## Enrollment Management Minutes

## 3:00pm – 5:00pm  April 26, 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, Joe Cascio, Michelle Miller, James Thompson, Mike Carley, Kim Behrens, Robert Simpkins, Jim Carson, Lupe Guillen, Karen Bishop, Sarah Phinney, Kendra Haney, Sherie Burgess, Elizabeth Buchanan, Vickie Dugan, Frank Ramirez, Arlitha Williams Harmon, Judy Fallert, Miranda Warren.

1. **Call to Order –** the meeting was called to order at 3:10 pm.
2. **Approval of Agenda - Motion to approve agenda M/S/C – P. Arvizu/ K. Bishop**
3. **Approval of Minutes - Motion to approve minutes M/S/C – K. Bishop/ E. Buchanan**
4. **Full audience - Information Items**
5. Banner 9 Update – Ellucian is working on updating the work around, once we have an update from our District IT we will share with the committee.
6. Student Services Update – Student Services will be open 50% of time on campus for those taking summer courses starting June 1st. There was a virtual commencement email that went out to all staff, all are invited. Frank – currently encouraging students to enroll for summer courses as there are book vouchers still available.
7. Counseling Update – There are five additional adjunct counselors that will be helping with CTE certificates, dual enrollment, ed plans, and will be reaching out to incoming freshman to get them registered for PC telehealth and the Navigate app.
8. Academic & Career Pathways Proposal –Bob shared his screen with the current version of Academic and Career Pathways at Porterville College. Degrees are grouped in one area together, we would like to finalize the 2-year plans so we can build a website around them. Motion to move forward to College Council with edits: J. Carson/ L. Guillen – Opposed: J. Thompson
9. 2-Year Plan Template and Next Steps – tabled until next meeting.
10. Guided Pathways Summer Projects – There are stipends available to faculty for them to complete their 2-years plans. The 2.0 version Student Success teams will start looking at data and achievement gaps. Faculty from each division would need to be a part of these teams. Onboarding with Guided pathways – there will be a retreat this summer where we will be ensuring the process is still simplified. Pillar 4 project (Teaching and Learning) will be coming up with a plan on how that will be addressed and what the faculty would want to see.
11. **Full audience - Discussions Items**

1.a Zero Textbooks Cost Open Educational Resource – you may have to pay for accessibility or printing costs, the property part of it is available through an open resource license. We need to ensure the college is not paying for the printing costs in order to offer ZTC courses. Each Division will recruit a faculty member to define and publish ZTC and low-cost options.

1. **Chairs – Information Items**

1.a Student Complaints/ Student Conduct – There is already a board policy in place for student complaints, PC has the opportunity to draft language for students before submitting official complaints.

1. **Chairs – Discussion Items**

1.a Semester knows and unknowns – We plan on having more staff on campus this summer as the governor is planning on fully opening the state mid-June. We will be offering face to face and virtual options, look at your enrollment and make sure we are adjusting as needed.

1. **Other**

1. **Future Agenda Items**
2. **Adjourn – meeting adjourned at 4:44 pm**
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