



P.O. box 1258  
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

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**Learning Environment and Academic Policy Committee**  
**4:00 p.m., August 4, 2022**  
**Rescheduled Meeting**  
**Board Conference Room**

MINUTES

**Present:**

Va Savu	Chairperson/Dean of Academic Affairs
Dr. Elizabeth Switaj	Vice President of Academic and Student Affairs
Lucinda Peter	<i>for</i> 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 ( <b>Excused</b> )	Liberal Arts Department Representative
Karalaini Osborne	Developmental Education Department Representative
Michael Corpus ( <b>Not Present</b> )	STEM Department Representative
- Vacant -	Elementary Education Department Representative
Mylast Bilimon	Marshallese Studies Department Representative
Nembu Jodi	<i>for</i> Nursing Department Representative
- Vacant -	ABE Representative
Carnie Reimers/Lucky Laik	SGA Representative I/SGA Representative II

**Attendees via ZOOM**

The Learning Environment and Academic Policy Committee's Special Meeting was called to order by the Dean of Academic Affairs at 4:15 p.m.

**1. Recite MISSION**

- The SGA Representative II recited the mission.
- Before the meeting began, the Chairperson asked the SGA Representative II to read aloud the Four Cores of the Learning and Teaching Rebbelip.

**2. Review of the Previous Meeting Minutes**

- After the minutes for April 28, 2022, were carefully reviewed, the Marshallese Department Representative made a motion to approve, seconded by the



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Developmental Educations Department Representative. The motion was passed unanimously by the majority with no abstentions.

**i. DECISION**

- 1. Having no modifications, the minutes for April 28, 2022, were approved, as presented.**

**3. Accreditation**

- a. Standard II.A.6.:** The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education.

- i.** The Nursing Department Representative read the standard for the committee.

- 1.** As the committee members discussed the standard, the SGA Representative II suggested that there should be better advising for the CMI students.

**4. Matters from the Previous Meeting**

**a. Meta-Majors**

- i.** The Chairperson appointed the Developmental Education Department Representative and the SGA Representative II, to assist the Liberal Arts Department Representative in completing the assigned task regarding the meta-majors.

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

- i.** This was deferred to the LEAP Committee's next meeting to allow more time for the respective senates to review.

- 1.** The next meeting had been scheduled for September 22, 2022.

**5. New Matters Arising**

**a. Textbooks and Supplementary Instructional Materials (CMI Policy No. 369)**

- i.** The Chairperson deferred to the next LEAP Committee meeting, allowing the members their "first read" of the document.

**b. Academic Honesty for Students (CMI Policy No. 370)**

**i. Academic Dishonesty Report Form**

- 1.** After being shared, the Chairperson allowed the members their "first read" of the documents.

- a.** As a result, both documents were deferred and were to be reviewed in the next LEAP Committee meeting on September 22, 2022.

**c. Continuity of Learning and Teaching Policy (CMI Policy No. 375)**

- i.** The VPASA briefly shared the **Continuity of Learning and Teaching Policy (CMI Policy No. 375)** with the LEAP Committee members.



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1. The Chairperson deferred to the next meeting, September 22, 2022, and allowed the members their “first read” of the document.
- d. Faculty Guidelines for Addressing Students of Concern
  - i. Although this did not need approval, the Faculty Senate and the SGA were given a chance to review and provide feedback before the next LEAP meeting.
- e. Transfer of Credit (CMI Policy No. 384)
  - i. The VPASA presented the **Transfer of Credit (CMI Policy No. 384)** to the members.
    1. The Chairperson deferred the policy to the next LEAP meeting, to allow members their “first read.”

**6. Other Matters**

- a. Is there a need to do an internal survey on Faculty knowledge and experience with the Guided Pathway based on ESAL Report? (Deferred from the Previous Meeting)
  - i. It was agreed by the Chairperson and the majority of the members that the issue would be discussed further during the Faculty Symposium, which was scheduled for August 5, 2022.

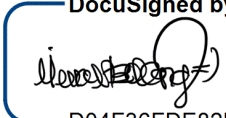
**7. Adjournment**

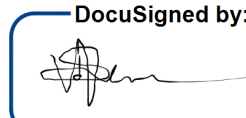
The LEAP Committee’s Special Meeting was adjourned at 4:54p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:  
  
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 Meria N. Bollong  
 Secretariat Officer, EC

DocuSigned by:  
  
 D20AD532EC5B4CC...  
 Vasemaca Savu, Dean of Academic Affairs  
 Chairperson, LEAP Committee

September 22, 2022

**Certificate Of Completion**

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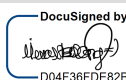
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Va Savu  
 vsavu@cmi.edu  
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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