

PORTERVILLE COLLEGE

Enrollment Management/Division Chairs Minutes

3:00 PM – 5:00 PM • Monday, November 25, 2013 • L-405

Co-Chairs: Bill Henry and Richard Goode

Present:

Kim Behrens, Michael Carley, Bret Davis, James Entz, Judy Fallert, Val Garcia, Richard Goode, Lupe Guillen, Jay Hargis, Bill Henry, Miles Vega and Ann Marie Wagstaff

Absent:

Craig Britton, Erin Cruz and Arlitha Williams-Harmon

- I. **Preliminaries**
 - A. **Call to Order**

The meeting was called to order by Mr. Goode at 3:04pm.
 - B. **Approval of Agenda**

Approval of the November 25, 2013 Enrollment Management Agenda as amended was moved by Miles Vega, seconded James Entz and carried with consensus of sub-committee.
 - C. **Approval of Minutes**

Approval of Enrollment Management Minutes from October 28, 2013, moved by Jay Hargis, seconded Miles Vega and carried with consensus of sub-committee.
- II. **Information Items**
- III. **Enrollment Management Items**
 - A. **Enrollment Plan Goals – Michael Carley**
 - Goal 1: The Vice Presidents positions at Porterville, Cerro Coso and Bakersfield Colleges are filled. Mr. Henry will approach the subject during the next VP meeting. It is undetermined at this time if this goal is unfeasible; however, the timeline might need to be adjusted. *Discussion ensued.*
 - Goal 2: 88% of all available degrees at Porterville College have been converted to transfer degrees in accordance with SB1440. A child Development, Geography and English transfer degrees are in the works. This goal has been determined implemented, and procedures are in place.
 - Goal 3: Mr. Carley reviewed the enrollment and projection data from area High schools. Summit Charter Collegiate Academy (SCCA) did not get onto the application form and students were unable to select it; therefore, these students are not part of the data. Mr. Carley stated something needs to be done, so new High Schools do not get left out of the data. *Handout provided.* Mr. Goode asked if the outliers, such as, home schooled children and reservation students are included in the data; these students are not included. *Discussion ensued.*

- Goal 4: Nothing to report at this time.
- Goal 5: Departments that are in the process of adding hard prerequisites on classes are Social Science (English level 2), Science/Math and Art. All hard prerequisites in Area A-3 on the IGETC have been added. Mrs. Fallert will compile a list and have available at the next meeting all classes that already have or have added a hard prerequisite. Mr. Vega requested
- Goal 6: Completed; determined not feasible (see minutes dated, October 22, 2012). *Discussion ensued.*

IV. Division Chairs Items

A. Scheduling Notes: Terms Courses are Offered

Dr. Wagstaff reviewed the format Language Arts created to assess their SLOs, which also, shows the next semester a class will be offered. It has been requested all Division Chairs bring a similar format of when classes are offered and SLO assessment schedule to the next meeting.

B. Budget Request & Annual Program Review Update – Richard Goode

All request submitted for the one-time monies should be on the department's program review/updates until the item is purchased; not ignored until special funds are available. These requests help with the planning process and meet Accreditation Standards. *Discussion ensued.*

V. Other

VI. Future Agenda Items

A. Enrollment Plan Goals

B. Scheduling Notes: Terms Courses are Offered

Adjournment:

**Meeting was adjourned at 3:49pm. Next scheduled meeting –
3:00pm, Monday, January 27, 2013, L-405**