



**Enrollment Management Committee**  
**11:10 a.m. Thursday, November 18, 2021**  
**BoR Conference Room**

**MINUTES**

**PRESENT:**

Angela Franklin	Chairperson/Dean of Student Success
Jomi Capelle	Vice Chairperson/Director of Admission
Dr. Elizabeth Switaj	Vice President Academic and Student Affairs
Rigieta Lord	Dean, WAVES
Meyar Laukon ( <b>Not Present</b> ) *	Assoc. Dean of Student Equity & Engagement
Sali Andrike ( <b>Not Present</b> ) *	Director, Financial Aid
Monica Gordon ( <b>Not Present</b> ) *	Registrar
Amelia Timon	Director, FABS
Cheryl Vila	Director, IRA
Jemimah Razalan ( <b>Not Present</b> ) *	Associate Dean of Learning Support
Oyinade Ogunmokun	Faculty Senate, LA Chairperson
Rebecca Raab	Faculty Senate Representative
John Villafania	Staff Senate Representative I
Lora Horiuchi ( <b>Not Present</b> ) *	SGA Representative

**ATTENDEES via ZOOM**

Va Savu	Dean of Academic Affairs
Elmi Keju ( <b>Not Present</b> ) *	Staff Senate Representative II

The *second* EMC meeting for November 2021 was called to order by the Chairperson/Dean of Student Success at 11:17 a.m.

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

- A.** The Chairperson recited the Mission Statement for the EMC members as the Committee thoroughly reviewed and discussed how CMI “provides our community with access to quality, higher and further educational services, prioritize student success through engagement in relevant Academic, Career and Technical Education.”
- B.** The Dean of WAVES shared the “Academic, Career, and Technical Education” provided by CMI, which included:
  1. Carpentry Program at the Arrak Campus



2. Maritime Program
3. Other CTE Programs offered by the Youth Corp. Department during the summer.
4. Two upcoming CTE Programs are still in development for the DE Center on Ebeye, Kwajalein.
  - a) Construction
  - b) Auto Mechanic

(1) The target date to start these two programs is during the Fall Semester 2022.

## II. Approval of the Previous Meeting Minutes

### A. November 4, 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 4, 2021, were approved as presented.**

## III. Report from the EC

- A. The VPASA shared with the Committee members that although there was no update from the EC relevant to the Committee, the next BoR meeting has been scheduled for December 1, 2021.

## 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 was unable to attend the EMC meeting.

## VI. RISC Follow-up Survey on Campus Climate

- A. The SGA Representative was not present to update the Committee on the attempts to reach out to the student population in regards to the RISC Follow-up Survey.

## VII. EMW Monitoring: Outcome

### VIII. "Enhance traditional courses with open learning resources."

- A. The Chairperson reminded the Committee members of the EMW Outcome 7.2.

## IX. 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)



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) EMC discussed that a “destruction of records procedure” is needed.
3. Policies and Procedures, and Procedures Relevant to the Recommendations:
  - a) **Registration Policy and Procedures**
    - (1) This document needs to be in the right template.
  - b) **CMI Policy for Student Rights**
    - (1) The Chairperson shared with the Committee members the document and gave the members their “first read.”
    - (2) The Staff Senate representative recommended that the EMC consider including in the document how students can obtain documents pertaining to a CMI student. Specific documents such as:
      - (a) CMI Student Code of Conduct
      - (b) FERPA
      - (c) CMI Student Disciplinary Policies and Procedures

## X. Reports from the Sub-Committees

### A. Admissions Board

1. The Dean of Student Success shared with the Committee members the following updates:
  - a) As per last week, CMI has received 142 applications for the Fall Semester 2022.
    - (1) Completed Application - 77
    - (2) Pending Applications - 65
  - b) The Admissions Director also shared with the Committee members the new process in regards to a student’s Health Form in the application submission process.
    - (1) CMI’s Nurse needs to clear a student, validating his/her health form as part of the application submission process.

### B. Calendar and Catalog

#### 1. 2021-2022 Catalog Addendum November 2021

- a) The VPASA explained to the Committee members in regards to the 2021-2022 Catalog Addendum.
- b) The course codes were thoroughly discussed by the EMC.
- c) The EMC also thoroughly reviewed if the addendum will affect the program sheets.



- d) After a careful review, the Staff Senate representative moved to approve, seconded by the Faculty Senate representative. The motion was approved by the majority with no abstentions.

### **APPROVAL**

**With no modifications, the 2021-2022 Catalog Addendum November 2021, was approved as presented.**

### **C. Placement**

1. IRT Test for the CMI In-House English Placement Test
  - a) The IRA Director thoroughly explained to the Committee members the results of the test.
    - (1) The initial goal of the test should be to identify students in 3 sections:
      - (a) Section A - Level 2
      - (b) Section B - Level 3
      - (c) Section C - Credit Level English
    - (2) The test can identify students in different cohorts.
    - (3) The test will also ensure that students are taught based on what they need, and not what is wanted to be taught to them.
    - (4) The test efficiency rate should also improve.
      - (a) Recommendation by the Subcommittee:
        - (i) The test should be used for the upcoming Spring Semester 2022, excluding the multiple measures components, consisting of Junior and Senior English grades, and the High School GPA. However, the placement measure that will be used will be based on the English Placement Test Results along with the Writing Component.
          - (a) The Admissions Director reminded the Committee members that the upcoming Placement Test is scheduled for December 14, 2021.
          - (b) The IRA Director shared with the EMC members of the REL study results and the grading system with the high schools.
  - b) After careful consideration, the Staff Senate Representative made a motion to accept the proposed English Placement Test with revision to the multiple measures, removing the Junior/Senior English



Grades, but keeping the GPA, with the factor of 80 percent for the test and 20 percent for the High School GPA. The Faculty Senate Representative seconded the motion, as the motion passed successfully with no abstentions.

### **APPROVAL**

**With the recommendations suggested by the EMC, the English Placement Test was approved to be used for the upcoming Spring Semester 2022.**

#### **D. Career, Internship, Apprenticeship, and Opportunities (CIAO)**

1. There was no report/update from the Dean of WAVES

#### **E. Residence Life Admission**

1. The Associate Dean of Student Equity and Engagement was not present at the meeting.

#### **F. Workstudy Working Group**

1. Although the FAO Director was unable to attend the EMC meeting, she sent communication that the Workstudy Working Group will meet tomorrow, November 19, 2021.

#### **XI. Jenzabar - SONIS**

- A. The Staff Senate Representative/Web and Database Administrator shared that the transcript template has been approved and in process.

#### **XII. FA21-Academically At Risk List - Deferred to the Next Meeting**

#### **XIII. CMI Official Enrollment Fall 2021 - Deferred to the Next Meeting**

#### **XIV. Revising the Monthly Calendar of Work - Deferred to the Next Meeting**

**Due to the interest of time, the Agenda Items XI -XIII were deferred to EMC's next meeting on December 2, 2021.**

### **Adjournment**

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

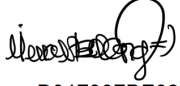


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Submitted By:


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Secretariat Officer, EC

Concurred By:

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Angela Franklin, Dean of Student Success  
Chairperson, EMC

Approval Date:

January 20, 2022