

MINUTES OF THE MEETING
Enrollment Management Committee

November 5, 2020

11:10 am, BOR

Elizabeth Switaj (Chair)
Sali Andrike
Patricia Owens
Danny Jack
Florence Peter (Representing Va Savu)
Oyinade Ogunmokun
Ruth Landrick
Meyar Mamis
Cheryl Vila

1. Review of previous minutes: The minutes of Oct 15 was approved.
 - a. [October 15, 2020](#)
2. Reports from subcommittees
 - a. Admissions Board. Currently working on the admission so as to meet the deadline for Spring 2021
 - b. Calendar and Catalog: The committee is still busy working on the document and will be meeting on Friday (11/06/2020).
 - c. Placement: Director for Admissions is not around
 - d. Internships, Apprenticeships, and Career Opportunities Taskforce: There is no report
 - e. Working Group for Student Discipline Procedures (formation): There is a discussion on who should be part of this working group, e.g. Faculty and Student representatives,
3. Enrollment Management Wappepe: There is a need to review the plan for additions and corrections. There may be a need to increase the retention rate of the part time students. Meyar suggested the inclusion of equity. We may also add another outcome for the distance students. There was suggestion to include an outcome for the underserved population in RMI. Outcome 7 which is about open learning may be used for this if it is contextualized to RMI. Dr. Elizabeth will edit the document and share it with committee members for comments.
 - a. [Review of plan](#)
 - b. Outcome 4.3: Create and implement college-approved data definitions and related policies. How is the college doing in terms of this outcome? We are doing fine.
4. Accreditation: [II.B.3](#)

Fall 2020 Official Enrollment data: Cheryl shared the data for the fall enrolment and emphasized that this report is mandatory to getting the Pell grant. The enrolment has increased by 70% for Fall 2020 compared to 2019 Fall., the highest CMI ever had since its establishment in 1993. Full time students were 49% while the remaining 51% are part-timers. It was suggested that a survey should be carried out among the part time students to know why they choose to study part time.

The data was disaggregated by developmental Math and English. There are five levels for English and Math - Cannot be placed, Developmental Levels 1, 2, 3, and Credit Level. "Developmental English/Math Students" include any student taking Levels 1, 2, or 3 English/Math courses exclusively or in addition to other courses. More students are at the developmental level compared to the credit level. A concern was raised about the registration status (fulltime vs part time) of AP students and how it may affect their Pell grants. Members are encouraged to check the data at this link. [Part-Time Students Survey](#)

5. [Registration policy and procedures](#): The Registrar is not around

6. [Monthly calendar of work](#)

Meeting adjourned by 12:15pm

Respectively submitted by

Oyinade Ogunmokun