**APPROVED**

**PORTERVILLE COLLEGE**

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, August 27, 2018 AC-119

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

**Absent:** Primavera Arvizu, Kailani Knutson, Arlitha Williams-Harmon, Diane Thompson, Sarah Phinney, Karen Bishop

1. **Call to Order**

The meeting was called to order by Sam Aunai @ 3:01p.m.

1. **Approval of Agenda**

Motion to approve the August 27, 2018 agenda

M/S/C – V. Dugan/T. Brown

1. **Approval of Minutes**

Motion to approve the April 9, 2018 minutes – approved with grammar correction

M/S/C – A.Wagstaff/V. Dugan

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
4. Year Long Schedule Timeline (Sam Aunai) – Handout was distributed entitled Summer 2019, Fall 2019, Spring 2020 Schedule Timeline (draft). Brief discussion ensued.
5. Enrollment Management
6. Committee Charge (Sam Aunai) An open discussion was had regarding the wording on the charge for this committee. Mr. Aunai asked the committee to give it some thought regarding adding more members to this committee. This will be discussed in length in the future.
7. Goals – Handout was distributed entitled 2017-2022 Summary of Goals for this committee.
* Erin Cruz shared that money is available for divisions to have brochures made and distributed at outreach events. Erin will send each Division Chair a template for the brochures.
* There is an outreach event with Tulare County Office of Education on September 11, 2018 and would like to see more faculty involvement. Erin Cruz will send the Division Chairs a list of events/outreach events that will take place this fall.
* Faculty that intend to teach on-line classes will need to go through some required training. There is a 12 week online training available for faculty. One person from each division will need to attend this training. A stipend will be paid for each participant that attends this 12-week course. Instructors already teaching an online course will be grandfathered in.
* Most majors (50%) can be offered online. ACCJC will need to be notified which majors will be available on-line.
* Tutoring, and the lack thereof, needs to be discussed in length.
* Give students graduation application midway through the semester gets started
1. Strategies & Schedule – Mr. Aunai reiterated that classrooms are not being utilized in the early morning hours and that faculty will need to reconsider their scheduling to accommodate our students.

Winter intersession was discussed. Divisions should be discussing this with their division and get back with Sam.

1. **Othe**r

Prime Time (Bill Henry) – Mr. Henry shared that there a many classrooms that are not being utilized between the hours of 8:00am – 9:35am. Several divisions have faculty members that are arranging their classes for personal convenience. In the past, classes have been scheduled within each division and Mr. Henry would like this to continue but classes need to be spread out over the day to better serve student needs. If change does not come, Administration will intervene and work with the Divisions to make changes.

1. **Future Agenda Item**
2. Adjunct Seniority List (Ann Marie Wagstaff)
3. Committee Charge Discussion (Sam Aunai)

**Adjournment**

Meeting was adjourned at 4:10p.m.