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Enrollment Management Committee  
11:10 a.m. Thursday, August 5, 2021  
BoR Conference Room

### MINUTES

#### PRESENT:

Dr. Elizabeth Switaj	Chairperson/VPASA
Rigieta Lord (Not Present)	Dean, WAVES
Meyar Mamis	Assoc. Dean of Student Equity & Engagement
Jomi Capelle (Not Present)	Director, Admission
Sali Andrike	Director, Financial Aid
Monica Gordon (Not Present)	Registrar
Amelia Timon	Director, FABS
Cheryl Vila	Director, IRA
Oyinade Ogunmokun	Faculty Senate, LA Chairperson
Jennifer Seru	Faculty Senate Representative
John Villafania (Not Present)	Staff Senate Representative

#### ATTENDEES via ZOOM

Va Savu Dean of Academic Affairs

The *first* EMC meeting for August 2021 was called to order by the Chairperson/VPASA at 11:10 a.m.

#### I. Recitation of CMI's Mission Statement

- A. Before the meeting began, CMI's Mission Statement was recited by the Committee through a productive game of "fill in the blanks."
  1. Prizes were given by the Chairperson.

#### II. Approval of the Previous Meeting Minutes

##### A. July 15, 2021

1. After being reviewed, the Faculty Senate Representative moved to approve the Minutes, seconded by the Associate Dean of Student Equity and Engagement. The motion was carried unanimously with no abstention.

#### a) APPROVAL

**(1) With no modifications, the EMC meeting Minutes for July 15, 2021, were approved as presented.**



### B. July 26, 2021 (Special Meeting)

1. The Chairperson commended the Faculty Representative, LA Chairperson, for her willingness in recording the Special Meeting Minutes.
2. After being reviewed, the Associate Dean of Student Equity and Engagement moved to approve the Minutes, seconded by the Faculty Senate Representative. The motion was passed successfully with one abstention.

#### a) APPROVAL

(1) With minor modifications, the EMC's Special Meeting Minutes for July 26, 2021, were approved as presented.

### III. Report back from the Executive Council

#### A. *Internships, Apprenticeships, and Career Opportunities Taskforce*

1. The Chairperson updated the Committee that the document has been approved by the EC, however, a recommendation that the name/title be changed to *Career Internships, Apprenticeships, and Opportunities Report (CIAO Report)*

#### B. The following were also approved by the Executive Council:

1. *The Proposed Policy 331 Student Bank Accounts*
2. *Proposed Revisions to Admissions Procedures*

### IV. Accreditation

#### A. *Registration Policy and Procedures*

1. This is still being worked on and is moving forward. However, it's not ready for the Committee to review.

### V. Reports from the Sub-Committees

#### A. **Admissions Board**

1. To date, there's an estimation of approximately 360 plus new students. However, more applications are being processed.

#### B. **Calendar and Catalog**

1. The Chairperson shared with the Committee members the "Change in Fees" in the Bachelor's Program from \$250.00 (*two hundred and fifty dollars*) to \$150.00 (*one hundred and fifty dollars*.)
2. The Chairperson reminded the Committee members to share the *Academic Calendar* with their respective Senate bodies.
  - a) The Chairperson will talk to the Web and Data Administrator in regards to the Calendar and Catalog.

#### C. **Placement**

1. As per the Chairperson, the tests were in the process of being calculated.

### VI. EMW Monitoring

- A. The Committee thoroughly discussed the 2 Outcomes:



1. Outcome 6.1: Offer professional development and capacity-building for staff in the student services division.
2. Outcome 6.2: Improve campus life through collaboration between academic affairs and student services.
  - a) Some of the suggestions made by the Committee members:
    - (1) "Inviting the counselors to the department meetings." (Faculty Senate Representative)
    - (2) "There should be an improvement between the advisors and the students." (Associate Dean of Student Equity and Engagement)
  - B. The Chairperson followed up and wanted the committee to discuss Outcome 4.4: Identification of Assessment Champions.
    1. The Director of the Institutional Research and Assessment briefly shared the 2 Level Process that's in process and moving forward.
      - a) The Director of IRA and the Assessment Coach will continue to work on this.

**VII. Transcripts in Jenzabar**

- A. Deferred to the next meeting.

**VIII. Survey of Entering Student Engagement**

- A. The Committee members had no questions/comments in regards to the results.

**IX. RISC Survey**

- A. In response to the RISC Survey results, the Chairperson shared with the Committee members the draft *Campus Environment and Equity Survey*.
- B. The Chairperson urged the Committee members to review the RISC Survey results if they had not done so.
- C. The RISC Survey and the Survey of Entering Student Engagement results will last be reviewed by the Committee during the next meeting on August 19, 2021.

**X. Summer 2021 Official Enrollment**

- A. The Chairperson informed the Committee members of the high student enrollment during the Summer Semester 2021.
- B. The Director of IRA shared and explained the CMI Official Enrollment Summer 2021-2022 results in detail to the Committee members.

**XI. Residence Life Handbook**

- A. The Associate Dean of Student Equity and Engagement introduced the revisions made to the Residence Life Handbook to the Committee members.
- B. It was recommended by the Committee members to include a Residence Admissions Committee to review resident applications submitted by the students.
- C. Deferred to the next meeting on August 12, 2021.

**XII. Financial Aid Policy & Procedures Manual**

- A. To give ample time for the Committee members to review, the Financial Aid Policy & Procedures Manual was deferred to August 12, 2021.



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XIII. 2020-2021 Assessment Draft

A. The Chairperson shared and gave the Committee members their “first read” on the *EMC Assessment for AY 2020-2021. (draft)*

XIV. Revising of the Monthly Calendar of Work

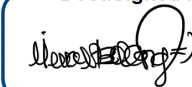
A. The Chairperson shared with the Committee the EMC Monthly Calendar of Work for AY 2021-2022.

**Adjournment**

The *first* meeting for August 2021 was adjourned at 12:12 p.m.

Submitted By:

DocuSigned by:

  
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Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

  
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Dr. Elizabeth Switaj, VPASA  
Chairperson, EMC

Approval Date:

August 19, 2021