



**Enrollment Management Committee
11:10 a.m. Thursday, February 17, 2022
BoR Conference Room**

MINUTES

PRESENT:

Angela Franklin
Jomi Capelle
Dr. Elizabeth Switaj
Vasemaca Savu (Not Present)
Rigieta Lord (Not Present)
Sali Andrike
Monica Gordon
Amelia Timon (Not Present)
Lanie Vilafania
Jemimah Razalan (Not Present)
Oyinade Ogunmokon
Rebecca Raab
John Villafania
Martin Toring

Chairperson/Dean of Student Success
Vice Chairperson/Director of Admission
Vice President, Academic and Student Affairs
Dean of Academic Affairs
Dean, WAVES
Director, Financial Aid
Registrar
Director, FABS
for Director, IRA
Associate Dean of Learning Support
Faculty Senate, LA Chairperson
Faculty Senate Representative
Staff Senate Representative I
SGA Representative

ATTENDEES via ZOOM

Meyar Laukon
Elmi Keju (Not Present)

Assoc. Dean of Student Equity & Engagement
Staff Senate Representative II

The *second* EMC meeting for February 2022 was called to order by the Chairperson/Dean of Student Success at 11:14 a.m.

I. Recitation of CMI's Mission Statement

A. The Chairperson recited the Mission Statement for the EMC members.

II. Approval of the Previous Meeting Minutes

A. February 3, 2022 MINUTES

1. The MINUTES of February 3, 2022, were reviewed by the EMC members. The Staff Senate Representative I made a motion to approve the MINUTES, seconded by the Faculty Senate Representative. The motion was successfully passed by the majority with no abstentions.

a) DECISION



(1) With the minor modifications, the EMC MINUTES of February 3, 2022, were approved.

- III. **Remark from the Chairperson**
- A. The Chairperson stressed to the EMC members the importance of sharing ideas and opposing to any documents, thoughts, or actions etc.
- IV. **Report from the EC**
- A. The most recent EC meeting was a reports meeting, so there has been no action yet on the two policies submitted to EC.
- V. **Secretariat Officer's Report**
- A. The Secretariat Officer gave an oral report on where the EMC stands in regards to meeting the MINUTES being posted on the website.
- VI. **SGA Representative's Report**
- A. There were no issues reported by the SGA Representative.
- B. However, the EMC members thoroughly discussed the on-going substance abuse occurrences on the island that's been a rising concern for the students.
- C. The EMC discussed the pros and cons of a more strict security system in regards to entry and exit points throughout the CMI campus.
- VII. **EMW Monitoring: Outcome 1.2: "Students can utilize college resources (academic advisors, tutoring, Library, etc.) more effectively during their first year at CMI."**
- A. The Chairperson shared the disciplinary issue that occurred in regards to a specific student during the previous week.
- B. The VPASA shared the "no wrong door policy" that should be a practice at CMI.
- VIII. **Accreditation**
- A. **Policies, Procedures, and Procedures Relevant to the Recommendations:**
1. The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.
 - a) The Chairperson shared her experiences in regards to the learning institutions she had worked with.
 - (1) It was a requirement to accommodate ALL of the students, even the students with special needs. There wasn't a student that was rejected due to their special needs.
 - (2) The EMC members discussed how this would be a difficult task for CMI, with the lack of resources and individuals with the capacity to carry out these special roles.



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IX. Reports from the Subcommittees and Working Group

A. Admissions Board

1. The Admissions Director updated the EMC members that the Admissions Office has started recruiting for the Summer Semester.
2. There's a new Student Services recruiter that's to assist the Student Services department until the end of the Fall Semester 2022.
3. The Admissions Director also shared that most of the high school students are looking forward to visiting the College.
 - a) The Faculty Senate Representative, LA Chairperson, asked if students will be visiting each instructional department when visiting CMI.
 - (1) The Admissions Director confirmed that, "once the schedules are finalized, they will be shared with the department chairs to share with their faculty to decide amongst themselves.
 - (2) The EMC members discussed putting students in the classrooms during their visits.

B. Calendar and Catalog

1. Three-Year Academic Calendar
 - a) The EMC members discussed the difficulty in locating the Academic Calendar on the website.
 - b) The EMC discussed easier ways for the calendar to be easily seen and accessed on the website.
 - (1) The Staff Senate Representative I/Web & Database Administrator noted the recommendation that the Academic Calendar needed to be more visible and easy to be accessed.
 - c) The Academic Calendar on the website should be aligned with the official, signed calendar.

C. Placement

1. The Admissions Director shared with the EMC members of the new procedure that after an applicant has completed the application process, they will be scheduled to take the Placement Test.
 - a) The Admissions Director reiterated the difficulties in contacting the applicants.

D. CIAO

1. Not Present

E. Residence Life Admission

1. The Associate Dean of Student Equity and Engagement shared with the EMC members the NSO Data. Some of the datas shared included:
 - a) 108 Participants (In - Person)



- b) 20 Participants (Online)
 - (1) 22 Re-Admitted
- c) 91% Attendance
- d) The VPASA recommended that the data should be disaggregated.
- e) The Associate Dean will re-submit a chart breakdown for the EMC for the next meeting, on March 3, 2022.
- f) The Associate Dean will also meet with the Residential Coordinator today.

2. The Chairperson shared the student's residing at the MIR and RRE's experiences.

F. Work Study Working Group

1. The FAO Director informed the EMC members that the Work Study Handbook is 90% completed and will be brought forth for EMC's review in March 2022.

X. Jenzabar - SONIS

- A.** The Staff Senate Representative I/Web & Database Administrator informed the EMC that the deadline for the data migration is March 24, 2022.
- B.** The transcript security paper was shared by the Registrar.
 1. The Registrar will confirm the logo coloring with the Media Department.
 2. Once the transcripts are purchased, Jenzabar needs to be notified and send a physical copy.

XI. FA21-Academically at Risk List

XII. CMI Official Enrollment Fall 2021

XIII. Looking Forward - Recruitment Plan

XIV. Monthly Calendar of Work

In the interest of time the agenda items from XI. - XIV, were deferred.

Adjournment


The *second* EMC meeting for February was adjourned at 12:10 p.m.




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Submitted By:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Angela Franklin, Dean of Student Success
Chairperson, EMC

Approval Date:

March 3, 2022