## Enrollment Management Minutes

## 3:00pm – 5:00pm  Monday, February 24, 2020  AC-120

**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 Present**: Thad Russell, Michelle Miller, Kim Behrens, Mike Carley, James Thompson, Robert Simpkins, Tim Brown, Maria Roman, Ann Marie Wagstaff, Vickie Dugan, Kendra Haney, Miranda Warren.

1. **Call to Order –** The meeting was called to order at 3:05 pm.
2. **Approval of Agenda – February 24, 2020 –** Motion to approve agenda M/S/C – V. Dugan/M. Roman
3. **Approval of Minutes – February 10, 2020 –** Motion to approve M/S/C – T. Brown/ V. Dugan
4. **Information Items**
5. *VP, Deans, Division Chair Meetings* – 2nd Monday of the month = 3:00-4:00 pm Enrollment Management Committee and 4:00-5:00 pm VP, Deans, and Chairs. The 4th Monday of the month will be the whole Enrollment Management Committee.
6. **Discussions Items**
7. *Dual Enrollment Planning* – Mckenna will be sending out MOU’s from the High Schools for the divisions to review.
8. *Dean/Division Chair Dashboard* – Thompson and Carley showed the committee the different options the dashboard can do such as sort information like enrollment popularity by days of the week, by start times, or by room. What data elements would you like to see? What would help you make decisions while scheduling classes? The next meeting we will discuss suggestions and feedback. A link was also sent out via email to the heat map dashboard.
9. *IEPI Objectives 1-6* – Handout.
10. *Late Start Classes* – Discussions on how divisions use late start classes.
11. *Class Cancellation* – Discussion on how class cancellations have been handled in the past. Do we need a class cancelation policy? Or should this be case by case?

1. **Other**
2. **Future Agenda Items**

-RNL Feedback (Primavera)

-Enrollment Management Academy Report

-Deans/Chairs Dashboard – feedback and suggestions.

Meeting adjourned at 5:01 pm