

Chabot-Las Positas Community College District

Office of Educational Services & Student Success

Meeting Notes

District Enrollment Management Committee (DEMC)

Thursday, August 13, 2020

11:30 A.M. - 1:00 P.M.

Zoom: <https://cccconfer.zoom.us/j/95839272823>

DEMC Membership

VOTING

		Present
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

		Present
Stacy Thompson (A)	CC	<input checked="" type="checkbox"/>
Miguel Colon (F)	CC	<input checked="" 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 type="checkbox"/>
Heidi Ulrech (C)	LPC	<input checked="" type="checkbox"/>
Eric Stricklen (C)	DO	<input checked="" type="checkbox"/>

Additional Meeting Attendees: Terri Anderson, Jaswinder Bhangal, Cynthia Gordon da Cruz, Mujeeb Dadgar, Heike Gecox, Ron Gerhard, Dave Fouquet, Lynn Klein, Craig Kutil, Paulette Lino, Bobby Nakamoto, Dawn Neideffer, Vu Nguyen, Guisselle Nunez, Anette Raichbart, Christina Read, Nathaniel Rice, David Rodriguez, Rajinder Samra, Estella Sanchez, Patricia Shannon, Todd Steffan, Dale Wagoner, Tamica Ward, Chasity Whiteside

Agenda

1. Welcome and Introductions
2. Approve Notes from June 18, 2020 DEMC Meeting
3. Enrollment Updates
 - a. DEMC Dashboard
 - b. Chabot College
 - c. Las Positas College
4. Pockets of Strong Enrollment Discussion
5. Enrollment Targets
6. Generate and Summarize Items for DEMC during 2020-2021

The Thursday, August 13, 2020 District Enrollment Management Committee (DEMC) meeting was opened by Theresa Fleischer Rowland.

1. **Welcome**

Theresa welcomed everyone to the DEMC meeting on Convocation and asked if there were any new members. Tom Orf responded there were no changes at Las Positas College and mention that Craig Kutil is going to shadow the Committee this year. She then asked Estella to conduct roll-call of Committee members.

2. **Approve Notes from June 18, 2020 DEMC Meeting**

Estella moved the meeting to the approval of the June 18, 2020 meeting notes and asked the Committee to review the notes. She then asked for a motion to approve the meeting notes. Dyrell Foster made a motion, seconded by Tom Orf.

3. **Enrollment Updates**

- a. Theresa shared the DEMC enrollment data set report from Argos for Summer 2020 and Fall 2020 with the Committee. Sarah Thompson mention that the enrollment report is great with the three-year comparison and helpful. Stacy Thompson indicated that her scheduler provides her with the same data every Monday, along with Jeff Drouin and Tom de Wit. She mentioned that the report is fine and would like to be sure that the same data elements (the numbers) are the same. Jeff indicated the only difference in the numbers with Chabot's enrollment report is that it includes non-credit and asked the Committee if non-credit should be included in the enrollment report or kept separate. Tom de Wit's response was that non-credit should be included in the enrollment report as both Colleges are making effort to grow their non-credit. Sarah indicated that non-credit should be separate as each College is getting funded separately. Eric Stricklen mention that pulling non-credit data in Argos is an option.
- b. Jeff provided an enrollment update for Chabot College and mention that the numbers are slightly different from the dashboard. Chabot is at 3709.51 FTES for Fall, which is down 498.04 (11.84%) from last Fall and up 7.20% for Summer. He indicated that Chabot had a number of holds between April 13 and July 16, which he believes had an impact on Fall enrollment. Stacy mention that number of holds are from the \$2 holds and were released for the athletes. She indicated the holds are an issue District-Wide and believes Chabot had 3300 holds. Stacy also pointed out that enrollment is down for Fall due to the format of instruction being changed three (3) different times and had students confused. She believes that enrollment will go back up once the Fall semester gets started as some of the classes have been pushed to late start, which is always a strategy. As far as the numbers go, she's uncertain that the numbers will be where they were last year. The Committee then had a discussion that IT will need to make some programming changes in regards to the \$2 holds and that it should be corrected immediately if it's not according to the Board policy.
- c. Tom Orf provided an enrollment update for Las Positas College and mention that their Summer numbers were up and that the numbers for Fall were down 6.36%. He then shared an enrollment issue with the Committee about two potential students who live in Livermore and once attended Davis, but decided to apply at Las Positas College, however; two (2) weeks after applying they still did not have their W

numbers and decided to enroll at Diablo Valley College (DVC). Tom then asked Kristina Whalen if she had anything to add to the enrollment update. Kristina did not have any additional information to add. Theresa question Tom if the W number is IT related. Tom wasn't sure if it's IT related or Admission and Records. Rajinder Samra mention the W number is normally issued out in a separate email in a day or two (2) and assumes that it's processed by IT. The Committee then held a discussion around the process of W numbers and how the process needs to be streamline to discover the root cause with IT to ensure this does happen in the future.

4. **Pockets of Strong Enrollment Discussion**

Jeff shared with the Committee Chabot's class enrollment by Division that he pulled up in Argos for Fall 2018, Fall 2019 and Fall 2020 that showed a majority of disciplines that have low enrollment. He mentioned it was a good exercise for him as he was able to see where all the disciplines stand, even his own discipline Athletics/PE and once holds are released for students, enrollment numbers should go back up.

Kristina Whalen mentioned that she had no presentation or charts to share for Las Positas class enrollment by Division and stated that Las Positas had similar patterns with drops in enrollment in the same disciplines as Chabot.

Jeff expressed that he was curious what the numbers look like for transfer students, as it's come up in DEMC if transfer students were going to attend a community college online from a 4-year to avoid paying high tuition. He then shared with the Committee data pulled by Institutional Research on Enrollment Status and Service Area Residence Status of Students by College for 2018, 2019 and 2020 Summer and Fall.

Rajinder Samra indicated that the Fall data for 2018-2019 enrollment is preliminary as the numbers are not captured until a month after grades are submitted and traditionally go up.

The Committee then held a discussion around the enrollment data.

Jeff then pointed out the number of students that were in the service areas and question what the numbers looked like being that Chabot was down about 2000 in their service area and Las Positas College service area was down 750. He then mentioned the numbers outside the service area for both Colleges were down and questioned if it was typical. Tom responded to Jeff's question and confirmed that Las Positas has taken a hit.

Dave Fouquet pointed out the drop outside the service area at Chabot from Fall 2019 to Fall 2020 and questioned what the cause was of such a significant drop. Jeff said he could not explain the reasons why the drop was significant.

5. **Enrollment Targets**

Theresa pointed out the chat on rolling average, hold harmless around Miguel Colon's comment about How targets are set as we think through our budget implications being on hold harmless and where we are. She then mentioned to the Committee that over the next few meetings there will be deep discussions taking place around setting the targets for fiscal year

2021-2022. Theresa added that she would like to revisit past conversations on past recession and what was healthy on behalf of the District by not walking away from all enrollments, as we keep all students engaged. She also mentioned that the state will not take our enrollment numbers into consideration for funding until the year following and that the Committee will come together setting the targets that will count towards the funding formula a year from now, if and when it happens as it keeps getting pushed out. Theresa stated the whole purpose of why the Committee exist is to set the FTES and subsequent FTEF targets for the next academic year.

Dave Fouquet expressed by Fall of 2021 that the pandemic may be over, but in a recession where we might see a spike in enrollment, especially in the area of hands on training. He then mentioned during the last recession there was a huge demand that we were not able to meet, which was combined with work load reduction from the state.

Miguel Colon stated that it is counterintuitive to make recommendations that we know we can't afford. Even if it's the Committees responsibility for setting targets, this group should be setting targets and consider the financial realities.

Theresa indicated to Miguel what he was pointing out is an assumption in DEMC's function that it's tied together with the budget implications and that there is a history of them not being connected. She also stated that we're in a new era and DEMC's thinking would be about what the District could afford in FTES.

The Committee continue the discussion sharing their thoughts.

6. **Generate and Summarize Items for DEMC during 2020-2021**
Discussion on and around FTES Target.