then indicated that the other colleges who are offering free tuition are leaning heavy on their foundation because the state is not giving them enough money and stated we may be losing students to other colleges who are offering free tuition, but those colleges will not be able to continue with the offer much longer.

Stacy mention that the same discussions have took place at Chabot College regarding their neighboring colleges offering free tuition and stated that we have the opportunity to create a program for free tuition to our desire, it just needs to be said that we offer free tuition.

The Committee continued to discuss different conversations that have and are currently taking place at the colleges CEMC meetings on what the colleges are doing, what's been successful and starting programs such as adjusting financial aid deadlines to encourage students to apply and keeping them in class to receive apportionment, first year experience if you sign up, you get free tuition, second year success program and a third-year transfer program.

Theresa acknowledge Stacy for revisiting the topics at their CEMC meetings. Stacy confirmed that the topics are on the agenda for their next meeting and has been discussed at the all Admin meeting. Theresa then expressed that she appreciates any innovations coming in from the colleges and the conversations being centralized on how they would look district-wide. She also acknowledged the academic calendar discussions taking place, which is also another topic at the colleges through the academic senates.

4. **CEMC Report Out on College Noncredit Planning**

Theresa recapped to the December meeting where both Jeff and her posed a few questions on non-credit at the colleges, which was slated for the February meeting. She then indicated that

they would like the colleges to talk about potential enrollments in non-credit plans, projections and any other topics coming up at the colleges. Theresa then asked that the colleges slate for 10 minutes and Chabot will go first. Roanna mention that Kristina Whalen was on the phone and requested that Las Positas begin.

Las Positas College Report Kristina reported that at their last CEMC they discussed several questions such as what does current noncredit enrollment look like. She mentioned that Las Positas has new certificates in ESL comp study and new certificates that will be activated in the fall. For the courses starting in the spring they will begin inside the federal prison and then continue in the summer outside the federal prison for the general population. The second question discussed was what is the potential non-credit enrollment for 2020-21. Responses and conversations were to expand noncredit business offerings, exploring credit recovery and courses that may come online such as vocational media. Kristina paused to see if anyone had any questions.

Theresa asked Kristina for clarification if she was talking about distance ed when she indicated online. Kristina responded that its classes approved as part of the curriculum process and ready to be activated.

Kristina continued with her report on the last question asked, which was what other questions they should be asking. She mentioned that Las Positas held their first meeting with the AB705 response team and a number of questions were activated, such as the concurrent support in math that served 120 students or less, how to leverage the change in self-referral tutoring to maximize enrollment and what are the mechanics of monitoring the budget of the SCFF project.

Sarah mentioned to Kristina that the new faculty presented at the Senate last month and shared that the initial enrollments in the marriage support courses were higher than they were last semester, which is a learning curve happening with students that shows they are initially enrolling instead of eventually enrolling and might see some steady growth in that non-credit area as the semesters continue.

Chabot College Report Stacy reported that their conversations around non-credit have took place in different arenas and will share all the courses, including pending certificates that Chabot plans to offer in the fall. She then pointed out the standalone non-credit courses, which she indicated is important as they have always offered non-credit and the noncredit that is not CDCP. Stacy said it was important to separate them out as they get more apportionment for CDCP. She then expressed a shout out to English around AB705 as there was not a huge interest in non-credit and have increased their number of English courses. They have also created a CDCP certificate to get students to college level and making it non-credit. For the math faculty, they have been doing their due diligence on getting non-credit and trying to get CDCP. Stacy then mentioned that most of the courses were approved and will not be offered until the fall, but have the opportunity to place them on schedule and get the enrollment.

Jeff mentioned that the 18-19 totals were used at the time of discussion and that they didn't have fall data when the topic was brought up at the November or December DEMC meeting. He then stated for 18-19 they had almost eight FTEF on schedule for non-credit and mention what the ad in the curriculum offered is that they were to offer coming this fall. At CEMC they rough estimate another seven FTEF to go on schedule for this fall, which was their December discussion and revisited the topic at their last CEMC meeting.

Theresa question if Chabot were adding those two numbers. Jeff responded yes and that they generated another 14 FTES in non-credit for 18-19.

Theresa then asked the Committee if they had any other comments on non-credit and expressed that she appreciates the collegial conversation, along with the CEMCs having non-credit discussions.

Rajeev questioned where is the conversation for the condensed calendar taking place. Theresa deferred the question over to Sarah who is the academic president present in the room. Jeff responded that the topic was brought up in Academic Senate meeting at Chabot last fall by two faculty members, which received traction in the room. As the FA rep on the Senate he spoke to their president who needed to speak with Las Positas Academic Senate, then the conversation was brought to CEMC as it came up from administration. Jeff then stated that Stacy indicated that all constituent groups need to be included and are only a conversation away from Las Positas.

Stacy added that the Academic Senate at Chabot developed a subcommittee to address the topic and also added that if a conversation is taking place on the topic to be sure that classified professionals are included as it will dramatically impact their lives as well.

Theresa added that conversations on the academic calendar tend to take place more in the academic side or through instruction, but wanted to share that the conversation took place at the District-wide Administrators meeting a few months ago and the impact would cross to IT, Financial aid, Admissions and Records to include cycles that would take place in business processes and our flow.

The Committee continue to hold conversations centering students and the ability for students to plan on taking courses in the fall and spring.

Theresa announced to the Committee that it was Interim President Roanna Bennie's last official day as Interim President and on Monday she will begin at the District as a Senior Administrator working on special projects. She also announced on Monday that Las Positas College will welcome their new President.

Roanna stated that it has been a pleasure and when she has a chance she will talk to Dr. Foster as he gets going and hand things off to him. She also expressed thanks to all and mention that she hopes to contribute in her short time with the District before departing.

5. **Future Agenda Items**

- Data Dashboard
- Free Tuition
- 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 March 6, 2020.