



1. Announcements:

Louie is with EOPS/CARE/CalWORKS/Next Up and would like to present in classes. Louie also sent out a spreadsheet about Adopt-A-Family. Only a couple of families left that haven't had gifters.

Jennifer Fowler - As of next spring 2022, Peralta won't have honor lock anymore. Look at faculty canvas resources shell which explains why honor lock won't be used anymore.

Diana – Office of instruction welcomes Marivic Lizardo as executive assistant in the office of instruction.

Maurice – can we bring a discussion to the chair meetings about plagiarism and cheating in courses?

Diana – next meeting: work of Mark Johnson and Cathy Summa-Wolfe on marketing. How did our money spent (on marketing) improve enrollment?

2. Current enrollment status –

FTES deficit 259.76

Could have been much worse if we didn't pay attention to the data.

The college surpassed FTEF target

3. Strategic Enrollment Management

Winter intersession: started early and marketed smartly. Sent low-enrolled classes to counselors and received feedback. These are 3 unit maximum classes and no Career Education classes.

Marketed winter intersession with Mark Johnson and Cathy Summa-Wolfe; tie things to website. Have a strategy and philosophy on how we're going to market (TikTok, Instagram, Linked in). On the next chair's meeting: how to market 10-week courses, new courses, feature courses, learning communities, etc. Shane puts something on the website then Mark and Cathy promote the link of the website.

4. Enrollment and Class cancellation

There will be a deadline of ad-hoc committee of PFT and administrators. Will consider cancelling courses with 7 or fewer students on January 3, with 10 or fewer students on January 10 and so on.

In some CE courses, students don't enroll until the beginning of school.

For courses that are under enrolled, what are ways to change modality right now to prevent getting cut January 3? We are not going to make changes right now.

In contract: in online courses, faculty can have discussion with the chairs about class caps.

Don't flood the market with courses. Start with courses and as they fill, add new courses based on demand.



5. IELM Allocation – Diana Bajrami

Last year, did not get Instructional Equipment and Library Materials (IELM)

BAM Allocation model \$164,696. 20% goes directly to Library. What we have done in the past is discuss with chairs, bring to budget committee and bring back to chairs. Priority has been given to programs that are equipment intensive but don't have alternative source to fill the needs. In the teams site, there is explanation of difference between equipment and supplies.

6. APU/Program Review – Please finish them. The resource allocation will be sent back to chairs for them to distinguish between equipment and supplies as well as prioritize equipment and supplies given that there are limited resources.

7. Attendance: Blair Norton, Cady Carmichael, Christa Ferrero-Castaneda, Anthony Villegas, Drew Burgess, Jane McKenna, Jayne Smithson, Jennifer Fowler, John Taylor, Julie Saechao, Leslie Reiman, Marissa Nakano, Maurice Jones, Olga Fish, Sarah Peterson-Guada, Sue Altenbach

8. Guests: Eva Jennings, Jeff Sanceri, Lilia Celhay