PORTERVILLE COLLEGE

APPROVED

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, January 23, 2017 AC-105

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

**Absent:** Val Garcia, Vickie Dugan

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

1. **Call to Order**

The meeting was called to order by Bill Henry at 3:03 pm.

1. **Approval of Agenda**

Motion to approve the January 23, 2017 Division Chair Agenda with one additional informational item (IVd) M/S/C – J. Hargis/T. Brown

1. **Approval of Minutes**

Motion to approve the Minutes from November 28, 2016

M/S/C – T. Brown/J. Hargis

1. **Informational Items**
   1. Summer/fall schedule (Bill Henry) – summer schedules due 14th and fall schedules are due 21st. Target was no hit in fall -413 sections and this spring we have 423 sections.
   2. One (1) Year Schedule (Bill Henry) – Discussion ensued on the pros and cons for developing a one year schedule where students can register for an entire year.
   3. Website Information (Bill Henry) – Requests to add items to the PC website should go through the Division Chair and then to the Dean. Any items to be publicized will go to the President first.
   4. ADDED AGENDA ITEM: Update on Division Split (Ann Marie Wagstaff) Senate passed the Division spilt and it was discussed and approved by CCA. Because this is part of the contract it has to be part of the negotiations and it will be incorporated into the new contract.
2. **Discussion Items**
   1. Absence forms (Bill Henry) – Absences forms will be taken to the respective Dean.
3. **Other**
4. **Future Agenda Items**

**Adjournment**

Meeting was adjourned at 3:52 p.m.