**PORTERVILLE COLLEGE**

**APPROVED**

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, March 12, 2018 SM-101A

**Present:** Sam Aunai, Bill Henry, Kailani Knutson, Jay Hargis, Mike Carley, Kim Behrens, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Thompson, Ann Marie Wagstaff, Sarah Phinney

**Absent:** Erin Cruz, Judy Fallert, Arlitha Williams-Harmon, Maria Roman, Lupe Guillen

**Guest:** Diane Thompson, Alex Schultz, Velda Peña

1. **Call to Order**

The meeting was called to order by Sam Aunai @ 3:00p.m.

1. **Approval of Agenda**

Motion to approve the March 12, 2018 agenda

M/S/C – J. Thompson/V. Dugan

1. **Approval of Minutes**

Motion to approve the February 26, 2018 minutes

M/S/C – J. Thompson/J. Hargis

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
	1. **Enrollment Management (Sam Aunai)** – Thoughts and expectations were discussed on how to raise our enrollment numbers based on division needs.
	2. **Summer/Fall 2018 Schedule (Sam Aunai) -** Discussion continued regarding strategies to increase courses and enrollment numbers. Sam asked for suggestions that would assist in increasing enrollment for summer and fall 2018 (handout was distributed on Clarify Path).
	3. **Guided Pathways (Kailani Knutson) –** Kailani Knutson and Erin Cruz attended a Guided Pathways conference. The Guided Pathways Work Plan is being drafted and will shared with Senate and College Council in the near future.
	4. **Distance Education Update (Sarah Phinney) –** Distance Education committee are updating the Online Teaching Handbook. Distance Education Plan is being drafted and will be reviewed.
	5. **Student Services Update (Diane Thompson) –** upcoming events:
* May 2, 2018 – Job Fair (9:00am – 1:00pm)
* May 2, 2018 - Mental Health Conference (1:00pm – 5:00pm)
1. **Othe**r
	1. Bill Henry introduced the new Communication/Marketing Manager, Alex Schultz.
	2. Michael Carley introduced the new Institutional Research Analyst, Velda Pena
2. **Future Agenda Item**

**Adjournment**

Meeting was adjourned at 3:53 p.m.