**PORTERVILLE COLLEGE**

**Enrollment Management**

**Minutes**

3:00 pm – 4:00 pm Monday, April 8, 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, Kim Behrens, Lupe Guillen, Primavera Arvizu, Miranda Warren.

1. **Call to Order-** The meeting was called to order by Sam Aunai @ 3:02 p.m.
2. **Approval of Agenda-** Motion to approve the April, 2019 agenda

M/S/C- V. Dugan/T. Brown

1. **Approval of Minutes-** Motion to approve the March 25, 2019 minutes

M/S/C- J. Wiens/R. Simpkins

1. **Informational Items**
2. **Discussion Items**
3. **Finals Exam Schedule –** Handout of the revised Finals Schedule. Motioned to approve current Finals Exam Schedule M/S/C- J. Wiens/ T. Brown
4. **Student Withdraw –** The committee would like to see a question as to why a student is withdrawing from a course (could list multiple options). Primavera will talk to Erin and see what can be done.
5. **ILO’s –** Increasing the literacy level – having a Glossy of Terms specific to your division that would be available online – due October 15th. Writing across the curriculum will be discussed during Flex.
6. **New items**
7. **Summer/Fall 2019 Enrollment-** Handout showing our current numbers compared to Summer/Fall of 2018.
8. **Pirate Maps/Guided Pathway-** All mapping activities have been completed. The mapping workgroup will be meeting and completing a timeline and making recommendations during Flex.
9. **Programmatic & Instructional Practices - Health Careers-** Handout. Kim and Lupe talked about the Total Evaluation Plan the Nursing Program uses to track data and how it has been a helpful tool.
10. **PC Student Success Metrics-** Postponed until next meeting.
11. **Division Chair Handbook-** Postponed until next meeting.
12. **Distance Ed-** Presented to the Academic Senate, if they approve, they will get started on a Peer Online Review process.
13. **Other-** Plagiarism (Ann Marie) Avoiding Plagiarism Workshop held every Friday from 10:00-11:00 in Computers Commons A and is led by a student. This will be added to the next agenda for discussion.
14. **Future Agenda Items**
15. **Adjournment-** Meeting adjourned at 4:02 p.m.

**Next meeting – Monday April 22, 2019 at 3:00 p.m. in AC-120.**