**PORTERVILLE COLLEGE**

Enrollment Management

Minutes

3:00 pm – 4:00 pm Monday, September 24, 2018 AC-119

**Present:** Primavera Arvizu, Sam Aunai, Kailani Knutson, James Thompson, Mike Carley, Arlitha Williams-Harmon, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Entz, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Diane Thompson

**Absent:** Kim Behrens, Judy Fallert, Karen Bishop, ASPC Representation

**Guest:** Sarah Phinney

1. **Call to Order**

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

1. **Approval of Agenda**

Motion to approve the September 24, 2018 agenda

M/S/C – V. Dugan/B. Simpkins - Agenda was approved with one additional item added – Dual Enrollment

1. **Approval of Minutes**

Motion to approve the September 10, 2018 minutes

M/S/C – B. Simpkins/T. Brown

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
4. Strategic Enrollment Management

1. Lessons learned – a lengthy discussion was had regarding what works and what doesn’t work within each division. Ideas were shared such as scheduling a year in advance, Degree Works, room utilization and flexibility of using the matrix.

2. Workshop – Several faculty, staff and administrators attended a workshop in Fresno last week entitled Strategic Enrollment Management Workshop. Several items were shared with the committee on how to improve our enrollment. It was suggested that more individuals from this committee attend these kinds of workshops in the future.

3. Guided Pathway – Information on Year-Long Schedule, Scheduling Matrix, Winter Intersession and Enrollment Conversation.

4. Going Forward – two areas that the committee choose to look in to was scheduling matrix and for students to have more of a voice in this committee.

b. Division Adjunct Seniority List (Ann Marie Wagstaff) – This list is a work in progress. The District is still working on the seniority adjunct list. There is a form entitled Intention to Return that an adjunct can complete to stay on the seniority list.

1. **Othe**r – Dual Enrollment Course Evaluation (Joel Wiens) – Update on evaluating Dual Enrollment instructors was shared. There is not a process in place for evaluating them as this time.
2. **Future Agenda Item**

**Adjournment**

Meeting was adjourned at3:45 p.m.