## Enrollment Management Minutes

## 3:00pm – 5:00pm  September 13, 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, Michelle Miller, Osvaldo Del Valle, James Thompson, Mike Carley, Kim Behrens, Robert Simpkins, Jim Carson, Elizabeth Keele, Karen Bishop, Sarah Phinney, Kendra Haney, Sherie Burgess, Elizabeth Buchanan, Vickie Dugan, Frank Ramirez, Erin Wingfield, Patty Serrato, 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 – E. Keele/ K. Bishop**
3. **Approval of Minutes - Motion to approve minutes M/S/C – K. Haney/ J. Thompson**
4. **Full audience - Information Items**
5. Cambridge West Update – there will be a training set up over the next two months during this meeting with Ted Younglove from Cambridge West Partnership.
6. Banner 9 Update – we are still meeting weekly with the district office. The group is currently trying to mirror the waitlist process, Erin will keep us posted if training has to be postponed to a later date.
7. Student Services Update – Progress reports: all faculty will be receiving emails this week with dates and deadlines. Student vaccine incentive: $200 to students, we are working with Tiffany to distribute disbursements. Fraud: there has been an increase in fraud – the district will implement something district wide. If you see plagiarism with multiple students in the class, see if they have an address/phone number listed as it may be fraud (generally receive no response from the students who are potential fraud cases). Safe spaces will be available on campus. Teaching/Learning center team meeting now through December. Student ID: can do through the website. Student Clubs: Student Life Manager – Jasmine Quiones. Erin – Timely Care will be sending out information, many students have not heard of it. PC hired our first Wellness counselor on campus, announcement will come out soon. Behavior invention team: faculty please share this information, Erin will forward details.
8. Counseling Update – Counseling is providing services virtually and in person. There are workshops going on and the transfer fair is coming up. Patty will provide an updated list of counselors and the departments they work with.
9. OER/ZTC Update – Academic Senate is doing their own task force for OER/ZTC.
10. **Full audience - Discussions Items**

1.a Section Numbers – only impact asynchronous courses – Thad will follow up with Judy.

1.b Instructor Change Notifications for Canvas – the previously assigned instructor will receive notification that will give them a chance to go in and clean up the canvas shell.

1.c 2-year guaranteed scheduling of required courses – some predictability of when these courses are going to be scheduled. Be sure to invite your divisions counselor lead to these conversations.

1.d Winter Intersession – would be like early start classes for instructors interested in teaching.

1. **Chairs – Information Items**
2. **Chairs – Discussion Items**

1.a Cameras and mics in the classroom for recording/ simulcast – goal is to make most classrooms hy-flex classrooms.

1.b Spring schedule – due to Judy by noon 9/14/2021. We will use the same goal of 40% virtual and 60% face to face courses.

1.c Semester knowns and unknowns -same goal 40% virtual and 60% face to face.

1. **Other**

1. **Future Agenda Items**
2. **Adjourn – meeting adjourned at 4:48 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