



Regular Meeting Minutes - Approved March 08, 2018

Members Present

Rachel Salomon
Elizabeth Switaj
Florence Peter

Stevenson Kotton
Va Savu
Jennifer Seru

Waisiki Baleikorocau
Pamela Perkins

The meeting was called to order @ 11:20 AM

Agenda Items

1. Review of Minutes
2. Spring Registration
3. Summer & Fall Class schedules
4. Enrollment Management Plan
5. Drop Out Rates
6. Leave of Absence (LOA)

Minutes

1. REVIEW OF MINUTES

- Stevenson moved to approve the February 08, 2018 meeting minutes. Waisiki seconded the motion. The motion was unanimously approved with 2 abstentions.

2. SPRING REGISTRATION

- April Early Registration - New Registration Process.
 - Starting this year we won't call it Early Registration, its Current Student Registration.
 - They will be Registering for Summer and Fall on separate weeks.
 - In the New Registration Process the students don't need to come back and confirm.
- Va suggests that we have a general assembly to let the students know about the new process and need to talk to them to continuously check grades.
 - Stevenson will provide refreshments.
 - Train them to be responsibly.
 - We can work with Faculty to ask the students if they have checked their grades.
- Have the New Registration Process be part of the in-service March 19, 2018.
 - Rachel will talk on the general idea.

3. SUMMER & FALL CLASS SCHEDULES

- The Summer Schedule is all set and done.
 - Stevenson will play with the numbers tonight and talk to Agnes and President and will get back to us - initiative only for this summer.



ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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- Department chairs work on their part - looking for instructors.
 - Look for someone that is willing, ready and qualify to teach.

4. ENROLLMENT MANAGEMENT PLAN

- Stevenson, Va and Rachel will work on the EMP this coming and the following Saturday from 2pm - 5pm.
- Once the EMP draft is done, it has to go to this EMC and EC.

5. DROP OUT RATES

- Did not get anything yet from Cheryl.
- We need to look at the Class/Course completion rate.
 - Pick 10% or 20% of the classes offer for that semester and for each program.
- Stevenson proposed that we move and have a special meeting for both the Dropout Rates and Leave of Absence (LOA).
 - Have Lilly and Jacinta present.

6. LEAVE OF ABSENCE (LOA)

- Tabled for next meeting.

Meeting adjourned @ 12:02 PM

Next Special Meeting - March 12, 2018 at 11am

Kelly Luce Sebastian, Recording Sec.
Scribe

EMC
Reviewed & Approved by

05 - July - 2018
Date approved