



Regular Meeting Minutes - Draft July 2, 2020

Members Present

Dr Elizabeth Swaitaj
Va Savu

Pam Kaious
Oyinade Ogunmokun

Dr Elizabeth Swaitaj
Va Savu

Minutes

1. Review of Previous Minutes

- a. January 16, 2020
- b. June 4, 2020
- c. June 25, 2020

2. Reports from Subcommittees

Admissions Board: 331 Students have applied for fall 2020 admission so far.

a. **Calendar and Catalog:** The Dean of academic affairs is updating the catalog to include the President's and Vice President's welcome messages. This must be ready before the Fall semester. Copies of the catalog should be in the library and at all CMI centers. It is suggested that students' handbook can be saved into flash drives and given to students for easy and quick access.

b. **Placement:** No report the committee members are still working on the report.

3. Accreditation:

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?* The planned workshops for the Heads of Departments took place leading to each of the heads compiling their Departmental documents which are then forwarded to John. John is still working on the documents from different departments. HoDs should be reminded that students' learning outcomes should be linked to the course outlines.

a. **II.B.4:** *When the institution relies on or collaborates with other institutions or other sources for library and other learning support services for its instructional programs, it documents that formal agreement exist and that such resources and services are adequate for the institutions intended purposes are easily accessible and utilized. The institution takes responsibility for and assures the security, maintenance and reliability of services provided either directly, or through contractual arrangement. The institution regularly evaluates these services to ensure their effectiveness.* Do we have documentation for things that relate to the library? Is there any collaboration with other institution or other sources for Library? Is the Library equipment secure, maintained and reliable?

EMW Monitoring:

4. EMW Monitoring:

Outcome 3.2: Increase opportunities for para-professional internship, apprenticeship, and career training. Students will be more informed of para-professional internships, apprenticeship and career opportunities. The programs with internships are Business, Carpentry and Marine Science. Where are the para-professional internship affairs located? There would be a need to inform students about this. There is also a need to decide how to evaluate, maybe through Surveys.

5. [Financial Aid Policy and Procedures Manual](#): Approved by the committee.



ENROLLMENT MANAGEMENT COMMITTEE

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6. [New Student Orientation Policy and Procedures.](#) The new student orientation policy has been approved.
7. [Student Discipline Policies](#) This is going to be under the Student services. Members have been encouraged to read the policy and comment.
8. [Registration policy and procedures](#) The registrar is on leave.
9. Items arising from 2017-2018 Assessment
 - a. Student Handbook
 - b. Enrollment Management Policy and Procedure Handbook
 - c. [Maritime Admission Procedure](#) :There been a change in the admission procedure for this program since it is a credit level program. Applicants will now have to bring their transcripts from their previous school. Procedure approved by the committee.
10. [Monthly calendar of work;](#) Committee members are tasked to think of what should be in the calendar for next year.
11. [Official enrolment report.](#) The analysis of the students attending Summer 2020 was shared. There was a query on how some students on Academic suspension managed to enroll. Students can appeal their suspension and later enroll. Most students are suspended because of low GPA and/or financial probation. Academic and financial probation are two different things.
12. Meeting adjourned at 12:05.