Enrollment Management Committee

TIPOS

Accredited by the Western Association of Schools and Colleges

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (692) 625-3291/3843 Fax: (692) 625-7203 Website: emc@cmi.edu

Regular Enrollment Management Committee 11:10 a.m. Thursday January 21, 2021 Board Conference Room

MINUTES

PRESENT:

Chair Dr. Elizabeth Switaj

Cheryl Vila Monica Gordon Jessio Latrick

Oyinade Ogunmokun

Rigieta Lord Pam Kaious Sali Andrike Jennifer Seru **VPASA**

Director, IRA Registrar

Management Group, Director, Arrak

Faculty Senate, LA Chair

Director, ACE Staff Senate

Director, Financial Aid

Acting Dean, Academic Affairs

Meeting was called to order by Chair VPASA Dr. Elizabeth at 11:15 a.m.

- 1. Minutes from December 3, 2020 were reviewed, revised, and approved by the committee.
 - a. Acting Dean of AA moved to approve minutes, the Registrar seconded the motion. Motion was carried out by majority with 2 abstentions.
- 2. Reports from the the Subcommittees
 - a. Admission Board
 - i. Did not grant any exceptions due to the large enrollment partly due to the duplication in data entry. In spite of that, Spring 2021 enrollment is a record high.
 - 1. The issue on the high enrollment rate was brought to consideration by the committee if the high results were due to the border being closed.
 - a. Suggestion by the Chair that ALL should start thinking about ways to start sending the message to the students that finishing up with their CMI studies will benefit them in the future.
 - b. CMI will also be at risk if student's decide to leave once borders open up; it'll affect the completion rate for the college.

b. Calendar and Catalog

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i. Although the Calendar and Catalog Committee Chair was not present, according to the EMC Chair, EMC should be expecting to see the Draft Calendar within the next couple of weeks.

- c. Placement
 - i. The Placement Committee Chair was not present.
- d. Internships, Apprenticeships and Career Opportunities Task Force Committee
 - i. Awaiting feedback from other members, however, got feedback assistance from the IRA Director in regards to an Action Plan for the Draft. Once all feedbacks are collected, Draft will be brought to the next EMC meeting.
- e. Working Group for Student Discipline Procedures
 - i. Introduction of the Draft
 - a. Chair asked all members to have their first read through the Draft, to have their comments, questions, etc. ready for discussion and action at the next EMC meeting.
- 3. EMW Monitoring: Outcome 4.4: Improve analysis of outcomes assessment data
 - a. Assessment Champions
 - i. Hopefully, by next fall, a procedure will be in place in identifying Assessment Champions.
 - a. Recognizing faculty members who have exceptional assessment data reports and analysis
 - Have not decided on what type of award will be given to the Assessment Champions
- 4. Co-Curricular Workshop SLOs
 - a. Draft Form
 - i. Co-curricular workshop
 - a. Recommended by the Director of IRA to have a brief explanation of who workshop participants should be and the purpose of the workshop.
- 5. Part-Time Survey
 - a. Most part-time students have to work, according to the results of the survey.
 - b. The VPASA, with the help of the SBA, will conduct another survey this semester by paper.
- 6. Registration Policy and Procedures
 - a. The Registrar's still working on the document.
- 7. Monthly Calendar of Work
 - a. This was decided that this be moved to February.

Meeting was adjourned by 12:05P.M.

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