



**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, July 20, 2023  
BoR Conference Room**

**MINUTES**

**PRESENT:**

Dr. Elizabeth Switaj

Vasemaca Savu

Rigieta Lord \*

Jemimah Razalan

Meyar Laukon \*

Cheryl Vila

Pradeep Prakash \*

Monica Gordon

Desmond Narain Doulatram

Jimmy Jamos

Lisa Jeran \*

Faith Lanwi

Chairperson/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

Registrar

Faculty Senate, LA Chairperson

Staff Senate Representative I

Staff Senate Representative II

*for* SGA Representative I

**Attendees via ZOOM**

Jomi Capelle

Vice Chairperson/Director of Admission

**On Leave**

**Vacancies**

Vacant

Vacant

Vacant

Dean of Student Success

Director, Financial Aid Office

Faculty Senate Representative

**\* Not Present**

The *second* EMC meeting for July 2023, was called to order by the Chairperson at 11:18 a.m.

The mission statement was recited by the Staff Senate Representative I. The Chairperson and the committee members briefly welcomed the new Staff Senate Representative to the Enrollment Management Committee.



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## I. Review of the Meeting Minutes

### A. July 6, 2023 (Draft)

1. After being reviewed, the Dean of Academic Affairs made a motion to approve the meeting minutes of July 6, 2023 (Draft). The motion was seconded by the LA Department Chairperson, and it was successfully passed by the majority, with one abstention.

#### a) **DECISION**

**(1) With no corrections, the minutes for the meeting held on July 6, 2023 (Draft), were approved, as presented.**

## II. Report Back from the EC/BOR

- A. As per the VPASA, the draft **Sexual Assault Protocol**, had been reviewed and approved by the Executive Council on July 5, 2023.
  1. The Secretariat Officer was to share the approved *Sexual Assault Protocol*, with the EMC members.
- B. In addition, the **General Student Complaints (CMI Policy No. 312)**, had also been reviewed and approved by the Executive Council on July 19, 2023.
- C. The following EMC submission had been deferred by the Executive Council to allow more time for the respective senates to review:
  1. **CMI Internship Program Manual**

## III. Secretariat Report

- A. The Executive Council's Secretariat Officer reminded the EMC of the upcoming due date for the standing committees' Annual Assessment Report and RSA.

## IV. SGA Report

- A. There was no update from the SGA.

## V. EMW Monitoring Outcome

- A. **Outcome 6.1:** Offer professional development and capacity-building for staff in the student services division.
  1. The EMC members discussed their perspectives in terms of the outcome.
- B. Survey of outcome areas

## VI. Accreditation

- A. **Standard 2.8:** The institution fosters a sense of belonging and community with its students by providing multiple opportunities for engagement with the institution programs and peers. Such opportunities reflect the varied needs of the student population and effectively support students' unique educational journeys.



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## 1. Review Criterion

- a) The institution establishes co-curricular and/or student engagement activities based on the needs of the students and community it serves, including the needs of student populations that have been historically under-resourced.
  - (1) The EMC discussed how this was currently practiced at CMI.
    - (a) Some of the discussions included:
      - (i) Students respond more effectively when addressed in smaller groups.
      - (ii) The importance of conducting class activities/showcasing.
      - (iii) Students being able to understand institutional systems.
      - (iv) The importance of students' sense of belonging in an institution.
      - (v) Student initiatives

## VII. Matters Arising from the Previous Meeting

- A. Moving to a credit hour based on 45 hours of student effort
  1. [Draft policy](#)
  2. [Example of 2024-2025 calendar if this change is made](#)
- B. [Accommodations for Students with Disabilities](#)
  1. Policy
  2. Request for Accommodations Form
  3. Approved Accommodations Form
    - a) The Chairperson shared the [Accommodations for Students with Disabilities](#) and its forms with the EMC members.
      - (1) The members were allowed their "first read" of the documents.
        - (a) As per the Chairperson, the [Accommodations for Students with Disabilities](#) and its forms were to be tabled in the next EMC meeting on August 3, 2023.

## VIII. Reports from the Subcommittees and Working Group

- A. Admissions Board
- B. Calendar and Catalog
  1. [2023-2024 Catalog](#)
    - a) The Dean of Academic Affairs was to finalize the [2023-2024 Catalog](#) and disseminate electronically for EMC members' review and consideration.
- C. Placement



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

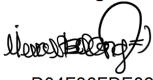
**IX. New Matters Arising**

- A. There were no matters arising.


**X. Adjournment**

The *second* EMC meeting for July was adjourned at 11:53 a.m.

Submitted By:

DocuSigned by:  
  
D04E36EDE82B468  
Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:  
  
C18CCD96C4D1452...  
Dr. Elizabeth Switaj, VPASA  
Chairperson, EMC

Approval Date:

8/3/2023