



Regular Meeting Minutes May 7, 2020

Members Present

Elizabeth Switaj
Jennifer Seru
Sali Andrike

Mikaa Reiher
Cheryl Vila
Va Savu

Ruth Laikidrik
Oyinade Ogunmokon
Rigieta Lord

The meeting was called to order @ 11:20 AM

Agenda Items

1. Review of Previous Minutes
 - a. April 2, 2020
 - Va moved to approve, Jennifer seconded, minutes approved unanimously.
 - b. April 16, 2020
 - Jennifer moved to approve, it was seconded, minutes approved unanimously with revisions, and one abstention.
2. Reports from Subcommittees
 - a. Admissions Board: no report
 - b. Calendar and Catalog: Procedure and process
 - For the catalog:
 - Some of it was adopted from the University of New Mexico (UNM).
 - Change wording from 'academic catalog and calendar' to 'calendar and catalog subcommittee'.
 - Will rearrange 'academic calendar section'.
 - New school year's catalog will go into CMI publication by 31st of May. And the current year's catalog will be up by June 30th, 2020.
 - The words of the disclaimer were mainly adopted by UNM.
 - ACCJC catalog requirements are also included, and also cited the source.
 - Va will verify and reconfirm the source.
 - Relook at the table/list that the standard 1 committee worked on. Cheryl will assist Va regarding the standards, terms, and procedures.
 - For the calendar:
 - Specify the Student Services Offices (Registrar, Director of Admissions, Equity and Engagement) that impact the calendar, and use formal term for all other offices.
 - c. Placement
 - No report yet, next meeting will be in August. Math/STEM faculty will review and redo the test in the summer.



- Testing evaluation will take place after August – in the Fall semester. And once completed, test will be ready for use in the Spring semester.
3. Update from EC
 - a. Placement procedure amendment
 - Has been accepted, including the old assessment.
 4. 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?
 - Still in progress, will still be on the agenda until settled.
 - b. II.C.8: The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for released of student records.
 - Files are securely stored, however we still have an issue of secure backup. Requests of high speed scanners have been submitted, still pending approval.
 - Working group/committee, include the Director of Admissions, Registrar, and Director of Financial Aid, ABE Representative/Secretary, and a volunteer from Faculty, to work on revising the policy on releasing student records.
 5. EMW Monitoring:
 - a. EMW Outcome 2.2: Increase services and options for working adults. How do we measure this?
 - Tabled for next meeting.
 6. Registration policy and procedures
 - Tabled for next meeting.
 7. Items arising from 2017-2018 Assessment
 - **All items to be tabled for next meeting.
 - a. Student Handbook
 - b. Enrollment Management Policy and Procedure Handbook
 - c. Maritime Admission Procedure
 8. Monthly calendar of work
 - Tabled for next meeting.

Meeting adjourned @ 12.00 PM

Sali L. Andrike, Recording Sec.
Scribe

EMC
Reviewed & Approved by

June 4, 2020
Date approved