**PORTERVILLE COLLEGE**

Enrollment Management

Amended Minutes

3:00 pm – 4:00 pm Monday, November 26, 2018 AC-119

**Present:** Primavera Arvizu, Sam Aunai, James Thompson, Michael Carley, Kim Behrens, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, Tim Brown, James Entz, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Diane Thompson, Karen Bishop, Sarah Phinney

**Absent:** Kailani Knutson, Arlitha Williams-Harmon, Erin Cruz, Judy Fallert

 **Guest:**

1. **Call to Order**

The meeting was called to order by Sam Aunai at 3:02pm

1. **Approval of Agenda**

Motion to approve the November 26, 2018 agenda

M/S/C – Robert Simpkins/Vickie Dugan

1. **Approval of Minutes**

 Motion to approve the amended October 22, 2018 minutes

* Discussion Item 7 Sherie Burgess name was misspelled
* Discussion Item 5 was not fully discussed

 M/S/C – Tim Brown/Primavera Arvizu

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
	1. **Guided Pathways** – Primavera Arvizu provided an update on the steering group is now the Student Equity and Success committee, there are different work groups that have been formed. Work groups will be looking at mapping, academic program, student services, and marketing. Those work groups will report back to the Student Equity and Success committee. Focusing on Guided Pathways during spring Flex days more information will be provided. As a reminder, informational session for Guided Pathways on November 27, 2018 at 2:30-4:00pm, vin dialog and discussion about Guided Pathways and what is being done at the college. Received a CAP grant with the three high school partners, which also aligns with Guided Pathways. Focusing on specific activities within those three high school partners for freshmen, sophomore, junior and senior year on what is being done to expand dual enrollment. For the population that are not in a pathway, high school students that are not on track for college, focus on these students. From freshman year add activities each year until they graduate to be on track to attend Porterville College.
	2. **Scheduling Matrix** – Sam Aunai discussed the three versions of scheduling matrix. Each schedule presented a Monday and Wednesday college noon hour, which would provide an opportunity college wide event or forum to schedule meetings and student clubs. Evening start time of 5:30pm and 6:00pm were discussed to improve student enrollment in evening courses. Sam requested feedback if the scheduling matrix would be finalized in the spring when would it be start. Fall 2020 was suggested.
	3. **Wed College Opportunity** – Sam Aunai presented a Spring 2019 flyer focused to high school students to take college class on Wednesday afternoons. Class options include; Communication 101, Math P122, Philosophy P107 and English P101A the courses would assist high school students to complete the golden four.
	4. **Program Proposal Information** – Sam Aunai presented the first draft of the New Program Proposal Information document. This is for program information purpose when considering new programs. Information that can be discussed when divisions are proposing a new program. Generates specific information to discuss and review as a campus wide perspective on how the new program might impact the college. The Program Proposal Information can be presented to college council and budget committee for purposes of information for any new programs there are costs. Program Proposal Information suggested for the initial discussion at Enrollment Management to determine where if when it would go for further review. Sam suggested to draft a process map illustrating the multiple direction to process the Program Proposal Information for review.
	5. **Student Services** – Primavera Arvizu discussed the 15 to finish campaign during this registration period counselors have been advising for 15 units. Currently in registration time feedback from faculty mentioned and see reporting from degree works in discussion with state consultants and the district completing this work in the spring to have reports. Primavera asked what type of reports the faculty would like to see; educational planning how many class does a student need to finish, the number of classes enrolled in. Working in current parts of student services of becoming paperless. Discussion on the redesign in counselor, a retreat in the beginning of spring; redesign meaning the cohort case model of counseling and advising with Guided Pathways framework. Hired a dual enrollment counselor started today, will be working with the high schools. Zone in on equity and disproportion impacted work becoming a lousea school and implementing man of color mentoring type of program on campus launching in the spring. Working and launching a Promise program in the spring will have elements of free tuition for the cohort that will be adopting/bring in Fall 2019, also have a curriculum tied into it first year experience. Students will have mentors and will be case management for students coming into Promise program. New Equity plan to submit by June 30, 2019 integrated plan will no longer be effective after June 30, 2019. New Equity plan will be presented once drafted to the committee. Reminder will be offering loans beginning in the spring, loans will be available for students. Reduce duplication and streamline services and present EVA navigate with the relaunch. Diane Thompson presented the Fresh Success initiative through the Foundation Community Colleges, tracking the support of low-income students and receive reimbursement. Direct student services include bus passes; pay 10% of a salary to case management, and pay for students first month’s rent.
	6. **Distance Education** – Primavera Arvizu presented the launch of Cranium Café online counseling for students planning to have extended services this spring for online counseling. Karen Bishop presented ADT degree on CDC.edu website, sociology degree.
	7. **Division/Area Update/Report** – Health Careers, graduation will be December 8, 2018 at 2:30pm. Fine Arts and Music, Tuesday night is the Band recital and Thursday is the piano recital and the open mic at Stafford’s chocolates on Wednesday night and caroling Thursday in the Academic Center.
	8. **Division Chairs Handbook** – James Thompson presented a draft copy of the handbook to finalize in the spring semester.
	9. **AB705 Soft Rollout in English classes** – Ann Marie presented AB705 soft rollout in English classes in the spring. In the spring eliminated all but three skill classes at the basic skill level. On the schedule, one section of English 50 and one section of English 73X. All students that are currently in basic skills or if they do not pass the semester will be eligible to enroll into English 101A in the spring. There are many sections of English 101A with the corequisite.

VII. **Other**

1. **Summer Term Scheduling** – James Thompson discussed the summer term scheduling of the 8-week and 6-week session. They both have the same end date but different start dates. The discussion is what schools will be impacted with these dates. 8-week session start date on June 10, 2018 and for the 6-week session start date June 17, 2018. Sam Aunai will get confirmation from Jeff Keele on dates the Academic Senate had approved.

VIII. **Future Agenda Item**

**Adjournment**

Meeting was adjourned at 4:13p.m.

**Next scheduled meeting-Monday, January 28, 2018, at 3:00pm in AC120**