**PORTERVILLE COLLEGE**

**Enrollment Management**

**Amended Minutes**

**3:00 pm – 4:00 pm Monday, February 25, 2019 AC-120**

**Present:** Sam Aunai, Primavera Arvizu, Kailani Knutson, James Thompson, Mike Carley, Arlitha Williams-Harmon, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, James Entz, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Judy Fallert, Diane Thompson, Karen Bishop, Sarah Phinney

**Absent:** Kim Behrens, Erin Cruz, Tim Brown

1. **Call to Order**

The meeting was called to order by Sam Aunai at 3:03 pm

1. **Approval of Agenda**

Motion to approve the amended February 25, 2019 agenda

M/S/C – Robert Simpkins/Lupe Guillen

1. **Approval of Minutes**

Motion to approve the amended February 11, 2019 minutes

M/S/C – Robert Simpkins/Ann Marie Wagstaff

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
   1. **Fiscal/Purchasing Process**

* Arlitha Harmon-Williams presented the new process regarding classroom instructional items. The process now is using the ‘Instructional Materials and Request Form’. John Word (Facilities Manager) receives ideas from facility conferences he attends, for best practices of the classroom with the consultation of the faculty. John brings the sample in a classroom, receives requests from the facility-planning committee, and programs the request and concerns. The next facilities planning meeting will be open to the campus as an open forum is scheduled for April 3rd. An update on what will be presented at Flex Day and at College Council.
  1. **Enrollment Management**
     1. **Guided Pathways (Pirate Maps)-Update**
     + The first mapping activity guided by Primavera Arvizu and Cindy Pummill held last week with three divisions (Language Arts, Fine and Applied Arts, and Natural Science) in which the faculty created seven clusters. There are still some pending divisions, administration team, student services, and two student groups, and then synthesize the information with the workgroup and showcase it during Flex Day.
     + The Leading from the Middle team will present their momentum proposal on the Pirate maps and the focused areas at the next Enrollment Management meeting.
     1. **Vision for Success Goal**
        + Primavera Arvizu presented an update of the process in the development of the matrix to align the matrix with the Vision for Success Goals with the State Chancellor’s office. Aligning to the matrix the college will have a current completion by the year 2020, what is the transfer going to be aligning with the Vision for Success Goals. The matrix will connect with the college, the district level will eventually be tied to budget planning, and the college will be required to submit a comprehensive plan to the State Chancellor’s office. The matrix is due in May and the Strategic Planning Committee is currently working on the matrix.
     2. **Scheduling Matrix Update & Discussion**
        + Sam Aunai presented a draft proposal for the scheduling matrix. A continuing discussion regarding the college hour to be at 1:00 pm to 2:00 pm (Monday & Wednesday) and the conflict with practice times for the athletics and science labs. The proposed scheduling in regards to the science labs could exceed the eight hour day for the faculty contract. The subcommittee will meet to review the recommendations presented and invite science and kinesiology (athletics) for further discussion.
     3. **Tableau Dashboard Presentation**
        + A weekly email sent regarding the enrollment update during the enrollment cycle. Amber Anderson sent an email on January 16, regarding information on how to access the dashboard. Attached was a video recording of a webinar that Amber Anderson and Bob Ngo created on how the dashboard works and how to use the dashboard. Members of the committee have access to the dashboard. On the dashboard members can select any of the filters by campus, subject, cross-enrollment and accounting method and view the waitlist. Each filter displays in-depth detail. Michael Carley did advise when using the filters to be cautious, once a filter is selected it stays on with any tab that is being viewed.
  2. **Distance Education Update**
* Sarah Phinney and Karen Bishop gave a brief update on distance education regarding meetings with two divisions that have occurred or scheduled to meet.
* OEI grant from the Chancellor’s Office for distance education specific to CTE pathways online. Not CTE divisions the grant geared to workforce development that assists people for employment.
  1. **Staff Development Discussion**
* Sam Aunai presented the Staff Development Plan developed by the Staff Development Committee. The Staff Development Plan will be presented at the next College Council. The committee addressed the plan would address the needs of both classified, management and faculty perspective.
  1. **Conversation and Take-Aways-Course Success Rate**
* Sam Aunai presented a Course Summary by Dean, Division, and Subject for academic years from 2013 through 2018 handout. The purpose of the Course Book is to provide specific data based on courses and by discipline. The committee reviewed the data to generate changes in the college’s enrollment practices. The committee focused on the enrollment, retention rate and the success rate by the calendar year, semester and term to review as a committee and as a college. The data would assist to drive the funding formula but also in regards to completion, transfer and career readiness for students.

1. **Future Agenda Items**

**Adjournment**

Meeting adjourned at 4:10 p.m.

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