## Enrollment Management Minutes

## 3:00pm – 5:00pm  January 25, 2021  Zoom

**Our Mission**

*With students as our focus, Porterville College provides our local and diverse communities quality education that promotes intellectual curiosity, personal growth, and lifelong learning, while preparing students for career and academic success*.

**Members**: Thad Russell, Primavera Arvizu, Arlitha Williams-Harmon, Joe Cascio, Michelle Miller, James Thompson, Mike Carley, Kim Behrens, Erin Wingfield, Robert Simpkins, Jim Carson, Lupe Guillen, Patty Serrato, Karen Bishop, Sarah Phinney, Judy Fallert, Kendra Haney, Sherie Burgess, Frank Ramirez, Miles Vega, Roger Perez, Elisa Queenan, Miranda Warren.

1. **Call to Order –** the meeting was called to order at 3:06 pm.
2. **Approval of Agenda - Motion to approve agenda M/S/C – K. Bishop/J. Carson**
3. **Approval of Minutes - Motion to approve minutes M/S/C – K. Bishop/ K. Haney**
4. **Full audience - Information Items**
5. Banner 9 Update – They are working on pushing back the deadline to allow for more planning, there should be an updated timeline after February 10th.
6. Student Services Updates – We are launching another Pirates Map Inquiry Completion team focusing on systems and taking care of business, Reagan Dozier will be the administrator of the team.
7. Guided Pathways – Assessment Report - have to provide an update for each of the areas within Guided Pathways. An email will be sent out, please provide feedback if you have any. There will be an email coming out looking for a Faculty Coordinator (release time or stipend) open to current faculty members, as well as an adjunct wellness instructor and an articulation adjunct officer. Tiffany is working with CARES institutional funds for students who have not received a laptop and is going through multiple categories to see if students are eligible to receive this laptop through financial aid. Frank – still accepting applications for EOPS students for the next two weeks for students who need academic support. The Academic Senate will be having a work group that will focus on academic integrity.
8. Access Statement – All online events must have an Access Statement.
9. **Full audience - Discussions Items**
	1. Summer/Fall enrollment challenges – an article stated that 43% of students surveyed who plan to enroll in college courses said they would not register until classes are back to face to face. Think of ideas on what we could do if we happen to have a flood of students in the fall semester.
	2. Zero Textbook Costs (ZTC) and printing costs – we need to work on reducing printing and photo copying. ZTC courses should not be college or student costs, you should not be printing books for students. Let Roger know if you have ZTC courses, this will help in marketing courses.
	3. Pirate Maps Completion – build 2nd Inquiry Team (3 faculty members needed) – asking for certificate maps to be completed, Primavera will be sending out an email with deadlines.
	4. Counseling discussions (Patty) – division chairs will be invited to the Students Services meetings that are held twice a month. Counselors will also report on the division meetings they attend.
10. **Chairs – Information Items**
	1. Dual Enrollment/ CTE Coordinator status – January 8th deadline for application – the initial hiring committee meeting has been scheduled.
11. **Chairs – Discussion Items**
	1. FOCI workshop and stipends – an email reminder was sent before the meeting – Registration is due by Wednesday afternoon. We have $7500 in stipends for people to attend the CVEC sessions, will need to know by 1/26/2021 so we can get registered by the deadline.
	2. Classroom Scheduling Management – two divisions wanting the same classroom – Judy keeps track of rooms available – you can also see in Schedule Plus once the schedule is complete.
	3. Pirate Maps –some of the two-year plans are incomplete and inaccurate.
	4. Hi-Flex Courses – Elisa- we are trying to come up with a schedule that meets students needs. There has been discussion where students would have the option to come to a face-to-face lecture or attend in class depending on what works best for them. We will need to make sure our classroom sizes will be able to accommodate students who attend face-to-face. Speak with your divisions and we will follow up at the next meeting.
	5. Semester knowns and unknowns - The Board wants to discuss how can we do more face to face more quickly, others are concerned with safety issues.
12. **Other**

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1. **Future Agenda Items**
2. **Adjourn**
3. **2017-2022 Enrollment Management Goals**
	1. Increase number of declared majors
	2. Increase awareness of instructional program offered
	3. Increase the number of dual enrollment offerings and track the success of those offerings
	4. Increase the percentage of students who take 15 units per semester
	5. Increase percentage of students who complete 30 unites by end of 1st year of college
	6. Increase awareness of career options within programs/pathways of study
	7. Increase the number of students receiving associate degrees and certificates
	8. Increase number of students who transfer to university
	9. Increase number of students with ready resume, job applications