



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

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Regular Meeting Minutes October 3 2019 – Approved November 21, 2019

Members Present

Elizabeth Switaj
Rigieta Lord

Jennifer Seru
Cheryl Vila

Monica Gordon
Jomi Capelle

The meeting was called to order @ 11:13 AM

Agenda Items

1. Review of Previous Minutes – September 9, 2019
2. EMC and the EMW
3. [2018-2019 EMC Assessment](#)
4. Discussion of [current KPI report](#): KPIs related to enrollment management
5. Moving students to new program sheets
6. Review of registration
7. Accreditation: II.C.2
8. Data point
9. Adding opportunity for students to identify disabilities to application form

Minutes

Note: EMC did not convene its meeting on September 19th due to a conflict with the Board of Regents meeting schedule.

1. Review of Previous Minutes – *Approved unanimously with a minor change.*

2. EMC and the EMW

The Chairperson introduces conversation on the Enrollment Management Wappepe (EMW) and advised EMC members to continue think about EMW linkage to the role of EMC.

3. [2018-2019 EMC Assessment](#) (NOTE: June/July are 2019, not 2018) – *Approved unanimously with some additions to the Remedial Action.*

Feedback from EC on unfinished assessments – EC's recommendation: For EMC to identify the unfinished years and continue to submit for approval.

A small group (Jennifer, Monica, Rigi) is established to work on the unfinished years; 2016-2017, 2017-2018. Timeline to submit Assessments is during the next EMC meeting.

4. Discussion of [current KPI report](#): KPIs related to enrollment management

Highlighted in the KPI report are areas that raised concerns to EMC including; decrease in student enrollment and graduation rate. Student recruitment and Registration procedures are identified as possible causes to the downfalls which then leads to questions about how to go about fixing them. EMC



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recommends establishing a Recruitment team and a full review of the current student registration process which requires everyone's input.

5. Moving students to new program sheets – *Tabled for next meeting*
6. Review of registration – *Tabled for next meeting*
7. Accreditation: II.C.2: The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services. – *Tabled for next meeting*
8. Data point – *Tabled for next meeting*
9. [2019-2020 EMC RSA](#) – *Tabled for next meeting*
10. Adding opportunity for students to identify disabilities to application form – *Tabled for next meeting*

Meeting adjourned @ 12:19 PM