



**Enrollment Management Committee
11:10 a.m. Thursday, January 20, 2022
BoR Conference Room**

MINUTES

PRESENT:

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|--|---|
| Angela Franklin | Chairperson/Dean of Student Success |
| Jomi Capelle | Vice Chairperson/Director of Admission |
| Dr. Elizabeth Switaj | Vice President Academic and Student Affairs |
| Vasemaca Savu | Dean of Academic Affairs |
| Rigieta Lord | Dean, WAVES |
| Sali Andrike (Not Present) | Director, Financial Aid |
| Monica Gordon (Not Present) | Registrar |
| Amelia Timon | Director, FABS |
| Cheryl Vila (Not Present) | Director, IRA |
| Jemimah Razalan (Not Present) | Associate Dean of Learning Support |
| Oyinade Ogunmokun | Faculty Senate, LA Chairperson |
| Rebecca Raab | Faculty Senate Representative |
| John Villafania | Staff Senate Representative I |
| Martin Toring | SGA Representative |

ATTENDEES via ZOOM

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| Meyar Laukon | Assoc. Dean of Student Equity & Engagement |
| Romi Elisha | <i>for</i> Staff Senate Representative II |

The *second* EMC meeting for January 2022 was called to order by the Chairperson/Dean of Student Success at 11:15 a.m.

I. Recitation of CMI's Mission Statement

A. The Chairperson recited the Mission Statement for the EMC members.

II. Approval of the Previous Meeting Minutes

A. November 18, 2021 MINUTES

1. After being reviewed, the Faculty Senate, LA Chairperson moved to approve the MINUTES, seconded by the Faculty Senate Representative. The motion was carried unanimously with no abstentions.

APPROVAL



With no modifications, the EMC meeting MINUTES for November 18, 2021, were approved as presented.

III. Report from the EC

A. There were no documents submitted by the EMC to the Executive Council. Therefore, there were no updates from the Executive Council.

IV. Secretariat Officer's Report

A. The Secretariat Officer gave an oral report on where the EMC stands in regards to meeting the MINUTES being posted on the website.

V. SGA Representative's Report

A. The SGA Representative introduced himself as he was a new member of the Enrollment Management Committee.

VI. EMW Monitoring: Outcome 1.1: "Full-time students persist at higher rates annually.."

A. The Chairperson clarified with the VPASA when the specified "rates" were determined, in which she was recommended to contact the IRA Director for further clarifications.

VII. Accreditation

A. Registration Policy and Procedures

1. Recommendation 2: In order to increase effectiveness, the team recommends that the College expand disaggregation in the collection and analysis of data on outcomes and achievement to better represent the diverse subpopulations of students. (Standard I.B.6)
 - a) The ALO/VPASA highly suggested that the EMC should ensure that submitted data for EMC's review should be disaggregated.
2. Recommendation 3: In order to increase the 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)
 - a) The ALO/VPASA reminded the EMC members that the committee had discussed possible "destruction of records process," in previous meetings.
 - (1) A process document on previous student's files being digitized, was also needed.
 - (2) The Admissions Director pointed out that the student's files have been scanned, however, there was not a secure location for the files.
 - (a) The ALO/VPASA recommended that the student's files should be stored in the eFilecabinet.
 - (i) The Admissions Director will be in contact with the IT Director in regards to access and



training for the eFileCabinet, in regards to the student's files.

(a) eFileCabinet is an "all-in-one document management software" that CMI's been using recently.

(3) CMI should meet all of ACCJC's "recommendations to improve" before the Midterm Report is submitted in early 2025.

3. Policies and Procedures, and Procedures Relevant to the Recommendations:

a) Registration Policy and Procedures

(1) EMC Discussions:

(a) The EMC clarified "First Day of Instruction -No Shows"

(i) The EMC also discussed what to do next when a student is considered to be a "no show?"

(a) Counselors and faculty should try to contact the student.

(b) Counselors and faculty should encourage the students to return to class or to withdraw.

(b) The EMC discussed and clarified the clause, "instructor may report no show student (s) until the 5th day without penalty or 100% refund."

(i) **EMC Recommendation:**

(a) "Instructors may report no show student (s) *until the last day of the add/drop period...*"

(b) *"...ordinarily this will be, according to the Academic Calendar."*

(c) The Add/Drop dates need to be in sync with the academic calendar.

(ii) The EMC carefully considered the appropriate dates, referring to the three-year Academic Calendars, in regards to the **Withdrawals Policy**.

(a) As per the EMC, the withdrawal dates needed to be clarified and in sync with the academic calendar.



- (iii) The EMC members also recommended that the sections, in regards to policy, should be separated from the sections that pertained to procedures.
- (c) The EMC members recommended that a residence hall list should be provided to faculty.
- (d) The EMC discussed how advisors were assigned to students.
 - (i) The VPASA shared with the Committee members that the Associate Dean of Learning Support is working on developing a cross departmental system.
 - (ii) The Faculty Senate Representative and the SGA Representative recommended that advisor email notifications should be sent out to students.
 - (a) The EMC also discussed sending bulk emails to students, in which the Staff Senate Representative I/Web and Database Administrator clarified that with SONIS, this would be an option.
 - (b) There should be more posters, signs, and other visual images that should be posted or put up in every department and at the Student Services and should be visible for student's information.

b) CMI Policy for Student Rights

VIII. Reports from the Subcommittees and Working Group

- A. Admissions Board**
- B. Calendar and Catalog**
- C. Placement**
- D. CIAO**
- E. Residence Life Admission**
- F. Work Study Working Group**

IX. Jenzabar - SONIS

X. FA21-Academically at Risk List

XI. CMI Official Enrollment Fall 2021

XII. Looking Forward - Recruitment Plan

XIII. Monthly Calendar of Work



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In the interest of time the agenda items from VIII.B - XIV, were deferred.

Adjournment

The Faculty Senate Representative made a motion to adjourn, seconded by the Admissions Director. The motion was passed unanimously by the majority with no abstentions.

The *second* EMC meeting for January was adjourned at 12:10 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Angela Franklin, Dean of Student Success
Chairperson, EMC

Approval Date:

February 10, 2022