



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

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843  
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**Enrollment Management Committee**  
**11:10 a.m. Thursday, May 5, 2022**  
**BoR Conference Room**

**MINUTES**

**PRESENT:**

Jomi Capelle  
Dr. Elizabeth Switaj  
Rigieta Lord  
Monica Gordon  
Amelia Timon  
Cheryl Vila  
Jemimah Razalan  
Desmond Doulatram  
Dr. Rebecca Raab  
John Villafania  
Martin Toring

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

**ATTENDEES via ZOOM**

Dr. Angela Franklin  
Sali Andrike  
Vasemaca Savu  
Elmi Keju  
Meyar Laukon (**On Leave**)

Chairperson/Dean of Student Success  
Director, Financial Aid  
Dean of Academic Affairs  
Staff Senate Representative II  
Assoc. Dean of Student Equity & Engagement I

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The *first* EMC meeting for May 2022 was called to order by the Vice Chairperson at 11:16 a.m.

The mission statement was recited by the Staff Senate Representative I.

**I. Approval of the Previous Meeting Minutes**

**A. April 21, 2022 MINUTES**

- i. The MINUTES of April 21, 2022, were reviewed by the EMC members. After corrections were made, the IRA Director made a motion to approve the MINUTES, seconded by the Dean of Student Success. The motion was successfully passed by the majority with no abstentions.



## DECISION

With the minor corrections, the EMC MINUTES of April 21, 2022, were approved.

### II. Report from the EC

- A. The VPASA shared with the EMC members that the *Communicable Disease Policy for Students*, the *Justice-Impacted Students Policy*, and the *WorkKeys Assessment* were being reviewed by the Executive Council and were deferred to the next EC meeting on May 18, 2022.
- i. The Faculty Senate had reviewed the documents, however, the Staff Senate had not, and had requested more time to share with the members of the Staff Senate.
    - a) The Staff Senate representative ensured that the documents were shared with the Staff Senate group.
    - b) The Secretariat Officer also confirmed sharing the documents with the Presidents of the participatory governance groups and the EMC senate representatives on March 25, 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.
- i. The Secretariat Officer emphasized that EMC was one of the standing committees that were up to date in regards to the meeting minutes.
- B. The Secretariat Officer informed the members that, as a way to improve the communication in regards to sharing the documents to the respective senate groups, documents have been reminded of and shared with the senate representatives and the senate presidents starting on March 25, 2022.
- i. The VPASA made a recommendation to include the EC members when documents are being disseminated to the respective senate representatives and the senate presidents.

### IV. SGA Representative's Report

- A. There were no SGA Representatives at the EMC meeting, which brought concerns among the members regarding the continuous absence of representatives from the SGA.
- i. The Chairperson/Dean of Student Success shared a concern brought up by the ABE students in regards to being more involved and integrated with the CMI institution. Some of the students feel left out.
    - a) The EMC discussed better ways to communicate and involve the ABE student population.
      - (1) The EMC members thoroughly discussed the exclusion of the ABE students in the CMI students' email distribution list.



- (a) The VPASA recommended that the Dean of WAVES send a communication to notify the CMI Community on how the ABE students can be reached regarding CMI's announcements, activities, etc.
- ii. The SGA representative confirmed the
- V. **EMW Monitoring: Outcome 2.2: "Student equity within the RMI context is defined."**
- A. The VPASA informed the EMC members of IEC's work regarding the student data disaggregation.
- B. EMC discussed thoroughly what was meant by "student equity."
- C. The EMC members recommended that a policy, regarding student equity, be developed.
- i. This will be worked on by the Chairperson/Dean of Student Success, assisted by the proxy representative for the Faculty Senate's LA Chairperson.
- VI. **Accreditation**
- A. **Standard II.C.4: Co-curricular programs and athletics programs are suited to the institution's mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular for athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances.**
- i. The EMC discussed CMI's relevancy to the standard.
- B. Policies, Procedures, and Procedures relevant to the recommendations.
- VII. **Matters Arising**
- A. **Graduation Policy and Forms**
- i. The Faculty Senate representative shared the Faculty Senate's concern regarding the selection of a valedictorian.
- ii. The ***Graduation Policy and Forms*** was deferred for the next EMC meeting.
- iii. The Faculty Senate representative will develop a survey, regarding the ***Graduation Policy and Forms***, and will share with the EMC members.
- B. Registration Dates for Summer
- i. The Web and Database Administrator shared that the live launch date for the Jenzabar is May 23, 2022.
- a) The SIS will close on May 19, 2022.
- (1) All grades need to be submitted by May 16, 2022.
- ii. The Web and Database Administrator made a motion for the proposed dates, seconded by the Dean of Academic Affairs. The motion was approved by the majority with no abstentions.

a) **DECISION**



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(1) With no objections, the proposed dates were approved.

VIII. **Reports from the Subcommittees and Working Group**

- A. Work Study Working Group
  - i. [CMI Work Study \(CWS\) Handbook \(Draft\)](#)
- B. Admissions Board
- C. Calendar and Catalog
- D. Placement
- E. CIAO
  - i. [WorkKeys Assessment CMI Placement Final](#)
  - ii. [How the WorkKeys Assessment Can Work for You](#)
  - iii. [NCRC-Award-College-Credit-Flier](#)
  - iv. [CMI Internship Program Manual](#)
- F. Residence Life Admission
- IX. [Jenzabar - SONIS](#)
- X. [CMI Official Enrollment Fall 2021](#)
- XI. [CMI Course Enrollment and Completion \(As of End of Fall 2021\)](#)
- XII. [CMI Official Enrollment Spring 2022](#)
- XIII. [Looking Forward - Recruitment Plan](#)
- XIV. [Monthly Calendar of Work](#)

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

**Adjournment**

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




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Submitted By:


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Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

  
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Jomi Capelle, Director of Admissions  
Vice Chairperson, EMC

Approval Date:

July 7, 2022