



## Regular Meeting Minutes - Approved November 02, 2017

### Members Present

Rachel B. Salomon  
Jomi Capelle  
Elizabeth Switaj  
Jennifer Seru  
Pamela Perkins

Melinda Nish  
Va Savu  
Cheryl Vila  
Florence Peter  
Meitaka Kendall-Lekka

Stevenson Kotton  
John Villafania  
Waisiki Baleikorocau  
Wilber Alik  
Jacinta Samuel

**The meeting was called to order @ 11:07 AM**

### Agenda Items

1. Review of minutes
2. EMC RSA
3. EMP
4. Classroom Assessment
5. Student Exit Survey
6. Assigning student advisers
7. Student Travel/Attendance (flexibility during the semesters)
8. 2017 Early Advising

### Minutes

#### 1. REVIEW OF MINUTES

- August 29, 2017
  - Melinda moved to accept the August 29, 2017 meeting minutes. Jomi seconded the motion. The motion was unanimously approved with 11 abstentions.
- September 7, 2017
  - Stevenson moved to accept the September 7, 2017 meeting minutes. Melinda seconded the motion. The motion was unanimously approved with 11 abstentions.

#### 2. EMC RSA

- We should leave it, go back to the original.
- Rachel will send out the RSA to the new members.

#### 3. EMP

- We have an Educational Master Plan (METO).
  - Internal and External scan.
- Melinda will follow up on the METO with the President.
- We have the Enrollment Master Plan, Information Technology Master Plan, Facilities Master Plan and Safety and Security Master Plan.



- We never directly link our enrollment and finance side.
- Goal 3: get a much better understanding from the academic and financial side of how it links.
  - Financial Stability - replace Financial to resources.
- Mark is coming November 21-29 to look at our systems and also to look at the Enrollment Management integration.
  - He will be working on some recommendations that could help inform the plan Rachel is developing.
- Melinda will work with Rachel to figure out how to get the draft to all members.
- If we can provide a working section with the whole group to go through the EMP.
  - Rachel will send out the date of the working section.

#### 4. CLASSROOM ASSESSMENT

- This has already been discussed with the chairs.
  - Regarding the PMS.
  - Component for classroom assessment.
- There will be an ad hoc group of 3 administration and 3 faculty.
- The Assessment is supposed to be used for a piece of information that can provide good information to the faculty member and direct supervisor.
- Meitaka: Student are assessing their faculty.
- Cheryl: Survey stop 4 years ago.
  - There was a move by the faculty senate to do our own institutional Student Assessment.
  - WARNING: It does not help if you are standing in the class and you looking at the results on your own.
  - It's better if the students are anonymous.
- We need to establish a group (3 faculty & 3 administration) to address these questions and start creating some models of what we can do.
  - This will launch in Spring.
  - Members: Meitaka, Va, Rigieta, Cheryl and 2 from faculty senate.
    - Developing the tool/draft.
- Classroom assessment: Assessment of the room itself.
  - Chairs, tables, AC (working/not), computer, ETC.
  - If you have issues in the rooms, let the Dean Va know.
  - Stevenson have already talked to Physical Plant that they will be doing an inventory this christmas break.
    - Proposing a change of chair and table.
  - For the computer labs, 4 classroom need to have 20-21 computers.

#### 5. STUDENT EXIT SURVEY

- Rachel discuss this with the Dean of Academic Affairs, Va.
  - Students are dropping or asked to drop the class.
  - Working with Jomi and Monica on the exit survey.



## ENROLLMENT MANAGEMENT COMMITTEE

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- This needs to go to Faculty Senate that there is a need to create this survey.
- It's the student's right and they need to make the decision.
- This survey is created to get input from students.
  - A survey might get us some valuable statistical information, but this honestly sounds like a situation where there are some faculty who are doing the wrong thing.
    - Need to see which faculty as the pattern and there will need to be a discussion between Student Services, the Department Chair and the Faculty member.
- We do not have an attendance policy.

### 6. ASSIGNING STUDENT ADVISERS

- SIS can not - have to do it manually.

### 7. STUDENT TRAVEL/ATTENDANCE (FLEXIBILITY DURING THE SEMESTERS)

- It's up to that faculty.

### 8. 2017 EARLY ADVISING

- Rachel has sent out reminders through Facebook, the website and emails.

**Meeting adjourned @ 12:07 PM**

### Next Meeting AGENDA

1. Ad hoc sub-group for Attendances

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

21 - December - 2017

Date approved