



## Special Meeting Minutes - Approved August 23, 2018

### Members Present

Rachel Salomon  
Jomi Capelle  
Jennifer Seru  
Oyinade Ogunmokun

Va Savu  
Monica Gordon  
Jacinta Samuel  
Pamela Perkins

Boni Sanchez - Stevenson's Proxy  
Waisiki Baleikorocau  
Hermon Lajar

### Excused

Cheryl Vila  
Rigieta Lord

John D. Villafania

Meitaka Kendall-Lekka

### The meeting was called to order @ 11:15 AM

### Agenda Items - Continuing

1. IE REGISTRATION
2. MSC
3. JPN
4. CARPENTRY
5. CALENDAR COMMITTEE

### Minutes

#### 1. IE REGISTRATION

- If the student passed the ENG 80s, Waisiki will be responsible for the Math and Jennifer will be responsible for the English Registration.
- Concern about the IE for Summer - some of the students fail ENG 096 because they did not attend the class.
  - In Emiliana's class - This was a regular ENG 096 class not IE.
  - Amada and Silipa were the IE Instructor.
  - If they failed in IE they should of moved into Emiliana's class to remain in the 080s.
  - There is a regular class for the student with NP.
  - This student pass ENG 80s and moved to 90s but when the instructor submit the grades, comment - no show.

#### 2. MSC 203 - Scuba

- A student went to Rachel, he took the MSC 203 course in Spring but there still no grades - they were supposed to withdraw.



- Concern is if we charge the student for the class - Jacinta will need to do the adjustment to zero out pell for the students who were enrolled into the course.
- In the MSC course there were 9 students, 7 completed and 2 didn't.
- In AJ's case - he got charged but the course was not offering.
  - The material came in late.
  - A memo needs to be written in this case and should address to Jacinta, Monica and Lilly, cc: Lina.

### 3. JPN COURSES

- We heard that the JPN Courses will be offered October 22 from Monday to Thursday Class.
- We can advise the students to drop the class and in week 7 they can register for it or best option is to cancel all the JPN classes.
- Va if you could also tell the advisors to advise the students of the classes that they need to take for their program.
  - Most of the faculty's do that but the liberty is with the student, some of them want to adventure out.
  - But a lot of the faculty's go by the program sheet.

### 4. CARPENTRY

- As of yesterday we have only 4 students.
- The program was pushed back to next week Monday - August 27, 2018.
  - Rachel haven't gotten any confirmed from Rigietta, who is recruiting from ebeye and Standley who is recruiting from Majuro - getting a separate number.
- Admission as a problem with this, bring in late students.
  - If this is the case Admission will move all the vocational admission process to Rigietta - ACE.
  - We have a guideline to follow.
- Rachel discuss with Rigietta on how they could better market and get the students in on time.
- By Monday if the students are not registered we have no other option but to cancel the class.
  - We need 21 students to run the program.
- Tabled for next meeting - Dean ACE is offland.

### 5. CALENDAR COMMITTEE

- The members of this committee are Rachel, Va and Stevenson, need to include a student.

### 6. OTHER

- The Financial aid office is having problem with the Nursing Program, they always advise students for other classes.



## ENROLLMENT MANAGEMENT COMMITTEE

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Accredited by the Western Association of Schools and Colleges

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- The AH courses are not required for nursing but it's best to tell them to add the Public Health Certificates.
- Also for the Nursing Program the advisor should advise the FSM student since they'll be taking their clinic on the island to take MAR 101 - to learn the language.

**Meeting adjourned @ 12:18 PM**

Kelly Luce Sebastian, Recording Sec.  
**Scribe**

EMC  
**Reviewed & Approved by**

03 - April - 2019  
**Date approved**