



Enrollment Management Committee
11:10 a.m. Thursday, October 21, 2021
BoR Conference Room

MINUTES

PRESENT:

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

ATTENDEES via ZOOM

Va Savu (Not Present)	Dean of Academic Affairs
Elmi Keju (Not Present)	Staff Senate Representative II

The *second* EMC meeting for October 2021 was called to order by the Chairperson/Dean of Student Success at 11:15 a.m.

The Chairperson welcomed the new members of the Committee as they briefly introduced themselves to the new members.

I. Recitation of CMI's Mission Statement

A. Before the meeting began, CMI's Mission Statement was recited by the EMC members.

II. Approval of the Previous Meeting Minutes

A. **October 7, 2021 MINUTES**



1. After being reviewed, the Faculty Senate, LA Chairperson moved to approve the MINUTES, seconded by the Admissions Director. The motion was carried unanimously with no abstentions.

APPROVAL

With no modifications, the EMC meeting MINUTES for October 7, 2021, were approved as presented.

- III. **Report from the EC**
 - A. There was no update from the EC.
- 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 shared the upcoming October events such as:
 1. Rainbow Tie-Dye Event
 2. LGBTQ History Awareness
 - a) The event dates have not been finalized.
- VI. **RISC Follow-up Survey on Campus Climate**
 - A. The VPASA updated the Committee members in regards to the follow-up survey results from a student's perspective.
 1. The SGA is working on ways to reach out to the students.
 - a) The EMC thoroughly discussed this issue, trying to find ways to reach out to the students.
 - (1) One of the suggestions was SGA hosting a "group testimony" event, or reaching out to the Clubs.
 - (a) The Associate Dean of Student Equity and Engagement will update the EMC on the outcome of the committee's recommendation.
- VII. **EMW Monitoring: Outcome 7.1:** Offer high-quality open learning courses to fulfill student needs.
 - A. The EMC thoroughly discussed Outcome 7.1, specifically what is meant by "high-quality open learning courses."
- VIII. **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)



- a) The EMC members discussed thoroughly the definition of “subpopulations” in which the VPASA shared with the Committee that it’s being determined and worked on currently by the IEC.
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. The VPASA stressed the importance of having the Registration Policy and Procedures, which is still in process.
 - a) This has not been put into the right format.
4. The EMC reviewed the Standard II.c.6: The Institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs The institution defines and advises students on clear pathways to complete degrees, certificate, and transfer goals.
 - a) The Committee discussed ways to improve the following:
 - (1) Better ways to advertise the possible pathways to the students.
 - (a) Posters can also be put up throughout the campus.
 - (b) Activate the T.V.s around the campus with visual images, or visual stimulants for the students.

IX. Reports from the Sub-Committees

A. Admissions Board

1. No Issue

B. Calendar and Catalog

1. The Dean of Academic Affairs was unable to attend the meeting.

C. Placement

1. The IRA Director shared with the Committee members that due to current technical difficulties with the IRA’s systems, the data analysis of the “pilot test” will be ready by the next EMC meeting on November 4, 2021.

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

1. The Dean of WAVES informed the Committee of the CIAO’s findings in regards to the internship programs offered for students.
2. Students did not have the proper documentation while attending their internship programs.
 - a) A standard template is being worked on by the subcommittee for all the internship programs.
 - (1) Each student is required to fill out the standard template, requiring their immediate supervisor’s signature.



(2) The first draft of the standard template will be submitted for the EMC's review in the upcoming meeting.

3. CIAO will also be putting up banners/posters showing the students the possible pathways available for the students in regards to the internship programs.

a) Handbook and

E. Residence Life Admission

1. The Associate Dean of Student Equity and Engagement informed the Committee that the sub-committee is planning to meet in the upcoming weeks, most likely before the next EMC meeting, to start preparing for the next semester.

F. Workstudy Working Group

1. The FAO Director informed the EMC members that the subcommittee will be meeting tomorrow, October 22, 2021.

X. Jenzabar - SONIS

A. The Staff Senate Representative I/Web and Database Administrator informed the Committee members that configuration is still in process.

B. The transcript template is being worked on, but moving forward.

1. A sign-off document is being worked on by Jenzabar.

2. The security paper is needed as soon as possible.

a) The Registrar is working on selecting the security paper.

XI. FA21-Academically At Risk List

A. The IRA Director shared the document with the Committee and thoroughly explained the FA21-Academically At-Risk Students List at CMI.

1. The document was presented for the EMC's "first read."

XII. CMI Official Enrollment Fall 2021

A. The IRA Director thoroughly shared the document with the Committee, providing members their "first read."

XIII. Revising the Monthly Calendar of Work

A. The Admissions Director shared with the Committee the upcoming Open House that's to occur during the first week of November 2021.

1. The date will be confirmed.

B. The FABS Director shared with the Committee members of the upcoming Microix and Asana workshop that's scheduled for November 5, 2021.

C. The Staff Senate I/Web and Database Administrator informed and invited the Committee members of Jenzabar's weekly meetings on Wednesdays at the BoR

D. Conference Room at 7:30 a.m.

Adjournment



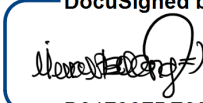
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The *second* EMC meeting for October was adjourned at 12:05 p.m.

Submitted By:

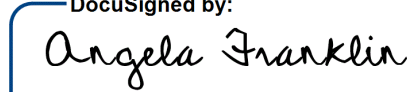
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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

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Angela Franklin, Dean of Student Success
Chairperson, EMC

Approval Date:

November 4, 2021