



CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: emc@cmi.edu

**Enrollment Management Committee
11:10 a.m. Thursday, October 19, 2023
BoR Conference Room**

MINUTES

PRESENT:

Dr. Elizabeth Switaj

Chairperson/Vice President, Academic and Student Affairs

Vasemaca Savu

Dean of Academic Affairs

Rigieta Lord

Dean, WAVES

Meyar Laukon

Assoc. Dean of Student Equity & Engagement

Jemimah Razalan

Associate Dean of Learning Support

Cheryl Vila

Director, IRA

Pradeep Prakash*

Director, FABS

Jomi Capelle

Director of Admission

Monica Gordon

Registrar

Kelly Sinkey

Faculty Senate Representative

Jimmy Jamos*

Staff Senate Representative I

Lisa Jeran*

Staff Senate Representative II

Tristan Horiuchi

SGA Representative/SGA Vice President

Attendees via ZOOM

Desmond Narain Doulatram

Faculty Senate, LA Co-Chairperson

On Leave

Vacancies

Vacant

Dean of Student Success

Vacant

Director, Financial Aid Office

*** Not Present**

The *second* EMC meeting for October 2023, was called to order by the Chairperson at 11:13 a.m.

The mission statement was recited by the Registrar. The EMC Chairperson briefly welcomed all the members present before convening with the meeting.



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I. Review of the Meeting Minutes

A. September 21, 2023 (Draft)

1. Returning from her annual leave, the Secretariat Officer informed the EMC members that the meeting minutes of September 21, 2023, were in the process of being finalized and should be disseminated to the members before the end of the day at 5:00p.m.
 - a) The Secretariat Officer was to disseminate the meeting minutes and members were to vote on them electronically.

II. Report Back from the EC/BOR

- A. The Chairperson/VPASA shared that the CMI Policy 346, Accommodation for Students with Disabilities, was currently in the review process by the Executive Council.

III. Secretariat Report

- A. The Executive Council's Secretariat Officer updated the EMC regarding pending meeting minutes and the pending 2022-2023 Annual Assessment Report, which had been approved by the Executive Council during their October 4, 2023, meeting.

IV. SGA Report

- A. The SGA Representative informed the EMC members of the upcoming Trunk or Treat activity and a welcome party, to be hosted by the SGA.
- B. In addition, the SGA Representative/SGA Vice President shared with the EMC that the SGA budget for 2023-2024, had been approved.

V. EMW Monitoring Outcome

- A. **Follow up on 7.1:** Per minutes of 9/7: The Faculty Representative was to inquire in terms of challenges, should there be any, from the faculty members teaching courses offered at the other CMI Centers.
 1. There was no update in regards to the follow-up on EMW Monitoring Outcome 7.1.
- B. **Outcome 7.3:** Support faculty engaged in open and online learning through professional development opportunities.
 1. The Dean of Academic Affairs shared her thoughts regarding CMI and the EMW monitoring outcome.
- C. **Survey of outcome areas**
 1. There was still no comments/feedback regarding the [Survey of outcome areas](#) from the respective senate groups.

VI. Accreditation



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- A. [Scheduling survey](#) - sent to students 8/22 and will remain open until Sep. 30
1. The VPASA informed the EMC members that incentives were in progress for the survey participants.
 2. The EMC thoroughly discussed the [Scheduling survey](#) results and the preferred “instructional mode” at CMI.
 - a) The Faculty Senate Representative shared challenges regarding the 8 weeks courses.
 - (1) As per the Chairperson/VPASA, the challenges were to be taken into consideration in developing the next academic calendar.
 - b) The EMC discussed the importance of strengthening the student’s program identities.
 - (1) As a result, the need for an SGA Senator for the Development Education’s students was carefully discussed by the EMC.
 - (a) Development of ideas were to be tabled in the next EMC meeting.
- B. Follow up on 2.8: [Student Engagement Event Reporting Protocol](#)
- C. **Standard 2.4:** The institution communicates clear, accurate, and accessible information regarding programs, services, and resources that foster success in students’ unique educational journeys.
1. Criterion: The institution regularly reviews its communication practices, policies, procedures to ensure clarity, consistency, accuracy, and relevance.
 - a) The EMC thoroughly discussed better ways to direct students in terms of the CMI website.
 - (1) The need for the IT department to conduct a survey on the usage of the CMI website was also discussed by the EMC.
 - (a) The recommendation of developing a mass text system within the CMI community was carefully discussed by the members.
 - (i) A need to develop a Communications Policy was recommended by the EMC.
 - (a) The Chairperson/VPASA was to share EMC’s recommendations to the Executive Council.
- D. **Team Recommendation:** In order to increase effectiveness, the team recommends the College update its recordkeeping system to consistently maintain student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place. (Standard II.C.8)
1. The team recommendation was in progress and was tasked to the Dean of WAVES and the Admissions Director.



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VII. Matters Arising from the Previous Meeting

A. Moving to a credit hour based on 45 hours of student effort

1. Draft policy

a) After being carefully reviewed, the Dean of Academic Affairs made a motion to approve the Draft policy. The Faculty Senate Representative seconded the motion and the motion was successfully carried by the majority, with no abstentions.

(1) DECISION

(a) With no modifications, the Draft policy, was approved as presented.

2. Example of 2024-2025 calendar if this change is made

a) The Dean of Academic Affairs shared the Example of 2024-2025 calendar if this change is made with the EMC members.

VIII. Reports from the Subcommittees and Working Groups

A. Admissions Board

1. There was no update from the Admissions Board.

B. Calendar and Catalog

1. There was no update from the Calendar and Catalog subcommittee.

C. Placement

1. There was no update from the Placement subcommittee.

D. CIAO - Career, Internship, Apprenticeship, and Opportunities

1. The Dean of WAVES was not present in the meeting.

E. Residence Life Admission

1. "Refund form" for Residence Hall students to fill out (see minutes of 5/4)

a) The Associate Dean of Student Equity and Engagement shared with the EMC members that there was to be no meeting until next semester, Spring Semester 2024.

F. Taskforce for development of a pre-semester Moodle activity to increase student familiarity with key policies, services, etc. (see minutes of 5/4)

1. This was to be worked on by the Associate Dean of Student Equity and Engagement, the Associate Dean of Learning Support, one Faculty Senate Representative, and one SGA Representative.

IX. New Matters Arising

A. Student Handbook - should this be a taskforce?

1. In developing a Student Handbook, the Associate Dean of Student Equity and Engagement was to form a task force.

a) More information was to be provided in the next EMC meeting.



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X. Adjournment

The *second* EMC meeting for October was adjourned at 11:50 a.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

D04F36FDE82B468...
Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

89BEB3BDDC23455...
Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

11/2/2023