APPROVED

PORTERVILLE COLLEGE

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, November 28, 2016 AC-107

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

**Absent:** Val Garcia, Jay Hargis

Enrollment Management: Arlitha Williams-Harmon, Erin Cruz, Jay Hargis, Judy Fallert

1. **Call to Order**

The meeting was called to order by Bill Henry at 3:03 pm.

1. **Approval of Agenda**

Motion to approve the November 28, 2016 Division Chair Agenda

M/S/C – V. Dugan/J. Thompson

1. **Approval of Minutes**

Motion to approve the Minutes from November 14, 2016 (with correction to adjournment time).

M/S/C – J. Thompson/T. Brown

1. **Informational Items**
2. Student Learning Outcome Update (Bill Henry) – This semester, each division should be having meetings assessing and discussing Student Learning Outcomes. These meetings should be well documented so that the information can be used in the self- study. Melissa Long will be coordinating Student Learning Outcomes and will present to this committee in the near future.
3. Spring Schedule (Bill Henry) - The committee was reminded that faculty must not contact Judy with questions/changes. Any changes to schedule/room changes need to be addressed with the Division Chair.
4. Enrollment Management Plan (Mike Carley) – it is time to update the Enrollment Management Plan (a copy of this was sent out electronically on 11/15/16).
5. **Discussion Items**
6. **Other**
7. Division Meetings (Bill Henry) – Contract states that two division meetings per semester. Meetings should be documented, transcribed and sent to the perspective Dean.
8. Dual Enrollment Council Monthly (Sam) - this meeting will be held on December 6, 2016 at 4:00p.m. – 5p.m. in the SCCR. Information will be shared between the high schools and Porterville College regarding dual enrollment. Division chairs were invited to attend.
9. **Future Agenda Items**

**Adjournment**

Meeting was adjourned at 3:20 p.m.