

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges



P.O. box 1258
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Enrollment Management Committee November 21, 2019 11:10 am, WH 202

Agenda

1. Review of Previous Minutes
 - a. [October 3, 2019](#)
2. Report back from EC
3. Moving students to new program sheets
4. Review of registration
5. Accreditation: II.C.2: The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.
6. Adding opportunity for students to identify disabilities to application form
7. Previous years' assessments
8. Data point
9. Developing a monthly calendar of work

Minutes:

1. October Minutes was approved by consensus.
2. EC Report-
 - EMC-RSA is going through its 1st reading at EC
 - Board Meeting on November 28th 2019
3. Moving students to the new program sheet
 - The form was adapted from EDU department,
 - Dean AA and Director Admissions re-worked the form to meet all credit program
 - ✓ students are to make their own choice of moving to the new PS
 - ✓ students are to identify new major
 - ✓ from signed off by student and advisor (or Chair) and Dean AA
 - Opportunity to FastTrack to graduate
 - Advised by faculty
 - Meet new requirements of program sheet
 - On the proposed form take out Chairs signature or chairs can sign on behalf of advisor
 - Suggestion for general announcement be made to credit students
 - Announce to whole student community
 - Jomi will create flyers and post around campus
 - Department Chairs to inform department of the PS moving activity
 - Business studies to update their PS on website.

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4. SP 2020- Registration Update from John

- Excel report was shared with the committee
- High Add/Drop numbers was significant. One reason highlighted was because of the Placement issue with Math test results
- A suggestion was made to Standardize the comments for dropping/changing/withdrawing classes
- It was agreed for an ad-hoc committee (Monica, John & Jen) to work on creating the standardized comments list.
- It was reported that there were still Issues with prerequisites for IE courses. John reported that SIS reading the final grade as mid-term thus not allowing students to pre-register.
- Registrar reported that the Registrar portal was not working during the ER
- Pinnacle has been informed of ALL the issues and they are working with John to address the matter.
- John working with Pinnacle to fix issues
- SIS activity is schedule to Test run the System from December 9-20, 2019.

5. Assessment Report

- Assessment Report 1516 approved and recorded
- Assessment Report 1617 approved and recorded
- Assessment Report 1718 needs to be revised.

6. Agenda Items # 5,6,8,9 were tabled for the next meeting.

Meeting Ended at 12:10 pm.