## Enrollment Management Minutes

## 3:00pm – 5:00pm  October 12, 2020  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, Robert Simpkins, Jim Carson, Lupe Guillen, Elizabeth Buchanan, Karen Bishop, Vickie Dugan, Judy Fallert, Kimanthi Warren, Kendra Haney, Sherie Burgess, Miles Vega, Frank Ramirez, Miranda Warren.

1. **Call to Order – 3:07 pm**
2. **Approval of Agenda – Motion to approve agenda M/S/C – K. Haney/ J. Carson**
3. **Approval of Minutes – Motion to approve minutes M/S/C – K. Haney/ J. Thompson**
4. **Full audience - Information Items**
5. Banner 9 Update – Staff are testing the new Banner system on the student side this week and four faculty members will test the faculty side of Banner next week.
6. Title V Smart Learning Classroom (Kimanthi) – We have an allocation to use a portion of the grant for an interactive, engaging learning space where students will have access to technology. We have been given the green light to use AC-120 as this collaborative space. The classroom will still be available to instructors.
7. Core of the Core Schedule (Thad) An email has been sent out to schedule division meetings with the Core of the Core task force this fall.
8. 5 Year Instructional Equipment Requests (Arlitha) – Arlitha will send email on where to go to fill out the instructional equipment request. We do not have the funds as we have previously but we will have grants that can be used so we will continue to go through the process and update the five-year plan as we go.
9. FY 21-22 Budget Request & Annual Program Review Update (Arlitha) – We are looking at a rubric to change the process, the worksheets will be the same. Spreadsheets will be submitted by November to the Drop Box (this is for general funds – categorical funds will not start until early spring).
10. Student Services Updates (Primavera) – Upcoming virtual events: Mid-Fall Through December 2020• Virtual College and Financial Aid Night: October 8th from 5:30-7:00 p.m.• Virtual Undocumented Action Week: October 19th – 23rd • Virtual RegFest for Continuing Students: November 4, 5, 6, 9, 10• Virtual Guidance Counselor and Principal Retreat: November 5th from 9-12 p.m.• Virtual FirstGen Celebration: November 9th• Virtual Adult School Pirate in a Week: November 16th and 17th • Virtual RegFest for New/Returning Students: November 18, 19, 20• Virtual ESL Express Enrollment for Spring (6 Classroom Presentations with Faculty/Students): November 23, 24, 30, December 1 @6:30-7:30pm
11. Withdrawal and Excused Withdrawals – anything covid related would be considered an excused withdrawal.
12. **Full audience - Discussions Items** 
    1. Counseling suggestions & observations (Patty) – Tabled until next meeting.
    2. Proposed goals for 2020-2021??? (Thad)
       1. Align schedules to 2-year plans and Core of the Core discussions
       2. Improve cross-division scheduling to improve student course flow
13. **Chairs – Information Items**
    1. Bookstore – The new faculty adoption platform will be changing after December – please have all instructors adopt their books by December 15th. Thad sent an email with demos and training videos on how to use the new platform.
    2. Pirate Maps 2-Year Plan Updates -Primavera is working with Roger on updating the two-year plans. They are currently posted in two different sections, we would try to centralize them into one location.
    3. Pirate Maps Certificate Plans (Primavera) – We need a road map for certificates. We need an approach on how we will develop pathways to certificates and have them all in one location. Primavera will see what we are missing and will bring it back to the next meeting.
    4. Faculty Evaluations – Sherie- the CCA committee met and wants to make sure everyone knows they have to schedule a date and time to evaluate to class, you cannot just say you will look at it one day this week.
14. **Chairs – Discussion Items**
    1. Spring semester knowns and unknowns (Thad) – there are still ongoing discussions on which courses may have a face to face component in the spring.
    2. Classroom Instructor Workstations–Thad shared four options of instructor workstations and was given feedback by the committee on each option.
    3. Ethnic Studies (Thad) – The California Legislature passed a bill that requires the CSU’s to have an Ethnic Studies requirement in their Bachelors Degree, they must be a separate area (area f), must have an Ethnic studies prefix, and must be a lower division GE.
15. **Other**

1. **Future Agenda Items**
2. **Adjourn – meeting adjourned at 5:06pm.**
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