PORTERVILLE COLLEGE

Enrollment Management

Minutes

3:00 PM – 4:00 PM Monday, February 8, 2016 AC-107

**Present:** Bill Henry, Val Garcia, Sam Aunai, Mike Carley, Kim Behrens, Erin Cruz, Joel Wiens, Jay Hargis, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Judy Fallert

**Absent:** Arlitha Williams-Harmon

**Guest:** Lori Barker

1. Preliminaries
2. **Call to Order**

The meeting was called to order by Bill Henry at 3:05 pm.

1. **Approval of Agenda**

Motion to approve the February 8, 2016 Enrollment Management Agenda with two additional items added to Information Items

M/S/C – **(J. Hargis/M. Roman)** and carried with consensus of sub-committee.

1. **Approval of Minutes**

Motion to approve the Minutes from January 25, 2016

M/S/C – **(J. Thompson/T. Brown)** and carried with consensus of sub-committee.

1. **Information Items**
2. **High School-College Connection (Sam Aunai)**
3. **Faculty/Division liaison –** The committee discussed having a liaison by discipline/division to help with the high schools questions and concerns with dual enrollment, articulation or concurrent enrollment. It was decided that the Division Chairs would assume this role.
4. **Senior Day –** Senior Day has been scheduled for September 28, 2016. Each division needs to decide how they will represent their area and contact Sam Aunai, Dean of Instruction.
5. **Spring Symposium –** As part of the career pathways a symposium has been scheduled for May 6, 2016. The will enable high school teachers and Porterville College faculty to touch bases with each other and be involved in workshops and guest speaker presentations.
6. **Division Outreach – Videos –** A contractor will be on campus doing a promotional video for each division. More information will be forthcoming in the near future.
7. **EAB Ed Plan Templates (Maria Roman) –** Counselors have been working on an educational template for education plans. This is a template that students can use as a preliminary guide to select classes in advance. A draft will be emailed to the committee members for their input and approval. Once approved by the divisions, they will be released to the EAB (Educational Advisory Board). These templates should be available for use in the summer and fall for students to use. These will eventually help streamline scheduling for all students in the future.
8. **Division Chair MOU (Ann Marie Wagstaff) –** Discussion ensued regarding the handout that was distributed (Draft Chair Reassigned Time and Extra Duty Straw Design).
9. **Discussion Items**
10. **Library Program Review (Lorie Barker) –** Motion was made to accept the Library Program Review **(M/S/C – T. Brown/J. Thompson)**

 **IV. Other –**

**V. Future Agenda Items**

**Adjournment:**

Meeting was adjourned at 3:10pm. Next scheduled meeting

Monday, February 22, 2016