



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

Accredited by the Western Association of Schools and Colleges

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

Enrollment Management Committee
11:10 a.m. Thursday, April 21, 2022
BoR Conference Room

MINUTES

PRESENT:

Dr. Angela Franklin
Jomi Capelle
Dr. Elizabeth Switaj
Rigieta Lord
Sali Andrike
Monica Gordon
Amelia Timon
Cheryl Vila
Jemimah Razalan
Oyinade Ogunmokon
Dr. Rebecca Raab
John Villafania
Martin Toring

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

ATTENDEES via ZOOM

Vasemaca Savu
Meyar Laukon (**On Leave**)
Elmi Keju (**Not Present**)

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

The *second* EMC meeting for April 2022 was called to order by the Chairperson/Dean of Student Success at 11:21 a.m.

The mission statement was recited by the Chairperson/Dean of Student Success.

I. Approval of the Previous Meeting Minutes

A. April 7, 2022 MINUTES

- The MINUTES of April 7, 2022, were reviewed by the EMC members. The IRA Director made a motion to approve the MINUTES, seconded by the Dean of WAVES. The motion was successfully passed by the majority with no abstentions.



DECISION

Having no corrections, the EMC MINUTES of April 7, 2022, were approved.

- II. **Report from the EC**
 - A. The VPASA shared with the EMC members that the *Communicable Disease Policy for Students*, the *Justice-Impacted Students Policy*, and the *WorkKeys Assessment* will be shared in the next EC meeting on May 4, 2022.
- III. **Secretariat Officer's Report**
 - A. The Secretariat Officer gave an oral update on where the EMC stands in regards to the meeting MINUTES being posted on the website.
- IV. **SGA Representative's Report**
 - A. There were no SGA Representatives at the meeting.
- V. **EMW Monitoring: Outcome 2.2: "Working adults have more options and services available to them."**
 - A. The Faculty Senate Representative shared the outcome from the Education's Department in regards to options for courses for the "working adults."
 - As per the FSR, the Education's Department will offer the BAEE part-time students the option of enrolling in 3-hour courses that will be held twice a week on Tuesdays and Thursdays, during the upcoming Fall Semester 2022.
 - B. The IRA Director requested that the courses be marked properly for data purposes in the Jenzabar system.
- VI. **Accreditation**
 - A. **Standard II.C.7: The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.**
 - The EMC members discussed encouraging students to use the online registration process.
 - B. The ALO/VPASA recommended the EMC members to start considering updating and reviewing the *Admissions Policy* and ensure that it's in the new policy format.
 - The Director of IRA recommended for EMC to consider evaluating the effectiveness of the *Placement Procedures and Instruments*.
 - a) It was recommended that the evaluation be conducted by the Admissions Office, in coordination with the IRA Department.
- VII. **Matters Arising**
 - A. **Graduation Policy and Forms**
 - The VPASA shared the *Application for Graduation* and the *Degree-Certificate Clearance Form* with the EMC members.



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- The drafted *Graduation Policy 367*, was also shared by the VPASA and thoroughly reviewed by the EMC members.
 - a) The EMC discussed/reviewed the following:
 - (1) Transferred students in regards to computing a student's GPA.
 - (2) *Catalog Year*
 - (3) *Multiple Degrees and/or Certificates*
 - (4) *Archived Programs*
 - (5) *Conferral of Degrees and Certificates*
 - (6) *Graduation Ceremonies*
 - (7) *Graduation Honors*
 - (a) The EMC discussed the criteria in recognizing "honored" students.
 - (i) The EMC members voted on the following being the criteria used to recognize the "honored" students:
 - (a) "The student with the highest GPA in each degree program, calculated based on the courses applicable to the program, will also be recognized at each graduation ceremony. (Cumulative/Program)
 - (i) 4 members agreed to use this criteria.
 - (b) "The student with the highest GPA in each degree program, calculated based on all courses taken by each student, will also be recognized at each graduation ceremony. (Cumulative/Overall)
 - (i) 8 members agreed to use this criteria.
 - (c) It was concluded, by the majority vote, consisting 2 abstentions, that students will be recognized accordingly based on their Cumulative/Overall.
- (8) *Absentia*
- (9) *Physical Degrees and Certificates*



(a) The EMC discussed the procedure and options for graduates who lose their degree certificates.

(i) The EMC also discussed the college closing unexpectedly, would there be a procedure/policy for the students to regain their credits, degree certificate, etc.?

(10) Posthumous Degrees & Certificate

b) EMC Recommendations:

(1) Added to the **Policy Statement, 1, "with at least the final 12 credits completed at CMI."**

VIII. Reports from the Subcommittees and Working Group

A. Work Study Working Group

■ [CMI Work Study \(CWS\) Handbook \(Draft\)](#)

B. Admissions Board

C. Calendar and Catalog

D. Placement

E. CIAO

■ [WorkKeys Assessment CMI Placement Final](#)

■ [How the WorkKeys Assessment Can Work for You](#)

■ [NCRC-Award-College-Credit-Flier](#)

■ [CMI Internship Program Manual](#)

F. Residence Life Admission

IX. [Jenzabar - SONIS](#)

X. [CMI Official Enrollment Fall 2021](#)

XI. [CMI Course Enrollment and Completion \(As of End of Fall 2021\)](#)

XII. [CMI Official Enrollment Spring 2022](#)

XIII. [Looking Forward - Recruitment Plan](#)

XIV. [Monthly Calendar of Work](#)

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

Adjournment

The *second* EMC meeting for April was adjourned at 12:15 p.m.

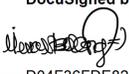


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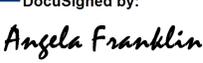
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Submitted By:

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:

May 5, 2022