



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
Special Meeting
11:10 a.m. Monday, July 21, 2021
Board Conference Room**

MINUTES

PRESENT:

Chair Dr. Elizabeth Switaj
Monica Gordon
Oyinade Ogunmokun
John Villafania
Sali Andrike
Jennifer Seru

VPASA
Registrar
Faculty Senate, LA Chairperson
Staff Senate Representative
Director, Financial Aid Office
Developmental Education Chairperson

ATTENDEES via ZOOM

Rigieta Lord

Dean of WAVES

The meeting started with the members' citation of the college's mission

1. Review of previous minutes
 - a. Jul 15, 2021. Postponed to next meeting.
2. Report from EC - Revised Recognition of Prior Learning Form approved. EC had first read of the
3. Accreditation Internships, Apprenticeships, and Career Opportunities Taskforce Report
 - a. College Requirements from ACCJC:

Standard III.D.5, III.D.8. III.D.10 (College Requirement 1): In order to meet the Standard(s), the Commission requires the College to assure the financial integrity of the institution and responsible use of its financial resources by having an appropriate internal control structure that is widely disseminated and provides timely information



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- for sound financial decision making, including the effective oversight and management of financial aid and grants, and regular evaluation and assessment of internal controls and financial systems.
- Standards III.D.7 (College Requirement 2):** In order to meet the Standard(s), the Commission requires the College to respond to external audit findings, including findings relating to compliance and internal control deficiencies, in a timely manner.
- b. Policies and procedures related to College Requirements:
 - i. [Bank Accounts](#): It is mandatory that all the students should have an account. Those students who are underage (younger than 18 years) will get support from the college to open bank accounts. This Policy was approved by the committee.
 - ii. [Revised admissions procedures](#) - Revisions to procedures approved. We will revisit the health clearance at a later date.
 - c. Recommendations relevant to the work of this committee
 - i. **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)**
 - ii. **Recommendation 3:** In order to increase 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)**
 - d. Policies and procedures relevant to recommendations
 - i. [Registration policy and procedures](#).
4. Reports from subcommittees
- a. Admissions Board: Currently 390 students have been admitted.
 - b. Calendar and Catalog: [2021-2022 Catalog](#): The 2021-2022 catalog was approved.
 - c. Placement: For this semester, the existing English placement test and the overall GPA, equally weighted, will be used to determine the English placement. Math will use the Math Transition Examination for placement. Students who took the Math Transition Course will be exempted from the exam. All will be placed on the following criteria: 60% and above –credit, 50% or higher-level 3, 40% or higher-level 2, below 40% level 1
 - d. [Internships, Apprenticeships, and Career Opportunities Taskforce](#) - No new report.



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5. EMW Monitoring: Outcome 6.1: Offer professional development and capacity-building for staff in the student services division. - Deferred to next meeting
6. Transcripts in Jenzabar. About designing transcript: Jenzabar is to work with Monica and table their conclusions with the committee. Should SAP be included in the transcript? This is to be discussed by Monica and Jenzabar. IT team to work with the question and bring the feedback in the next meeting.
7. [SAP](#) :The SAP was approved after discussions on the important things in the policy. The new ways of evaluating student credits were discussed which is by assessing their placement qualitatively and quantitatively. Previously students were assessed on credits attempted and earned. In the new policy, students will be assessed on 67% of credits attempted. Financial aid and academic SAP have been aligned so that suspension letters may address both. All the students who enrolled in multiple programs will be eligible for PELL grant.
8. [Survey of Entering Student Engagement](#) (Continuing Discussion) To be discussed in the next meeting.
9. [Full results](#)
 - a. [P/T and F/T disaggregation](#)
10. [RISC Survey](#)
 - a. Key points of relevance to this committee:
 - i. Custom Questions Report Table 1.3, p. 4
 - ii. Institutional Report Table 2.1, p. 6
 - iii. Institutional Report Table 2.2, p. 7
 - iv. Institutional Report Table 2.4, p. 9
 - v. Institutional Report Table 2.5, p. 10
 - vi. Institutional Report Table 3.1, p. 12
 - vii. Institutional Report Table 3.2, p. 13
 - b. [DRAFT follow up survey on campus environment](#)
11. [Summer 2021 Official Enrollment](#)
12. [Residence Life Handbook](#)
13. [Monthly calendar of work](#)

The meeting was adjourned at 12:00noon



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Submitted By:

Oyinade Ogunmokun
For the Secretariat Officer, EC

Concurred By:

DocuSigned by:

Dr. Elizabeth Switaj

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Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

Approval Date:

August 5, 2021