

**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, March 2, 2023  
BoR Conference Room**

**MINUTES**

**PRESENT:**

Dr. Angela Franklin  
Jomi Capelle

Chairperson/Dean of Student  
Vice Chairperson/Director of Admission

Dr. Elizabeth Switaj \*  
Vasemaca Savu\*  
Rigieta Lord \*  
Jemimah Razalan  
Meyar Laukon  
Cheryl Vila \*  
Pradeep Prakash \*  
Sali Andrike  
Monica Gordon  
Desmond Doulatram \*  
Dr. Rebecca Raab  
Lakije Edmond \*  
Lisa Jeran \*  
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  
Faculty Senate, LA Chairperson  
Faculty Senate Representative  
Staff Senate Representative I  
Staff Senate Representative II  
SGA Representative/SGA VP

Verenaisi Bavadra  
Dustin Langidrik  
John Arnold Villafania

*for* Vice President, Academic and Student Affairs  
*for* Dean, WAVES  
*for* Staff Senate Representative I

**\* Not Present**

The *first* EMC meeting for March 2023, was called to order by the Chairperson at 11:17 a.m.

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

**I. Approval of the Previous Meeting Minutes****A. February 2, 2023 (Draft)**

- i. After being reviewed, the Faculty Senate Representative made a motion to approve the meeting minutes of **February 2, 2023**. The motion was seconded by the Associate Dean of Student Equity and Engagement, and it was successfully passed by the majority, with no abstentions.

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Email: [emc@cmi.edu](mailto:emc@cmi.edu)**a) DECISION**

(1) With no corrections, the minutes for the meeting held on [February 2, 2023](#), were approved, as presented.

**B. [February 16, 2023 \(Draft\)](#)**

- i. The Associate Dean of Student Equity and Engagement made a motion to approve the minutes for the [February 16, 2023](#) EMC meeting. The motion was seconded by the Financial Aid Office Director, and was passed unanimously by the majority, with no abstentions.

**a) DECISION**

(1) Having no modifications, the minutes for the meeting held on [February 16, 2023](#), were approved, as projected.

**II. Report from the EC/Board of Regents**

- A. With the absence of the VPASA, there were no updates from the Board of Regents.

**III. Secretariat Officer's Report**

- A. The Secretariat Officer updated the committee in regards to the committee's pending meeting minutes.
  - i. However, with the approval of the meeting minutes in the agenda, there were no more pending minutes for the EMC.
- B. In the absence of the VPASA, the Secretariat Officer informed the EMC members that the following had been forwarded for the Executive Council's review and consideration:
  - i. [Copy of TITLE IX Policy \(FINAL DRAFT\)](#)
    - a) [Copy of Respondents Rights and Information \(Final Draft\)](#)
    - b) [Copy of FILING OPTIONS \(FINAL DRAFT\)](#)
    - c) [Copy of COMPLAINANTS RIGHTS \(FINAL DRAFT\)](#)
    - d) [Copy of Filing Complaint Form](#)
- C. The Secretariat Officer added that the [DRAFT Policy 310: Admission](#), had been approved by the Executive Council in its February 28, 2023, meeting, and had been submitted for the Board of Regents' review and consideration.
  - i. The next Board of Regents' meeting was scheduled for March 13, 2023.

**IV. SGA Representative's Report**

- A. The SGA Representative shared the following activities that had occurred and were upcoming events hosted by the SGA:
  - i. Game Night



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a) February 27, 2023

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(1) A brief outcome report will be shared in the next EMC meeting.

- ii. Study Nights
  - a) March 6 - 10, 2023
- iii. SGA General Assembly
  - a) March 9, 2023
- iv. SGA Retreat
  - a) March 15 -16, 2023
- v. New Year New Me
- vi. Volleyball Tournaments
- vii. ABE Field Day
- viii. Farewell Party
- ix. Hours for Women's Usage of the Student Fitness Center

**V. EMW Monitoring: Outcome 4.6: Increase use of data for decision-making purposes.**

- A. As per the Chairperson, the EMW Monitoring Outcome was deferred for the next meeting.

**VI. Accreditation**

**A. Standard 2.5:**

- i. 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.
  - a) Review Criterion
    - (1) 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.
- ii. 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)

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

- i. The review of the ACCJC Standard was deferred for the next EMC meeting.

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

- A. [CMI Policy No. 312 General Student Complaint](#)



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- i. The EMC thoroughly reviewed and discussed the policy and its linkage to the *Social Media Policy*.
  - a) EMC Recommendation:
    - (1) The inclusion of the policy during the New Student Orientations.
- ii. The EMC discussed carefully the following:
  - a) To ensure students learn and understand the process to file their complaints.
  - b) Student ethics and empowerment
- iii. **EMC Recommendations:**
  - a) The inclusion of the policy during the New Student Orientations
  - b) The term “good faith” can be clarified with an institutional definition.
    - (1) The document was to be revised and re-shared with the EMC members.

## VIII. Reports from the Subcommittees and Working Group

### A. Admissions Board

- i. The Admissions Director updated the EMC regarding the following:
  - a) The recruitment that was currently in process.
    - (1) Mr. Mika Reiher was scheduled to visit Jaluit in the coming week to recruit students and train the newly appointed Jaluit Coordinator.
    - (2) The Admissions Director was to visit Ebeye high schools, upon Mr. Reiher’s return from Jaluit. `
  - b) The Admissions Board were scheduled to meet during the upcoming week.

### B. Calendar and Catalogs

- i. [3 Year Calendar Summer 2023 - Summer 2026](#)
  - 1. The Dean of Academic Affairs shared the [3 Year Calendar Summer 2023 - Summer 2026](#), with the committee members.
    - a. The Associate Dean of Student Equity and Engagement requested that graduation application deadlines be included in the calendar.

### C. Placement

- i. The Chairperson shared the enrollment of the 5 hearing impaired students at CMI.
  - a) The Admissions Director shared with the EMC members how the students had taken the placement test.



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**D. CIAO (Career, Internship, Apprenticeship, and Opportunities)**

**i. CMI Internship Program Manual**

a) The EMC thoroughly reviewed and discussed the CMI Internship Program Manual.

(1) Some of the discussions included:

(a) Selection process for students to be eligible for the program

(b) Student compensation

(i) Student Insurance Plan for the student's on site

(a) The needed clarification was to be shared by the proxy with the Dean of WAVES.

**ii. *Student Equity Policy - in process***

**E. Residence Life Admission**

**F. Work Study Working Group**

**IX. Jenzabar - SONIS**

**X. New Matters Arising**

**XI. Monthly Calendar of Work (In Process)**

In the interest of time, the agenda items from **VIII.E - XI.**, were deferred to the next scheduled EMC meeting.

**Adjournment**

The *first* EMC meeting for March was adjourned at 12:11 p.m.

Submitted By:

DocuSigned by:

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

Concurred By:

DocuSigned by:

89BE83BDDC23455...  
Dr. Elizabeth Switaj, VPASA  
Chairperson, EMC

Approval Date:

April 20, 2023