**PORTERVILLE COLLEGE**

Enrollment Management

Amended Minutes

3:00 pm – 4:00 pm Monday, February 11, 2019 AC-120

**Present:** Sam Aunai, Primavera Arvizu, Kailani Knutson, James Thompson, Mike Carley, Kim Behrens, Arlitha Williams-Harmon, Erin Cruz, Joel Wiens, Stewart Hathaway, Robert Simpkins, Tim Brown, James Entz, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Diane Thompson, Karen Bishop, Sarah Phinney

**Absent:** Vickie Dugan, Judy Fallert

 **Guest:** Cindy Pummill, Kimanthi Warren

1. **Call to Order**

The meeting was called to order by Sam Aunai at 3:01pm

1. **Approval of Agenda**

Motion to approve the amended February 11, 2019 agenda

M/S/C – Tim Brown/Diane Thompson

1. **Approval of Minutes**

 Motion to approve the amended January 28, 2019 minutes

* Discussion Item 3b High School Reports contains two separate reports, Enrollment Yield on District website and Incoming Cohort Profiles on the College IR website

 M/S/C – Mike Carley/Tim Brown

1. **Informational Items**
2. **Action Items**
3. **Discussion Items**
	1. **Continuing Items**
		1. **Scheduling Matrix**
			* Subcommittee meeting today. Ongoing discussion regarding feedback about the scheduling matrix from the divisions.
		2. **Summer/Fall Schedule 2019**
			* The schedule due to be published by March 3, registration starts April 3. Schedule has to be published onsite, online and available to the public 30 days prior to registration.
		3. **Distance Education Regular Effective Contact Policy**
			* Distance education committee worked on the Regular Effective Contact Policy due to its urgency. Academic Senate and CCEA has reviewed and approved the policy. The policy change is the posting of announcements in canvas twice a week, to get the regular effective contact documentable and accessible to the Accreditation team. Another tool, take screen shots of what the instructor does and keep it in a file in canvas that can be accessed and checked. The plan is to move forward, meet with each of the divisions, and give a quick overview of the importance of this new policy change. Training on how it is to be accomplished, Sarah will be reviewing ‘Zoom’ and how it can be recorded. Since part-time instructors often cannot attend but can be able to assess the same training. Sarah Phinney and Karen Bishop will start scheduling trainings with the chairs.
		4. **Winter Intersession**
			* Ongoing discussion for winter intersession to schedule after fall 2019 semester. The idea of small course offerings is conducive to the availability of the faculty and adjuncts. Tying a winter intersession into a fall or spring semester, to avoid an impact on student’s financial aid. In order to get as many enrollments financial aid will need to be available to students and review if student services have the capacity for enrollment and registration. In regards to faculty, winter intersession will impact the faculty semester load if tied to spring or fall semester.
		5. **Wednesday College**
			* This semester (spring 2019) four courses were offered focused to high school seniors. The college did not get the response that was expected. Only nine students from the high school enrolled. Further discussion with the high school staff during Dual Enrollment. Since it was new to the students, it may have been a factor of the low enrollment. The high school staff requested that Porterville College continue with Wednesday College this fall 2019 semester.
		6. **Division Chair Handbook**
			* Revision of the division chair handbook suggests include the steps divisions should complete in order to have courses articulated. James reviewed the curriculum handbook; page 6 “please note it is the responsibility of the proposal originator to notify the articulation officer directly following the approval of any new course by the KCCD Board of Trustees. This request can be made at any time for any course that has a revision on file that is less than five years old”. Ann Marie would like to reevaluate the phrase and create a policy that makes clear of the originator and when should be submitted. Mike Carley suggested page numbers included to the handbook and adding a bullet point for communication to inform faculty and gather input from the faculty.
	2. **New Items**
		1. **Case Statement**
			* As recommended by Achieving the Dream coaches, a written document statement about the college. Cindy Pummill will be guiding each division to write a case statement due March 1. Case statement should have different perspectives from each division.
		2. **Update on Sorting Exercise for Pirate Map’s Clusters**
			* A package was put together for each division, it was suggested to have two divisions work together to accomplish different perspectives. The thirty-two degrees and four pending degrees are written on a note card. The idea is to put together the majors, certificates, and job skills into a package (4) and two student groups, student services and administration, for a total of eight different perspectives of how to accomplish. The mapping committee will put together all the suggestions and reevaluate in the fall.
		3. **2 year plans and Academic Road Maps**
			* Counselors will be visiting the high schools, the 2 year plans need to be updated by the divisions.
		4. **Finish in 4**
			* Launching fall 2019 first steps of transfer pathway to transferring to CSU, Bakersfield. A program of guarantee transfer to the four-year institution, which will start with Business Administration, Criminal Justice, and Child Development. The incoming freshmen want to transfer, and interested in any of the following majors. The student must fill out an application and become part of this program, they receive priority registration and guaranteed admission to the four year and receive priority registration at CSU, Bakersfield. The student will be introduced to a momentum team at CSU, Bakersfield. The momentum team will track and the student will finish in four years, which will assist them with financial aid and keep them on track. There will have someone who will monitor them; the student must take 15 units each semester. Primavera will extend this partnership with CSU, Fresno.
		5. **Student Focus Groups**
			* The purpose of the focus group was to get diverse perspective from two groups of students to talk about some key areas they would like to know more about or like to receive more feedback.
		6. **Enrollment Dashboard-**Tabled

**Adjournment**

Meeting adjourned at 4:09p.m.

**Next scheduled meeting-Monday, February 25, 2019, at 3:00pm in AC-120**