Los Medanos College
Department Chair Minutes
December 7, 2021
2:15-3:15
https://4cd.zoom.us/j/97271985421?pwd=ZnJlenVOVU1RbmNpc3Y5QlBJTFlzZz09
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	Agenda Topic	Notes
1.	Fill rate and modality*	A welcome activity was introduced in the chat: What's your favorite toy. C. Hsieh shared a data report by screen sharing and providing information about FTE/FTEs target, enrollment numbers, fill rates, course max, student ed plan for Spring 2022 to track enrollment behaviors and productivity. The goal to meet FTES is 46%. The report also contains enrollment data; open and closed waitlisted courses classes, modality that include percentages of face-to-face, hybrid, online courses. The benefit of having access to the report is that departments can access/analyze individual course data. The report contains current courses offerings to analyze the data, e.g., checking fill rates for the different modalities and having this information available assists with determining which modalities best serve students and the college productivity. The committee agreed that having the data report available to them on a regular basis will help them schedule courses and learn how to access and use the tool. It was agreed upon to have a training session at the next Department Chair meeting in February, 2022.
2.	Spring Scheduling	R. Pedersen shared the frequency of when department chairs will receive scheduling memos, a document containing information about scheduling classes for future enrollment. In addition, an enrollment communication document is being updated for sharing with department chairs regarding expectations related to planning enrollment activities and due dates. D. Belman shared enrollment productivity updates at the community college and state university levels. The decline in enrollment is consistent across the diverse student demographics. D. Belman shared plans to address the declining enrollment at LMC. Action steps to support both continue and new students include: • Tailored communication focused on continuing students

		- Campaign efforts to continue students to include resources that support students - Specific messaging to students active not enrolled, or those enrolled under 9.0 units, and students admitted for Fall 2020 but not enrolled currently - Tailored emails sent to new students that detail the enrollment process - Provide follow-up postcards to students with a focus on the next steps - Marketing to attract prospective students with ads and mailing postcard - Specific postcard messaging "Level up your education for $5 or less" for 13-18 focused on concurrent enrollment - Student ambassadors called/emailed students to encourage enrollment, apply as a new students, enroll in courses to complete degrees, and provide resource information to support their needs. Inasmuch, N. Hannum addressed whether using the data is best to determine the time of day to offer classes. Moving forward, conversations about meeting students where they are when to meet State changes and the expiration of the Stateside letters during Covid. N. Hannum concluded by sharing that the marketing campaign and departments scheduling of classes helps with enrollment productivity and meeting students where they are.
3.	Software needs and catalog	C. Montoya explained using VDI virtual desktop. The campus updated its servers to enhance technical services to run virtual environments whereby students can access specific class software at home instead of being restricted to campus computer labs. The software does require students to accept licensing guidelines. Should the student's computer is not compatible with using VDI, a computer loan program is an option that has the software available on it. A Nogarr focused on addressing tech needs by gathering information from departments/students about support services needed to access software so that it's available to everyone. In the efforts of knowing will help develop professional development to assist with training. A request form will be vetted to departments to access the software and hardware needed for classes. Afterward, this information will be available in scheduling to publicize what learning tools are needed when taking a course. A. Nogarr addressed the high flex question posted in the chat by sharing DE's plans to offer training to support the efforts. N. Hannum concludes that high flex is new to the college, and support services is a discussion for future planning in consideration that professional staff and funding is n
4.	Vaccination Policy Update	T. Maxwell provided an immunization update sharing the status of the student reporting process to receive clearance, addressing technical hiccups discovered, and explaining that students receive consistent immunization messaging about what's required to visit the campus and enroll in classes. There are two methods for students to upload their documents; Insite and an Ready Education app. Concluding how the immunization process will be enforced on campus to ensure everyone receives clearance. Employees are not required to ask about the student's status. Starting in January, there will

		be Covid testing available for students and campus employees. If students have questions about their status please refer to T. Maxwell or Irma Gregory
5.	Q&A	• Testing is free. Insurance information is required if individuals have coverage. • District efforts to assist with the VDI has allowed the colleges to have the oversight.

*https://www.losmedanos.edu/planning/ComprehensiveCourseSchedulingbasedonStudentpreference_RPMeeting.11.30.2021_FinalNew.pdf