## Enrollment Management Minutes

## 3:00pm – 4:00pm  Monday, September 9, 2019  AC-120

**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**: Gregory South, Primavera Arvizu, Arlitha Williams-Harmon , ~~Joe Cascio,~~ James Thompson, Mike Carley, Kim Behrens, Erin Cruz, Robert Simpkins, Tim Brown, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Diane Thompson, Karen Bishop, Sarah Phinney, Vickie Dugan, Judy Fallert, Cindy Pummill, Kimanthi Warren, Kendra Haney, Sherie Burgess.

1. **Call to Order –** The meeting was called to order at 3:00pm
2. **Approval of Agenda – September 9, 2019 –** Motion to approve the agenda M/S/C- J. Thompson /V. Dugan
3. **Approval of Minutes – April 22, 2019 –** Motion to approved M/S/C- A. Wagstaff/ J. Thompson
4. **Information Items**
5. Enrollment Manage Academy Attendees Report- Erin, Judy and Kendra will get together to create a report.
6. Year Long Schedule- The previous VPI was working on the yearlong schedule. The schedule was put on hold as the District was looking into a scheduling tool. The Facility Soft System helps track seats filled, seats reported, rooms being utilized.
7. IEPI Plan Update (Arvizu) – October Visit – the main area of focus is Enrollment Management and where we are in our progress.
8. Educational Administrator Coverages for Upcoming Faculty Evaluations (Wagstaff) - evaluation list came out last week, this will be sent to Division Chairs this week.
9. **Discussions Items**

2.a Staff Development Committee (Williams-Harmon) – this committee has not yet met this semester.

2.b Budget for Professional Development (Williams-Harmon, South) – There is some money put aside from the President’s budget as well as categorical funds to cover professional development.

2.c Process Analysis of Schedule Development (South) – discussion of how the schedule has been done in the past between Division Chairs and faculty as well as their Deans. Division Chairs and the VPI will meet before the end of semester to finalize the summer schedule.

2.d Data Team Recommendations (Carley) – tabled until next meeting.

2.e Timelines and Approval Process for Completing Spring 2020 Schedule (Wagstaff) – The VPI or Dean will approve the spring 2020 schedule.

2.f Accreditation – There will be a virtual visit Tuesday September24th 8:00am -11:00am.

2.g Enrollment Management Assessment (Arvizu) – a consulting group will be on campus the first week of October looking at our enrollment management practices: strategy road maps, scheduling practices, etc.

1. **Other**

 3.a Distance Education Update – no updates at this time.

**VII. Future Agenda Items**