PORTERVILLE COLLEGE

**APPROVED**

**Enrollment Management**

**Minutes**

3:00 PM – 4:00 PM Monday, January 25, 2016 AC-107

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

**Absent:** Val Garcia, Arlitha Williams-Harmon, Erin Cruz

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

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

1. **Approval of Agenda**

Motion to approve the January 25, 2016 Enrollment Management Agenda (four additional items added to Informational Items)

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

1. **Approval of Minutes**

Motion to approve the Minutes from November 23, 2015

**M/S/C – J. Thompson/V. Dugan** and carried with consensus of sub-committee.

1. **Information Items**
2. **Acceleration Article -** (handout distributed)
3. **Office Hours –** Faculty office hours need to be posted
4. **Fall Schedule –** Review your schedule and move courses around as needed to avoid waitlists if possible. Mike Carley can help with waitlist data.
5. **Division Meeting –** Dr. Carlson and Bill would like to meet with Division Chairs to see what their plans are. What their immediate and future plans are. These meetings are mandatory for all faculty in each division. This meeting is not mandatory for adjunct instructors but they may attend if they want.
6. **Discussion Items**
7. **Scheduling Matrix (Ann Marie Wagstaff)** (handout distributed) – Currently, Language Arts offers six sections of English 73X. For the fall semester, Language Arts will be offering eights sections. Language Arts requested and received a variation form the matrix to offer 73X from 11:15-12:25.
8. **Dual Enrollment (Ann Marie Wagstaff/Sam Aunai)**

 **IV. Other**

**V. Future Agenda Items**

**Adjournment:**

Meeting was adjourned at 3:40 pm. Next scheduled meeting

Monday, February 8, 2016