## Enrollment Management Minutes

## 3:00pm – 5:00pm  October 26, 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, Sarah Phinney, Miranda Warren.

1. **Call to Order – 3:06 pm**
2. **Approval of Agenda – Motion to approve agenda M/S/C – P. Arvizu/K. Haney**
3. **Approval of Minutes – Motion to approve minutes M/S/C – B. Simpkins/ J. Thompson**
4. **Full audience - Information Items**
5. Banner 9 Update – Staff have been testing the system, the deadlines will be pushed back while revisions are being made. The launch date will be in April 2021. Erin is looking for 10 faculty members from PC to help test the new Banner system, anyone interested can contact her.
6. Student Services Updates – there were about 120 technology grants offered this fall to students. We are currently working on additional safety measures if we are allowed to go back to campus for the spring semester. The commencement committee is currently looking into different formats for graduating students and previous students who may have missed graduation due to covid.
7. Legal opinion – requiring cameras to be on – an attachment was sent to the committee, have these discussions in your division meetings. Students who need accommodations should be documented through the DRC. If an instructor is worried about students cheating, Sarah said that people can go through Kung Fu Canvas and set up a different quiz for each student.
8. Legal opinion – capturing (Errin & Frank) – Please set up captioning for students, it is required for deaf and hard of hearing students.
9. Pirate Maps – the committee met last week, there are a few two-year plans pending – Cindy will be reaching out to those divisions. Updated two-year plans will be linked to one spot on the website. Division Chairs will receive an email before any changes are made.
10. **Full audience - Discussions Items** 
    1. Counseling suggestions & observations – if your division has information that counselors should know for upcoming schedules, please reach out to Patty in Student Services.
    2. Excused Withdrawal – the deadline to submit covid related excused withdrawals will be 12/12 at 5:00pm.
11. **Chairs – Information Items**
    1. Pirate Maps Certificate Plans - Certificate Pathway plans are due to Cindy Pummill and Primavera by Thanksgiving. If unable to submit by then, please reach out to Primavera.
    2. Bookstore Faculty Adoption Platform – Nov 23rd 2:00pm the colleges will be doing a demo on the new platform.
12. **Chairs – Discussion Items**
    1. Instructional Furniture – Thad will work with John on a few options on lecterns.
    2. Spring semester knowns and unknowns – we should assume that the bulk on instruction will be done online. Athletics is still pending due to state restrictions and testing.
13. **Other**

1. **Future Agenda Items**
2. **Adjourn – meeting adjourned at 4:43 pm.**
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