

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

**Meeting Notes**

District Enrollment Management Committee (DEMC)

Friday, April 10, 2020

12:30 P.M. - 2:00 P.M.

Zoom: <https://cccconfer.zoom.us/j/596680095>

**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"/>
Dyrell Foster (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 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: Cynthia Gordon da Cruz, Ron Gerhard, Matt Kritscher, Arnold Paguio, Paulette Lino, Guisselle Nunez, Rajinder Samra, Patricia Shannon, Dale Wagoner, Tamica Ward

**Agenda**

1. Welcome & Introductions
2. Enrollment Updates
3. Online Instruction Vs. Remote Delivery
4. Marketing and Recruitment of Students During Remote Delivery Terms
5. Student Populations That May be Captured
6. Revising FTES Targets Due to New Structure
7. What to do with Non-credit
8. Understanding of the State's Approach to FTES Accounting
9. Future Agenda Items

The Friday, April 10, 2020 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland.

1. **Welcome & Introductions**

Theresa welcome everyone to the virtual meeting and asked Estella Sanchez to conduct rollcall.

- **Revised Agenda**, Main points captured via Screen Share.
- 90 minute meeting today.
- DEMC on April 3 was cancelled to allow ESS Committee to meet on urgent matters related to Grading, Extraordinary Withdrawal, and Related Matters due to Pandemic.
- Today's meeting is the rescheduled April DEMC meeting.

2. **Enrollment Updates**

Jeff Drouin moved the meeting to enrollment updates.

Chabot College Report Jeff provided a quick update and indicated that Chabot is at 4028.63 as of Monday. He also mentioned that they are down 1.44%, which is under 59 FTES from last time.

Las Positas College Report Tom Orf reported that not has changed much for Las Positas enrollment which is at 3149.77 for Spring, which is down 2.15%.

3. **Online Instruction vs. Remote Delivery**

- Summer schedule is all online, no dates and times given, will be asynchronous learning/teaching environment, essential programs Fire Tech, EMS will be f2f;
- Fall Schedule – how are we positioned once Shelter in Place is removed?
- Ed Code: F2F, online, or correspondence; we've been using "remote" to describe the transition during the pandemic; expect CCCCCO Guidance.
- VP Thompson will send notes of meeting on this with Marty Alvarado, EVC CCCCCO.
- Option for synchronous learning/teaching is essential for students.
- Fall Schedules – do they look different because of pandemic cautions?
- Both College Fall schedules are traditional (resuming f2f with campus open) but planning now to design and plan for contingencies i.e. how each course would transition if needed in case of continuing COVID-19, planning is starting now.
- From VP Whalen, LPC A sample of a class note we are providing to students in summer: Lectures for XXXX will be held synchronously M-Th 10 am - 11:50 am. An introduction to the day's lab will be held synchronously M-Th 12:00 - 12:30 pm. All synchronous delivery will be offered through Canvas Confer Zoom and recorded. Students who are unable to attend the synchronous lecture and introduction to lab may view recorded materials. Other lab content will be delivered asynchronously. In class notes, providing details on when the course would happen.
- If fall includes continued "physical distancing" it may affect facilities and class caps.
- Additionally, it very important to offer students asynch options. If people are supervising home school, working from home, etc. They equally might need asynch.
- Courses that are skill-mastery and courses that are humanities/social sciences would have different approaches when thinking through synch and asynch.
- FYI: District-wide Task Force is forming to focus on faculty professional development during these times. Task Force to be called together soon. Members being appointed now.

4. **Marketing and Recruitment of Students During Remote Delivery Terms**

- From LPC CEMC discussion plus other
- CCCCCO Campaign is out “Stay Enrolled, Succeed Online” campaign continues with paid social media, digital advertising and radio, regional/local marketing for CLPCCD
- Opportunity to message to families wondering about cost-benefit of attending univ while living at home
- Include more than high school students, include students in college, think about students who are out-of-state university attending.
- Ensure we are reaching adult learners who have been laid off and /or hanging at home looking for opportunities for employment, skills, and college
- PRMG: working with Presidents and VPs, Colleges are actively responding as well with support from PRMG.
- Year to Career Guide in final stages, forthcoming, collecting ongoing feedback.

Jeff asked Las Positas to report out on their next steps on Noncredit. Tom Orf mention that they are still trying to figure out what’s going to work. Jeff suggested to keep pushing forward conversation in CEMC.

5. **Student Populations That May be Captured**

- Expand our college-age level marketing to include students enrolled at other places of higher ed.
- Promote ourselves as a CC who is here for you at this critical time.

6. **Revising FTES Targets Due to New Structure**

- How to rethink/ reexamine FTES Targets? Would we want to revise our targets?
- Enrollment could spike in the fall, though we won’t know for a few months.
- Jeff: recommendation stay where we are and let’s DEMC continue to revisit as an ongoing agenda item.
- Hypothetical: If enrollment does spike, and high unemployment, and reduced budget from the state, then we may go down the road again, we’ve been there before and it wasn’t good.
- Doug: 2010-11, the state capped the FTES below Colleges actuals.
- Hold Harmless is through 2021-22, with pending determination if there will be an extension of HH.
- Doug: it is a wait and see fiscal situation.

7. **What to do with Non-credit**

- Good practice was to wait a few semesters to analyze the data, now with the pandemic, we might want to extend that even further out for things to resume to “normal”.
- We need to be looking at the most effective types of NC instruction that produce retention, success, and good equity practices to ensure those students who are most marginalized meet their goals.
- What about using NC to support students with managing online course loads? This issue came up at CC in a prioritization of funding conversation. We know historically under-

represented student populations are more impacted by online delivery. If not the best modality, and we see disproportionate impact, how can we create what is needed quickly?

- Are there existing courses that we can look at? If a course is working, and there is evidence that student outcomes are increased, we need to share more broadly. Could OEI, DSPS, Counseling/Student Services, Psych-counseling, and general studies e.g., passion and purpose, learning skills, study skills, Cohorted Learning be a source?
- We want to build student skills and efficacy.

8. **Understanding the State's Approach to FTES Accounting**

- CCCCO Guidance can be found here <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus/co-communications-to-colleges>
- You can find: Novel COVID-19 Guidance, Clarification on Apportionments, Withdrawals, and Student Fee Refunds
- Doug: given HH, even if we experience a reduction due to student withdrawals, it won't affect our revenue.

9. **Future Agenda Items**

- Tom deWit: Think about supportive messaging about importance of sleep, structure, and productivity. Sleep cycles are off for our students (and staff). Complicating the ability to be students. thinking about how to support students

The District Enrollment Management Committee (DEMC) meeting was adjourned by Theresa with the next meeting scheduled for May 1, 2020.