



ENROLLMENT MANAGEMENT COMMITTEE MINUTES

September 1, 2016 • 11:00 a.m. • College Center Conference Room

PRESENT: Rachel B. Salomon, Jacinta Samuel, Amy Ishiguro, Ernest Canonigo, Stevenson Kotton and Rithen Lajar

CALL TO ORDER: Dean Rachel B. Salomon called the meeting to order at 11:07a.m.

REVIEW OF MINUTE

- Amy Ishiguro moved to approve the August 18th minute, Jacinta Samuel seconded the motion. The motion was unanimously approved with three member abstaining.

UPDATES

1. SIS SUB GROUP

- SIS sub group consist of five (5) members (Rachel, Melinda, Jennifer, Boni and Cheryl).
- This group will report directly to EMC, and from EMC to EC.
- They started mapping out SIS and all the issues and if needed, they will invite other departments.
- Goal is to get 90% perfected before January (Spring 2017)
- Provide the working guide line in the next EMC meeting

OPEN ISSUES

1. N/A

NEW BUSINESS

1. STUDENT HANDBOOK

- Share it and create a plan for the next EMC meeting.
- Get rid of the date.

2. STUDENT LIFE SUB GROUP

- The committee was removed with board approval 3 years ago.
- Rachel proposed to re-establish the Student Life Committee.
- This sub group will report directly to EMC.

3. STUDENT ISSUES AND CONCERN

- The committee suggested if the issues and concerns could be email to EMC.
- The main issues is the canteen
 - Take too long to get the food, old and moldy food
- Stevenson reported that a new canteen is in planning for Spring 2017.
- For the huts, physical plant is waiting for the material ordered; also, IT will increase their Wi-Fi speed limit around campus.
- Inform students that there will be a fine for littering.
- Camilla will work with the canteen manager to send out a weekly menu to CMICOM and STUCOM and will post on the bulletin boards.



College of the Marshall Islands
Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro
Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Email: emc@cmi.edu

- Psychology class do not use the textbook in the bookstore, and instructor is sending 500 page to student to print and read. (Rachel will talk to Va about this instructor)
- Camilla will provide a list of which book bookstore will buy back and will email it out to STUCOM, also will post.

4. UNOFFICIAL/OFFICIAL LIST

- Have instructor send the unofficial student to Rachel's office.
- For next semester if Va can make the unofficial statement about the College.
- Beginning next semester first day of instruction by 5pm, Registrar will remove student(s).
- Rachel, Va and Stevenson need to talk about the unofficial list to make sure that classes are not closed because of low enrollment after the ADD/DROP period.

5. STANDARD EMAIL

- Registration Process

6. NEW STUDENT OVER THE SUMMER

- Orientation (NSO), Workshop (on campus and/or Arrak), Activities sponsored by the student Leaders and/or Student Services.
- Student Services as being requesting an advising list so student leaders can post.
- Faculty will provide class schedule for Summer 2017, Fall 2017 and Spring 2018.

7. WELCOME BACK PARTY

- Have the Welcome party on the Academic Calendar and announce the party week in advance

8. PLACEMENT TEST

- Jomi along with Cheryl are looking for a new placement test or accuplacer.
- Rachel will have Jomi contact Amy about the accuplacer and the involvement of a faculty.

OTHERS

TABLE ITEM

- **SIS SUB GROUP**
- **STUDENT HANDBOOK**
- **UNOFFICIAL/OFFICIAL LIST**

ADJOURNED: 12:09 p.m.

NEXT MEETING: September 15, 2016 • 11:00 a.m., October 6, 2016 • 11:00 a.m.
October 20, 2016 • 11:00 a.m.

Kelly Luce Sebastian, Recording
Sec.

Enrollment Management
Committee

15-September-2016

Scribe

Reviewed & Approved by

Date approved