



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

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: emc@cmi.edu

Enrollment Management Committee
11:10 a.m. Thursday, July 15, 2021
BoR Conference Room

MINUTES

PRESENT:

Dr. Elizabeth Switaj		Chairperson/VPASA
Cheryl Vila		Director, IRA
Monica Gordon	(Not Present)	Registrar
Jomi Capelle		Director, Admission
Mylast Bilimon		for Faculty Senate, LA Chairperson
Meyar Mamis		Assoc. Dean of Student Equity & Engagement
Rigieta Lord		Director, WAVES
John Villafania		Staff Senate Representative
Sali Andrike		Director, Financial Aid
Jennifer Seru		Faculty Senate Representative
Va Savu	via Zoom	Dean of Academic Affairs

The *second* EMC meeting for July 2021 was called to order by the Chairperson/VPASA at 11:10 a.m.

I. Recitation of CMI’s Mission Statement

A. Before the meeting began, CMI’s Mission Statement was recited by the committee members.

II. Approval of the Previous Meeting Minutes

A. After careful consideration, the Director of IRA made a motion to approve the minutes, seconded by the Director of Admissions. The motion was successfully passed by the majority with no abstention.

APPROVAL:

With the minor corrections, the EMC meeting Minutes for July 1, 2021, were approved as presented.

III. Report back from the Executive Council

A. *Recognition of Prior Learning Procedures Forms*

1. The Executive Council has approved the Recognition of Prior Learning Procedures Forms, excluding the Application for Recognition of Prior Learning Form.



- a) After being reviewed, the Dean of Academic Affairs made a motion to approve the revised Application for Recognition of Prior Learning Form. The motion was seconded by the Associate Dean of Student Equity and Engagement. The motion was passed successfully by the majority with no abstention.

APPROVAL

With the minor modification, the revised Application for Recognition of Prior Learning Form was approved as presented.

IV. Report of the Electronic Voting Results

A. Internships, Apprenticeships, and Career Opportunities Taskforce Plan

APPROVAL

The Internships, Apprenticeships, and Career Opportunities Taskforce Plan was approved electronically.

B. Course Waiver and Substitution Application Form

APPROVAL

The Course Waiver and Substitution Application Form was approved electronically by the majority of the EMC members.

C. Course Waiver and Substitution Procedures

APPROVAL

The Course Waiver and Substitution Procedures was approved electronically by the majority.

The Chairperson informed the Committee that due to the reason that the Course Waiver and Substitution Procedures and Forms were not approved prior to EC's first meeting in July 2021, they will be brought up during EC's second meeting, which is scheduled for July 21, 2021.

V. Accreditation

A. College Requirements from ACCJC - Chairperson/VPASA/ALO



1. Policies and Procedure Related to the College Requirements:

a) Student Bank Accounts (CMI Policy No. 331)

- (1) After carefully reviewing and discussing the policy, it was deferred to EMC's Special Meeting on July 26, 2021.
- (2) The Director of Admissions was tasked to inquire with the Bank of the Marshall Islands whether international students were able to open bank accounts at BOMI and the requirements if this will be a possibility.

b) The Revised Admissions Procedures Included:

(1) CP: 310.01 Admission Procedure

(2) CP: 310.014 Conditional Admission

(a) Medical Clearance

- (i) Due to the absence of the College Nurse, discussions on the medical clearance requirements in CP: 310.014, were deferred until the College Nurse resumes back to work.

(3) CP: 310.18 Transfer Students

(4) CP: 310.19 International Students

- (a) The Director of IRA raised a concern if CMI can work with the RMI Government's Immigration's Office in regards to CMI employee's dependent's visa requirements.

(5) CP: 310.20 Deferral of Admission

- (a) The committee discussed and decided the deferral duration of an accepted applicant.

- (i) It was agreed upon the majority of the committee that accepted applicants can defer their applications for up to *one year*.

- (a) However, the Associate Dean of Student Equity and Engagement was tasked with inquiring more on the validity of the medical clearance, if accepted applicants decide to defer up to one year.

VI. Reports from the Subcommittees

A. Admissions Board - Director of Admissions

1. The Director of Admissions informed the committee members that CMI has accepted more than 350 applicants, however, the figure is not final yet.

B. Calendar and Catalog 2021-2022



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

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: emc@cmi.edu

1. The Staff Senate Representative suggested the Schedule of Fees needed to be updated.
2. The Staff Senate Representative recommended that the ASEE's "Purpose of the Program and Content" didn't match what's on the CMI website.
 - a) The Dean of Academic Affairs will review the suggestion with the Education Department's Chairperson.
3. The IRA department will assist in reviewing the PLOs.

C. Placement

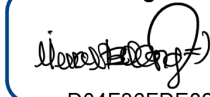
1. The revised Math Test was given to the selected group of students on July 12, 2021. The English test was given last week.
2. The actual test will be given starting on July 26, 2021.
 - a) The Director of Admissions shared with the committee that 7 proctors are urgently needed before July 23, 2021.

Adjournment

The *second* meeting for July 2021 was adjourned at 12:16 p.m.

Submitted By:

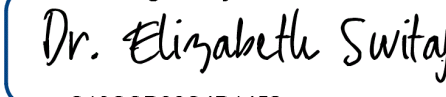
DocuSigned by:


D04F36FDE82B468...

Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:


C18CCD96C4D1452...

Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

Approval Date:

August 5, 2021