



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

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: emc@cmi.edu

Enrollment Management Committee
11:10 a.m. Thursday, January 19, 2023
CCCR Room 2

MINUTES

PRESENT:

Dr. Angela Franklin
Jomi Capelle

Chairperson/Dean of Student
Vice Chairperson/Director of Admission

Dr. Elizabeth Switaj
Vasemaca Savu
Rigieta Lord (**On Leave**)
Jemimah Razalan
Meyar Laukon
Cheryl Vila
Pradeep Prakash
Sali Andrike
Monica Gordon
Oyinade Ogunmokun
Dr. Rebecca Raab
John Villafania (**On Leave**)
- Vacant -
Logan Lelet

Vice President, Academic and Student Affairs
Dean of Academic Affairs
Dean, WAVES
Associate Dean of Learning Support
Assoc. Dean of Student Equity & Engagement
Director, IRA
Director, FABS
Director, Financial Aid
Registrar
for Faculty Senate, LA Chairperson
Faculty Senate Representative
Staff Senate Representative I
Staff Senate Representative II
SGA Representative/SGA VP

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

The mission statement was recited by the Chairperson/Dean of Student Success.

I. Approval of the Previous Meeting Minutes

A. TAs per the Secretariat Officer and the Chairperson, the previous meeting minutes were to be shared with the EMC members via email.

II. Report from the EC/Board of Regents

A. The VPASA informed the members of the committee that the **Graduation Policy and Forms**, were approved by the Executive Council on November 16, 2022.

III. Secretariat Officer's Report



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- A. As per the Secretariat Officer, the EMC RSA 2022-2023 and the Annual Assessment Report 2021-2022, were also approved by the Executive Council on November 16, 2022.
- i. The EMC meeting minutes have been updated and posted on the CMI website.

IV. SGA Representative's Report

- A. The SGA Representative shared the following issues with the EMC:
- i. Uliga Residential Hall
 - a) Pipe Leakages
 - b) Some bathrooms weren't working properly.
 - c) Other student necessities, such as study desks/chairs, meal plans, etc., were also discussed by the EMC.
 - ii. Arrak Residential Hall
 - a) Students are requesting shower curtains.
- B. The EMC thoroughly discussed ways students can report their complaints and the importance of the complaints to be addressed in a timely manner.
- i. The EMC members discussed and recommended the inclusion of the Physical Plant Director to be a member of the EMC.
- C. The EMC members discussed the need to realign priorities regarding the students, especially the students residing in the Residence Halls.
- D. A formal recommendation was to be drafted and submitted for the Executive Council's review and consideration.

V. EMW Monitoring: Outcome 4.5: Improve analysis of outcomes assessment data.

- A. The Director of IRA shared with the EMC members the significant improvements regarding the current analysis of the outcomes assessment data, compared to previous years.

VI. Accreditation

A. Standard 2.4:

- i. The institution communicates clear, accurate, and accessible information regarding programs, services, and resources that foster success in students' unique educational journeys.
 - a) Review Criteria
 - (1) The institution provides students with accurate, current, and consistent student learning outcomes for the courses and programs in which they are enrolled.
- ii. Team Recommendation: In order to increase effectiveness, the team recommends the College update its recordkeeping system to consistently



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maintain student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place. (Standard II.C.8)

- a) The EMC thoroughly discussed if this was occurring at CMI or if the standard needed improvement.

B. Policies, Procedures, and Procedures Relevant to the Recommendations

VII. Matters Arising from the Previous Meeting

- A. [Title IX Policy](#)
- B. [Respondents Rights and Information \(Final Draft\)](#)
- C. [Filing Options](#)
- D. [Complainants Rights and Information](#)
- E. [Reporting Procedure](#)
- F. [Filing Complaint Form](#)

VIII. Reports from the Subcommittees and Working Group

- A. Admissions Board
- B. Calendar and Catalogs
- C. Placement
- D. CIAO (Career, Internship, Apprenticeship, and Opportunities)
 - i. [CMI Internship Program Manual](#)
 - ii. Student Equity Policy - in process
- E. Residence Life Admission
- F. Work Study Working Group

IX. Jenzabar - SONIS

X. Monthly Calendar of Work (In Process)

In the interest of time, the agenda items from **VII. - X.**, were deferred to the next scheduled EMC meeting.

Adjournment

The *first* EMC meeting for November was adjourned at 12:10 p.m.




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Submitted By:

DocuSigned by:


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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:


080CEF9F8C454DD...

Angela Franklin, Dean of Student Success
Chairperson, EMC

Approval Date:

February 2, 2023