



## Enrollment Management Committee

Accredited by the Western Association of Schools and Colleges

P.O. box 1258  
Majuro, Marshall Islands, MH 96960

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Regular Enrollment Management Committee  
11:10 a.m. Thursday, February 4, 2021  
Board Conference Room

### MINUTES

#### PRESENT:

Chair Dr. Elizabeth Switaj	VPASA
Cheryl Vila	Director, IRA
Monica Gordon	Registrar
Jomi Capelle	Director, Admission
Jessio Latrick	Management Group, Director, Arrak
Oyinade Ogunmokun	Faculty Senate, LA Chair
Meyar Mamis	Assoc. Dean of Student Equity & Engagement
Tarry Henos	for Director, ACE
Pam Kaious	Staff Senate
Sali Andrike	Director, Financial Aid
Jennifer Seru	Acting Dean, Academic Affairs
Danny Jack	SBA Representative

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Meeting was called to order by Chair VPASA Dr. Elizabeth at 11:17 a.m.

1. Minutes from January 21, 2021 were reviewed, revised, and approved by the Committee.
  - a. Acting Dean of AA moved to approve minutes, the Faculty Senate's LA Chair seconded the motion. Motion was carried out by majority with 1 abstention.
2. **Reports from the Subcommittees**
  - a. ***Admission Board***
    - i. No Report
  - b. ***Calendar and Catalog***
    - i. DRAFT Calendar (Format Change)
      1. AY Fall 2021-Summer 2024 was put up by the VPASA for a "first read through" by the Committee.
        - a. A suggestion was made by the Director of Admissions and the Assoc. Dean of Student Equity and Engagement, to have the Admission dates added to the Calendar.
        - b. The Registrar also suggested that a Semester's Deadline to Add/Drop Courses for students should also be added on the Calendar.



- i. VPASA reminded all Committee members the goal in keeping the Calendar “simple and easy to understand.”
  1. Will discuss the suggestions in upcoming meetings.

**c. Placement**

- i. No Report
  1. The VPASA stated her concern if the Sub-committee needs the assistance of the broader committee to have the tests ready for the upcoming Fall Semester.
    - a. The Placement Sub-Committee reassured the VPASA if they’d need the broader committee’s assistance.

**d. Internships, Apprenticeships and Career Opportunities Task Force Committee**

- i. Chair is off-island, however, VPASA reassured Committee members that there are some Drafts the Sub-Committee has been working on and in circulation.

**e. Working Group for Student Discipline Procedures**

- i. Draft
  1. Reviewed and moved for approval by the Director of IRA, seconded by the Acting Dean of Academic Affairs. Motion was carried out unanimously with no abstentions.
    - a. The constituency bodies should put forward their suggestions/nominations on who will be available to be called on for the Disciplinary Panels to the VPASA.

**3. EMW Monitoring: Outcome 4.6: Increase Use of Data for Decision-Making Purposes**

- a. Survey for the Management Level
  - i. Types of Questions
    1. “How often do you use data to make your decisions?”
    2. “How often do you think the leaders at CMI use data to make their decisions?”
      - a. VPASA will put together the survey and it’ll be disseminated to the Committee before it’s sent to the Management Group.

**4. Math Transition Course Results - Report by the Director of the IRA**

- a. Designed for High School Teachers and CMI Instructors with the Guidance of REL Consultants.
  - i. Some of the results shared by the Director of the IRA:



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1. Of all High School Students, only 11% were placed at Credit Level, however, not all continued on with their education.
2. The students who were to take Credit Level Math, did not take any Math courses for the semester, which is not productive, according to data obtained in past studies.
3. All the students who were promoted to Credit Level Math, data's show that all of them failed.
4. Student's that continue on with their Math Courses usually succeed more than student's that don't take any math courses during their first semester at CMI.
5. After careful review of the results, the Committee came to the understanding that scheduling and advising for the student's to sign up for the required courses does make an impact on their succession.
  - a. STEM to have a meeting with the REL Consultants next week.
  - b. Referred to the Placement Committee for recommendations.
  - c. The VPASA recommended the Committee to explore the interesting results of the Math Transition Course.

5. **Co-Curricular Workshop SLOs** - Deferred to Next EMC

- a. Draft Form

6. **Recognition of Prior Learning** - Deferred to Next EMC

7. **Part-Time Students Survey** - Deferred to Next EMC

8. **Registration Policy and Procedures** - Deferred to Next EMC

9. **Monthly Calendar of Work** - Deferred to Next EMC

Meeting was adjourned at 12:10P.M.

Approval Date:  
February 18, 2021