



Minutes
Enrollment Management Committee
May 21, 2020
11:10 am, BOR

Members Present
Dr. Elizabeth Swaitaj
Va Savu
Monica Gordon
Jomi Capelle

Pam Kaious
Oyinade Ogunmokun
Cheryl Villa
Jenifer Seru
Rigieta Lord

1. Review of Previous Minutes
 - a. January 16, 2020
 - b. May 21, 2020
2. Reports from Subcommittees
 - a. Admissions Board.

The hospital has no kits to test for HIV/TB, so the health forms cannot be completed by CMI applicants. Students will be allowed to process their admissions and the completed health forms will need to be completed prior to spring 2021.

Also, the ID machine at the police station is broken and we don't know when this will be fixed. The Admissions Board is still considering its options.
 - b. Calendar and Catalog: [Procedure and process](#): This is yet to be completed. The committee needs to fine tune it.
 - c. Placement: No report from the committee, the placement test for Summer school has been successfully completed.
3. Accreditation:
 - a. Follow up on II.C.6: Do we have the course sequences, program requirements, and Student Learning Outcomes for all programs listed on the website?

These will be completed after graduation as most of the Departments have submitted their course sequencing, program requirements and Students Learning outcomes to the Dean of Academic Affairs for editing.
 - b. II.B.1: The institution supports student **learning** and **achievement** by providing library, and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning



technology, and ongoing instruction for users of library and other learning support services.

The following questions were raised on this standard:

How do we measure achievement in terms of students' learning? Through assessment.

How do we know if our students have achieved? Through completion rate?

Do we have student support services? If yes, are we making use of them?

Are there any services that are missing in regard to learning support?

When we talk about the quantity, currency and depth, what is the level of follow up that is available?

Do our programs cover what they intend to cover in terms of the services provided?

How do we make sure that all the students have access to all these resources?

Some answers: By putting the services online for different centers through Moodle. Plan for more tutorials, encourage more personal responsibility for students, and organize workshops for the tutors. There is already a plan to move the tutoring center to another level after summer class.

4. EMW Monitoring:

EMW Outcome 2.2: Increase services and options for working adults
ABE introduced developmental programs through different trainings e.g. a) Customer service; b) Accounting program from ADB grant developed 4 modules which will be extended to year 2021; c) Agro-forestry training, d) Maritime police force who are participating on employment forum e.g. from Arak help as elementary teachers,) Running Microsoft training, in partnership with USP. The upcoming training is about Professionalism in the use of Microsoft Office e.g. Excel.

Academic departments:

Business and Education Departments run classes during evening hours to cater for working students.

Some Marine Science classes are on Saturdays. There is a plan to organize more classes on Saturdays and Sundays if there are requests.

The Marshallese Studies Department offers classes from 6:20pm -7:45pm.

There is a need to track whether students are employed. The committee's suggestion was to add a required field as part of the registration process.

5. [Registration policy and procedures](#)

BP: 330.01 was already approved, but other policies and procedures need approval. There is need to review the document retention schedule before the next meeting.



ENROLLMENT MANAGEMENT COMMITTEE

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Who is responsible for ABE registration? ABE is responsible for its own
Discussed whether ABE should have their own Registrar.

6. Items arising from 2017-2018 Assessment

- a. Student Handbook - Tabled.
- b. Enrollment Management Policy and Procedure Handbook. - Tabled
- c. [Maritime Admission Procedure](#)

When should the Maritime students be admitted? It's a non credit course
Their last stage is for credit, but this needs to be reviewed by CC using the
appropriate program and course templates; EMC needs to ensure that this is
addressed in the procedure. Students receive SPC certificates, and there is an
agreement between NTC and the SPC. The committee needs to review the
agreement.

7. [Monthly calendar of work](#)

The Meeting was adjourned at 12:15pm.