PORTERVILLE COLLEGE

Enrollment Management

Minutes

3:00 PM – 4:00 PM Monday, March 14, 2016 AC-107

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

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

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 March 14, 2016 Enrollment Management Agenda

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

1. **Approval of Minutes**

Motion to approve the Minutes from February 8, 2016

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

1. **Information Items**
2. **Accreditation Committee (Bill Henry) –** Accreditation visit will be October 2018. Ongoing discussion was had regarding who would be helping with the standards. It was suggested that chairs and co-chairs would make up the committee. Additional discussion will be had regarding the make up the group.
3. **Annual Report (Bill Henry) –** A large portion of this annual report is Student Learning Outcomes and Assessments. Division Chairs will need to supply the course number and how many assessments were completed in the fall to Bill Henry by Friday, March 18, 2016 (before spring break).
4. **Room Caps – Schedule (Bill Henry) –** When working on your schedule please take into account your cap size and room size. Maximize the room size accordingly.
5. **Evaluations (Bill Henry) –** There has been some changes in how adjunct are evaluated. Please **r**evisit the contract regarding adjunct evaluations. Hand in the student surveys as they are completed.
6. **Discussion Items**

 **IV. Other**

1. **Publicity/New Classes (added Agenda item) – (Ann Marie Wagstaff)** New courses and classes can be publicized and distributed by speaking to Maureen Montgomery.

**V. Future Agenda Items**

**Adjournment:**

Meeting was adjourned at 3:25 pm. Next scheduled meeting

Monday, March 28, 2016