PORTERVILLE COLLEGE

APPROVED

Division Chair/Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, March 27, 2017 AC-105

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

**Absent:** Val Garcia,

**Absent:** Enrollment Management: Erin Cruz, Arlitha Williams-Harmon

1. **Call to Order**

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

1. **Approval of Agenda.**

Motion to approve the March 27, 2017.

M/S/C – J. Hargis/V. Dugan

1. **Approval of Minutes**

Motion to approve the Minutes from February 27, 2017

M/S/C – T. Brown/J. Thompson

1. **Informational Items**
2. **Discussion Items** 
   1. Open Forum (Bill Henry) – Open forum will be held in the SCCR on April 26, 2017 12:30-2:00pm. Tom Burke will be available for questions at this time.
   2. Syllabi (Bill Henry) – All syllabi should be given to the appropriate Dean’s secretary at the beginning of the each semester without fail. There have been issues with adjuncts not supplying their syllabi at the beginning of each semester. Starting the fall 2017, those adjunct that cannot adhere to this policy will not be coming back to teach the following semester.
   3. High School Senior Day (Sam Aunai) – the group was asked when they would prefer for the High School Senior Day to be on campus. No decision was made at this time.
   4. PC All email (Bill Henry) – DO NOT send PC-all emails out as they become available to District to read.
   5. Human Services (Bill Henry) – The Human Services program is being discontinued. There is a good discontinuation process in place to help the students with this process.
   6. Evaluations (Bill Henry) – short discussion on where the evaluation process is to date.
   7. Program Review (Bill Henry) – ACCJC annual report is being worked on at this time. In the future, this committee will be asked for ideas on how to standardize the reporting process.
3. **Other**
   1. Calendars (Bill Henry) – All faculty Outlook calendars will be shared with support staff.
   2. Office Hours (Bill Henry) – All faculty office hours need to be posted on doors.
4. **Future Agenda Items**
   1. Enrollment Management Discussion (Mike Carley)

**Adjournment**

Meeting was adjourned at 3:45p.m.