



## Regular Meeting Minutes - Approved February 08, 2018

### Members Present

Rachel Salomon	Stevenson Kotton	Waisiki Baleikorocau
Elizabeth Switaj	Hermon Lajar	Pamela Perkins
Jomi Capelle	John D. Villafania	Monica Gordon
Meitaka Kendall-Lekka	Jacinta Samuel	Florence Peter

### Excused

Va Savu	Rigietia Lord	Cheryl Vila
Jennifer Seru	Yumiko Mark	

### The meeting was called to order @ 11:10 AM

### Agenda Items

1. Review of Minutes
2. SIS Updates
3. SIS Issues
4. Summer 2018 Pell
5. Summer 2018 Enrollment
  - Target #'s/Projections
  - Class Schedule (including DE)
  - Catalog
  - Summer 2018 Residential Programs
    - IEP English & math (Dev.Ed English & STEM)
    - NSSP (Special Education)
    - Bridge (Nursing)
    - Upward Bound (College prep)
6. Enrollment Management Plan Update
7. Others

### Minutes

1. REVIEW OF MINUTES
  - Pamela moved to approve the January 18, 2018 meeting minutes. John seconded the motion. The motion was unanimously approved with 4 abstentions.
2. SIS UPDATES
  - The last update Pinnacle made on the system was on January 25, 2018.
  - The tickets, 36 out of 70 closed.
  - John will be going to the Philippines for training with the Pinnacle team.



### 3. SIS ISSUES

- Program sheet
  - Grades not showing but can only view on the registration module/transcript.
- ACE
  - Last semester the schedule was on SIS.
- UB
  - Rachel will talk to Va.
- Admission online
- Initial Placement/enrollment
  - John talked to Jomi on how they can replace the initial placement and Pinnacle have fixed the problem.
  - It's just a matter of recovering the data.
- Prerequisite
  - Email the courses or the students who were improperly registered so John can check the audit trail.

### 4. SUMMER 2018 PELL

- We have pell for this Summer for eligible students only.
- They have to complete the 5,920 to be eligible for this summer.
- Financial Aid is task to start informing the High Schools and our current students.

### 5. SUMMER 2018 ENROLLMENT

- Target #'s/Projections
  - Last year summer - 331
  - Jomi will need to give us the number from the graduating seniors and the anticipating numbers for those participating this summer.
- Class Schedule (including DE)
  - Rachel and Stevenson will meet with Va and the Department Chairs on Wednesday.
- Catalog
  - All departments need to update their sections.
  - Rachel will ask Va to forward the latest catalog and the deadline.
- Summer 2018 Residential Programs
  - IEP English & math (Dev.Ed English & STEM) - 60 students.
  - NSSP (Special Education) - 20 some students.
  - Bridge (Nursing)
  - Upward Bound (College prep) - **Arrak** - 60 students, 6 RAs and 1 living in staff.

### 6. ENROLLMENT MANAGEMENT PLAN UPDATE

- Still collecting data form Cheryl and might need other data from others.
- The EMP will be sent to the Dean - Va , VP's and President for review.

### 7. OTHERS



## ENROLLMENT MANAGEMENT COMMITTEE

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Accredited by the Western Association of Schools and Colleges

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- Issues from last summer - students attended classes without completing the admission requirements.
  - NSSP not yet complete and no grades for that summer.
  - AP students completed at the end of summer.
  - Carpentry students need to use the Admission application.
  - **Any student that is not in the SIS will not be registered.**
- Stevenson: Inform whoever wrote it to be more sensitive about the students from the outer islands, we do know more than others.
  - Discuss some of the concerns.

**Meeting adjourned @ 12:03 PM**

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

08 - March - 2018

Date approved