**PORTERVILLE COLLEGE**

**Enrollment Management**

**Minutes**

3:00 pm – 4:00 pm Monday, April 22, 2019 AC-120

**Present:** Sam Aunai, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, James Entz, Ann Marie Wagstaff, Karen Bishop, Sarah Phinney, Tim Brown, Kim Behrens, Lupe Guillen, James Thompson, Kailani Knutson, Judy Fallert, Miranda Warren.

1. **Call to Order-** The meeting was called to order by Sam Aunai @ 3:02 p.m.
2. **Approval of Agenda-** Motion to approve the April 22, 2019 agenda

 M/S/C- T. Brown/ V. Dugan

1. **Approval of Minutes-** Motion to approve the April 8, 2019 minutes

M/S/C- T. Brown. V. Dugan

1. **Follow-up from 4/8/2019 meeting**
2. **PC Student Success Metrics –** Sam will send an email from the Chancellors Office with links for your review.
3. **Division Chair Handbook –** Motioned to approve the Division Chair Handbook with the addition from Ann Marie M/S/C- J. Wiens/ T. Brown
4. **Plagiarism –** The Language Arts Division will be meeting this Friday to discuss tracking plagiarism at different levels in their classes as well as campus wide.
5. **Discussion Items**
6. **Outreach –** No Student Service representatives present.
7. **New Items**
8. **Institutional Learning Outcomes –**Division glossary of terms due October 15th
9. **Spring 2020 Schedule –** Schedule Plus is open for divisions to begin scheduling. Changes are due no later than September 16th.
10. **Enrollment Management vs Division Chair –** Discussion about organizing meetings to ensure Student Service representatives are available to attend. Sam will speak to Primavera to see what works for Student Services.
11. **Other – Distance Education –** The Academic Senate approved the course review process which will start being implemented.
12. **Future Agenda Items –** New faculty onboarding for distance education.
13. **Adjournment-** Meeting adjourned at 3:39 p.m.

**Next meeting – fall semester.**