## Enrollment Management Minutes

## 3:00pm – 5:00pm  February 8, 2021  Zoom

**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**: Thad Russell, Primavera Arvizu, Arlitha Williams-Harmon, Joe Cascio, Michelle Miller, James Thompson, Mike Carley, Kim Behrens, Erin Wingfield, Robert Simpkins, Jim Carson, Lupe Guillen, Patty Serrato, Karen Bishop, Sarah Phinney, Judy Fallert, Kendra Haney, Sherie Burgess, Joel Wiens, Elizabeth Buchanan, Vickie Dugan, Claudia Habib, Miranda Warren.

1. **Call to Order –** the meeting was called to order at 3:05 pm.
2. **Approval of Agenda - Motion to approve agenda M/S/C – P. Arvizu/ J. Thompson**
3. **Approval of Minutes - Motion to approve minutes M/S/C – K. Bishop/ J. Carson**
4. **Full audience - Information Items**
5. Funding Differences – There will be an upcoming meeting looking at how we are generating and planning our dollars and how we can become more efficient.
6. Syllabi – we are missing syllabi from instructors, please make sure they are submitted for the semester.
7. Overload Form – there is a form that faculty must use in order to bank load.
8. Banner 9 Update – continuing to meet weekly to discuss next steps. The VPs will be reviewing the plan that was submitted to provide feedback
9. Student Services Updates – the major clusters will be posted to the website for Pirate Maps – Michelle shared her screen with a template of suggested milestones for a career in music. There will be another team kicking off in two weeks and the third team to follow.
10. Counseling Update – Patty will be sending out a document that has the division chairs listed as well as counseling leads, please send them meeting invites for the semester.
11. Credit for Prior Learning – the taskforce is working on procedures and practices on campus. The next step is to create a timeline for project completion and discuss possible training with faculty on Credit for Prior Learning. Erin shared her screen with information on Credit for Prior Learning resources on the Palomar College website.
12. AC-120 Smart Room – Primavera is working on creating the room into a smart room and hoping to have it updated by end of spring/early summer. All technology components have arrived.
13. Cloud vs. Drives – tabled until the next meeting.
14. **Full audience - Discussions Items**
	1. Year-end report – tabled until the next meeting.
	2. Teaching and Learning Center – Discussion about a dedicated space to do on-the-spot professional development for faculty.
	3. Classroom scheduling specifics – we need to be flexible with classroom sizes and think of the time needed between classes for proper cleaning.
15. **Chairs – Information Items**
16. **Chairs – Discussion Items**
	1. FOCI workshop and stipends – the special comps cannot be submitted until the grant funds are available.
	2. Hi Flex Courses follow up
	3. Semester knowns and unknowns
17. **Other**

1. **Future Agenda Items**
2. **Adjourn – meeting adjourned at 4:51pm**
3. **2017-2022 Enrollment Management Goals**
	1. Increase number of declared majors
	2. Increase awareness of instructional program offered
	3. Increase the number of dual enrollment offerings and track the success of those offerings
	4. Increase the percentage of students who take 15 units per semester
	5. Increase percentage of students who complete 30 unites by end of 1st year of college
	6. Increase awareness of career options within programs/pathways of study
	7. Increase the number of students receiving associate degrees and certificates
	8. Increase number of students who transfer to university
	9. Increase number of students with ready resume, job applications