PORTERVILLE COLLEGE

**APPROVED**

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, November 14, 2016 AC-107

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

**Absent:** Val Garcia, Sam Aunai, Arlitha Williams-Harmon, Erin Cruz, Judy Fallert

1. **Call to Order**

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

1. **Approval of Agenda**

Motion to approve the November 14, 2016 Division Chair Agenda with additions:

Educational Master Plan, Evaluations and Call Backs (Bill Henry)

M/S/C – J. Thompson/J. Hargis

1. **Approval of Minutes**

Motion to approve the Minutes from October 24, 2016.

M/S/C – T. Brown/L. Guillen

1. **Informational Items**
2. Two Year Schedule (Bill Henry for Sam Aunai) – informational handouts were distributed (2 Year Plan 2017-2019)
3. Guided Pathways (Bill Henry for Sam Aunai) – informational handout was distributed (Porterville College Guided Pathways (Proposed Draft)
4. Updating Enrollment Management Plan (Mike Carley) – the Porterville College Enrollment Management Plan 2012-2016 will be electronically sent to the members of this committee and this plan will be brought back to the next meeting for discussion.
5. **Discussion Items**
6. **Other**
7. Educational Master Plan (Bill Henry) – Divisional meeting notes were distributed to the division chairs to be shared with their division. Please review the notes and send all changes to Bill Henry before the Thanksgiving break.
8. Evaluations (Bill Henry) – All faculty should have been receiving an electronic version of their completed evaluation and this was not occurring. Because of this, a grievance has been filed and the evaluation process is being reviewed and is now part of the negotiation process. On this campus, it has been decided that an electronic copy will be provided to the faculty member within two days of the post evaluation meeting. Once the Chancellor (or designee) signs off on these completed evaluations, the District will electronically send them to the faculty member for their records.
9. Call backs (Bill Henry) - During the holiday weekends all individuals will not have access to the campus.
10. **Future Agenda Items**
11. Updating Enrollment Management Plan (M. Carley)

**Adjournment**

Meeting was adjourned at 3:35P.M.