APPROVED

PORTERVILLE COLLEGE

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, September 25, 2017 AC-120

**Present:** Sam Aunai, Val Garcia, Kailani Knutson, Mike Carley, Kim Behrens, Joel Wiens, Robert Simpkins, Vickie Dugan, Tim Brown, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Judy Fallert, Jay Hargis, Stewart Hathaway

**Absent:** Bill Henry, Arlitha Williams-Harmon, Erin Cruz, James Thompson, Kailani Knutson

1. **Call to Order**

The meeting was called to order by Sam Aunai at 3:00p.m.

1. **Approval of Agenda.**

Motion to approve the September 25, 2017 Agenda.

M/S/C – M. Roman/V. Dugan

1. **Approval of Minutes**

Motion to approve the Minutes from September 11, 2017

M/S/C – T. Brown/R. Simpkins

1. **Informational Items**

Added Item: 90th Celebration (Carol Brown) The 90th “A Night Under The Stars” will be held October 14, 2107. This event will be having a silent auction and gift baskets are needed. A hand out was distributed on basket ideas and a reminder for them to buy tickets and attend this event.

Added Item: District-wide Dual Enrollment Task Force (Ann Marie Wagstaff) – task force is being formed and management and faculty will be involved in this process.

1. **Discussion Items**
	1. Divisions and Area Update

PE (Vickie Dugan) – In the spring schedule, all the previous Physical Education classes are now listed under Kinesiology.

Robert Simpkins (Social Science) – In the process of filling the vacancy in the department.

Language Arts (Ann Marie Wagstaff) – Language Arts has been using Michael Carley in the Program Review process with great results.

Student Services (Maria Roman) – One counselor resigned and the Senate approved filling this position immediately. Hopefully this position will be filled by January. Also, two permanent counselors will be needed and asked for in the near future.

* 1. Division Chair Release Time – Contract Language (Sam Aunai) – Lengthy discussion was had regarding release time. Basically, classes are loaded first and then release time second.
	2. Institutional Research (Mike Carley) – report was given regarding the key findings reports.
	3. Distance Education/Online Course Offerings (Sam Aunai) – It is expected that the online offerings will increase by 10% for spring 2018.
	4. Enrollment Management Plan (Val Garcia) – Would like to have a couple of faculty volunteers to review and comment on the student complaint process.
	5. Student Complaint Process (follow-up) – Joel Wiens and Kim Behrens volunteered to work with Val Garcia to development and fine tune the student complaint process.
	6. Faculty Advisors (follow-up) – The idea of bringing back faculty advisors has been well received. It was suggested that two or three faculty members need to volunteer to help develop the framework for faculty advising.
1. **Other**
	1. PUSD off-campus meeting (Sam Aunai) – a visit to PUSD (Porterville Unified School District) is in the near future.
2. **Future Agenda Item**

**Adjournment**

Meeting was adjourned at 3.55p.m.