



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, November 2, 2023
BoR Conference Room**

MINUTES

PRESENT:

Dr. Elizabeth Switaj*

Meyar Laukon

Vasemaca Savu

Rigieta Lord*

Jemimah Razalan

Pradeep Prakash*

Jomi Capelle

Monica Gordon

Kelly Sinkey

Desmond Narain Doulatram*

Jimmy Jamos

Lisa Jeran*

Tristan Horiuchi

Chairperson/Vice President, Academic and Student Affairs

Designated Chairperson/Assoc. Dean of Student Equity and Engagement

Dean of Academic Affairs

Dean, WAVES

Associate Dean of Learning Support

Director, FABS

Director of Admission

Registrar

Faculty Senate Representative

Faculty Senate, LA Co-Chairperson

Staff Senate Representative I

Staff Senate Representative II

SGA Representative/SGA Vice President

Duty Travel

Cheryl Vila

Director, IRA

Vacancies

Vacant

Dean of Student Success

Vacant

Director, Financial Aid Office

*** Not Present**

The *first* EMC meeting for November 2023 was called to order by the designated Chairperson at 11:19 a.m.

The mission statement was recited by all the members of the EMC. The EMC's designated 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. After being reviewed, the Faculty Senate Representative made a motion to approve the draft minutes of September 21, 2023. The motion was seconded by the Registrar and carried successfully by the majority, with no abstentions.

a) DECISION

- (1) With no corrections, the minutes of the meeting held on September 21, 2023, were approved.

B. October 19, 2023 (Draft)

1. The Dean of Academic Affairs made a motion to approve the meeting minutes for October 19, 2023. The Registrar seconded the motion and it was successfully passed by the majority, with no abstentions.

a) DECISION

- (1) With no modifications, the meeting minutes for October 19, 2023, were approved, as presented.

II. Report Back from the EC/BOR

- A. There was no updated report from the Executive Council and the Board of Regents relevant to the EMC.

III. Secretariat Report

- A. The Executive Council's Secretariat Officer updated the EMC regarding the committee's pending meeting minutes.

IV. SGA Report

- A. The SGA Representative informed the members regarding the outcome of the SGA's Trunk or Treat event.
- B. The SGA Representative also updated the members regarding the SGA's upcoming welcome party.

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. The EMC discussed faculty challenges regarding the 8 week courses.

- B. **Outcome 7.3:** Support faculty engaged in open and online learning through professional development opportunities.



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1. As per the Dean of Academic Affairs, the outcome was being addressed and was in progress.
 - a) The EMC recommended that two faculty members be included as part of the Calendar and Catalog subcommittee.

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

A. Scheduling survey - sent to students 8/22 and will remain open until Sep. 30

1. With the absence of the VPASA, there was no update regarding the Scheduling survey.

B. Follow up on 2.8: Student Engagement Event Reporting Protocol

C. **Standard 2.5:** The institution holds itself accountable for students' success by scheduling courses in a manner that ensures degree and certificate programs can be completed in the expected period of time.

1. Review Criterion: The institution schedules classes in alignment with student needs and program pathways to ensure students have the opportunity to complete programs (including baccalaureate programs, if offered) within a reasonable period of time.
 - a) The EMC discussed the unavailability of needed courses offered at CMI for the students that were graduate candidates.
 - (1) The following were discussed:
 - (a) The lack of instructors at CMI
 - (b) Independent study and the importance of advising the students.

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.

VII. Matters Arising from the Previous Meeting

- A. There were no matters arising from the previous meeting.

VIII. Reports from the Subcommittees and Working Groups

A. Admissions Board

1. There was no update from the Admissions Board.



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B. Calendar and Catalog

1. The EMC members selected Ms. Kelly Sinkey from the Faculty Senate and Mr. Jimmy Jamos from the FABS department to be part of the Calendar and Catalog committee.

C. Placement

1. Although there was no update regarding the Placement subcommittee, the Admissions Director informed the members that the placement test had been scheduled for December 8, 2023.
 - a) For dual enrollment students, the placement test date had not been confirmed.

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

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

E. Residence Life Admission

1. According to the Associate Dean of Student Equity and Engagement, there was no update regarding the Residence Life Admission subcommittee.

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.
 - a) As per the Associate Dean of Student Equity and Engagement, the idea of developing activities in Moodle to increase student familiarity with the institution's key policies, services, etc., was currently in progress by the Learning Designer.

G. [Student Handbook and Guide](#)

1. The designated Chairperson shared the [Student Handbook and Guide](#) with the EMC members.
 - a) The members were given their "first read" of the document presented.

IX. New Matters Arising

A. Graduation Steering TOR

1. With the confirmation from the Secretariat Officer for the Executive Council, the Associate Dean of Student Equity and Engagement shared with the EMC members that the Graduation Steering TOR had been forwarded for the Executive Council's review and consideration.

X. Adjournment

The *first* EMC meeting for November was adjourned at 11:57 a.m.



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Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer
Executive Council

DocuSigned by:

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Meyar M. Laukon,
Associate Dean of Student Equity and Engagement
Designated Chairperson, EMC