**PORTERVILLE COLLEGE**

**Enrollment Management**

**Minutes**

3:00 pm – 4:00 pm Monday, March 11, 2019 AC-120

**Present:** Sam Aunai, Primavera Arvizu, 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, Kim Behrens, Tim Brown, Erin Cruz, Miranda Warren.

1. **Call to Order**

The meeting was called to order by Sam Aunai @ 3:02p.m.

1. **Approval of Agenda**

Motion to approve the March 11, 2019 agenda

M/S/C – T. Brown/P. Arvizu

1. **Approval of Minutes**

Motion to approve the February 25, 2019 minutes

M/S/C – J. Wiens/D. Thompson

1. **Informational Items**
2. **Discussion Items**
3. **Enrollment Management:** 
   1. **Summer/Fall Schedule (Sam Aunai)** – The summer schedule is posted, the fall schedule is currently pending program issues at the District Office.
   2. **Guided Pathway (Primavera Arvizu) –** Completed the mapping activity with five divisions so far, will meet with the remaining divisions, student services, administrative groups and two student groups. (Maria Roman) Handout “Leading from the Middle: Guided Pathways”, a summary of the training held in Pomona with the projects they are currently working on.
   3. **Scheduling Matrix (James Entz) –** Handout of the updated Scheduling Matrix. Motioned to adopt the current version and move to other committees (Senate & College Council) M/S/C – M. Roman/ J. Wiens
   4. **Distance Education Update (Karen Bishop) –** no updates.
   5. **Transfer to University (Sam Aunai) –** Handout. Discussion about students transferring and how we can support them. Student Services mentioned virtual tours, sending upcoming campus tours to Division Chairs to share with their instructors, and having students who have attended campus tours speak with other students about their experience during the College Hour.
   6. **Scheduling Practices by Division (Joel Wiens & Ann Marie Wagstaff) –** Joel- A challenge in the Natural Science division is scheduling lecture/lab hours, staff take turns with morning or afternoon sections. They use a “No Conflict Matrix” to ensure those classes needed for majors are not scheduled at the same times. Ann Marie- the Language Arts Division rolls over the previous schedule and determines the number of sections they are going to offer based on the number of students they believe will enroll. Once a rough draft of the schedule is printed it is passed around to faculty in seniority order. The Division Chair assigns adjuncts based on need, seniority and availability, and hires any additional staff still needed. ESL courses have been a challenge due to being scheduled on other sites.
   7. **Outreach –** postponed until next meeting.
4. **Staff Development:** postponed until next meeting.

a. **Adjunct Faculty**

b**. Division meetings**

1. **Othe**r
2. **Future Agenda Items**
3. **Adjournment-** meeting was adjourned at 3:58 p.m.

**Next meeting – Monday March 25, 2019 at 3:00 p.m. in AC-120.**