



## Special Meeting Minutes - Approved July 10, 2018

### Members Present

Rachel Salomon  
Elizabeth Switaj  
Jomi Capelle

Va Savu  
Monica Gordon  
Jacinta Samuel

Waisiki Baleikorocau  
Hermon Lajar  
Mary Van Auken - proxy for Dr. Nix

### The meeting was called to order @ 11:17 AM

### Agenda Items

1. Admissions Policy
2. Administrative Withdrawals
3. Attendance Procedures
4. Reporting of Absences Procedures

### Minutes

#### 1. ADMISSIONS POLICY

- Rachel emailed the top 3 community colleges to look into, top choices are 2 & 3.
  - 1. Howard Community College
  - 2. Northampton Community College
  - 3. North Country Community College
    - Rachel emailed the Admission Directors for Northampton and North Country Community Colleges, if they were the right person to contact if we were to adapt to any of the information online.
- Maritime have different requirements for the 2 program - STCW & Observer program.
  - In the STCW program (2 weeks) - Only requirement is the application form (No Health form).
    - We should make it a requirement since their on campus.
  - In the Observer program - they are required to bring their health form, diploma and transcript, but they don't buy the \$5 fee.
- We are doing an Admission policy for our regular students.
  - Dual
  - Carpentry
  - ABE
  - NSSP
  - UB
  - Audit Students - Health form, application fee, valid passport/State ID & Social Security.
- Before EMC had 3 sub-committee;
  - Admission Board
  - Retention



- Recruitment
- Rachel will do a draft of this and share it out for review and comments, before Board meeting July 24.
  - This will go to EC and to Board once approved from the committee.

## 2. ADMINISTRATIVE WITHDRAWALS, ATTENDANCE PROCEDURES & REPORTING OF ABSENCES PROCEDURES

- Administrative Withdrawals are done by Faculty.
  - An administrative drop is unofficial, student should go through the process in order to be an official drop.
    - Unofficial - Return half of the funds
    - Official - Student get 60%
- Va suggest that we totally drop the administrative withdrawal, students themselves need to fill out the withdrawal form. This is in regard to our repeated finding.
  - It will be better if the student get a “F” rather than a “W”, that they have sat in the classroom and use up their money.
  - Faculty drop off a list of names to Monica and Monica will drop them, this is only if the students don’t go to class (first day of instruction).
    - They can add the class only if there is space.
  - Financial Aid will award students after the official enrollment is out, after the add/drop period.
    - The system will automatically decrease the pell if student drop during the first 2 weeks.
    - For Fall 2018, Financial Aid will award students on September 3, 2018.
      - We can have notes on the Assessment Slip that the pell award will be adjusted if students drop classes(s).
      - Post flyers around campus.
      - Faculty should put in their syllabus that if a student is administrative drop to visit Registrar and Financial Aid.
  - For students with refunds, FABS should email the students if they have refunds (email individually).
    - Set up tables around campus with banner to pick up refund.
  - Rachel is working with John about an app, which student can easily access.
  - Online drop - student email and student ID.
- Attendances procedures
  - Student should get in touch with his/her faculty if there is an issue in coming to class.
  - If the student decided not to show up after midterm the student will be automatic have F grade.
  - Lock “W” so Monica can be the only one to access it, and have the faculty put the letter grades (A, B, C, D & F) or (P & NP).
- Rachel will draft the policy and share it.



## ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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**Meeting adjourned @ 12:35 PM**

**Next Meeting: July 19, 2018.**

Kelly Luce Sebastian, Recording Sec.

**Scribe**

EMC

**Reviewed & Approved by**

03 - April - 2019

**Date approved**