ENROLLMENT MANAGEMENT COMMITTEE
College of the Marshall Islands
Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Majuro
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Regular Meeting Minutes - Draft
June 4, 2020

Members Present

Dr Elizabeth Switaj	Pam Kaious	Jennifer Seru
Va Savu	Oyinade Ogunmokun	
Jomi Capelle	Rigieta Lord	
Cheryl Vila	Monica Gordon	

Minutes

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 students who have applied to CMI for HIV/TB, so the health process cannot be completed. Students will be allowed to process their admissions and the test can be done later.
      Also, the police ID machine is broken, and we don't know when this will be fixed.
   b. Calendar and Catalog: Procedure and process: This is yet to be completed. The committee needs to fine tune it.
3. Placement: No report from the committee, the placement test for Summer school has been successfully completed.
4. 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.

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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 classes.

5. 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 Arrak 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 from 3:30 to 5:30 to cater for working students.
Marine Science classes are on Saturdays. There is a plan to organize more classes on Saturdays and Sundays if there are requests.
The Marshallese Department offers classes from 6:20pm -7:45pm.
There is a need to track students who are working through registration.

6. [Registration policy and procedures](#)
The policy has been approved. The late registration and add and drop policy still need to be approved. There is a need to review the document retention schedule.

7. Items arising from 2017-2018 Assessment
   a. Student Handbook
   b. Enrollment Management Policy and Procedure Handbook.

   Who is responsible for ABE registration? Suggested that ABE should have their own registration procedures.

   c. [Maritime Admission Procedure](#)

   When should the Maritime students be admitted? Most courses are not-for-credit, but the final stage is a certificate of completion. They take the SPC program and SPC certificate; there is an agreement between NTC and the SPC. The procedure for maritime cannot be approved until we receive the information from the NTC.

8. [Monthly calendar of work](#)

The Meeting was adjourned at 12:15pm.