

PORTERVILLE COLLEGE

Enrollment Management/Division Chairs Minutes

3:00 PM – 4:00 PM • Monday, January 27, 2014 • L-405

Co-Chairs: Bill Henry and Richard Goode

Present:

Kim Behrens, Craig Britton, Michael Carley, Erin Cruz, Bret Davis, James Entz, Judy Fallert, Val Garcia, Richard Goode, Lupe Guillen, Jay Hargis, Bill Henry, Miles Vega, Ann Marie Wagstaff and Arlitha Williams-Harmon

Absent:

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

The meeting was called to order by Mr. Henry at 3:03pm.
 - B. **Approval of Agenda**

Approval of the January 27, 2014 Enrollment Management Agenda was moved by Miles Vega, seconded Richard Goode and carried with consensus of sub-committee.
 - C. **Approval of Minutes**

Approval of Enrollment Management Minutes from January 17, 2014, moved by Jay Hargis, seconded Richard Goode and carried with consensus of sub-committee.
- II. **Information Items**
- III. **Enrollment Management Items**
 - A. **One-Time Money Request – Arlitha Williams-Harmon**

Mrs. Williams-Harmon went over the one-time money FOAPAL's each department will use.
Handout provided
- IV. **Division Chairs Items**
 - A. **C-ID and Transfer Model Curriculum – Miles Vega**

Mr. Vega requests once a course receives curriculum approval an email from the department's division chair are sent to him. He will submit the course once he receives the email.
Keep in mind:
 - 1. All courses that have a C-ID descriptor will have C-ID #.
 - 2. All courses within a transfer model curriculum must have C-ID #.
 - 3. If the course does not have a descriptor and it is part of a transfer model curriculum; then, you must use articulation in the major from assist course to major.
 - B. **Scheduling Notes: Terms courses are offered – Judy Fallert**

If anyone has a note to go with an infrequent course they would like to add into the spring schedule, email the information to Mrs. Fallert.

C. Date/Process for Repeat Form – Ann Marie Wagstaff

The committee discussed the process for the repeat course forms. The repeat forms by procedures cannot be submitted to Admissions & Records until two weeks after open enrollment.

In the future, Admissions & Records will allow students to pick up the repeat forms the first day of open enrollment, but will not except them back until two weeks after open enrollment begin. *Discussion ensued.*

D. Fall Schedule/Load

As of this morning, PC's FTES target is at 98%. The comprehensive target is at 99%. There are issues with under load and overload within the 4 and 5 credit courses. If a faculty under loads too many semesters, by contract PC administration, can mandate an overload. For example, if a faculty carries under load for three terms he or she must make up the entire overload in the fourth term.

Mr. Henry states there are to be no more under load classes and suggest the divisions get creative with schedules. He wants to stay within the .97 and 1.03 on 4 and 5 unit courses. Any one carry under load or using banked load must have pre approval first. *Discussion ensued.*

V. Other

VI. Future Agenda Items

A. Enrollment Plan Goals

Adjournment:

**Meeting was adjourned at 3:54pm. Next scheduled meeting –
3:00pm, Monday, February 10, 2014, L-405**