



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
11:10am March 4, 2021
Board Conference Room

MINUTES

Present:

Chair Dr. Elizabeth Switaj	VPASA
Cheryl Vila	Director, IRA
Monica Gordon	Registrar
Jessio Lattrick	Management Group, Director, Arrak
Oyinade Ogunmokun	Faculty Senate, LA Chair
Meyar Mamis	Assoc. Dean of Student Equity & Engagement
Rigieta Lord	Director, ACE
Sali Andrike	Director, Financial Aid
Jennifer Seru	Acting Dean, Academic Affairs
Amelia Timon	Director, FABS
Ruth Laikidrik	Staff Senate, Representative
Carlton Gideon	SBA Representative

The Enrollment Management Committee's 1st meeting for the month of March 2021 was called to order by the Chairperson/VPASA at approximately 11:20 a.m.

After the minutes from the previous meeting on February 18, 2021, were reviewed and revised, a motion was made by the Faculty Senate Representative to approve, seconded by the Director of FABS. The motion was carried out unanimously by the majority with no abstention.

- I. Need for Disciplinary Panel Pool Volunteers**
 - A. The VPASA reminded Committee members of the need for panel volunteers and reiterated the importance of the members to share the matter with their constituency groups.
- II. Accreditation Update**
 - A. The VPASA reminded the Committee members of the upcoming ACCJC's virtual visit on March 16th - 19th 2021.
- III. Reports from the Subcommittees**
 - A. Admissions Board
 1. No Issue
 - B. Calendar and Catalog



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1. After thorough review, discussions, and revisions, the Faculty Senate Representative made a motion to approve the Calendar Catalog. The Associates Dean of Student Equity and Engagement seconded the motion and the motion was carried out unanimously with no abstentions.

DECISION

The Academic Calendar was approved as presented.

- C. Placement
 1. On behalf of the Director of Admissions, the VPASA reported to the Committee that the Math Placement Test is completed .
 - a) The math test contains 30 questions:
 - (1) 10 Pre-Algebra Questions
 - (2) 20 Questions from the 2 levels of Algebra
 2. The English Placement Test is still in process and moving forward.
 - D. Internships, Apprenticeships, and Career Opportunities Taskforce
 1. No Issue
- IV. EMW Monitoring Reported by the VPASA**
- A. Outcomes Monitoring Dashboard
 - B. Outcome 5.1: Develop New Certificate Programs - Reported by the Dean of WAVES
 1. There are 2 New Certificate Programs going through the approval process:
 - a) Governmental Accounting
 - b) Agroforestry
- V. Co-Curricular Workshop SLOs- Reported by the VPASA**
- A. Draft Form
 1. After a thorough review and no suggestions, the Dean of WAVES made a motion to approve the Co-Curricular Workshop SLOs as projected. The motion was seconded by the Associate Dean of Student Equity and Engagement. The motion was carried out unanimously with no abstentions.

DECISION

The Co-Curricular Workshop SLOs were approved, as presented.

- VI. Recognition of Prior Learning**
- A. Draft Policy
 1. After a thorough review and discussion, the Faculty Senate Representative made a motion to approve the Recognition of Prior Learning policy, seconded by the Acting Dean of Academic Affairs. The motion was carried out by the majority with no abstentions.



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DECISION

The Recognition of Prior Learning was approved, as presented.

VII. Part-Time Students Survey - Reported by the VPASA

- A. The Committee discussed the survey results and possible ways to improve.
1. The discussion included topics, such as advisors reaching out more to the students.
 2. The SBA Representative shared that a video on the steps to register was available in the previous years and was a helpful tool for the new incoming students.
 - a) The Associated Dean of Student Equity and Engagement will look further into this with the IT Department.

VIII. Course Waiver and Substitution

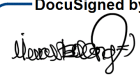
- A. Draft
1. After a thorough review and discussions were made, the Director of the IRA moved to approve the draft Course Waiver and Substitution policy. The Registrar seconded the motion, and the motion was carried out unanimously by the majority.

IX. Registration Policy and Procedures - Deferred

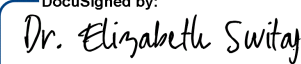
X. Monthly Calendar Work-Deferred

ADJOURNMENT

The Enrollment Management Committee's first meeting for the month of March was adjourned at 12:10 p.m.

DocuSigned by:

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Secretariat Officer - Executive Council

DocuSigned by:

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VPASA