

**PORTERVILLE COLLEGE**  
**ENROLLMENT MANAGEMENT SUB-COMMITTEE**  
**(of College Council)**

**SUB-COMMITTEE CHARGE**

Enrollment management is a comprehensive process designed to help achieve and maintain optimum enrollment (recruitment, retention and graduation rates). It is an institution wide process that permeates virtually every aspect of the College's function and culture.

The Enrollment Management Committee's Primary Charge Includes:

- Ensuring that student access and success are our first priorities.
- Ensuring that course offerings address the core mission of the California Community Colleges: Basic Skills; Career and Technical Education; Transfer with a focus on articulation with four year institutions.
- Stabilizing enrollments (reverse declining enrollment, control growth and plan for fluctuations).
- Integrating instructional and Student Services programs.
- Improving services (shorten response time to students, increase satisfaction and reduce paperwork).
- Improving access to information (putting our information systems to optimum usage)
- Reducing vulnerability to demographic changes.
- Responding to economic forces (expansion, recession, employment rates).
- Evaluating strategies (track what works and change what doesn't work).

Enrollment management begins with the first student contact. It is a deliberate process that requires time for planning, full implementation and development of the information infrastructure that will sustain the efforts. It is based on a team effort which crosses traditional college organizational lines. Enrollment management focuses on the longitudinal care and comprehensive education of students.

**MEMBERSHIP COMPOSITION**

Vice President, ~~Academic Affairs-Instruction~~ (1) (co-chair)

Deans/Associate Deans of Instruction (3)

Vice Presidents ~~(4)~~ (2)

Director, Admission & Records (1)

~~Director/Administrator, Student Services~~ (1)

Division Chairs (9) (1 Co-Chair)

Social Science

Kinesiology

CTE

Fine/Applied Arts

Health Careers

Student Support Services

Science

Language Arts

Mathematics

Institutional Researcher (1)

Instruction Office Specialist (1)

~~Student~~ (1)

**Total Membership** ..... **17 20**

\*VP, Administrative Secretary ..... Pam Childress

\*non-voting

Revised 09/10/18