## Enrollment Management Minutes

## 3:00pm – 5:00pm  November 22, 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, Mike Carley, James Thompson, Robert Simpkins, Jim Carson, Elizabeth Keele, Karen Bishop, Sarah Phinney, Kendra Haney, Sherie Burgess, Elizabeth Buchanan, Vickie Dugan, Frank Ramirez, Patty Serrato, Osvaldo Del Valle, Judy Fallert, Michelle Miller, Jonathan Miranda, Erin Wingfield, Miranda Warren, Carlos Rodriguez.

1. **Call to Order –** the meeting was called to order at 3:11 pm.
2. **Approval of Agenda - Motion to approve agenda M/S/C – J. Thompson/ E. Keele**
3. **Approval of Minutes - Motion to approve minutes M/S/C – V. Dugan/ K. Bishop**
4. **Full audience - Information Items**
5. Banner 9 Update – Training videos should be available shortly after December 27th. Jonathan is working with Thad and Bob to schedule time to discuss questions during Flex. There will be a soft launch February 22nd.
6. Student Services Updates – Faculty will be receiving an email this week about looking out for fraudulent enrollments. The covid team is working on an error report, Student Services will be following up with those students unable to register.
7. Counseling Update – Reminder – 19 faculty have not submitted their progress reports for 109 students. Please bring this up in your division meetings. We can have Ashley do a presentation on what areas are requiring progress reports and why. Erin recommended this is brought up during the adjunct orientation as well as division meetings. Counselors assigned to specific divisions have been reaching out to get on the agenda for division meetings, please reply to them and get them on your agenda before the end of term.
8. **Full audience - Discussions Items**

1.a Spring Committee Modality – the committee will continue to meet via Zoom for the spring semester.

1. b Spring Enrollment concerns & strategies – if anyone has flyers or materials to support low enrolled courses, Student Services will hand them out or email them as needed. Student Services will be reaching out to students and offering incentives. We need to be evaluating our numbers/courses on a weekly basis.

1.c Goal Setting for 2022-2025

1. **Chairs – Information Items**
2. **Chairs – Discussion Items**
   1. Summer/Fall 2022 modality – Judy is working on the schedule, please do your schedule on the spreadsheet until we are sure of what program we will be using.
3. **Other**

1. **Future Agenda Items**
   1. One-year schedule – one-year registration
2. **Adjourn – meeting adjourned at 5:01 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