## Enrollment Management Minutes

## 3:00pm – 5:00pm  February 14, 2022  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, Mike Carley, James Thompson, Robert Simpkins, Jim Carson, Elizabeth Keele, Sarah Phinney, Kendra Haney, Sherie Burgess, Elizabeth Buchanan, Vickie Dugan, Frank Ramirez, Patty Serrato, Osvaldo Del Valle, Judy Fallert, Kim Behrens, Michelle Miller, Jonathan Miranda, Erin Wingfield, Miranda Warren.

1. **Call to Order –** the meeting was called to order at 3:10 pm.
2. **Approval of Agenda - Motion to approve agenda M/S/C – K. Bishop/ K. Haney**
3. **Approval of Minutes - Motion to approve minutes M/S/C – M. Carley/ E. Keele**
4. **Full audience - Information Items**
5. Banner 9 Update – no updates at this time.
6. Student Services Updates – Frank Ramirez is the new contact for Navigate. Two progress reports will be going out this semester. Frank is available for division meetings or if an instructor wants to reach out to him with any questions.
7. Counseling Update – no updates at this time.
8. Baccalaureate degree – the opportunities have expanded to community colleges. Talk to your divisions about missed opportunities and what our needs might be.
9. **Full audience - Discussions Items**

1.a Summer/Fall Enrollment concerns and strategies

1.b One-year-schedule – tabled.

1.c Consistent summer semester scheduling – sections crossing the June 30-July 1 date maximize our flexibility for start dates during the summer.

1.d Contingent DE Addendums and Finals Week – an instructional activity is required during finals week.

1. **Chairs – Information Items**
	1. ZTC/OER task force – how do we better display this on the schedule? Once a course is on the schedule as a zero textbook cost it must remain a zero-text book cost even if the instructor changes.
2. **Chairs – Discussion Items**
	1. Service Learning Definition – By service-learning, we mean any community-based activities which combine rendering unpaid services addressing community needs with application of curricula as part of an identified course. M/S/C - K. Bishop/ J. Thompson
	2. Material Fees  **-** The District Chancellor asked about us looking at material fees in courses that require consistent tools or materials to be successful in their course.
3. **Other**

1.a Covid Crystal Ball – continue to watch student demand trends and schedule accordingly.

1. **Future Agenda Items**
2. **Adjourn – meeting adjourned at 5:01 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