## Enrollment Management Minutes

## 3:00pm – 5:00pm  September 12, 2022  Zoom

**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**: Primavera Arvizu, Kim Behrens, Mike Carley, James Thompson, Elizabeth Keele, Kendra Haney, Sherie Burgess, Vickie Dugan, Frank Ramirez, Stephanie Olmedo-Hinde, Melissa Long, Elisa Queenan, Sarah Rector, Miranda Warren.

1. **Call to Order –** the meeting was called to order at 3:04 pm.
2. **Approval of Agenda - Motion to approve agenda M/S/C – E. Keele/ P. Arvizu**
3. **Approval of Minutes - Motion to approve minutes M/S/C – V. Dugan/ J. Thompson**
4. **Full audience - Information Items**
5. Banner 9 Update – working on the grading process, there may be a delay. More info to come.
6. Student Services Updates –Guided Pathways meetings will start at the end of the month. If anyone is interested in any outreach activities let Student Services know. Student Conduct and Discipline is now handled by Erin Wingfield. The Board Policy has been updated, we are still using the old policy as we update forms. Unhoused students – basic need items are available for unhoused students, as well as showers that are available for two hours a day by appointment through Tiffany Haynes. Frank – week 5 progress reports will be going out next Monday September 19th. There will be a workshop series for undocumented students starting soon as well as Disability Awareness activities.
7. Counseling Update – please refer your students to Stephanie to help fill out their applications for UC’s. Students interested in attending the CSU Open House September 19th can reach out to Stephanie to sign up, they still have room for 12 students. Puente is now on campus, you can find more information on the website.
8. **Full audience - Discussions Items**

1.a Rising Scholars at Corcoran Prison – we are applying for a grant to teach at Corcoran Prison.

1. **Chairs – Information Items**
	1. Accessibility – use Canvas for your courses, if you become sick you are able to move class online during that time. Online courses need to have captions available, Canvas Studio offers captioning for lectures and videos.
2. **Chairs – Discussion Items**
	1. Classroom competition and prioritization – as more classes are being held face to face we need to consider how to prioritize classroom space.
	2. Assigning sections within divisions – talk with your divisions and have a formal document by October 1st, some have submitted their policy already.
3. **Other**
	* + 1. Adjunct parking passes – M/S/C – E. Keele/ J. Thompson motioned to have something in place for adjunct parking passes until the District has something in place.
			2. Stadium parking – M/S/C – J. Thompson/ E. Keele motioned to have two vehicle gates and pedestrian gates open in the stadium for student parking. After discussion of potential safety issues, the two gates on College would be sufficient.
			3. Covid Crystal ball
4. **Future Agenda Items**
5. **Adjourn – meeting adjourned at 4:02 pm.**
6. **2017-2022 Enrollment Management Goals**
	1. Increase number of declared majors
	2. Increase awareness of instructional program offered
	3. Increase the number of dual enrollment offerings and track the success of those offerings
	4. Increase the percentage of students who take 15 units per semester
	5. Increase percentage of students who complete 30 unites by end of 1st year of college
	6. Increase awareness of career options within programs/pathways of study
	7. Increase the number of students receiving associate degrees and certificates
	8. Increase number of students who transfer to university
	9. Increase number of students with ready resume, job applications