



**Enrollment Management Committee**  
**11:10 a.m. Thursday, February 3, 2022**  
**BoR Conference Room**

**MINUTES**

**PRESENT:**

|  |  |
|--|--|
| Angela Franklin                        | Chairperson/Dean of Student Success          |
| Jomi Capelle ( <b>Not Present</b> )    | Vice Chairperson/Director of Admission       |
| Dr. Elizabeth Switaj                   | Vice President, Academic and Student Affairs |
| Vasemaca Savu                          | Dean of Academic Affairs                     |
| Rigieta Lord                           | Dean, WAVES                                  |
| Sali Andrike                           | Director, Financial Aid                      |
| Monica Gordon                          | Registrar                                    |
| Amelia Timon ( <b>Not Present</b> )    | Director, FABS                               |
| Cheryl Vila ( <b>Not Present</b> )     | Director, IRA                                |
| Jemimah Razalan ( <b>Not Present</b> ) | Associate Dean of Learning Support           |
| Oyinade Ogunmokun                      | Faculty Senate, LA Chairperson               |
| Rebecca Raab                           | Faculty Senate Representative                |
| John Villafania                        | Staff Senate Representative I                |
| Christian Nipp/Martin Toring           | SGA Representative                           |

**ATTENDEES via ZOOM**

|                                    |  |
|------------------------------------|--|
| Meyar Laukon                       | Assoc. Dean of Student Equity & Engagement |
| Romi Elisha ( <b>Not Present</b> ) | <i>for</i> Staff Senate Representative II  |

The *first* EMC meeting for February 2022 was called to order by the Chairperson/Dean of Student Success at 11:15 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. **January 20, 2022 MINUTES**
    1. The MINUTES of January 20, 2022, were requested by the Secretariat Officer to be reviewed and voted on electronically. The majority of the EMC members had no objections to the S.O.'s request.



### III. Report from the EC

- A. There were no documents submitted by the EMC to the Executive Council. Therefore, there were no updates from the Executive Council.

### IV. 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.

### V. SGA Representative's Report

- A. The SGA Representative/SGA President shared with the EMC members an incident that occurred the previous day to one of the students.
- B. The SGA Representative/SGA President also shared with the Committee members the following issues:
1. The increase of substance abuse around/on campus.
  2. The increase of littering on campus.
  3. Safety in regards to the student's taking the taxi to and from the campus.
    - a) The EMC recommended that the Department Chairpersons should discuss possible solutions among their departments as a way forward in reaching out to the students.
- C. The EMC SGA Representative shared previous encounters with strangers on the campus.
1. The EMC discussed the importance of conducting training for the campus Security Guards.
  2. Workshops, in regards to safety on the campus, should also be conducted in Marshallese.
  3. The EMC also discussed the need to upgrade the campus' security systems and operations.
  4. The EMC thoroughly discussed safety measures in regards to the student's safety.
    - a) With the seriousness of the matter, the VPASA will raise the issue in the SLT meetings.

### VI. 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 stressed the importance of students utilizing CMI's resources during their first year.
1. The Chairperson suggested that the EMC closely monitor Outcome 1.2.

### VII. Accreditation

#### A. Registration Policy

1. The EMC thoroughly reviewed the *Registration Policy*.
2. The EMC discussions included:
  - a) Further clarification on the "College" catalog.
    - (1) Changing the "*college catalog*" to "*academic catalog*."



- b) The EMC members further clarified what it meant when a student is considered a *“no show.”*
- c) Remaining firm and strictly following the add/drop and registration deadlines.
- d) Official/Non-Official Students
  - (1) The EMC members discussed the importance of instructor’s knowing their class rosters.
    - (a) It’s the student’s responsibility to know which classes they’ve registered/added/dropped.
  - e) Determined what it meant by “auditing a class.”
- 3. EMC Recommendations:**
  - a) The VPASA added, “and clear any holds..,” to the Policy Statement.
  - b) The EMC discussed the VPASA’s recommendation to delete, “via email,” in the Statements of Elaboration of Policy section.
    - (1) The Committee members agreed that a specific form should be in place for students to be removed from an instructor’s roster.
  - c) The EMC members agreed to combined the *Fall/Spring/Summer* paragraph under the *“First Day of Instruction - No Shows” (Statements of Elaboration of Policy)*
  - d) The VPASA recommended changing the wording in the Withdrawal Policy section to:
    - (1) Students may drop course(s) until the last day of the add/drop period listed in the official Academic Calendar without penalty and with a 100% refund. Final dates to withdraw without record and with a grade of "W" are also published in the official Academic Calendar. Withdrawals will not be processed after the last date to withdraw with a "W" . While CMI personnel will advise and assist students with the process, it is the responsibility of students to initiate the withdrawal process and ensure that it is completed prior to the deadline.
- 4. The Faculty Senate Representative made a motion to approve, seconded by the Faculty Senate, LA Chairperson. The motion was carried by the majority with no abstentions.

### DECISION

**With the modifications, the Registration Policy was approved.**

### B. CMI Policy for Student Rights



1. The Chairperson shared that “with student's rights, there were also student’s responsibilities.”
  - a) The EMC discussed putting up posters throughout the campus in regards to student’s conduct.
2. The SGA President inquired if there was documentation on what’s provided in the student’s residence, in which the Chairperson assured that the Associate Dean of Student Equity and Engagement was working on the development of a documentation.
3. The Associate Dean of Student Equity and Engagement brought up a concern for an easier way for student’s to contact the campus Security Guards. Some of the possible suggestions were:
  - a) A direct line for student’s to call the security’s station was recommended.
  - b) A facebook page for the student’s to reach the Security Guards easier.
4. The Staff Senate Representative moved to approve, seconded by the Faculty Senate Representative. The motion was successfully passed by the majority with no abstentions.

### **DECISION**

**The CMI Policy for Student Rights was approved as presented.**

#### **VIII. Reports from the Subcommittees and Working Group**

- A. Admissions Board**
- B. Calendar and Catalog**
- C. Placement**
- D. CIAO**
- E. Residence Life Admission**
- F. Work Study Working Group**

#### **IX. Jenzabar - SONIS**

#### **X. FA21-Academically at Risk List**

#### **XI. CMI Official Enrollment Fall 2021**

#### **XII. Looking Forward - Recruitment Plan**

#### **XIII. Monthly Calendar of Work**

In the interest of time the agenda items from VIII. - XIII, were deferred.

### **Adjournment**



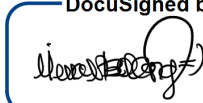
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The *first* EMC meeting for February was adjourned at 12:00 p.m.

Submitted By:


DocuSigned 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:

February 17, 2022