



## Regular Meeting Minutes - Approved August 03, 2017

### Members Present

Rachel B. Salomon  
Monica Gordon  
Jomi Capelle

Melinda Nish  
Ernest Canonigo

Stevenson Kotton  
Jacinta Samuel

### Guest

Elizabeth Switaj

### The meeting was called to order @ 11:18 AM

### Agenda Items

1. Review of Minutes
2. Midterm Report - Dr. Melinda
3. SWOT/Enrollment Management Plan
4. EMC Assessment
5. EMC RSA

### Minutes

#### 1. REVIEW OF MINUTES

- Tabled for next meeting.

#### 2. MIDTERM REPORT - DR. MELINDA

- The Midterm report is due in March 1, 2018, but this report has to be done before December 2017.
  - It needs approval from the Board of Regents in January, and it'll be printed and sign and formatted in February.
- Last self evaluation in 2015, there were gaps and information that should be coming out of this committee to the writing group.
- Analysing the results of the multiple measures.
  - We have student placed in the Accelerator Program and some didn't go into the program.
  - We need to know if the placement was valid, and that we have to talk to the teachers or we can check their grades.
  - We can follow up with the teachers if the students were properly placed, and we'll need to do the same thing for fall.
  - EMC will analyze the results of the new multiple measures.
  - CMI is working with the PSS to collaborate on the MISAT.
- Student handbook.
  - Timeline for the student handbook is September 1, 2017.
  - The updated policies will also be included in the most recent version of the student handbook.



## ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

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- The last student handbook was 2015-2016.
- Once the draft is finalized we'll put it on the website.
- August 31, 2017 - Final draft for EMC to review and approve it for the due date.
- Enrollment Management Plan.
  - The EMP should include an appropriate review of staffing levels in all units that might affect student retention (We will have to talk about the resources).
  - On the issues form the self-evaluation it said the student service continues to work with the same number of staff as it had in 2008 even with the increase in student enrollment.
    - It can not be re-written but we can put in that we analyze the Enrollment, and we don't have an issue of not having student services.
  - Classroom utilization or scheduling and capacity should be in the EMP.
  - EMP should analyze the capacity that we have at the College.
  - Melinda wants a report that shows the percent of a classroom being used in every block of the time and everyday. Also the percent of the seats that are filled.
  - Faculty input their classes and the rooms.
  - Boni, John, Cheryl, Melinda, Va and Rachel will meet and see who has access to this.
  - We need to determine what access Kenneth will need.
  - The Scheduling is different (need to go to the slot mentoring), workload and the reporting don't work.
  - The Curriculum committee changes have not been reflected on SIS.
  - This committee needs to have more faculty in it, and the Dean of Academic Affair need to be present at every meeting and the Department Chairs.
  - We need to reconfer who has access or who's responsible for what.
- Catalog

### 3. SWOT/ENROLLMENT MANAGEMENT PLAN

- During the swot, the SIS issues didn't come up and the use of data.
- Rachel and Melinda will take the first step and bring it back to the committee.

### 4. EMC ASSESSMENT

- We will start of the assessment and sent it out.

### 5. EMC RSA

- We will bring this next meeting.
- Revision of the RSA is to add John and the Department Chairs (take out the faculty reps.).
- Talk to Va, and next meeting we will finalize the revision.

## Meeting adjourned @ 12:02 PM

Kelly Luce Sebastian, Recording Sec.  
Scribe

EMC  
Reviewed & Approved by

29 - August - 2017  
Date approved



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