



**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](mailto:emc@cmi.edu)

**Enrollment Management Committee  
11:10 a.m. Thursday, September 21, 2023  
BoR Conference Room**

**MINUTES**

**PRESENT:**

Dr. Elizabeth Switaj

Vasemaca Savu\*

Tarry Henos

Meyar Laukon

Jemimah Razalan

Cheryl Vila\*

Pradeep Prakash\*

Jomi Capelle

Monica Gordon

Kelly Sinkey

Jimmy Jamos

Lisa Jeran\*

Tristan Horiuchi

Chairperson/Vice President, Academic and Student Affairs

Dean of Academic Affairs

*for* Dean, WAVES

Assoc. Dean of Student Equity & Engagement

Associate Dean of Learning Support

Director, IRA

Director, FABS

Director of Admission

Registrar

Faculty Senate Representative

Staff Senate Representative I

Staff Senate Representative II

SGA Representative

**Attendees via ZOOM**

Desmond Narain Doulatram

Faculty Senate, LA Co-Chairperson

**On Leave**

**Vacancies**

Vacant

Vacant

Dean of Student Success

Director, Financial Aid Office

**\* Not Present**

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The *second* EMC meeting for September 2023, was called to order by the Chairperson at 11:10 a.m.

The mission statement was recited by the Staff Senate Representative I. 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 7, 2023 (Draft)**

1. After being reviewed, the Associate Dean of Student Equity and Engagement made a motion to approve the meeting minutes. The Registrar seconded the motion, as it was carried unanimously, by the majority, with one abstention.

#### **a) DECISION**

**(1) With no corrections, the meeting minutes for [September 7, 2023 \(Draft\)](#) , were approved.**

## **II. Report Back from the EC/BOR**

- A. As per the Chairperson/VPASA, there were no updates from the Executive Council and the Board of Regents.

## **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 was on the agenda.

## **IV. SGA Report**

- A. As per the SGA Representative, the SGA Senators have started conducting their meetings.
- B. In addition, the SGA Representative informed the EMC members of the upcoming Club Rush that was to be hosted by the SGA.

## **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 7.2:** Enhance traditional courses with open learning resources.
  1. The EMC thoroughly discussed and clarified what was meant by "open learning resources."
    - a) As per the VPASA, the Associate Dean of Quality Instructions & Innovations was to be asked to provide a report in regards to the outcome 7.2.



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(1) The report was to be shared in the upcoming EMC meetings.

C. [Survey of outcome areas](#)

1. The [Survey of outcome areas](#) was deferred.

## VI. Accreditation

A. [Scheduling survey](#) - sent to students 8/22 and will remain open until Sep. 30

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 has mechanisms for ensuring effective communication with its students in multiple modalities regarding the programs, services, and resources available to support the student journey.

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 EMC thoroughly discussed how the review criterion was practiced at CMI.

a) Some of the discussions included:

(1) The CMI website and the challenges students encounter.

(2) Better communication in terms of sudden changes that might occur.

(3) Including new policies in the CMI newsletter, the Jilel.

(a) The recommendation was to be brought forth with the SLT.

2. Discussions regarding the team recommendation were deferred.

## VII. **Matters Arising from the Previous Meeting**

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

1. [Draft policy](#)

a) The [Draft policy](#) was deferred and was still awaiting faculty feedback.

2. [Example of 2024-2025 calendar if this change is made](#)

B. [2022-2023 Committee Assessment](#)

1. The Admissions Director made a motion to approve the [2022-2023 Committee Assessment](#). The Faculty Senate Representative II seconded the motion as it was successfully passed, by the majority, with no abstentions.



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**a) DECISION**

(1) **Having no modifications, the [2022-2023 Committee Assessment](#), was approved, as presented.**

**C. [High-School Equivalency Programs Graduation Policy](#)**

1. After being carefully reviewed, the Admissions Director made a motion to approve the [High-School Equivalency Programs Graduation Policy](#). The Faculty Senate's L.A. Department's Co-Chairperson seconded the motion as it was passed successfully, by the majority, with no abstentions.

**a) DECISION**

(1) **With no corrections, the [High-School Equivalency Programs Graduation Policy](#), was approved, as projected.**

**VIII. Reports from the Subcommittees and Working Groups**

- A. Admissions Board
- B. Calendar and Catalog
- C. Placement
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
- 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. This was to be discussed further in the next EMC meeting.

**X. Adjournment**

The *second* EMC meeting for September was adjourned at 11:45 a.m.



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Submitted By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Meria N. Bollong', enclosed in a blue DocuSign signature box.

D04F36FDE82B468...

Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Dr. Elizabeth Switaj', enclosed in a blue DocuSign signature box.

898EB3BDDC23455...

Dr. Elizabeth Switaj, VPASA  
Chairperson, EMC

Approval Date:

11/2/2023