



Regular Meeting Minutes - Approved May 18, 2017

Members Present

Rachel B. Salomon
Amy Ishiguro
Cheryl Vila

Melinda Nish
Ernest Canonigo
Jomi Capelle

Va Savu
Jacinta Samuel
Monica Gordon

Guest

Boni Sanchez

The meeting was called to order @11:19 AM

Agenda Items

1. Review of Minutes
2. Placement Test - Update
3. Computer Literacy Placement - Update
4. Summer NSO (May 29 & 30)
5. Application
6. Admissions Procedure (Formal)
7. Degree & Transcripts

Minutes

1. REVIEW OF MINUTES

- April 20, 2017 meeting minutes.
 - Amy moved to approve the April 20, 2017 meeting minute. Va seconded the motion. The motion was unanimously approved.
- April 29, 2017 meeting minutes.
 - Melinda moved to approve the April 29, 2017 meeting minutes. Amy seconded the motion. The motion was unanimously approved
- May 4, 2017 meeting minutes.
 - Jomi moved to approve the May 4, 2017 meeting minutes with the changes. Jacinta seconded the motion. The motion was unanimously approved with 3 members abstaining.

2. PLACEMENT TEST - UPDATE (Jomi)

- We tested 626 student.
 - High School - 596
 - Community - 30
 - English (base on our CMI Placement Test):
 - Credit - 57



- Level 3 - 81
- Level 2 - 180
- Level 1 - 195
- Cannot Be Place - 113
- RCHS: out of the 12 seniors that took the test 2 were placed in level 2 (this include all the multiple measures).
- LHS: out of the 30 seniors that took the test 20 were placed in level 2 (this include all the multiple measures).
- So far we have 22 for the Accelerated Summer Program.
- For JHS, NIHS, MIHS and Kwajalein did communicated with PSS (Junior Paul).
 - PSS data guys are working on giving us the data for all Public High Schools.
- AHS and MIHS: the students has to go themselves and ask, the school wouldn't send them out.
 - 3 MIHS so far has submitted their application, requirements and GPA grades, but they moved up to level 3 and 1 moved to credit.
- ABE: Rosana is still calculating their GPA's.
- SDA: have the Junior and Senior grades, but waiting for the principle to send the GPA for the whole High School year.
- JHS: we have 34 level 2 students.
- MIHS: Kathy will go to the seniors and tell them to bring their transcripts.
 - 20 students signed up for the Accelerated Summer Program.
- We have to send someone (Pranson) to MIHS today and tomorrow to encourage students and hand hold the students to the Principal's office for the GPA.
 - Place in level 2 - Accelerated Program
 - Place in Level 3 and Credit - Summer regular courses

3. COMPUTER LITERACY PLACEMENT TEST - UPDATE (Amy)

- No update.
- Skills that are tested for the Computer Literacy Placement Test.
 - Typing
 - Internet Search
 - Microsoft Word
 - PowerPoint
 - Email
 - Along with recognizing part of a computer
- Test Monday.

4. SUMMER NSO (May 29 & 30)

- We will have our Orientation for everybody.
- When we have all our Accelerated in the dorm we will run an Orientation just for them.
- We will also run a separate Orientation for the Navigating Student Success in the Pacific (NSSP) students.



- In-service Teacher
- Students will fill up the NSSP Form and the CMI Application Form.
 - RMI applied- 18
 - NSSP - 6
- No FAFSA, all Tuitions and expenses will be paid from the NSSP grant.
- NSSP deadline is May 19, 2017

5. APPLICATION

- At EC meeting yesterday it was discussed that we need to relook at the Admission Application.
 - We have online classes and different campuses.
- Need a separate meeting for this and get the memorandum drafted.
- BAAE application will follow our CMI deadline.

6. ADMISSIONS PROCEDURE (FORMAL)

- Dr. Theresa wants everything to be formalized under procedure.
- We will need a separate group to look at this and get it done quickly.
 - It has to be done by next week.
- Formalized task force meeting on Monday May 22, 2017 at 11am.
 - Melinda
 - Va
 - Jomi
 - Rachel

7. DEGREE & TRANSCRIPTS

- We had somebody applied for work (MOH), never attended CMI but had a CMI Transcript and degree.
 - On the Transcript we have Jomi's signature, but Jomi wasn't the director yet.
 - We have a CMI seal but it doesn't show on the transcript and degree.
- Boni is here to talk about a protected paper.
- Monica email the Ministry's that from now on all transcripts will be hand delivered.
- We have to create a Secure Transcript Committee, meeting Monday May 22, 2017 at 1pm.
 - Boni
 - Monica
 - Rachel

Meeting adjourned @ 12:09 PM

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

29 - August - 2017

Date approved