PORTERVILLE COLLEGE

Enrollment Management

Minutes

**APPROVED**

3:00 PM – 4:00 PM Monday, April 11, 2016 AC-107

**Present:** Bill Henry, Sam Aunai, Mike Carley, Kim Behrens, Joel Wiens, Jay Hargis, Vickie Dugan, Tim Brown, James Thompson, Ann Marie Wagstaff

**Absent:** Val Garcia, Arlitha Williams-Harmon, Erin Cruz, Lupe Guillen, Maria Roman, Judy Fallert

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

The meeting was called to order by Bill Henry at 3:00 pm.

1. **Approval of Agenda**

Motion to approve the April 11, 2016 Enrollment Management Agenda

M/S/C – (J. Hargis/T. Brown) and carried with consensus of sub-committee.

1. **Approval of Minutes**

Motion to approve the Minutes from March 14, 2016

M/S/C – (T. Brown/J. Hargis) and carried with consensus of sub-committee.

1. **Information Items**
2. **Discussion Items**
3. Course Schedule (Bill Henry) The fall 2016 is slightly larger than fall 2015. Summer has increased by 15 sections.
4. General Discussion (Bill Henry) As construction begins in the gym area, offices will need to be relocated until it is completed.

Additionally, Division Chairs should be the only traffic in and out of Judy’s office. Curriculum issues should be going to the representatives or the Dean. Bill Henry will also send out an email requesting the decrease in traffic in this area.

 **Additional Agenda Items Added:**

**c) Policy for Dual Enrollment (Joel Wiens)** Discussion ensued regarding dual enrollment.

**d) Procedure for Changing Majors (Joel Wiens)** The question was asked on how students change their major. It was agreed that this question should be addressed with Erin.

**e) High School Senior Day (Sam Aunai)** Additional division participation on Senior Day would be appreciated at this event.

 **IV. Other –**

**V. Future Agenda Items**

**Adjournment:**

Meeting was adjourned at 3:35pm. Next scheduled meeting

Monday, April 25, 2016