PORTERVILLE COLLEGE

APPROVED

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, October 24, 2016 AC-107

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

**Absent:** Val Garcia, Sam Aunai, Kailani Knutson, Arlitha Williams-Harmon, Erin Cruz, Jay Hargis

1. **Call to Order**

The meeting was called to order by Bill Henry at 3:04 pm.

1. **Approval of Agenda**

Motion to approve the October 24, 2016 Division Chair Agenda

M/S/C – T. Brown/V. Dugan

1. **Approval of Minutes**

Motion to approve the Minutes from October 10, 2016 with corrections to V(d).

M/S/C – T. Brown/M. Carley

1. **Informational Items**
2. Accreditation Update (Bill Henry) Regular divisional meetings should be being held with student learning outcomes being discussed. There should be typed minutes for every meeting held. These divisional meeting minutes should be sent to the respective Dean.
3. General Ed Discussion (Maria Roman) Handout (A.A./A.S. General Education Checklist) was distributed and discussion ensued.
4. Textbooks (Bill Henry) Handouts were distributed and discussion ensued regarding book orders submitted to the bookstore in a timely manner. In the future all division chairs, bookstore representative and senate representation will need to get together to discuss the process and timelines for ordering books.
5. **Discussion Items**
6. **Other**
7. **Future Agenda Items**
8. Updating Enrollment Management Plan (Mike Carley)

**Adjournment**

Meeting was adjourned at pm 3:55p.m.