**PORTERVILLE COLLEGE**

Enrollment Management

Amended Minutes

3:00 pm – 4:00 pm Monday, January 28, 2019 AC-120

**Present:** Primavera Arvizu, Sam Aunai, Kailani Knutson, Michael Carley, Kim Behrens, Arlitha Williams-Harmon, Erin Cruz, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Entz, Lupe Guillen, Ann Marie Wagstaff, Judy Fallert, Diane Thompson, Karen Bishop, Sarah Phinney, Rickelle Syrhadl (Designee for Joel Wiens)

**Absent:** James Thompson, Maria Roman, Joel Wiens

 **Guest:** Kiamanthi Warren

1. **Call to Order**

The meeting was called to order by Sam Aunai at 3:00pm

1. **Approval of Agenda**

Motion to approve the January 28, 2019 agenda

M/S/C – Tim Brown/Vickie Dugan

1. **Approval of Minutes**

 Motion to approve the amended November 26, 2018 minutes

* Discussion Item 6 CDC.edu website was corrected

 M/S/C – Primavera Arvizu/Tim Brown

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
	1. **Accreditation Discussion** (Bill Henry)

ACCJC report was posted today (January 28, 2019). Porterville College was reaffirmed for only 18 months; the commission took a recommendation and made it a compliance issue. It is a compliance issue with a follow-up report due and a second team visit, regarding distance education. The commission recognized the fact that Porterville College has policy and processes in place to meet the federal standard, however Porterville College has just recently implemented this standard, therefore there is not enough documentation to support the standard. The federal standard has been in place for a couple years, “regular and effective student contact in distance education”. There has been an ongoing question about how to document this standard. Since, it is a federal compliance issue, the commission decided to take a conservative approach take the recommendation for improvement, make it a compliance issue, and require a follow-up report and a second team visit. The college can expedite the compliance issue and get it done by presenting documentation in the follow-up report and asking the commission that the college would like the second team meeting in the fall. Ongoing discussion regarding the implementations taken to be meet the federal standard on distance education.

* 1. **Operational Development**
		1. **Schedule:** (Sam Aunai/Judy Fallert)
			1. **Scheduling Matrix**
		+ finalize the options by the end of the semester, with the input of faculty and other areas are shown what the enrollment management committee decides. The new scheduling matrix implementation; fall 2020.
			1. **Space Utilization**
		+ maximize the classroom when planning schedules able to view the classroom usage and the times that may be open on each of the classrooms to plan and add classes during the semester.
			1. **Summer 2019 Schedule**
		+ There are not many offerings in the evenings in the summer. There are only four sections offered in the evening in the summer. Sam suggested if there are multiple sections that at least one section be offered in the evening.
	2. **Community/Marketing/Outreach**
		1. **High School Visits** (Erin Cruz)
	+ Counselors and Education Advisor visiting Porterville Unified School District and Burton School District beginning February 13- March 26, every school site for education plans with the high school seniors that will be attending in the summer and fall semesters.
	+ Counselor training February 1 to review AB705 multiple measure chart.
	+ Receiving transcripts early for the high schools to review ahead of the site visits
	+ April 3,4,5 Reg Fest special spots and continuing students
	+ PC connection event will be April 15-16 evening
	+ April 22-23 Reg Fest returning and new students for summer and fall.
		1. **High School Reports** (Michael Carley)
* Report located on the District IR website an enrollment yield report for all of the feeder high schools in the area.
* Incoming Cohort Profile report displays the number of high school graduates the high schools have. The number that graduated within two or three years. Few demographics which include; gender distribution, ethnicity. Revising the report to show first math class taken, first english class taken, since the college would like the students to take english and math the first semester.
	+ 1. **Dual Enrollment** (Kailani Knutson/Erin Cruz)
* 421 students are enrolled in concurrent and dual enrollment courses this semester across twenty sections with four different high schools. There is a meeting monthly with the counselors and principals meet on campus regarding Ed Code and Board Policy for the 18-year-old students.
* Hiring for the following positions a CTE/Dual Enrollment director, full time COF counselor for CTE/Dual Enrollment, part time Department Assistant II, possibly paying a portion of Andrea Anaya’s salary or part time Admission and Records technician and a part time Instruction Office specialist.
* Ongoing process on a program review for Dual Enrollment
	1. **Program Proposal Information**
		1. Guided Pathways (Primavera Arvizu)
* Maria Roman would like the Plans to be updated regarding instruction.
* An email regarding Pirate map’s will be sent out soon, there are current items that are being reviewed by Success and Equity committee for cross functional representational on the work-group. Discussing faculty stipend for the leaders in those work-group and forward on the mapping and clusters.
	1. **Staff Development:**
		1. Online Education Course Follow-Up
* Five faculty members from five different divisions that participated a 12-week online course ‘Online Education Standards and Practices’. The course was very helpful and learned tools that were applicable for their face-to-face courses. Follow-up with their divisions to share what they have learned from the training. Sam recommend this course to other faculty members to participate. A stipend of $800.00 for faculty or adjuncts that complete the course.
	+ - 1. Fine Arts
			2. Natural Science
			3. Science Social
			4. CTE
			5. Language Arts
		1. Equity Summit
* February 8, from 7:30am - 2:00pm in the Treasure Café
* Panel of expert speakers which include keynote speaker, Hugh Vasquez, expert speaker, Dr. James Johnson, panelist, Dr. Kizzy Lopez, Ivanna Warren, Scott Pickard.

VII. **Other**

VIII. **Future Agenda Item**

1. Accreditation Discussion - Distance Education

**Adjournment**

Meeting was adjourned at 4:30p.m.

**Next scheduled meeting-Monday, February 11, 2019, at 3:00pm in AC-120**