



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

Enrollment Management Committee

Accredited by the Western Association of Schools and Colleges

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Enrollment Management Committee
11:10 a.m. Thursday, February 18, 2021
Board Conference Room

MINUTES

PRESENT:

Chair Dr. Elizabeth Switaj	VPASA
Cheryl Vila	Director, IRA
Jomi Capelle	Director, Admission
Jessio Latrick	Management Group, Director, Arrak
Oyinade Ogunmokun	Faculty Senate, LA Chair
Meyar Mamis	Assoc. Dean of Student Equity & Engagement
Rigieta Lord	Director, ACE
Sali Andrike	Director, Financial Aid
Jennifer Seru	Acting Dean, Academic Affairs
Amelia Timon	Director, FABS
Ruth Laikidrik	Staff Senate, Representative
Carlton Gideon	SBA Representative

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

1. Minutes from February 4, 2021 were reviewed, revised, and approved by the Committee.
 - a. The LA Chair from the Faculty Senate moved to approve the minutes, the Acting Dean of AA seconded the motion. Motion was carried out by the majority with 1 abstention.
2. **EC Update** – Reported by the VPASA

DECISION

The Student Disciplinary Procedures were discussed and APPROVED by the Executive Council on February 17, 2021.

- a. The VPASA emphasized on the need for volunteers for the Disciplinary Panels.
3. **Accreditation Update** - Reported by the VPASA/ALO
 - a. The VPASA also informed the Committee that the virtual visit has been changed to March 16th - 19th (March 15th - 18th US Date)
 - b. The VPASA reiterated to the Committee on the importance of reading and understanding the ISER.



4. Reports from the Subcommittees

a. Admission Board

- i. No Report

b. Calendar and Catalog – Reported by the VPASA

- i. Draft Calendar (Format Changed)

1. AY Fall 2021-Summer 2024 Draft was presented by the VPASA for another read through and discussion by the Committee. The requests from the last meeting were added.
 - a. Last Day to Withdraw
 - b. Application Deadline
2. The VPASA requested the Director of Financial Aid to do their own separate Calendar.
3. The Committee members are to share the Draft Calendar with their constituency Departments/Senates.
 - a. To be discussed further in the next meeting.

- ii. Catalog Addendum

1. The VPASA explained the process of an addendum instead of editing the Catalog.

DECISION

The Acting Dean of AA moved to endorse the Catalog Addendum, seconded by the Director of Admission. The motion was carried out by the majority with no abstention.

c. Placement – Reported by the Director of Admission

- i. The Subcommittee held a meeting on Tuesday, February 16, 2021.

1. Discussed the results/outcomes of the Math Transition Course

a. Challenges:

- i. The Subcommittee raised concerns on the effectiveness of the Math Transition Course for students transferring from off-island and Private Schools

1. The Math Department is in the process of revising a “pilot test” parallel to the Math Transition Course for students transferring from off-island and Private Schools.



- a. Revision's deadline goal is the end of this week.
 - b. The Pilot Test is targeted for March 2021.
 2. English Placement Test
 - a. Still in Revision
 - i. The Subcommittee has assigned 2 from TVET and 2 from the Faculty Senate to work on the revision.
 - b. The Subcommittee will meet next Thursday, February 25, 2021.
 - d. ***Internships, Apprenticeships, and Career Opportunities Task Force Subcommittee – Reported by the Director, ACE***
 - i. Presented the Taskforce Report Document including:
 1. Specific Terminologies
 2. Task Force Structure
 3. Repository of Information Plan
 4. Communication Plan
 5. Data Collection Plan
 6. Assessment Plan
 - a. Recommended by the Subcommittee that this be included in TRACC; will be in contact with TRACC's Student Advocate & P2P Advisor.
 - b. The Chair wanted the Committee to consider ensuring effectiveness and implementation ideas of the report.
 - i. The Chair/VPASA stressed the importance for the EMC to further discuss the report in the next meeting.
 - c. Chair/VPASA commended the Subcommittee for the compilation of the report.
 - e. ***EMW Monitoring: Outcome 4.6: Increase Use of Data for Decision-Making Purposes – Reported by the VPASA***
 - i. Survey Results (9 Responses)
 1. Survey questions included:
 - a. How often do managers use data to make their decisions?
 - b. How often do managers think the leaders at CMI use data to make their decisions?
 - i. The Committee discussed the survey results.
 - ii. The Committee was concerned that one manager reported never using data to make decisions.
5. **Co-Curricular Workshop SLOs – Reported by the VPASA**



- a. Draft Form Discussion
 - i. CMI Learning Support Co-Curriculum
 1. Action Form for Regular Workshops
 - a. Referred by the Committee to be shared with the Management Group and will be discussed in the next meeting.
- 6. Recognition of Prior Learning – Reported by the VPASA**
- a. Draft Form Discussion
 - i. The VPASA clarified that credit isn't awarded in regards to experience, but for prior learning.
 - ii. The Director of IRA will share with the Data Governance Subcommittee for the IEC to get their feedback on the clarity of the phrases.
 - iii. Will be discussed further in the next meeting.
- 7. Part-Time Student Survey- Reported by the VPASA**
- a. The VPASA introduced and shared the results/outcomes of the survey. They will be discussed further at the next meeting.
- 8. Course Waiver and Substitution**
- a. Deferred to Next Meeting
- 9. Registration Policy and Procedures**
- a. Deferred to Next Meeting
- 10. Monthly Calendar of Work**
- a. Deferred to Next Meeting

ADJOURNMENT

The Enrollment Management Committee's 2nd meeting for the month of February 2021, was adjourned at 12:10.

Submitted By:

Meria N. Bollong
Secretariat Officer, EC

Concurred By:

Enrollment Management Committee

Approval Date:
March 4, 2021



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