



Emergency Special Meeting Minutes - Approved December 21, 2017

Members Present

Rachel B. Salomon
Elizabeth Switaj
Jennifer Seru
Rigieta Lord

Melinda Nish
Va Savu
Cheryl Vila

Stevenson Kotton
John Villafania
Waisiki Baleikorocau

The meeting was called to order @ 11:08 AM

Agenda Items

1. Review of Minutes
2. EMP
3. SIS
4. Registration
5. Academic Calendar - Va
6. Catalog 2018-2019 -Va
7. CLPT & Placement Testing

Minutes

1. REVIEW OF MINUTES

- November 2, 2017
 - Melinda moved to approve the November 2, 2017 meeting minutes. Va seconded the motion. The motion was unanimously approved.
- November 23, 2017
 - Va moved to approve the November 23, 2017 meeting minutes. Stevenson seconded the motion. The motion was unanimously approved.

2. EMP

- Rachel will have a draft by the first week of January for Review and comments.

3. SIS

- Update from Pinnacle
 - They attended to some of the critical issues but the issues sent this week they have not taken on them yet.
 - This morning Jennifer reported that there is a problem in the faculty's portal.
 - An urgent request was sent and Boni already called them.
 - Grade not showing on the grade file have been reported.
 - No response at the moment.
 - John sent a follow up email on the tickets but still have not received anything.
 - Issues:
 - Faculty portal



- Grade not showing
- student missing his information
- grade - withdrawal
- Placement level on the student profile
- Student can not confirm
- Rachel will email COM and see about their system.
- Boni draft a level of service agreement with Pinnacle and he met with them last week Friday to discuss this.
 - Boni is now waiting for Pinnacle's final adjustments/inputs.
 - John will email Boni to follow up on the status of this and also about their meeting discussions.

4. REGISTRATION

- Monica sent out and posted the Registration steps.
- The NO SHOW on the first day of instruction will be dropped.
- Early Registration clean up is on the 8th of January.

5. ACADEMIC CALENDAR - VA

- This was approved by EMC and by EC
 - Graduation - May 24 is moved to May 31
 - New Student Orientation/Registration - January 4 & 5
 - Early Registration - January 5
- Amy have told her CMI 101 Students that January 8 is the end of early registration confirmation.
 - Va moved that the last day for early registration for students to confirm back to January 8. Jennifer and Waisiki seconded the motion. The motion was unanimously approved.

6. CATALOG 2018-2019 - VA

- Va will have the Academic Calendar and Catalog earlier this year and have the dates sent out before summer.
- Target for EMC & EC - last week of March
- Target online - last week of April

7. CLPT & PLACEMENT TESTING

- Reminder: The Computer Placement will be on January 3 - Edward, Manny and ASP will be assisting.
- Placement Test Readers - Mary, Elizabeth and Jennifer
 - Elizabeth want to see the essay grading table.

Meeting adjourned @ 12:02 PM

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

18 - January - 2018

Date approved



ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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