



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, April 7, 2022
BoR Conference Room**

MINUTES

PRESENT:

Dr. Angela Franklin	Chairperson/Dean of Student Success
Jomi Capelle (Not Present)	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	Director, Financial Aid
Monica Gordon (Not Present)	Registrar
Amelia Timon	Director, FABS
Cheryl Vila	Director, IRA
Jemimah Razalan	Associate Dean of Learning Support
Oyinade Ogunmokun	Faculty Senate, LA Chairperson
Dr. Rebecca Raab	Faculty Senate Representative
John Villafania	Staff Senate Representative I
Martin Toring (Not Present)	SGA Representative

ATTENDEES via ZOOM

Meyar Laukon (On Leave)	Assoc. Dean of Student Equity & Engagement
Elmi Keju (Not Present)	Staff Senate Representative II

The *first* EMC meeting for April 2022 was called to order by the Chairperson/Dean of Student Success at 11:20 a.m.

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

I. Approval of the Previous Meeting Minutes

A. March 17, 2022 MINUTES

1. The MINUTES of March 17, 2022, were reviewed by the EMC members. The Faculty Senate Representative/LA Chairperson made a motion to approve the MINUTES, seconded by the Dean of WAVES. The motion was successfully passed by the majority with no abstentions.



DECISION

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

II. Report from the EC

- A. The VPASA shared with the EMC members that the Students Rights and Responsibilities Policy had been approved by the Executive Council, and was part of the BoR's agenda in their meeting on March 18, 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.
- B. The Dean of Academic Affairs recommended that the Secretariat Officer needed to be in a better work area.
 1. The EMC members continued discussing the importance of a more secure and closed-off space/room for the S.O. to better concentrate on tasks regarding the EC and its Standing Committees.

IV. SGA Representative's Report

- A. There were no SGA Representatives at the meeting.

V. EMW Monitoring: Outcome 2.2: "Working adults have more options and services available to them."

- A. The Chairperson shared the Student Services perspective in regards to the outcome, in which she stated the lack of options and services that are allowed for the working adults.
- B. The EMC discussed and defined "working adults."
 1. The EMC discussed that "working adults" were, "individuals who held full-time positions, were taking courses and were enrolled as part-time students."
 2. The term "non-traditional students" was also discussed by the EMC members.
- C. The EMC discussed thoroughly the services offered and are available for the "working adults."
 1. The Faculty Senate Representative shared the services offered for the "working adults" for the Education Department.
 2. The Dean of WAVES shared information with the EMC members in regards to the "working adults" at the DE Centers.
 3. The EMC members discussed if the schedules were flexible for the "working adults."
 - a) The possibility of having 3-hour courses on Saturdays was discussed thoroughly by the members.



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- b) Possible evening courses were also considered by the EMC members.
 - (1) The Dean of AA will share the proposed ideas and was to obtain feedback from the Faculty during the department Chairpersons' meeting.
 - (a) The Dean of AA clarified to the Faculty Senate Representative that the proposed ideas did not require the CC's approval.
 - (i) The Faculty Senate Representative planned to discuss the proposed ideas with the Education Department's Chairperson.
 - (a) Providing light refreshments for the "working adults" was also a recommendation by the EMC members.

VI. Accreditation

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

1. *Communicable Disease Policy for Students*

- a) The Chairperson informed the EMC members of the new nurse that's been recruited.
- b) The Chairperson/Dean of Student Services recommended that selected vendors should be brought in for blind cooking demonstrations as part of the process in regards to reviewing bids for food service at CMI.
 - (1) The VPASA will share the recommendation with the Bid Committee.
- c) After careful consideration, the Faculty Senate Representative moved to approve the *Communicable Disease Policy for Students*. The motion was seconded by the Dean of Academic Affairs, and was passed by the majority with no abstentions.

(1) DECISION

(a) **Having no modifications, the *Communicable Disease Policy for Students*, was approved, as presented.**

2. *Justice-Impacted Students Policy*

- a) The EMC carefully discussed the *Justice-Impacted Students Policy*.
- b) The following sections were discussed and added to the policy:
 - (1) *Specific Programs*



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(a) *“Individuals convicted of violent crimes or crimes against children may be denied admission to the health-related programs and any teacher education programs. This decision will be referred to the Vice President for Academic and Student Affairs.”*

(2) Policy Statement

(a) *“Students and trainees or prospective students and trainees shall not, solely on the basis of past criminal convictions, be denied access to or enrollment in any CMI program, service, or facility except as specified in this policy or in law.”*

c) After being carefully reviewed, the Dean of Academic Affairs moved to approve the policy, seconded by the Faculty Senate Representative. The motion was passed successfully by the majority with no abstentions.

(1) DECISION

(a) **With the modifications, the *Justice-Impacted Students Policy*, was approved, as projected.**

VII. Reports from the Subcommittees and Working Group

A. Admissions Board

1. The Chairperson/Dean of Student Success shared with the EMC members the 7 schools that had visited CMI during the Academic Cultural Day.
2. The Chairperson also informed the members that due to the fact that there had been no flights to Jaluit, the recruiter’s trip had been delayed.
3. The Student Services department also had a meeting with the 103.5 radio station officials, in regards to recruiting students to CMI.

B. Calendar and Catalog

1. As per the Dean of Academic Affairs, the subcommittee had not met, but was scheduled to meet in the coming week.

C. Placement

1. The Director of Admissions was not present.

D. CIAO

1. [WorkKeys Assessment CMI Placement Final](#)
2. [How the WorkKeys Assessment Can Work for You](#)
3. [NCRC-Award-College-Credit-Flier](#)

a) The Dean of WAVES shared and explained to the EMC members the WorkKeys Assessment, which was to be added to the CMI Placement Test.



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(1) It was recommended and agreed by the majority that the document be reviewed by the Placement Subcommittee and brought back for EMC consideration.

E. Residence Life Admission

F. Work Study Working Group

1. [CMI Work Study \(CWS\) Handbook \(Draft\)](#)

VIII. [Jenzabar - SONIS](#)

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 VII.F - XII, were deferred.

Adjournment

The *first* EMC meeting for April 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:

April 21, 2022