



Special Meeting Minutes - Approved July 25, 2017

Members Present

Rachel B. Salomon
Monica Gordon
Jomi Capelle

Va Savu
Ernest Canonigo

Stevenson Kotton
Jacinta Samuel

Guest

Marcella Sakaio

The meeting was called to order @ 3:18 PM

Agenda Items

- 1. Enrollment Management Plan Components:**
 - **Outreach**
 - **Recruitment**
 - **Registration**
 - **Advising & Scheduling**
 - **Student Life: Counselling/Sports/Health/Residence Life**
 - **ASP**
 - **Library**
 - **Applications (Financial Aid/Admissions & Records)**
 - **Dual Enrollment**
 - **Cost for EMP Components**
- 2. Catalogs Sections**
- 3. NSSP**
- 4. SIS Issues**

Minutes

- 1. ENROLLMENT MANAGEMENT PLAN COMPONENTS:**
 - Outreach
 - Recruitment
 - Registration
 - Advising & Scheduling
 - Student Life: Counselling/Sports/Health/Residence Life
 - ASP
 - Library
 - Applications (Financial Aid/Admissions & Records)
 - Dual Enrollment
 - Cost for EMP Components
 - The task-force members are Rachel, Va, Jennifer, Florence and Stevenson.
 - The first draft is due August 21, 2017.



- Part of the discussions they need to look at the five year budget plan, number of faculty per department/program, total workflow for faculty, number of students in the classrooms, schedule of classes, number of credit per faculty (faculty workflow has changed from 12 credit to 15 credit).
 - The task-force did the calculation on the tuition pay by 20 student that will cover the break even.
 - Maximum number of students is dependent on the room space and chairs (18/20).
 - Classes below 10 will be cancelled on the first week.
 - To have faculty join the recruitment team to sell their programs.
- Our SWOT Analysis for Faculty is August 10, 2017 and we will have a set date for students.
- The chair has email a list of items and information needed from each department.
- The policies that are needed in the catalog and website are the Academic Honesty, Financial Aid policies, Admissions (policies & procedures) and Registrar (Registration Schedule and Registration Step).
- The BA, NSSP and AP will also be appearing in the catalog.
- We will need HR to help with the SWOT Analysis.
- Melinda will work with the Faculty (August 10) and Agnes will work with the staff senate (Rachel will email the Senate's President Ruthy for a schedule).
- This also feeds into the METO (Strategic Chart).
- We have to set a meeting with physical plant about the room capacity, also at Ebeye and Jaluit.
 - Suggestion to change our tables to single table chairs or rearrange the tables.
 - The cabinet in the classroom need to go out.
- We need to fill the break even (just to pay the instructor), the minimum will be 20.
- The ghost section are blocking out the hour and room.
 - CMI 101 - there are 13 section (section 12 & 13 are the ghost sections).
 - The ghost will never fill up until all the other sections are filled up.
- Our EMP will tell us the number of faculties, cost of the program, etc.
- The target number needs to come from the Department Chairs, so that number will cover their break even number (Stevenson will need to teach them how to break even).
- The numbers are projected in the five year rolling plan.
- Student does not want to Early Register because they're tired of registering into classes that end up canceled out.
- This year is the first time the Department Chairs have had to do a year schedule (Summer, Fall and Spring).
 - Some have completed their Spring Schedule and some have not.
 - The Fall and Spring Semester Schedule is on SIS.
- With EMP can we make changes that what the student is demanding be offered during the summer.
 - It will depend on how the projection for the program will be in the future.
 - We can look at the students demand, we can offer the classes but if the faculty is not willing to teach it (we can get good adjunct teachers).
 - Students are asking for Sciences with Lab during summer.



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

- Science lecture during the summer and Lab during the regular semester.
- They will not make up the credit hours, which means they will have to attend half day on Saturday.

2. CATALOGS SECTIONS

- Va emailed out the 2017-2018 Catalog for update.

3. NSSP

- We will have the NSSP program appear in the catalog.

4. SIS ISSUES

- For all SIS issues sent them to Boni and John.
- faculty need access to the Student's Program Sheet (the system should be automatic update but it does not).
- Monica still do not have full access to SIS.

5. Others

- Financial Aid will be available during the Summer.
- Marketing and Recruitment for the Distant Edu, they can start collecting payments.
- Full page Advertisement in the journal.

Meeting adjourned @ 4:09 PM

Kelly Luce Sebastian, Recording Sec.
Scribe

EMC
Reviewed & Approved by

29 - August - 2017
Date approved