



Special Meeting Minutes - Draft September 09, 2019

Members Present

Elizabeth Switaj
Jennifer Seru
Jomi Capelle

Va Savu
Cheryl Vila
Sali Andrike

John D. Villafania
Oyinade Ogunmokun

Excused

Monica Gordon

The meeting was called to order @ 11:15 AM

Agenda Items

- 1. Review of Previous Minutes**
 - **April 4, 2019**
 - **Any other unapproved minutes**
- 2. Accreditation**
 - **Importance of keeping committee records updated**
 - **Standard II.C.1: "The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution."**
- 3. Feedback on revised Enrollment Management Wapepe and Strategic Plan**
- 4. 2018-2019 EMC Assessment**
- 5. Discussion of current KPI report: KPIs related to enrollment management**
- 6. Moving students to new program sheets**
- 7. Review of registration**

Minutes

- 1. REVIEW OF MINUTES**
 - **April 4, 2019**
 - Jennifer moved that we accept the minutes as projected. Jomi seconded the motion. The motion was unanimously approved with two abstentions.
 - **Any other unapproved minutes: March 27, 2019**



- Jennifer moved that we accept the minutes as projected. Va seconded the motion. The motion was unanimously approved with three abstentions.

2. ACCREDITATION

- Importance of keeping committee records updated on the website.
- Standard II.C.1: “The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution.”
 - Student Support is more about registration, students social life, resident life, student campus engagement and etc.
 - The Institution regularly evaluate student support services by using the Program Reviews - Outcomes.
 - Enhance accomplishment of the mission of the institution - mission alignment.
 - Program Review for the DE centers doesn't really identify how they are implementing student support, they don't do that - the assumption before was that student support services that are been offered here (Uluga) are also offered in other places; no data is actually been reported on how these services are offering.
 - Problem: The DE centers and Arrak don't know what are the student support services.
 - Arrak and Ebeye DE center report to Dean of ACE.
 - Jaluit DE center report to VPASA.
 - In other college, whoever is doing the services should report the services/data.

3. FEEDBACK ON REVISED ENROLLMENT MANAGEMENT WAPEPE AND STRATEGIC PLAN

- Dr. Theresa sent out, some revised Wapepe and Strategic plans.
- The Enrollment Management Wapepe has been revised - the key outcome for the EMW are:
 - INCREASED RETENTION RATES OF NEW, FULL-TIME STUDENTS.
 - INCREASED RETENTION RATES OF PART-TIME STUDENTS.
 - INCREASED STUDENT COMPLETION & TRANSFER RATES.
 - SUSTAINED INNOVATIVE BEST PRACTICES
 - INCREASED CAREER & TECHNICAL EDUCATION (CTE).
 - DEVELOPMENT, INCORPORATION, AND IMPLEMENTATION OF STUDENT DEVELOPMENT THEORY INTO CROSS-DIVISIONAL PRACTICE.
 - DEVELOPMENT OF OPEN LEARNING FOR STUDENT ACHIEVEMENT.



- The strategic plan takes all of the goals, objectives and activities from the other plans and brings them together into something that's relatively straightforward to implement.
- IEC reviews the ISLO and PLO.

4. 2018-2019 EMC ASSESSMENT

- Based on the discussions today, there are a couple edits that need to be made to the numbers - 2 summer meetings and some of the numbers need adjusting.
- Dr. Elizabeth recommends that every committee should have a vice chair - so that if the chair is not able for whatever reason to call meetings and move things forward there is someone who is prepared to jump in.
 - The RSA states that EMC should be reviewing everything annually - This may need revision but it would help if we have a calendar of regular work that we are supposed to do as EMC.
 - This should be a standard for all committees.
 - All committee members should report back to their senate.

5. DISCUSSION OF CURRENT KPI REPORT: KPIS RELATED TO ENROLLMENT MANAGEMENT

- Tabled for Next Meeting.

6. MOVING STUDENTS TO NEW PROGRAM SHEETS

- Tabled for Next Meeting.

7. REVIEW OF REGISTRATION

- Tabled for Next Meeting.

Meeting adjourned @ 12:10 PM

Kelly Luce Sebastian, Recording Sec.
Scribe

EMC
Reviewed & Approved by

Day - Month - 2019
Date approved