



**Regular Meeting Minutes – Approved April 2, 2020
March 13, 2020**

Members Present

Elizabeth Switaj
Ranny Kumtak
John Villafania

Monica Gordon
Cheryl Vila
Sali Andrike

Jomi Capelle
Oyinade Ogunmokun
Ruth Laikidrik on behalf of
Pam Kaious.

The meeting was called to order @ 11:15 AM

Agenda Items

1. Review of Previous Minutes
 - a. January 16, 2020
 - b. [February 20, 2020](#)
2. Reports from Subcommittees
 - a. Admissions Board
 - b. Calendar and Catalog
 - c. Placement
3. Accreditation: II.C.6: The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degrees, certificate and transfer goals. (ER 16)
4. 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.

Outcome 1.2: Enable students to utilize college resources (academic advisors, tutoring, Library, etc.) more effectively during their first year at CMI. - How can we measure this?
5. [2017-2018 Assessment](#)
6. Items arising from 2017-2018 Assessment
 - a. Student Handbook
 - b. Enrollment Management Policy and Procedure Handbook
 - c. Working group for Maritime Admission Procedure
7. Undeclared Major
8. [Monthly calendar of work](#)



Minutes

1. Review of previous minutes

- a. January 16, 2020: no minutes
- b. [February 20, 2020](#) – approved unanimously with minor corrections.

2. Reports from Subcommittees

- a. Admissions Board – no report
- b. Calendar and Catalog – no report
- c. Placement: Placement Committee will meet on Wednesday March 18 at 11am.

3. Accreditation: II.C.6:

- a. The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degrees, certificate and transfer goals. (ER 16)
 - Admissions policy and procedures are in place including the Admissions Board to determine student's admissions status on a case by case basis as needed. The Institution has an open admission policy that allows students to access its programs and services.
 - To effectively advise students on clear pathways, course sequences, program requirements, and Student Learning Outcomes for all programs should be communicated well to students. John to provide a template, Department Chair to provide contents for webpages

4. 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.

- Cheryl presented data on Student Retention rate. [CMI_RetentionDashboard.pdf](#)
 - Student Retention data needs to be segregated by student's GPA, Gender, High school, Resident, Program, English level, and Math level.

Outcome 1.2: Enable students to utilize college resources (academic advisors, tutoring, Library, etc.) more effectively during their first year at CMI. –

HOW CAN WE MEASURE THIS?

- Library resource user data
- Students feedback on the advising effectiveness
- EMC recommends advising feature in SIS for Academic advising purposes. The feature will display similar functions to the Counseling module.

5. [2017-2018 Assessment](#) – to be tabled next meeting



ENROLLMENT MANAGEMENT COMMITTEE

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6. Items arising from 2017-2018 Assessment – to be tabled next meeting
 - a. Student Handbook
 - b. Enrollment Management Policy and Procedure Handbook
 - c. Working group for Maritime Admission Procedure
7. Undeclared Major – to be tabled next meeting
8. [Monthly calendar of work](#) – to be tabled next meeting

Meeting adjourned @ 11.57 AM

Jomi M. Capelle
Scribe

EMC
Reviewed & Approved by

April 2, 2020
Date approved