



**Learning Environment and Academic Policy Committee**  
**11:10 a.m., April 28, 2022**  
**Board Conference Room**

MINUTES

**Present:**

|                                       |  |
|---------------------------------------|--|
| Va Savu                               | Chairperson/Dean of Academic Affairs                     |
| Dr. Elizabeth Switaj                  | Vice President of Academic and Student Affairs           |
| Rigieta Lord                          | Dean of WAVES  |
| Dr. Sandra Hamilton                   | Associate Dean of Instructional Quality and Innovation   |
| Jemimah Razalan                       | Associate Dean of Learning Support                       |
| Demiana Kumoru ( <b>Not Present</b> ) | Director of Counseling (Student Services Representative) |
| Ana Bulavakarua                       | Liberal Arts Department Representative                   |
| Karalaini Osborne                     | Developmental Education Department Representative        |
| Michael Corpus ( <b>Not Present</b> ) | STEM Department Representative                           |
| Dr. Rebecca Raab                      | Elementary Education Department Representative           |
| Mylast Bilimon ( <b>Not Present</b> ) | Marshallese Studies Department Representative            |
| Meliser Saimon                        | Nursing Department Representative                        |
| - Vacant -                            | ABE Representative                                       |
| Tobias Atlaia ( <b>Not Present</b> )  | SGA Representative                                       |

**Attendees via ZOOM**

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The Learning Environment and Academic Policy Committee meeting for April 2022, was called to order by the Dean of Academic Affairs at 11:15 a.m.

1. **Recite MISSION**
  - a. The Developmental Education Department's Representative recited the mission.
  - b. Before the meeting began, the Chairperson reminded the Committee members of the Four Cores of the Learning and Teaching Rebbelip.
2. **Review of the Previous Meeting Minutes**
  - a. As per the Chair, the previous meeting minutes from March 24, 2022, will be shared with the LEAP Committee members after they were compared and compiled with the other members' notes.



- i. The Secretariat Officer was not present in the meeting held on March 24, 2022.

### 3. Accreditation

- a. **Standard II.A:** If the institution offers a pre-collegiate level curriculum, it distinguishes that curriculum from a college-level curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college-level curriculum.
  - i. The LEAP Committee members thoroughly discussed the meaning of “pre-collegiate level” curriculum and if this was currently offered at CMI.
  - ii. The LEAP Committee discussed how CMI had aligned its curriculum with its developmental courses and credit level courses.
    1. The ABE’s Reading and Math courses had also been aligned to the CMI curriculum.
  - iii.

### 4. Matters from the Previous Meeting

- a. Honors Program Proposal
  - i. The Liberal Arts Department Representative shared the Faculty Senate’s feedback, regarding the *Honors Program Proposal*.
    1. However, there were no objections from the Faculty Senate in regards to the proposal.
    2. It was recommended that the dates in the document’s *Program Timeline* be adjusted.
      - a. The Chairperson/Dean of Academic Affairs was to ensure that the recommended timeline was adjusted before the proposal moved forward for the EC’s review and consideration for approval.
  - ii. After the LEAP Committee had their final review, the Dean of WAVES moved to approve the *Honors Program Proposal*, seconded by the Nursing Department’s Representative. The motion was passed unanimously by the majority with one abstention.

#### 1. DECISION

- a. **Subject to the recommendation to adjust the timeline, the *Honors Program Proposal*, was accepted, as projected.**

### b. Meta-Majors

- i. The Chairperson requested that this be deferred to be tabled in the next LEAP Committee meeting.
  1. A document on meta-majors was to be finalized by the Dean of Academic Affairs, the Associate Dean of Instructional Quality and



- Innovation, the LA Department's Representative, and the STEM Department's Representative, and shared with the LEAP Committee members.
- ii. The Chairperson asked the LA Department's Representative to share and advise the Faculty Senate on researching information and advantages regarding meta-majors programs.
  - c. [ESAL - Teaching and Learning Within a Guided Pathways Framework](#) (Engaging Students with Adaptive Learning)
    - i. The Chairperson shared the following from the *ESAL* document, (P.26, Paragraph 2), with the LEAP Committee members:
      1. "Faculty members alone will not be able to scale program-relevant applied learning experiences. Nor will they be able to ensure that there is an institution-wide commitment to equity-minded, asset-based teaching improvement. And while student engagement certainly happens in the classroom, it should also happen in every interaction a student has with the college."
        - a. The Chairperson shared the document's "**campus conversation starters**," with the LEAP Committee members.
      - ii. The LEAP Committee members recommended that the *ESAL* document be shared with the Faculty during their next orientation/in-service.
        1. The Chairperson shared the importance of developing a survey in terms of Faculty's awareness regarding the institution's guided pathway program before the Faculty are given the CCSSE survey.
      - iii. The Chairperson/Dean of Academic Affairs considered sharing the document during her meeting with the Faculty.
      - iv. The Chairperson was considering coordinating with the Associate Dean of Instructional Quality and Innovation in terms of sharing the document and developing implementation plans to be used in the classrooms with each department's Chairperson.
      - v. The VPASA shared results from the *CMI's 2020 CCFSSE (Community College Faculty Survey of Student Engagement)*, regarding the faculty's awareness of CMI's "guided pathways."
        1. CMI's SLO Assessments were discussed by the committee.
        2. The LEAP Committee members recommended that the *ESAL* document be shared with the faculty during their next orientation/in-service.
          - a. The Chairperson shared the importance of developing a survey in terms of faculty's awareness regarding the



institution's "guided pathway" program before the faculty are given the CCSSE survey.

- vi. The Chairperson/Dean of Academic Affairs authorized the LEAP Committee members, who preferred hard copies of the *ESAL* document, to obtain their copies from the Media Department.

1. There were 4 members that preferred a hard copy of the *ESAL* document.

- d. Academic Renewal Policy

- i. The LEAP Committee had their final review of the *Academic Renewal Policy*.
  - ii. The Liberal Arts Department's Representative made a motion to approve the policy, seconded by the Associate Dean of Instructional Quality and Innovation. The motion was successfully passed by the majority with no abstentions.

1. **DECISION**

- a. **Having no modifications, the *Academic Renewal Policy*, was approved, as presented.**

5. New Matters Arising

- a. Dual Enrollment Policy (CMI Policy No. 365)

- i. The LEAP Committee had their final discussion regarding the *Dual Enrollment Policy*.
    - ii. The definition of "*qualified students*" was clarified and finalized by the LEAP Committee.
    - iii. The Chairperson/Dean of Academic Affairs shared CMI's past experiences regarding previous students that had been enrolled in the program.
    - iv. After being thoroughly reviewed, the Liberal Arts Department's Representative made a motion for the LEAP Committee to accept the *Dual Enrollment Policy (CMI Policy No. 365)*.
    - v. The motion was seconded by the Dean of WAVES, and was successfully passed by the majority with no abstentions.

1. **DECISION**

- a. **With no modifications, the *Dual Enrollment Policy (CMI Policy No. 365)*, was approved, as projected.**

- b. Grades and Grading Draft Policy, Procedures, and Forms

- i. This was deferred to the LEAP Committee's next meeting.

6. Other Matters

- a. **Internal Survey for Faculty**



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- i. The Chairperson/Dean of Academic Affairs reminded the members of considering the development of an internal survey for the faculty, in relation to CMI’s “guided pathways” and the *ESAL* report.


**7. Adjournment**


- a. The Learning Environment and Academic Policy Committee’s meeting for April 28, 2022, was adjourned at 12:09 p.m.

Submitted By:

Concurred By:

Approval Date:

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August 4, 2022

Meria N. Bollong  
Secretariat Officer, EC

Vasemaca Savu, Dean of Academic Affairs  
Chairperson, LEAP Committee