PORTERVILLE COLLEGE

Division Chair/Enrollment Management

APPROVED Minutes

3:00 pm – 4:00 pm Monday, February 13, 2017 AC-105

**Present:** Bill Henry, Sam Aunai, Kailani Knutson, Kim Behrens, Joel Wiens, Jay Hargis, Vickie Dugan, Tim Brow, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff

**Absent:** Val Garcia, Mike Carley

Enrollment Management: Arlitha Williams-Harmon, Erin Cruz, Judy Fallert

1. **Call to Order**

The meeting was called to order by Bill Henry at 3:00 pm.

1. **Approval of Agenda**

Motion to approve the February 13, 2017 Division Chair Agenda with one correction.

V(d) – Program Review-Department of Athletics should be moved to an Informational Item

M/S/C – T. Brown/V. Dugan

1. **Approval of Minutes**

Motion to approve the Minutes from January 23, 2017 was approved with one correction.

V(a) under Discussion Items should read – Absences forms will be brought to the respective Deans

M/S/C – J. Wiens/J. Hargis

1. **Informational Items**

Program Review (Department of Athletics) Vickie Dugan – no report/discussion

1. **Discussion Items**
   1. Enrollment Management Plan (Bill Henry) – the Enrollment Management Plan was sent to all Division Chairs requesting input. To date, no responses have been received. If there are items that need to be changed or addressed please send these changes to Bill Henry.
   2. Program Review (Bill Henry) – The Program Reviews need to be completed before the self-study is finalized and put together.
   3. Schedule (Bill Henry) – Division Chairs have submitted their summer schedules. Also, to minimize power usage, the summer classes will be condensed into classrooms that share the same building.
   4. Handout (Bill Henry) – Handout was distributed (external scans). Lengthy discussion ensued.
2. **Other**
3. **Future Agenda Items**

**Adjournment**

Meeting was adjourned at 3:40p.m.