



Regular Meeting Minutes- Approved April 06, 2017

Members Present

Rachel B. Salomon
Amy Ishiguro

Ernest Canonigo
Lilly Michael

Jomi Capelle
Va Savu

Excused

Monica Gordon

Jacinta Samuel

Melinda Nish

Guest

Jennifer Seru

Rosana Jericho

The meeting was called to order @ 11:14 AM

Agenda Items

1. Review of Minutes
2. Computer Literacy Placement Test
3. Placement Test
4. Adult Basic Education
5. Accelerated Summer Program for Dev Ed English
6. Academic Calendar 17-18

Minutes

1. REVIEW OF MINUTES

- March 24th, 2017 meeting minute was approved with the changes. The motion was unanimously approved.
- March 28th, 2017 meeting minute was approved. The motion was unanimously approved.

2. COMPUTER LITERACY PLACEMENT TEST

- Edward Williams joined the rewrite team.
- This week, the team will take the test and make notes, and they will get together April 7th, 2017 for their notes.
- They know it has to be done by end of April.

3. PLACEMENT TEST

- Next week will be the last week of testing.
- 6 people were selected to grade the placement tests.
 - Started grading tests on April 1st, 2017.



- Will grade more on April 8th, 2017, but will be in small session.
- Goal is to have the results by end of April.
 - Share it with the high schools.
 - Work on getting Junior and Senior year grades.
- Placement Process Committee need to meet.
 - Difficult to determine what to do with students who do not meet the lowest level of the placement test without knowing how placement is being decided.
- Student who do not take the placement test, but have 500 on TOEFL
 - Enter credit level.
 - Need something for math placement.

4. ADULT BASIC EDUCATION

- Discussion on the question: "What do we do with students who do not place into level one, but have a high school diploma?"
- Rosana explained her students process to prep for HiSET
 - HiSET: Reading, Writing, Math, Social Studies and Science
 - Each test is \$12 (future may have process fee).
 - Test available every last Friday and Saturday of a month
- Students passing the HiSet should be placed in credit level ENG (?)
- Idea 1: Students not placed by CMI could enroll in Reading, Writing, Math sections of ABE and at the end of the semester they will then take the placement test again.
- Ideal 2: Suggestion to students who do place for fall
 - Use practice tests online and pay for reading, writing and Math or the HiSET exam
 - In discussion on where to placed them if they passed all three.

5. ACCELERATED SUMMER PROGRAM FOR DEV ED ENGLISH

- Pilot program this summer: 3 sections level 2 (60 students)
- All will be living in the dorm.
 - Potentially catered males
 - Dorm activities
 - Each faculty with their assigned tutors of accelerated program will spend one evening a week at the dorm.
- Class plan.
 - Level 2 in 4 week and Level 3 in the next 4 weeks.
 - Speaking and Listening in the mornings.
 - Reading and Writing in the afternoon.
 - Mandatory tutoring after lunch.
 - Supervised homework after dinner.
 - Tutoring Saturday mornings.
 - Embedded tutors in all accelerated classes.
 - At the end of the 4 weeks in school students have to pass the level 2 test, if do not pass will move into regular level 2 summer class.

6. ACADEMIC CALENDAR 17-18



ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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- Requested a different date for Spring 18 in-service.
 - It's currently on the last week of Withdraw with W.
 - Moved to February 19th, 2017.
- New Students will be registered on the second day of faculty symposium in Fall.
 - Registering faculty will be excused for that portion of time.
- Faculty will not be involved in the New Student Orientation.

Meeting adjourned @ 12:00 PM

Jomi Monica Capelle, Recording Sec.

Scribe

EMC

Reviewed & Approved by

20 - April - 2017

Date approved