## Enrollment Management Minutes

## 3:00pm – 5:00pm  October 24, 2022  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**: Thad Russell, Michelle Miller, Osvaldo Del Valle, James Thompson, Mike Carley, Kim Behrens, Erin Wingfield, Robert Simpkins, Elizabeth Keele, Elisa Queenan, Melissa Long, Karen Bishop, Kendra Haney, Vickie Dugan, Sherie Burgess, Judy Fallert, Frank Ramirez, Jonathan Miranda, Stephanie Olmedo-Hinde, 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 – J. Thompson/ K. Bishop**
3. **Approval of Minutes - Motion to approve minutes M/S/C – K. Haney/ E. Queenan**
4. **Full audience - Information Items**
5. Banner 9 Update – no updates.
6. Student Services Update – Academic Integrity - first offense the student would meet with the chair and the dean, multiple offenses would go to Erin. Board Policy has changed so we are working on updating forms, we will continue to follow the old process until everything is updated. There will be information added to the orientation for dual enrollment students regarding Academic Integrity. Strategic Planning – discussing outdated plans, the Enrollment Management Plan is one of them. Student Services is looking at a Transfer Career Internship center on campus, any faculty interested in this vision please discuss with division and provide your feedback.
7. Counseling Update – Thursday November 3 is the Transfer Fair 10:00 – 1:00 pm. Panel from 11:15-12:15 if anyone would like to volunteer – open up what university life would be like for sororities and fraternities. Wear your Greek letters or alumni shirts at the event. Pop-up counseling sessions in the quad – student ed plans and transfer checks to engage with students who may have not met with a counselor yet.
8. **Full audience - Discussions Items**

1.a Course Rotation – Judy will send out the previous course rotation list and Primavera and Bob will create a template to send to division chairs.

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

1.a Rising Scholars – we will need faculty to teach these classes, there will be a training held for instructors teaching inmate education. Do we hire a program coordinator to start, or would there be faculty willing to take a stipend to coordinate courses.

1.b Preferred Name Form – Jonathan presented the Preferred Name Change Form for review – Student Life will be emailing instructors to let them know of changes, instructors will manually edit their roster. The form will be uploaded into Important Forms.

1.c Historical/Current enrollments – the committee discussed previous numbers and current numbers and how we should look into these for future planning.

1. **Other**

1. **Future Agenda Items**

Review previous Enrollment Management Plan (the charge and goals)

1. **Adjourn – meeting adjourned at 4:54 pm.**
2. **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 units 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