**PORTERVILLE COLLEGE**

**Enrollment Management**

**Minutes**

3:00 pm – 4:00 pm Monday, March 25, 2019 AC-120

**Present:** Sam Aunai, Mike Carley, Joel Wiens, Stewart Hathaway, Robert Simpkins, Vickie Dugan, James Entz, Ann Marie Wagstaff, Karen Bishop, Sarah Phinney, Tim Brown, James Thompson, Rickelle Syrdahl, Miranda Warren.

1. **Call to Order-** The meeting was called to order by Sam Aunai @ 3:04 p.m.
2. **Approval of Agenda-** Motion to approve the March 25, 2019 agenda M/S/C- J. Wiens/V. Dugan
3. **Approval of Minutes-** Motion to approve the March 11, 2019 minutes with edits from Ann Marie M/S/C- T. Brown/J. Wiens
4. **Follow-up from 3/11/19 meeting:**
5. **Transfer:** No Student Service representatives present.
   1. **Provide division chairs with information about upcoming university tours (Student Services)**
   2. **Students who have attended campus tours speak with other students about their experience (When, how, who?)**
6. **Discussion Items**
7. **Outreach –** no update.
8. **Adjunct faculty –** Ann Marie shared with the committee how the Language Arts Division works with their adjuncts. They hire all year round into the pools for both English and ESL courses. There are adjunct offices available for them to come in as needed, they have computers and access to the printer and copier which helps attract them to being here. Sam would like to provide continuous resources, tools and support for adjuncts as much as possible.
9. **Division meetings –** Sam- important to continue having your division meetings throughout the semester. This is a good time to discuss things such as outcomes, program reviews, scheduling, etc.
10. **New items**
11. **Enrollment management** 
    1. [**Enrollment Management Plan**](https://do-prod-webteam-drupalfiles.s3-us-west-2.amazonaws.com/pcedu/s3fs-public/page/PC%20Enrollment%20Management%20Plan%202017-2020%20FINAL%20VERSION.pdf) **–** The committee discussed the enrollment directions and strategies of the Enrollment Management Plan. Recruitment- a list of division majors can be found in COGNOS. Clarify the Path- will follow up with student services. Persistence- promoting 30 units by the end of each academic year – are faculty speaking to students about majors in your area? Two year schedules can be sent to Miranda. Completion- encouraging students to apply early for graduation.
    2. **Student Withdrawal Data –** Handout. Sam – important to talk about why students are withdrawing from classes.
    3. **Finals Week Schedule –** Handout. Rickelle spoke about how they would like to see the finals schedule correspond with the actual time of the classes. A copy was sent out to all division chairs.
12. **Institutional Learning Outcomes-** Handout. ILO #1 discussion will continue at a later date.
13. **Other**
14. **Future Agenda Items**
15. **Adjournment-** Meeting adjourned at 4:12 p.m.

**Next meeting – Monday April 8, 2019 at 3:00 p.m. in AC-120.**