



Enrollment Management Committee  
11:10 a.m. Thursday, July 1, 2021  
BoR Conference Room

**MINUTES**

**PRESENT:**

Dr. Elizabeth Switaj	Chairperson/VPASA
Cheryl Vila	Director, IRA
Jomi Capelle	Director, Admission
Oyinade Ogunmokon	Faculty Senate, LA Chairperson
Meyar Mamis	Assoc. Dean of Student Equity & Engagement
Rigieta Lord	Dean, WAVES
John Villafania	Staff Senate Representative
Sali Andrike	Director, Financial Aid
Jennifer Seru	Faculty Senate Representative
Amelia Timon	Director of FABS

The *first* EMC meeting for July 2021 was called to order by the Chairperson/VPASA at 11:13 a.m.

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

A. Before the meeting began, the Mission Statement was recited by 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:**

**Having no corrections, the EMC Meeting Minutes for June 17, 2021, were approved as presented.**

**III. Report back from the Executive Council**

**A. Recognition of Prior Learning Procedures Forms**

1. The Executive Council’s meeting was canceled on June 16, 2021, however, the forms will be reviewed during the upcoming EC meeting on July 7, 2021.

**IV. Accreditation**

**A. ACCJC Commission Meeting**



1. Policy on Social Justice

- a) After the committee members had their “first read” on the approved revision of the Policy on Social Justice, the committee discussed how this impacted their work as a committee.

**B. Discussion of College Requirements from ACCJC**

1. This led to a recommendation agreed by the majority members that a revision of the New Student Registration Policies and Procedures is needed.
- a) The Associate Dean of Student Equity and Engagement and the Director of Admissions are working on a draft on New /Re-Admitted Student Policy and Procedures. There will also be a student bank account policy and procedures. An update on this will be provided to the committee on July 15, 2021.

**C. Assessment of II.C.5:**

1. “The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.”
- a) The Add/Drop Form is to be resubmitted to the VPASA to review and possibly be an issue to discuss further in future meetings.

**V. Reports from the Subcommittee**

**A. Admissions Board - Director of Admissions**

1. The Director of Admissions shared with the committee members that *before* June 30, 2021, 287 applicants had already submitted their applications.

**B. Calendar and Catalog - Dean of Academic Affairs**

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

**C. Placement – Director of Admissions**

1. After sharing with the committee of the Math Pilot Test that’s scheduled for July 12, 2021, the committee discussed if the student’s taking the test will have to take the test again after applying and registering for CMI.
- a) The ABE students (level 5) and the UB students (seniors) have been selected to take the English “pilot test” and test of the revised Math exam on July 12, 2021.
- b) It was decided by committee members that the student’s scores will be kept and they will NOT have to retake the test if they decide to apply for CMI.
- c) The actual Placement Test is scheduled for July 26, 2021.



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- (1) The Director of Admissions informed the committee that the test will occur for one week, with an estimation of 60 plus students per day.
  - (a) Training will also be needed for individuals who will be assisting in administering the Placement Test.
    - (i) The Chairperson requested that each representative share with their constituents if they're interested in proctoring during the Placement Test.

Before adjourning, the Chairperson informed the EMC members that since there's a lot of issues that still needed to be reviewed by the committee, the committee will have a Special Meeting on Monday, July 26, 2021.

**Adjournment**

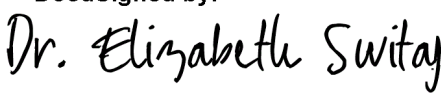
The *first* meeting for July 2021 was adjourned at 12:05 p.m.

Submitted 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:

July 15, 2021