



Special Meeting Minutes- Approved March 24, 2017

Members Present

Rachel B. Salomon
Cheryl Vila
Ernest Canonigo

Melinda Nish
Amy Ishiguro

Jomi Capelle
Stevenson Kotton

Excused

Va Savu

Monica Gordon

Jacinta Samuel

The meeting was called to order @ 9:43 AM

Agenda Items

1. Review of Minutes
2. CAP Update
3. Placement Test Update
4. Academic Calendar-Fall 2017-Summer 2018

Minutes

1. REVIEW OF MINUTES

- Melinda moved to approve the November 3rd minutes. Jomi seconded the motion. The motion was unanimously approved.
- Cheryl moved to approve the November 24th minutes. Melinda seconded the motion. the motion was unanimously approved.

2. CAP UPDATE

- Do not have an official report, but met with the force group CAP instructors, ICS 101 instructors and the volunteer Manny and Seyoum who agreed to work with developmental instructors to rewrite the question for the placement test to make it more student friendly.
- Monica, Meitaka and Amy took the test and it was difficult to understand and difficult for them.
- The writers of the placement test are Richard Cooke, Nik Wilson, Manny and Seyoum.
- Force group feedback, If we could have a mandatory workshop to get the basic or do it during the summer.
- The CAP Test is not a placement test, it's an exit test.
- **Resolution:** The test need to be a placement test, not an exit test. we really can't wait until August 1st.
 - Need to give our writers a firm timeline of 4 weeks for their feedbacks and recommendations.



- The only things that the student need to be tested on are Typing, Internet Searching, Microsoft and powerpoint.
- Need to have some people take the placement.
- Change the CAP test to Computer literacy Placement Test.
- We need to re-do the test, so its a placement test.
- Amy will inform the instructors know about the 4 weeks timeline, and if they need some encouragements or assistants we'll be happy to help.

3. PLACEMENT TEST UPDATE

- Our placement test is been on hold for 24 hours.
- The new test that was rewritten was not proofed, and it was a very poor test. So it was rewritten and it had more input from faculty, but there was not proofing, no attempted validation and it was launched.
 - We now have a great number of students who have taken the test, MIHS, Ebeye and Laura student.
- We can at least fix some of the typos and grammatical errors that were spotted in the test, which is why we put a temporary hold.
 - We can not change the questions and add questions.
- We have to do some am very sorry communication and it has to be done through the President's Office to MoE, Commissioner and PSS.
 - If we can work with the High Schools and have the students to bring in their grades and MISAT scores.
- We can create a sub group, which members are Cheryl, 2 English Instructors (1 Credit and 1 DevEd) and 2 Math Instructors (1 Credit and 1 DevEd). The sub group will report to EMC.
- Recommendation from Stevenson to recommend to EC that we are making changes in our Admission Requirements.
- Motion made by Stevenson
 - " All required tests for incoming CMI students are not required for admissions but are required for placement."
 - Jomi seconded the motion. The motion was unanimously approved.

4. ACADEMIC CALENDAR FALL 2017 - SUMMER 2018

- The New Student Registration will be only in the morning and the Regular Registration will be all day.
- Amy have a question about the Inservice Day. The week is the last week to withdraw from course with "W" on official record.
 - Ernest suggest to moved it to March 29 before the Good Friday Holiday.
- Tabled for next meeting so Dean of AA can clarify on this.

Meeting adjourned @ 11:02 AM

Future Agenda Items



ENROLLMENT MANAGEMENT COMMITTEE

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) 625-3394
Fax: (692) 625-7203
Email: emc@cmi.edu

1. Schedule Classes
2. Placement Test Update
3. Summer Schedule

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

06 - 04 - 2017

Date approved