

Enrollment Management Committee 11:10 a.m. May 20, 2021 Board Conference Room

MINUTES

PRESENT:

Chair Dr. Elizabeth Switaj Cheryl Vila	Vice President of Academic and Student Affairs Director, IRA
Andreas Ned	for Assoc. Dean of Student Equity & Engagement
Rigieta Lord	Dean of WAVES
Sali Andrike	Director, Financial Aid
Jennifer Seru	Acting Dean, Academic Affairs
Amelia Timon	Director, FABS
John Villafania	Staff Senate, Representative
Curritha Lani Jumao-as	for Director, Admission
Danny Jack	SBA Representative

The *second* Enrollment Management Committee's meeting for the month of May 2021, was called to order by the Chairperson/VPASA at 11:25 a.m.

- 1. Minutes from May 6, 2021, were reviewed, revised, and approved by the EMC.
 - a. The Acting Dean of AA moved to approve the minutes, the Staff Senate Representative seconded the motion. Motion was carried out by the majority with no abstention.

2. <u>EC Update</u> – Reported by the VPASA

a. The VPASA shared with the committee that the Executive Council is having their first-read on the document, "Recognition of Prior Learning Procedures," and will be discussed/reviewed by the Executive Council on June 16, 2021.

3. <u>Accreditation Update</u> - Reported by the VPASA/ALO

- a. The committee discussed Assessment of II.C.3:
 - i. "The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method."

4. <u>Reports from the Subcommittees</u>

a. Admission Board - Reported by the VPASA



- i. 264 students have applied for the Summer Semester 2021.
 - 1. Some of the applicants were referred to ABE.
 - 2. Due to the lack of medical resources and medical service offered in the outer islands, the applications from the students in Wotje were accepted without the required health form.

b. Calendar and Catalog – Acting Dean of AA

- i. Catalog
 - 1. As a result of their two meetings, the Acting Dean of AA informed the committee that the sub-committee's goal is to have the first draft of the Catalog available and ready for review by June 2021.
 - 2. The Acting Dean of AA also informed the committee that emails have been sent out to the specific departments that have sections included in the Catalog.

c. Placement - Reported by the Acting Dean of AA

- i. The Acting Dean of AA informed the EMC that the current Placement Test will be used for the students for the Summer Semester 2021..
- ii. The sub-committee's goal is to use the revised Placement Test for the Fall Semester 2021.
- d. Internships, Apprenticeships, and Career Opportunities Task Force Subcommittee – Reported by the Dean WAVES
 - i. The Dean of WAVES reported to the committee that there's been no feedback from the Faculty Senate.
 - 1. As a result, the Chairperson/VPASA asked the committee if the document should be adopted and approved, regardless of the Faculty Senate's feedbacks, in which the committee decided that the document should be voted via online once the Dean of WAVES meets with the department Chairpersons in regards to obtaining their feedbacks.

5. <u>Survey of Entering Student Engagement</u> – Reported by the VPASA

- a. The full results were discussed and reviewed by the committee, however, committee members were to have their "first read" on the survey results before the next meeting on June 3, 2021.
- b. The part-time and the full time disaggregation results were briefly reviewed by the committee.
 - i. The Chairperson/VPASA informed the committee members to have their "first read" on the survey's disaggregation results before the next meeting on June 3, 2021.



ADJOURNMENT

The Enrollment Management Committee's *second* meeting for the month of May 2021, was adjourned at 11:58 a.m.

Submitted By:

DocuSigned by: llove

D04F36FDE82B468... Meria N. Bollong Secretariat Officer, EC Concurred By:

— DocuSigned by:

Dr. Elizabeth Switz

Approval Date: June 17, 2021

Dr. Elizabeth Switaj, VPASA Chairperson, EMC

DocuSign

Certificate Of Completion

Envelope Id: 8470E40F933F4C6DA5E399E78CE46583 Subject: Please DocuSign: APPROVED Minutes for May 20, 2021.docx Source Envelope: Document Pages: 3 Signatures: 2 Certificate Pages: 5 Initials: 0 AutoNav: Enabled EnvelopeId Stamping: Enabled Time Zone: (UTC+12:00) Fiji

Record Tracking

Status: Original 6/17/2021 4:51:40 PM

Signer Events

Meria Bollong mbollong@cmi.edu Secretariat Officer - Executive Council College of the Marshall Islands

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure: Not Offered via DocuSign

Dr. Elizabeth Switaj

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

Electronic Record and Signature Disclosure:

Accepted: 6/17/2021 5:16:54 PM ID: 3cef1619-3dae-41ec-95fd-f02c878ed68f Holder: Meria Bollong mbollong@cmi.edu

Signature

DocuSigned by:

Signature Adoption: Uploaded Signature Image Using IP Address: 117.103.90.108

Signature Adoption: Pre-selected Style Using IP Address: 117.103.90.108

Status: Completed

Envelope Originator: Meria Bollong PO Box 1258 Majuro, MH-MAJ 96960 mbollong@cmi.edu IP Address: 117.103.90.108

Location: DocuSign

Timestamp

Sent: 6/17/2021 4:54:28 PM Viewed: 6/17/2021 4:54:50 PM Signed: 6/17/2021 4:55:03 PM

Sent: 6/17/2021 4:55:04 PM Viewed: 6/17/2021 5:16:54 PM Signed: 6/17/2021 5:17:06 PM

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/17/2021 4:54:28 PM
Certified Delivered	Security Checked	6/17/2021 5:16:54 PM
Signing Complete	Security Checked	6/17/2021 5:17:06 PM

Envelope Summary Events	Status	Timestamps	
Completed	Security Checked	6/17/2021 5:17:06 PM	
Payment Events	Status	Timestamps	
Electronic Record and Signature Disclosure			

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, College of the Marshall Islands (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact College of the Marshall Islands:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows: To contact us by email send messages to: ksebastian@cmi.edu

To advise College of the Marshall Islands of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at ksebastian@cmi.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from College of the Marshall Islands

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to ksebastian@cmi.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with College of the Marshall Islands

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to ksebastian@cmi.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <u>https://support.docusign.com/guides/signer-guide-signing-system-requirements</u>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify College of the Marshall Islands as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by College of the Marshall Islands during the course of your relationship with College of the Marshall Islands.