



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from ZOOM Meeting

March 16, 2022

APPROVED April 6, 2022

**Members Present:** **Co-Chairs:** Daniel Berumen; **Management Reps:** Carlos Ayon, Malmi Vitharanage; **Faculty Reps:** Jeanette Rodriguez, Marcus Wilson; **Classified Reps:** Nichole Crockrom; **Resource Members:** Melisa McLellan, Celina Gutierrez; **Members Absent:** Rod Garcia, Vivian Gaytan, Clarice Hamby, and Judith Quintana. Please note: The second Classified Rep position was vacated by Jennifer Merchant who can no longer serve as she was promoted to management position and this position is for a classified member.

The meeting commenced at 2:16 p.m. Co-chair Daniel Berumen led the meeting, as Rod Garcia was unable to attend.

**I. Approval of Meeting Notes:** The February 2, 2022 Summary Meeting Notes were unanimously approved after a motion from Marcus Wilson, seconded by Jeanette Rodriguez. The PBSC will seek a replacement for the second classified representative Jennifer Merchant because she was appointed to a management position at the College and therefore cannot represent the classified membership.

**II.A Planning Update – Fall 2022 Schedule Planning Updates:** Co-chair Daniel Berumen screen-shared the document “Fullerton College Recommended Guidelines: Fall 2022 Planning”. The document is meant to help guide the scheduling process for fall, 2022, and to ensure as much consistency is used across the College. This document was created at Deans’ Council and has been shared with the management team. Key points discussed include the assumptions for fall 2022 when developing the Fall Schedule of Classes. For Fall, the College should plan to serve 18,000 students. There is an overall enrollment decline of 19% from Fall 2019 to Fall 2021 and an overall decline of 23% from Spring 2020 to Spring 2022. The College plans to provide students with options for both in-person and online courses. Faculty teaching online classes must be certified. The goal is to maximize fill rates while decreasing the need to cancel courses. On-campus expectations for faculty will align with the United Faculty and Adjunct Faculty United contracts and will be guided by District directives.

The Guiding Principles discussed include: 1) Faculty shall have the opportunity to provide input on course offerings. 2) Deans shall request that faculty department coordinators use data when making recommendations for course offerings and when possible, consider the instructional modalities for specific courses. 3) It is important to offer both in-person and online modalities for all courses when more than one section is offered, with the exceptions that some class content needs to be delivered in-person or there are Distance Ed restrictions.

4) It is important to offer both in-person and online modalities for both counseling and library services that prioritize the student needs. 5) While the exact ratio of in-person to online classes vary based on the departmental needs, the offerings should be guided by data whenever possible and should be driven by a student-centered approach. To facilitate the re-engagement in the college campus experience, the majority of classes should be offered in person and all full-time faculty should plan to work on campus and provide some or all of their instruction in person. 6) Departments are encouraged to have a plan in place to quickly add sections if/when classes fill in order to capture enrollment and meet student needs. 7) Divisions are encouraged to establish course modalities before faculty complete faculty request sheets.

Daniel discussed that international students and veterans have restrictions on how classes must be taken and these needs shall be considered when planning takes place. Feeder High Schools play an important role in that data shows they prefer traditional (in-person) instruction versus online and that has been shared with our Deans/Department Coordinators to keep student needs in mind when planning course offerings. Data also indicated incoming students age 19 and younger are less likely to take on-line courses because they value the social interaction and the “college experience” that in-person classes offer.

**II.B Planning Update – Enrollment Trends Presentation:** Daniel screen-shared a PowerPoint prepared by the Office of Institutional Effectiveness presented to Fullerton College Managers and to the Enrollment and Re-Engagement Committee that focuses on “Enrollment Trends”. The purpose of the presentation is to review internal and external data that will help inform our planning for Fall 2022. Historically, data trends indicate enrollment is down 14% from Fall 2020 to Fall 2021, which means on average, fall enrollment has declined 4.2% each year since 2015. If we are to continue on this downward trend, we are looking at 15,000 students not including outside factors. Daniel presented this downward trend is not limited to our District as data for local community colleges show a downward trend of 7.5% for region 8 (which includes 14 other colleges alongside Fullerton College) and 10% for the State of California. Nationwide, community colleges are experiencing a downward trend of 3.4% from 2020-21.

There are many reasons from an enrollment management perspective why we are experiencing a decline. 1) Return Rates: The College also reports a decline in the number of Spring students that return in the Fall. 2) Feeder/local High School Graduates: The College captured about 63% of Fall 2021 high school graduates from local districts including Fullerton Joint Union, Anaheim Union, Placentia-Yorba Linda, Whittier Union, Brea-Olinda Unified, and Norwalk-La Mirada. The college captures about 10-12% of 12 graders due to the expansion of the Promise Program. High Schools are also experiencing a decline in enrollment and this downward trend is expected to decrease in Orange County High School Graduates declining from 36,000 to 31,000 graduates in 2029-2030.

Declining unemployment rates in Orange County may be one factor in our Fall 2021 enrollment decline. Historically, community college enrollment is worse during high employment periods and alike, our enrollment increases as the unemployment rates goes up. People choose work over education. In 2021, unemployment dropped from 7.3% in January 2021 to 3.7% in December 2021. The Fall 2022 headcount is likely to be between 16,000 and 20,000 due to

other factors such as the loss of BIPOC, first generation, EOPS, Veterans, and DSS students. In addition, the continued effects of COVID-19 and possible 2022 labor market fluctuations are issues to consider in the decline of enrollment. Research shows that students are more likely to opt into shorter programs and less units. The College needs to be aware that competition will be fierce as other institutions are creating marketing plans and incentives to attract students. The College is focusing on environmental scanning to develop resources to move forward such as the creation of the Enrollment and Re-engagement Workgroup, working with VPI and Deans to provide a responsive Fall 2022 Class Schedule, and Starfish implementation. Other areas of interest discussed include people leaving California, neighborhoods are changing, the housing market, rent prices, and cost-of-living. Jeanette asked what incentives can the College offer to students because Mt. SAC is offering \$50 per unit to students. Daniel responded that are workgroup is looking into options beyond our free breakfast and lunch incentive. Marcus remarked that not one student in his class was aware of the free parking or free food program, so he walked his entire class over to the cafeteria. Jeanette suggested we give the money after they complete the unit. At the District-level we are still dealing with the fake enrollment issue. Carlos spoke as an advocate for students who complete math/English classes to receive a book voucher for the bookstore or some other monetary incentive.

**IV. Other/General Discussion:** Marcus Wilson would like to discuss the roles of this committee and to define its role related to planning at the College. Daniel replied that the committee can review the mission. With the push to return to campus in the Fall, Marcus brought up the 60/30/10 plan which refers to 60% of classes taught onsite/30% of classes taught online/10% of classes taught hybrid. Marcus Wilson also expressed concerns over the lack of planning in the last minute switch from in-person to online classes and stated many felt a decision should have been decided sooner. The switch resulted in issues for students. He is concerned that if any new variant causes the campus to close that measures are in place and students' needs are considered for a smooth transition to online classes.

Meeting adjourned at 2:53 pm  
Meeting Notes taken by Melisa McLellan  
Next Meeting: April 6, 2022