



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

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Enrollment Management Committee
11:10am April 1, 2021
Board Conference Room

MINUTES

Present:

Chair Dr. Elizabeth Switaj	VPASA
Cheryl Vila	Director, IRA
Monica Gordon (Not Present)	Registrar
Jessio Latrick (Not Present)	Management Group, Director, Arrak
Dr. Ekta Maden	for Faculty Senate, LA Chair
Mikaa Reiher	for Assoc. Dean of Student Equity & Engagement
Rigieta Lord	Director, ACE
Sali Andrike	Director, Financial Aid
Jennifer Seru	Acting Dean, Academic Affairs
Amelia Timon (Not Present)	Director, FABS
Ruth Laikidrik (Not Present)	Staff Senate, Representative
Carlton Gideon	SBA Representative

The Enrollment Management Committee's *first* meeting for the month of April 2021 was called to order by the Chairperson/VPASA at approximately 11:20 a.m.

After the minutes from the previous meeting on March 4, 2021, were reviewed, a motion was made by the Director of IRA to approve, seconded by the Acting Dean of Academic Affairs. The motion was carried out unanimously by the majority with no abstentions.

I. Update from BoR and EC

- A. The Chairperson shared with the Committee that the Academic Calendar went through with approval from EC and to the BoR for their information.
- B. The Chairperson also shared with the Committee the policies that were approved by the EC:
 1. The Recognition of Prior Learning Policy - Approved by the BoR
 2. The Course Waiver and Substitution Policy - Deferred by the BoR
- C. The Chairperson also informed the Committee on the fee changes that have been approved by the BoR.

II. Need for Disciplinary Panel Pool Volunteers



- A. The VPASA reiterated to the Committee members the urgent need for panel volunteers and the importance of the members sharing the matter with their constituency groups.

III. Accreditation Update

- A. The Chairperson/ALO briefly updated the Committee on the recommendations from ACCJC's Exit Report.
1. One of the recommendations was updating our student's files, which has started and moving forward.
 2. Another recommendation was data desegregation.

IV. Reports from the Subcommittees

- A. Admissions Board - Reported by the VPASA
1. No Issue
- B. Calendar and Catalog - Reported by the Acting Dean of Academic Affairs
1. A request has been sent to department chairs in regards to updates in the Catalog. Any updates are due on April 15, 2021.
 2. Any updates that don't meet the deadline to be published for the Fall Semester can be published during the following Spring Semester, with a Catalog Addendum.
- C. Placement - Reported by the Acting Dean of Academic Affairs
1. As per the Acting Dean of Academic Affairs, the subcommittee met three times discussing the following:
 - a) The English Placement Test will contain 30 questions that are divided into 3 sections:
 - (1) Section 1: Level 2
 - (2) Section 2: Level 3
 - (3) Section 3: Student's that will be placed in the credit level.
 - b) The Director of IRA and the VPASA raised a concern of where and how to include the writing component sections to the English Placement Test.
 - (1) As per the Acting Dean of Academic Affairs, the matter will be taken back for the Subcommittee to look into.
- D. Internships, Apprenticeships, and Career Opportunities Taskforce - Reported by the Dean of WAVES
1. The Committee thoroughly discussed the communication channel of feedback that should be the correct route taken in regards to any program updates that are part of the Internships, Apprenticeships, and Career Opportunities Taskforce.
 2. The Committee also agreed to share and circulate the Internships, Apprenticeships, and Career Opportunities Taskforce manual for the Faculty Senate and the Department Chairs, who are involved in the internship programs, per their review and comment.



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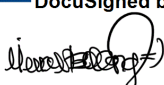
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- V. EMW Monitoring: Outcome 5:2: Increase Offerings of Workforce Training Programs Reported by the Dean of WAVES**
- A. 2018-2020 Trainings
1. The Dean reported to the Committee on the Workforce Development Training programs that were conducted by CMI since 2018-2020.
 2. Estimated Operational Budget - \$40,000.00 (Forty Thousand Dollars)
 - a) In accommodating this, the Dean of WAVES is in the process of seeking additional budget.
- VI. Recognition of Prior Learning - Reported by the VPASA**
- A. Draft Procedures
 - B. Application for Recognition of Prior Learning Form
 - C. Recognition of Prior Learning Decision Appeal Form
 - D. Recognition of Prior Learning by External Certification Form
 1. The Chairperson/VPASA requested to the Committee members to have their first read through and be ready for discussion during the next EMC meeting, scheduled for April 15, 2021
- VII. Part-Time Students Survey - Reported by the VPASA**
- A. The VPASA requested that the committee review the part-time students survey results from the DE Centers for discussion at the next meeting.
- VIII. Spring 2021 Enrollment Report - Reported by the Director of IRA**
- A. As per the Director, CMI's had the highest enrollment rate for this semester since its establishment.
 - B. The Committee agreed to include the following for the next EMC agenda:
 1. Types of Early Interventions That Can Help Our DevEd Math Students
- IX. Registration Policy and Procedures - Deferred**
- X. Monthly Calendar Work-Deferred**

ADJOURNMENT

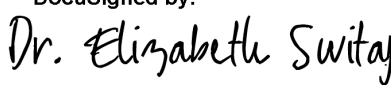
The Enrollment Management Committee's *first* meeting for the month of April was adjourned at 12:17 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer

Concurred By:

DocuSigned by:

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Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

Approval Date:

April 15, 2021

Certificate Of Completion

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Dr. Elizabeth Switaj
eswitaj@cmi.edu
VPASA
Security Level: Email, Account Authentication (None)

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