## Enrollment Management Minutes

## 3:00pm – 4:00pm  Monday, September 23, 2019  AC-120

**Our Mission**

*With students as our focus, Porterville College provides our local and diverse communities quality education that promotes intellectual curiosity, personal growth, and lifelong learning, while preparing students for career and academic success*.

**Members**: Gregory South, Arlitha Williams-Harmon , Joe Cascio, James Thompson, Mike Carley, Kim Behrens, Robert Simpkins, Tim Brown, Lupe Guillen, Maria Roman, Ann Marie Wagstaff, Karen Bishop, Sarah Phinney, Vickie Dugan, Judy Fallert, Cindy Pummill, Kimanthi Warren, Kendra Haney, Sherie Burgess, Miranda Warren, Student Representatives- ASPC Treasurer Liam Guajardo, PC Ambassadors- Sarah Jordan, Monserrat Ferrer.

1. **Call to Order –** The meeting was called to order at 3:04pm
2. **Approval of Agenda – September 23, 2019 –** Motion to approve the agenda M/S/C- V. Dugan /A. Wagstaff
3. **Approval of Minutes – September 9, 2019 –** Motion to approved M/S/C- T. Brown/ J. Thompson
4. **Information Items**
5. 2 Year-Plans- Handout. Division Chairs are responsible for ensuring 2-year plans are updated regularly. Submit most recent 2-year plans as a Word document to Cindy Pummill by Thanksgiving, 11/27/19.
6. Enrollment Management Academy Attendees Report – attendees will visit Dr. South at end of meeting.
7. Program Review Budget Update- Arlitha had a PowerPoint of the budget request form and the new portion regarding integrated plans. Arlitha will email links to the committee.
8. Student Journey- Handout. Example of what students need before and during each semester. This information will be turned into a map with steps listed to reach their completion goal.
9. Seven Seas- Handout. The Seven Seas are courses that students can take while deciding their major.
10. Staff Development Update/ Budget- Divisions need to submit money requested for everyone in their division for anything such as supplies, technology, safety/security and one-time requests. The budget request form is due by the end of October, 10/31/2019.
11. **Discussions Items**

2.a Final Exam Schedule- the new final exam schedule will start next semester, spring 2020. The new schedule will be posted once the fall semester is over.

2.b Early Final Exams- early final exams will not be allowed unless there are extreme circumstances on why the student is unable to attend during the original final date and time.

2.c Data Team Recommendations- handout, recommendation #3. Tabled until next meeting.

2.e Spring 2020 Schedule- tabled until next meeting.

1. **Other**

 3.a None.

1. **Future Agenda Items-** Charter/initiative for this committee.

Meeting adjourned at 4:02pm.