PORTERVILLE COLLEGE

**APPROVED**

Enrollment Management

Minutes

3:00 PM – 4:00 PM Monday, September 14, 2015 LIB-449

**Present:** Bill Henry, Val Garcia, Sam Aunai, Mike Carley, Erin Cruz, Joel Wiens, Jay Hargis, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Judy Fallert, Arlitha Williams-Harmon

**Absent:** Kim Behrens

1. Preliminaries
2. **Call to Order**

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

1. **Approval of Agenda**

There were two additional items added to the Agenda – Commons Discussion (Bill Henry) and Co-Chair Discussion (Ann Marie Wagstaff). Approval of the September 14, 2015 Enrollment Management Agenda was moved by Tim Brown, seconded by Jay Hargis and carried with consensus of sub-committee.

1. **Approval of Minutes**

Approval of Enrollment Management minutes from May 11, 2015, moved by James Thompson, seconded by Jay Hargis and carried with consensus of sub-committee.

1. **Information Items**
2. **Discussion Items**

**A. Financial Aid (E Cruz)** Discussion ensued regarding the program review and there were a few changes that the committee recommended. These changes will be made and redistributed electronically before the next meeting.

**B. Admissions and Records (E Cruz)** Discussion ensued regarding the program review and there were a few changes that the committee recommended. These changes will be made and redistributed electronically before the next meeting.

**C. Student Equity (E Cruz)** Discussion ensued regarding the program review but no changes were recommended by the committee.

**D. Student Success and Support Program (E Cruz)** Discussion ensued regarding the program review but no changes were recommended by the committee.

**E. Divisions or Departments (M. Carley)** Although the two words are similar and are used interchangeably on reports, Mr. Carley would like the committee to decide on one of these words so that his reporting is precise and there is no confusion. After group discussion, if it would make Mr. Carley’s reporting easier to use the word “departments” just for institutional research and data collection this would not be a problem. But, if this is a permanent change in wording it will need to be brought up in Academic Senate.

**F. Room Priority (J Fallert) –** James Thompson said his communications, music, and drama appreciation classes are usually in CA Building and theater. With the theatre being used more frequently, Judy is trying to find more classrooms for the Fine Arts Division to use. Vickie Dugan indicated that there are not enough chairs in FIT-744. The room should have 35 chairs and it currently has approximately 22. Arlitha Williams-Harmon will work with M&O to find chairs.

 **IV. Other**

1. **Commons (Bill Henry) –** Instructors are turning their students lose in the Commons without accompanying them during their class time. If the Commons are to be used a Use of Facilities needs to be completed beforehand so that the staff in the Commons has time to prepare for the students. Mr. Henry asked that the Division Chairs share this information with their department.
2. **Co-Chair Nomination (Ann Marie Wagstaff) –** Tim Brown was nominated as Co-Chair by Ann Marie Wagstaff and seconded by Maria Roman and carried with consensus of committee.
3. **FTES (Bill Henry) –** Mr. Henry shared that we are slightly over target at 98% and thanked everyone for their continued efforts and hard work.

**V. Future Agenda Items**

 **A.** Financial Aid Program Review (E. Cruz)

 **B**. Admission and Records Program Review (E. Cruz)

 **C.** Student Equity Program Review (E. Cruz)

 **D.** Student Success and Support Program Review (E. Cruz)

**Adjournment:**

Meeting was adjourned at 4:10pm. Next scheduled meeting

Monday, September 28, 2015