



Regular Meeting Minutes - Approved January 18, 2018

Members Present

Va Savu

Elizabeth Switaj

Jennifer Seru

Rigietia Lord

Melinda Nish

Cheryl Vila

Jacinta Samuel

Yumiko Mark

Pranson Eliou

Waisiki Baleikorocau

Pamela Perkins

Guest

Marcella Sakaio

The meeting was called to order @ 11:05 AM

Agenda Items

1. Review of Minutes
2. Plans for recruitment
3. Calendar
4. Catalog
5. Update for registration - PE & MG
6. Provide our Monday meeting updates

Minutes

1. REVIEW OF MINUTES

- Melinda moved to approve the December 21, 2017 meeting minutes. Va seconded the motion. The motion was unanimously approved with one abstention.

2. PLAN FOR RECRUITMENT

- Rigietia, Pranson and Va met with Melinda and they were tasked to look into our recruitment plan.
 - We will not only be going out because of our academic programs that we offer but we'll also include the ABE, our non-matriculated courses and vocational courses.
 - Will also work with the Directors from Jaluit and Ebeye centers (DE).
- Admission will do the testing and school visits.
- The tentative schedule start February.
 - The directors (DE) will need 1 helper to assist.
- We need to inform the High Schools that we included a writing component.
 - Elizabeth wants to see multiple measure weight and a comparison of the writing component results to the other multiple measures results.
- Our writing prompt is the old writing prompt that was given to the High School for practice.
- The two Deans (SS & AA) need to come up with a budget to pay our readers.



- The Ad hoc members for the Marketing strategy are Yumiko, Pranson, Rigieta and Waisiki.

3. CALENDAR

- Va will share the Calendar once she has received PSC & PSS Calendars.

4. CATALOG

- Start updating your sections deadline is March 15.

5. UPDATE FROM REGISTRATION - PE & MG

- Officially Enroll - 959
- Full time - 61%
- Part time - 39%
- New Students - 90
- Deleted list - 75 out of 119 (recovered their schedules)
- Pell Suspension - 147
 - 43 out of the 147 are enrolled.
 - Jacinta need to propose a way of grading students (F/W) who drop after midterm that can be added to the drop down menu in SIS.
- Unofficially Enroll - 23
- Elizabeth moved that we move the ADD/DROP period to January 19, 2018 for the Deleted list and Unofficially enrolled students. Jennifer seconded the motion. The motion was unanimously approved.

6. PROVIDE OUR MONDAY MEETING UPDATE

- Va will email their meeting notes.

7. FUTURE AGENDA

- Multiple Measure weight

Meeting adjourned @ 11:59 AM

Kelly Luce Sebastian, Recording Sec.
Scribe

EMC
Reviewed & Approved by

08 - February - 2018
Date approved