



Enrollment Management Committee  
11:10am April 15, 2021  
Board Conference Room

MINUTES

Present:

Chair Dr. Elizabeth Switaj	VPASA
Cheryl Vila	Director, IRA
Jomi Capelle	Director, Admissions
Jessio Latrick	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
Amelia Timon	Director, FABS
Ruth Laikidrik	Staff Senate, Representative
Carlton Gideon	SBA Representative

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

The Chairperson informed the EMC that the IEC had recommended that all standing committees should recite the College's Mission Statement before the start of meetings. The recommendation is in the process of obtaining EC's approval.

After the minutes from the previous meeting on April 1, 2021, were reviewed and revised, a motion was made by the Director of IRA to approve, seconded by the Assoc. Dean of Student Equity & Engagement. The motion was carried unanimously by the majority with one abstention.

**I. Need for Disciplinary Panel Pool Volunteers**

- A. The Chairperson reminded the committee members of the urgent need of the constituent body's nominees for the Disciplinary Panel.

**II. Accreditation Update**

- A. The ALO/VPASA/Chairperson shared the importance of reviewing a standard from the ISER in each meeting.
- B. The Assessment Standard that was discussed in EMC's second meeting for the month of April 2021, is: Assessment of II.C.1



1. “The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education support student learning, and enhance accomplishment of the mission of the institution.”
  - a) After discussing the standard, the committee recommended that all student services units, as part “F” of the PR process, develop high quality assessment tools that can be used to assess services across locations.
2. The ALO/VPASA/Chairperson informed the members that in seven years, there will be a new set of standards, however, the existing standards/principles might carry over.
  - a) Hence, the ALO has been chosen to be one of the Writing Team for the “Purpose, Goals, and Mission.”

### III. Reports from the Subcommittees

#### A. Admissions Board- VPASA

1. The VPASA informed the EMC that student applications to CMI have been submitted.

#### B. Calendar and Catalog – Acting Dean of AA

1. Catalog is in process.

#### C. Placement – Director of Admissions

1. As per the Director, the English Test has been rearranged and completed.
  - a) The test consists of 90 questions.
  - b) It’s been divided into 3 sections: Level 2, Level 3, and Credit Level
  - c) If a student doesn’t meet the cut-off score in taking the first “level”, the student will remain in that level.
  - d) The writing sections will be separated from the other sections of the English Test, however, the scoring criteria hasn’t been decided upon by the subcommittee.
  - e) The timing of the test will be 30 minutes per section, however, the time of the writing section hasn’t been confirmed yet.
  - f) The subcommittee had scheduled the pilot test for April 28, 2021, however, the Director of IRA suggested having the pilot test in the beginning of the Summer Semester for better results.
    - (1) The Director of the IRA shared the importance of timing with the EMC members.
  - g) There were discussions on if students didn’t pass the English Test, what would be the next step forward?
  - h) The Faculty Senate representative informed the Director of IRA of the subcommittee’s next meeting and of need for her assistance.

#### D. Internships, Apprenticeships, and Career Opportunities Taskforce – Director of WAVES



1. According to the Director of WAVES, feedback and comments should be received shortly from the Faculty Senate.

- a) The Chairperson kindly asked the Faculty Senate representative to remind the respective Faculty Senate constituents of their feedbacks/comments, and to kindly bring up the matter during the Dept. Chair's meeting.

**IV. Recognition of Prior Learning**

A. The Chairperson recommended the EMC members share the following with their respective constituent bodies

1. DRAFT Procedures
2. Application for Recognition of Prior Learning Form
3. Recognition of Prior Learning Decision Appeal Form
4. Recognition of Prior Learning by External Certification Form

**V. Part-Time Students Survey - Reported by the VPASA**

A. The Chairperson presented and discussed the results with the EMC members.

**VI. Spring 2021 Enrollment Report**

A. Types of Early Interventions That Can Help Our DevEd Math Students

1. This was an issue brought to the attention of the EMC.
2. This was discussed thoroughly by the committee, and a suggestion was made by the Director of Admissions in recommending that the EMC should send out reminders to student advisors before registration.

**VII. Registration Policy and Procedures - Deferred**

**VIII. Monthly Calendar Work-Deferred**

**ADJOURNMENT**

The Enrollment Management Committee's *second* meeting for the month of April was adjourned at 12:05 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong  
Secretariat Officer, EC

DocuSigned by:

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Dr. Elizabeth Switaj  
Chairperson, EMC

May 6, 2021

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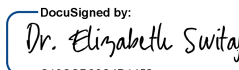
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