



Minutes

Enrollment Management Committee

December 3, 2020

11:10 am, BOR

Dr Elizabeth Switaj (Chair)

Jennifer Seru

Monica Gordon

Meyar Mamis

Cheryl Vila

Jessio Ladrack

Ruth Latrik

Oyinade Ogunmokun

Pam Kaious

1. Review of previous minutes: The previous minutes was reviewed and approved
 - a. [November 19, 2020](#)
2. Reports from subcommittees:
 - a. Admissions Board: The admission body has not met
 - b. Calendar and Catalog: The chair was not around
 - c. Placement: The chair was not around.
 - d. Internships, Apprenticeships, and Career Opportunities Taskforce: They have not met; still working on how to meet.
 - e. Working Group for Student Discipline Procedures (formation): They met and delegated some members of the committee to the draft the procedure. They hope to meet in the next two weeks
 - f. Report back from EC and BOR: The board has approved the student discipline policy
 - i. [New format for policies:](#) The new format for policies has been approved by the Board.
3. Accreditation: The QFE is a new part of ISER. Every committee member is expected to be familiar with standard IIB and IIC of ISER
4. EMW Monitoring: Outcome 4.4: Improve dissemination of data to internal and external stakeholders. How has the college improved on disseminating data to the stakeholder? How accurate are these data? Is anything missing from these data? Yes, there is a need for feedback Let the director of Institutional Research know your opinion about the data by sending email or whatever means you can use to give her the feedback. The institutional report is accessible to all to see. The SLO assessment, course scheduling and other vital institution information are



available for people to see. There is a requirement that each department program review should be included in the web page.

5. [Part-Time Students Survey](#): There were only 6 responses from the survey. The committee discussed strategies to get more responses.
6. [Registration policy and procedures](#): The Registrar was asked to define academic record and also to rewrite the policy question and use the new template, after which the policy can be shared with the members.
7. [Monthly calendar of work](#) There should be more focus on Students' residence policy. There is also a suggestion that the placement test should be done early in order to make time for advising.

Meeting adjourned by 11:50am

Respectively Submitted by

Oyinade Ogunmokun