**PORTERVILLE COLLEGE**

**approved**

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, January 29, 2018 SM-101A

**Present:** Sam Aunai, Kailani Knutson, Jay Hargis, Mike Carley, Kim Behrens, Erin Cruz, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Thompson, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Judy Fallert

**Absent:** Bill Henry, Arlitha Williams-Harmon

**Guest:**  Sarah Phinney, Virginia Gurrola

1. **Call to Order**

The meeting was called to order by Sam Aunai @ 3:05pm

1. **Approval of Agenda**

M/S/C – J. Thompson/R. Simpkins (will grammar corrections)

1. **Approval of Minutes**

No minutes to be approved.

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
4. Foundation (Virginia Gurrola)

Scholarship process is divided into three separate types: by major, by donors selected and any major. The “new” process would be to forward the major or division specific scholarships to the appropriate division for selection. The division would have until the first week of March to make their selections and return the candidates to the Foundation Office. This revised process will shift the major specific scholarships into the hands of faculty. The faculty will select the recipients based on their experience with the students in the class coupled with the student’s transcripts and application.

1. Update on Co-requisite Models (Stewart Hathaway)

The Math Division will be sending two co-requisite proposals to the Curriculum Committee by early March. The first proposal, Math P051 with a co-requisite, is intended for STEM majors (including business and education majors who do not meet the multiple measures prerequisite for Math P051. This proposal has unanimous support of the math faculty. The second proposal, Math P122 with a co-requisite. This class is intended for non-STEM majors who do not meet the prerequisite for Math P122. Although the proposal passed, there are concerns over the number of units for the co-requisite. The Math Division welcomes outside input.

1. Student Grievance Process (Ann Marie Wagstaff) The Student Complaint Process still needs clarification and written guidelines. Jay Hargis has been given the task of getting procedures in writing by the next Enrollment Management Meeting.
2. Division Chair – Adjuncts/Schedule Building Process (Ann Marie Wagstaff)

Each division chair has been asked to create a process which the division chair will use to contact adjuncts prior to scheduling building. This process is then to be discussed with the dean.

1. Student Service (Erin Cruz)

* New student services hours for counseling and advising (effective immediately)

7:30a.m. – 6:30p.m. (Monday-Thursday)

8:00a.m. – noon (Friday)

There will be an Ed Adviser and Counselor available to help the students.

* Porterville College received the first allocation of the Veteran’s Grant for 2017-2018 which amounted to $25,000.
* There was a food pantry open house in the Financial Aid in January and it was a huge success!

1. Distance Ed (Sarah Phinney)

* Distance Ed statistics from the 2016-2017 academic year is showing Porterville College’s student success, retention, and attrition rates are very good in comparison to Bakersfield College and Cerro Coso.
* A new process is in place for approving Canvas plugins (LTI applications).
* We are in the process of filling out an application to join the next cohort of colleges in the CCC Online Education Initiative.
* On February 22, 2018, we will be hosting live Webinar sessions from the CCC Digital Learning Day Conference, in LIB-405.

1. **Othe**r
2. **Future Agenda Item**

Student Grievance Process (Jay Hargis)

**Adjournment**

Meeting was adjourned at 4:15p.m.