## Enrollment Management Minutes

## 3:00pm – 4:00pm  February 26, 2024  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*.

**Attended**: Thad Russell, Primavera Arvizu, Michelle Miller-Galaz, Mike Carley, Kim Behrens, Elizabeth Keele, Frank Ramirez, Ethan Hartsell, Matthew Flummer, Rebecca Baird, Debbie Angeles, Stephanie Olmedo-Hinde, Vickie Dugan, Judy Fallert, Ian Onizuka, Tamara Warren, Stephanie Cortez, Miranda Warren.

1. **Call to Order 3:01 pm**
2. **Approval of Agenda**

**M/S/C: R. Baird/ E. Hartsell**

1. **Approval of Minutes**

**M/S/C: M. Carley/ F. Ramirez**

1. **Full audience - Information Items**
2. Banner 9 Update: No Update. ID Me – more students are opting out and have to come in person or make a virtual appointment to verify their information, this is a lengthy process to enter manually. False Positives – there were four students dropped from classes for possible fraud, if this is the case Student Services will email the instructor, chair and dean and verify it is okay to add the student back to the section they enrolled for.
3. Student Services Updates: No update.
4. Counseling Update: Counselors in the Quad will start March 11th 10:30-12:30 and will provide snacks. Divisions – please provide summer course offerings so counselors can work with students and their schedules.
5. **Full audience - Discussions Items** 
   * + 1. a Ability to evaluate our high school instructors – our MOU states we have the ability to evaluate instructors even though they are on the high schools payroll. Instructors will be evaluated the same way our adjuncts would be. We are discussing ways for students to be able to evaluate their instructors since it is all done through Evaluation Kit.
       2. b Enrollment Management Plan: Tabled.
6. **Other**

1.a **Summits with High Schools –** PHS was cancelled, will follow up. MHS – most divisions were present, would like to look at strategic offerings during the summer. GHS will meet March 8th 10-12pm. Summit HS will meet April 5th 10-12pm. Please have a representative present from each division.

1.bPlease have instructor syllabi ready early to insure students get their textbooks ordered.

1.c Debbie will be following up with instructors to insure they are meeting their requirement of two RSI’s (Regular Subsidiary Interaction) a week. The MOU is ready for our captioning grant and we will soon have a Turnitin subscription.

1. **Future Agenda Items:**
2. **Adjourn 4:01 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 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