



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, March 3, 2022
BoR Conference Room**

MINUTES

PRESENT:

Angela Franklin
Jomi Capelle
Dr. Elizabeth Switaj
Vasemaca Savu (Not Present)
Rigieta Lord
Sali Andrike
Monica Gordon
Amelia Timon (Not Present)
Cheryl Vila
Jemimah Razalan (Not Present)
Oyinade Ogunmokun
Rebecca Raab
John Villafania (Not Present)
Martin Toring (Not Present)

Chairperson/Dean of Student Success
Vice Chairperson/Director of Admission
Vice President, Academic and Student Affairs
Dean of Academic Affairs
Dean, WAVES
Director, Financial Aid
Registrar
Director, FABS
Director, IRA
Associate Dean of Learning Support
Faculty Senate, LA Chairperson
Faculty Senate Representative
Staff Senate Representative I
SGA Representative

ATTENDEES via ZOOM

Meyar Laukon (Not Present)
Elmi Keju (Not Present)

Assoc. Dean of Student Equity & Engagement
Staff Senate Representative II

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

I. Approval of the Previous Meeting Minutes

A. February 17, 2022 MINUTES

1. The MINUTES of February 17, 2022, were reviewed by the EMC members. The Staff Senate Representative I made a motion to approve the MINUTES, seconded by the Faculty Senate Representative. The motion was successfully passed by the majority with no abstentions.

DECISION



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Having no corrections, the EMC MINUTES of February 17, 2022, were approved.

II. Report from the EC

- A.** The VPASA shared with the EMC members that the Registration Policy No. 330, had been approved by the Executive Council, and has been moved forward for the Board of Regents' consideration.
- B.** The EC members have had their "first read" of the Student's Rights and Responsibility Policy No. 309, and will be further discussed and reviewed in the next meeting scheduled for March 16, 2022.

III. Secretariat Officer's Report

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

IV. SGA Representative's Report

- A.** Assuming that due to a youth function occurrence, an SGA representative was not present at the EMC meeting.

V. EMW Monitoring: Outcome 2.1: "Part-time students persist at higher rates."

- A.** The Chairperson questioned if the college had data in regards to the outcome.
 - 1. The data available will be shared by the Director of IRA in the next meeting on March 17, 2022.

VI. Accreditation

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

- 1. "The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method."
 - a) The Chairperson discussed the Education Week events that occurred at the CMI campus on February 21, 2022.
 - (1) The Education Week at the DE Centers were also discussed by the EMC.
 - (2) Having the DE Centers to have different tabs in the CMI website to post the center's information and updates, was a recommendation made by the EMC members.
 - b) The EMC discussed the need to develop a Social Media Policy.
 - c) The VPASA shared the Counseling Department's Moodle access.
 - (1) The VPASA also added how students outside the campus still needed accessibility to the department's Moodle page, in regards to the counseling services and other interactive workshops.



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- d) The Chairperson/Dean of SS informed the EMC members of an upcoming workshop conducted by Dr. Holden in relation to Sleep Hygiene.
 - (1) The EMC members discussed the participation of the DE Centers in the workshop.

VII. Reports from the Subcommittees and Working Group

A. Admissions Board

1. The Chairperson/Dean of SS shared with the EMC the Coop school's visit to the CMI Uliga campus, which was scheduled for today, March 3, 2022, but had been postponed.
2. The Chairperson/Dean of SS also added the MyMajors program's possibility of attracting the Marshallese students that are off island.
3. The EMC discussed the process of receiving transcripts.
 - a) There hasn't been a policy in terms of receiving transcripts from off-island institutions.
 - (1) The VPASA recommended adding in the suggested policy in the existing *Admissions Policy*.
 - b) The EMC discussed the safety of receiving off-island transcripts.
 - (1) As per the Registrar and the Admissions Director, if an institution was part of the National Student Clearinghouse, the transcripts were considered secure and valid.
4. The high school's tour of the CMI Uliga Campus was discussed in detail by the EMC members.
 - a) The Admission's Office invites the CMI community to partake in the Open House event.
 - b) Once student's arrive, they are given a tour around the campus.
 - c) EMC Discussions/Recommendations:
 - (1) It was recommended that students be put in classrooms to experience what it will be like if/when they plan on applying for CMI.
 - (2) It was then recommended that specific instructors should be put in these classrooms to start engaging with the high school students to assist in the recruitment process.
 - (a) A 30-minute "experience talk" from the existing students should also be a part of the recruitment process and tour.

B. Calendar and Catalog

1. The Dean of Academic Affairs was not present at the EMC meeting.



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C. Placement

1. Recently, the Placement subcommittee had not met. Therefore, there was no report.

D. CIAO

1. The Dean of WAVES conveyed the PSS Education Week/Career Fair Committee's appreciation to the EMC members and the CMI community for their participation and cooperation during the events that occurred at the CMI Uliga campus on February 21, 2022.
2. Currently, the sub-committee is working on an insertion to the CMI Placement Test Policy to use the National Career Readiness Certificate Work Keys as an alternative to the CMI Placement Test.
 - a) For the upcoming EMC meetings, the Dean of WAVES will be presenting what is meant by "work keys" or "career readiness."
 - b) A draft of the insertion will be shared with the Admissions Director and will be shared with the EMC.
3. The Dean of WAVES also shared with the EMC that the *Practicum Handbook* is in process, and will be shared in the next EMC meeting on March 17, 2022.
4. The Chairperson requested if data can be shared in regards to the intern students that are hired after their internships, in which a brief data summary was shared with the EMC members by the Dean of WAVES and the Faculty Senate Representative.

E. Residence Life Admission

1. The Chairperson/Dean of SS shared with the EMC members an update in regards to the residential students at the MIR and RRE.
 - a) There are routine room inspections for the 73 students at the MIR and 19 students at the RRE.
 - b) Safety measures are continuously being shared with the residential students.
 - c) There's a current disciplinary situation being dealt with that might result in CMI's first student eviction.
 - d) The Chairperson/Dean of SS commended and recognized the Residential Coordinators.

F. Work Study Working Group

1. The CMI Work Study (CWS) Handbook
 - a) The FAO Director started off by acknowledging the Work Study Working Group members for their hard work in developing the *CWS Handbook*.
 - b) The CWS Handbook was adopted from the University of Houston's Work Study Handbook.



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- c) Further clarification was needed in regards to the work study student's access to the institutional student's records and information.
 - (1) The IRA Director shared with the members that the work study students at the IRA department, were given a "confidentiality" form to sign before they start working, however, are given limited access.
 - (2) As per the VPASA, "although the students should be given access, depending on the job role, it should be strictly limited."
 - (a) Conclusion: A work study student's access to the institution's student records and information, should depend on the department the student is working with.
- d) The EMC members discussed if the "confidentiality" form should be revised.
- e) The following were also discussed by the EMC members:
 - (1) The student employees that are not considered as part of the work study program, due to the reason that they're paid from a specific department's budget.
 - (a) Student employees being paid from grants were also other examples pointed out by the EMC members.
 - (i) The EMC members agreed and concluded that the term "Student-Employee" should be changed to "Work Study Students."
 - (2) The EMC thoroughly considered the need to conduct orientations for the students that sign up for the work study program.
 - (3) The VPASA stressed the importance of including the Student Learning Outcomes (SLOs) in the CWS Handbook as one activity in the Strategic Plan is to develop outcomes for work study positions.
- f) The EMC members were allowed their "first read" for the CWS Handbook to be reviewed and discussed further in the next meeting on March 17, 2022.

VIII. Jenzabar - SONIS

A. The transcript security paper was shared by the Registrar.

- 1. The Registrar informed the EMC members that the transcript's secure paper coloring had been approved by the Media Department.



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2. The EMC discussed the best courier in delivering the transcript security papers to Majuro.

B. efileCabinet

1. The Admissions Director informed the EMC members that the eFileCabinet training and the scanning process of the student records had started.

a) EMC Recommendations:

- (1) The EMC members recommended that the records should be stored in the Cloud, as well as the IT department downloading the records to the CMI server on a regular basis.
- (2) A policy should be developed in regards to the previous student's records.

IX. FA21-Academically at Risk List

X. CMI Official Enrollment Fall 2021

XI. Looking Forward - Recruitment Plan

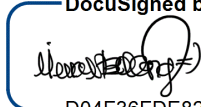
XII. Monthly Calendar of Work

In the interest of time the agenda items from IX. - XII, were deferred.

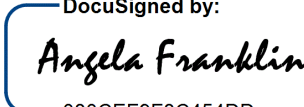
Adjournment

The Admissions Director made a motion to adjourn the meeting. The motion was seconded by the IRA Director, as the motion was successfully passed by the majority with no abstentions. The *first* EMC meeting for March was adjourned at 12:08 p.m.

Submitted By:

DocuSigned by:

 D04E36FDE82B468...
 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:

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 Angela Franklin, Dean of Student Success
 Chairperson, EMC

Approval Date:

March 17, 2022