



Regular Meeting Minutes April 2, 2020

Members Present

Elizabeth Switaj
Vasemaca Savu
Jomi Capelle

Monica Gordon
Cheryl Vila
Sali Andrike

Tarry Henos
Oyinade Ogunmokun
Pam Kaious
Neine Rear

The meeting was called to order @ 11:15 AM

Agenda Items

1. Review of Previous Minutes
 - a. January 16, 2020
 - b. March 19, 2020
2. Reports from Subcommittees
 - a. Admissions Board: no report
 - b. Calendar and Catalog
 - c. Placement
3. Revised placement procedure
4. Update from EC
5. Accreditation:
 - a. Follow up on II.C.6: Do we have the course sequences, program requirements, and Student Learning Outcomes for all programs listed on the website?
6. EMW Monitoring:
 - a. EMW GOAL 1: INCREASED RETENTION RATES OF NEW, FULL-TIME STUDENTS, Outcome 1.1: Increase retention rates of full-time students annually: suggestions for interventions
7. 2017-2018 Assessment
8. Items arising from 2017-2018 Assessment
 - a. Student Handbook
 - b. Enrollment Management Policy and Procedure Handbook
9. Working group for Maritime Admission Procedure
10. Undeclared Major
11. Monthly calendar of work

Minutes

1. Review of previous minutes

- a. January 16, 2020: no minutes
- b. March 19, 2020 - approved unanimously with minor corrections.

2. Reports from Subcommittees

- a. Admissions Board – no report
- b. Calendar and Catalog



ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Majuro
Marshall Islands, MH 96960

Tel: (692) 625-3394
Fax: (692) 625-7203
Email: emc@cml.edu

- This committee had scheduled two meetings but could not meet due to members' other committee commitments. This committee has started virtually and through personal contact and these are the various roles that have been assigned virtually and that each will report on when they meet next Tuesday in person at the Dean's office.
- Catalog-2020-2021-Work Assigned
 - Dean of Academic Affairs.....Va Savu
 1. Va already contacted both outgoing and incoming presidents for their presidential message. CMI President Dr. Korouvulaono will liase first with VPASA before she will get back to Va. Dr. Irene is yet to respond to her email for her message.
 2. Working on updating all policies- Academic and Student Services policy to go on the catalog.
 3. Also responsible for updating all academic Course descriptions, content and pre-reqs.
 - Faculty Rep..... Waisiki
 1. Responsible to liase with all Academic Department chairs to update webpages and ensure that what goes into the catalog correlates with what is in the webpage. All 7 academic departments plus VCARP, ABE and Maritime.
 2. Also responsible to work with ACE Director to have a page on the catalog.
 - Student Services Rep..... Jomi Capelle
 1. Responsible for all Student Services updates as well as Business and Financial Affairs, Processes and procedures.
 - Student Rep..... Renia
 1. Work with HR to verify all Admin, Faculty and Staff information for catalog are recent and updated.
 - Media Rep..... Christ
 1. Responsible for designing and typesetting the catalog.
 2. Also responsible for taking pictures that committee will select for the catalog.

Note: Timeline to completion and publishing on the web (after going through all the processes of endorsement) is the 2nd week of May 2020. Calendar-will review in Tuesday meeting



c. Placement Subcommittee

- When the evaluation results of surveys were out, the committee found some findings that Cheryl Shared.
- Cheryl will work with REL to make sure the calculation rate of their score levels are same as CMI.

Questions/Comments

- To review and verify all areas of catalog, how?
 1. Process and creating
 2. Put the math under procedure
 3. Find ways to make a better for the future of our students
 4. When student not passed, student must take CMI placement test to meet the criteria
 5. Test will be tested and verify in a right way this time
 6. Eliminate the GPA and get the grade scores?
 7. In order to make a request to EC to approve: send procedure, data policy, etc...
 8. EC update to eliminate this summer registration confirm online, yet continually do registration for fall
 9. College should meet the standard
 10. Look at the data and current one to revision on it and send over to the link (creating link)

3. EMW Monitoring:

EMW GOAL 1: INCREASED RETENTION RATES OF NEW, FULL-TIME STUDENTS

Increase retention (fall to fall) rate from the current 52% (FA 2015 cohort) of new-entering full-time students to 60%, 63%, 68%, and 73% respectively over the next four years, 2019-2023.

Outcome 1.1: Increase retention rates of full-time students annually.

- Table 1. Among the associate degree programs, there are no notable trends except for the AS-NURS cohorts have lower retention rates than the overall retention rates.
- Table 2. Except for the Fall 2018 cohort, Level 2 English cohorts have higher retention rates than Level 3. Credit English cohorts have the highest retention rates. Level 1 English cohorts have the lowest retention rates.
- Table 3. Unlike in English, Credit Math cohorts do not have the highest retention rates than Credit Math cohorts in Fall 2015 and Fall 2018. Except in Fall 2017



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in which Level 2 cohort has the lowest retention rate, Level 1 cohorts have the lowest rates for all the other semesters.

- Table 4. Students who have W in all their credit level classes have lower retention rates, than those who do not.
- Table 5. Students who took all developmental classes have lower retention rates than those who do not.
- Table 6. Not all students who have a 4.0 GPA are retained. Students who have higher semester GPAs have higher retention rates except for those who had a 4.0 GPA.
- Table 7. Except in Fall 2018, male cohorts have higher retention rates.
- Table 8. There are no notable trends.
- What recommendations do constituency groups have for improving retention of new students?

Meeting adjourned @ 12:12 pm

Neine Rear
Scribe

EMC
Reviewed & Approved by

May 7 2020
Date approved