



P.O. box 1258
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: emc@cmi.edu

Enrollment Management Committee
11:10 a.m. Thursday, June 17, 2021
BoR Conference Room

MINUTES

PRESENT:

Dr. Elizabeth Switaj	Chairperson/VPASA
Cheryl Vila	Director, IRA
Monica Gordon	Registrar
Jomi Capelle	Director, Admission
Mylast Bilimon	<i>for</i> Faculty Senate, LA Chairperson
Meyar Mamis (Excused)	Assoc. Dean of Student Equity & Engagement
Rigieta Lord	Director, WAVES
John Villafania	Staff Senate Representative
Sali Andrike	Director, Financial Aid
Jennifer Seru	Faculty Senate Representative
Va Savu	Dean of Academic Affairs

via Zoom

The *first* EMC meeting for the month of June 2021 was called to order by the Chairperson/VPASA at 11:10 a.m. The Chairperson informed the committee members that the previously scheduled meeting for the month of June 2021, did not take place due to student orientation and the Ebeye CMI Graduation.

I. Recitation of CMI's Mission Statement

A. Before the meeting began, the Dean of WAVES recited the CMI Mission Statement for the committee members.

II. Approval of the Previous Meeting Minutes

A. After careful consideration, the Faculty Senate Representative made a motion to approve the minutes, seconded by the Dean of WAVES. The motion was successfully passed by the majority with one abstention.

APPROVAL:

With the minor corrections, the EMC meeting Minutes for May 20, 2021, were approved as presented.

III. Report back from the Executive Council

A. *Recognition of Prior Learning Procedures Forms*



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1. The Executive Council meeting was cancelled on June 16, 2021, however, the forms will be reviewed during the upcoming EC meeting.

B. *The Course Waiver and Substitution Policy*

1. The Chairperson/VPASA informed the committee members that the Course Waiver and Substitution Policy has been approved by the Board of Regents.

IV. Accreditation

A. ACCJC Commission Meeting

1. The June Commission meeting occurred last week, however, CMI has not received its official notification letter yet in regards to its reaffirmation.
2. However, during an open session occurred last week, where the Commission reviewed policies, most of which were revised policies and a new policy on Social Justice.
3. The Chairperson/VPASA/ALO urged the committee members to review the Policy on Institutional Advertising and Student Recruitment (which had a first read at the June meeting) and the approved Policy on Social Justice.

B. Assessment of I.C.4:

1. "Co-Curricular programs and athletics programs are suited to the institution's mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular or athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances."
 - a) The EMC carefully reviewed and discussed the Standard Assessment.
 - b) The Student Club Handbook ensures that student-led activities are still within the control of the institution, including financially
 - c) The question of how participation in co- and extra-curricular activities can be expanded was raised. One recommendation was to have awards for clubs that demonstrate high engagement (for example, through community service hours).

V. Reports from the Subcommittee

A. Admissions Board - Director of Admissions

1. The Director of Admissions shared with the committee members that 84 applicants have completed all their requirements for admission.
 - a) 164 applicants, however, have pending applications that are missing at least one of the requirements required for admission.

B. Calendar and Catalog - Dean of Academic Affairs



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1. The Dean of Academic Affairs is still working on this and will share with the committee members once finished.

C. Placement - Proxy for the Faculty Senate Representative, L.A. Chairperson

1. The subcommittee met on May 17, 2021.
 - a) As a result of the subcommittee's meeting, it's been decided that the student ambassadors, along with the eight staff members on the subcommittee, will be the selected group of individuals to take the "pilot test," scheduled for July 12th at 8:00 a.m.
 - b) The writing prompt question was also shared with the committee.

D. Internships, Apprenticeship, and Career Opportunities Taskforce - Dean of WAVES

1. The Dean of WAVES shared on how each program that involves internship should have handbooks, and the Chairperson added that if this is a finalized decision by the subcommittee, can the handbooks be electronic?
2. The recommendation that information on internships, apprenticeships, and career opportunities all be centrally housed with TRACC was also shared for discussion by the Dean of WAVES to the EMC members.

VI. EMW Monitoring: Outcome 5.4: Incorporate industry-recognized credentials into CTE Programs - Shared Information: Dean of WAVES

- A. The Dean of WAVES shared with the committee members that although we've received feedback from the work industries, the importance of becoming a member of the ACTE would be a positive step forward.
 1. Becoming an ACTE member was discussed thoroughly by the committee.
- B. The committee discussed possible grant opportunities, similar to what was done in the past for the Business Administration students, in assisting the student in the process of obtaining a job right after graduation.
 1. The advertising and implementation plans will be discussed in the next EMC meeting on Thursday, July 1, 2021.

VII. Survey of Entering Student Engagement

- A. Full Results
- B. P/T and F/T Disaggregation
 1. After thoroughly reviewing the survey report, the committee discussed ways to improve the low results.
 - a) For example, the results on "how often students were not turning in assignments on time, not turning in assignments, and skipping class," were some of the topics the committee thoroughly discussed. .



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- (1) A suggestion by the Dean of AA was that advisors should intervene and utilize our online resources here at CMI to reach out more and involve our students.

VIII. Course Waiver and Substitution

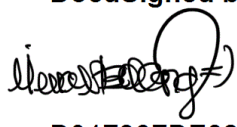
- A. Application Form
- B. Procedures

- 1. The Chairperson gave the committee members their “first read” on the documents, which will be reviewed in the next EMC meeting on July 1, 2021.


Adjournment

The *first* meeting for the month of June 2021 was adjourned at 12:05 p.m.

Submitted By:

DocuSigned by:

 D04E36FDE82B468...
 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:

 C18CCD96C4D1452...
 Dr. Elizabeth Switaj, VPASA
 Chairperson, EMC

Approval Date:

July 1, 2021