

Minutes

Enrollment Management Committee

October 15, 2020

11:10 am, BOR

Oyinade Ogunmokun

Sali Andrike

Jomi Capelle

Meyar Mamis

Jennifer Seru

Elizabeth Switaj

Ruth Landrick

Cheryl Vila

Cindy Digno

1. Review of Previous Minutes
 - a. [October 1, 2020](#): Approved on a motion moved by Jomi and seconded by Cheryl.
2. Reports from Subcommittees
 - a. Admissions Board: There was no report
 - b. Calendar and Catalog: The Chair was not around
 - c. Placement: The committee for English placement test revised the current test and sent their suggestions to Jomi. It was suggested that the placement test for Spring 2021 should be concluded by Dec using the current test. It was also suggested that the validation for the revised test should be before Dec.

The result for the Math placement pilot test is out. A committee should check the questions and match them to each level of Math class e.g Math 086, 066 because the current version of the test is not effective in placing students.
 - d. Internships, Apprenticeships, and Career Opportunities Taskforce. The committee met and deliberated on the definitions of some of the concepts, which student belonged to where and the benefits. It was discussed that some students were being compensated. E.g Carpentry.
3. Accreditation: [II.B.2](#). Standard II.B.2 is addressing the support given to students by the Library. There are computers in the library for students in need but most of them are outdated/not working. .
4. [Student club handbook](#) The student hand book was approved after a motion moved by Cheryl and seconded by Oyin. Getting a Student handbook was recognized as a huge success since the last one was 6 years ago.
5. [Registration policy and procedures](#) : The Registrar was not around.
6. [Monthly calendar of work](#)

- a. Key items that can be part of individual work plans:
 - i. Student Hand book.
 - ii. Enrollment Management Policy and Procedure Manual
 - iii. Committee SOPs
7. Student discipline policy. A committee will be set up to develop the "PROCEDURE" for students discipline policy. It was stated that there is a need for title IX policies and procedure.

The meeting was adjourned by 11:55am.

Respectfully Submitted by

Oyinade Ogunmokun.