



Regular Meeting Minutes - Draft June 25, 2020

Members Present

Dr Elizabeth Switaj	Pam Kaious
Va Savu	Oyinade Ogunmokun
Jomi Capelle	Rigieta Lord
Cheryl Vila	Sali Andrike

Minutes

1. Review of Previous Minutes
 - a. January 16, 2020
 - b. June 4, 2020
2. Reports from Subcommittees
 - . Admissions Board: No report
 - a. Calendar and Catalog: [Procedure and process](#)
Dean Va will bring the catalog to our next meeting.
 - c. Placement: No report.
4. Accreditation:
 - c. 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? A Workshop has been scheduled to train Heads of departments on how to do the layout and what to be included in the webpage.
 - d. II.B.3: Institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services These includes evidence that they contribute to the attainment of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement. How do we evaluate that the institution supports student learning and achievement through the Library?
Through the Program review. How could we evaluate our learning support to our learning outcome? Improvement on the Program review when it has been reviewed by correlating it to our SLOs and SDO
4. EMW Monitoring:
 - a. EMW Outcome 3.1: Increase graduation and transfer rates annually
5. [Financial Aid Policy and Procedures Manual](#)
The policy and the procedures manual needs to be approved by the EC. If approved, the implementation starts in Fall 2020. Students need to comply to receive Financial Aid. There are quite a lot of things that students need to understand in this policy, for example leave of absence.
6. [New Student Orientation \(NSO\) Policy and Procedures.](#) NSO should be made a requirement for students. Tabled.
7. [Student Discipline Policies](#) The current policies are not clear. There is a need to revise them after which they will go to the board. Tabled.
8. [Registration policy and procedures:](#) The registrar is on leave. Tabled.
9. Items arising from 2017-2018 Assessment: Not discussed. Tabled.
 - a. Student Handbook



ENROLLMENT MANAGEMENT COMMITTEE

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- b. Enrollment Management Policy and Procedure Handbook
- c. [Maritime Admission Procedure](#)
- 10. [Monthly calendar of work](#) (Not discussed) Tabled.

Meeting adjourned at 12:00