APPROVED

PORTERVILLE COLLEGE

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, August 28, 2017 AC-120

**Present:** Val Garcia, Sam Aunai, Kailani Knutson, Mike Carley, Joel Wiens, Robert Simpkins, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Ann Marie Wagstaff, Stewart Hathaway

**Absent:** Bill Henry, Arlitha Williams-Harmon, Maria Roman

**Enrollment Management:** Judy Fallert, Erin Cruz, Kim Behrens

1. **Call to Order**

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

1. **Approval of Agenda.**

Motion to approve the August 28, 2017 Agenda.

M/S/C – V. Dugan/J. Wiens

1. **Approval of Minutes**

Motion to approve the Minutes from April 24, 2017

M/S/C – T. Brown/V. Dugan

1. **Informational Items**
2. **Discussion Items**
   1. Division Updates (Sam Aunai) – Divisions shared updates were shared with the committee.
   2. Student Discipline & Complaint Process (Val Garcia) – Long discussion ensued regarding the process of complaints by students and/or faculty. Val Garcia will bring a handout at the next meeting showing the complaint process and forms to be used.
   3. Copying/Printing (Sam Aunai) – ongoing discussion regarding copyright issues. It was understood that Porterville College has purchased sets of books and are allowed to make copies. Sam Aunai will get clarification in writing and will bring the information to the next committee meeting.
   4. Spring 2018 Class Schedule (Sam Aunai) – Judy Fallert distributed several handouts in hopes that this would help Division Chairs plan for classes being offered in the spring. Also, contract has changed and Ann Marie Wagstaff shared that full time faculty cannot go over 1.67. if there is an adjunct that can take the class.
   5. Classroom Priority (Judy Fallert) - Discussion ensued regarding class size and availability. Faculty will discuss the classroom priorities between themselves and this will be further discussed and finalized at the next meeting.
   6. Weekend Access (Ann Marie Wagstaff) – An email needs to be sent to John Word and your Dean/Vice President one week prior to needing weekend access.
   7. Locks/signs (Sam Aunai) – District is working with a second contractor to complete the locks/signs projects. All correspondence regarding locks/signs should be sent directly to your respective Dean.
   8. Dual Enrollment (Sam Aunai) – 26 concurrent enrolled classes. Meetings with the high schools will begin in the next few weeks for spring class discussions. In addition, a task force has been implemented in regards to the evaluation process for dual enrolled classes.
   9. Accreditation (Sam Aunai) – It is strongly encouraged that all faculty become involved in the Accreditation process. The Accreditation Steering Committee will meet on Thursday, September 7, 2017 to review the rough draft.
   10. Faculty Evaluations (Sam Aunai) – No evaluation list has been received from Human Resources as of this date. If you know who will be evaluated in your area, the committee can be formed and ready before we actually begin the process.
3. **Other**
4. **Future Agenda Item**
   1. Student Discipline & Complaint Process (Val Garcia)
   2. Copyright Issue (Sam Aunai)
   3. Classroom Priority (Sam Aunai)

**Adjournment**

Meeting was adjourned at 4:00p.m.