



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

Accredited by the Western Association of Schools and Colleges

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Enrollment Management Committee
11:10 a.m. Thursday, July 7, 2022
BoR Conference Room

MINUTES

PRESENT:

Jomi Capelle
Dr. Elizabeth Switaj
Vasemaca Savu
Rigieta Lord (**Not Present**)
Monica Gordon (**Not Present**)
Amelia Timon (**Not Present**)
Cheryl Vila
Jemimah Razalan
Desmond Doulatram
Dr. Rebecca Raab (**On Leave**)
Carrley Lang

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

ATTENDEES via ZOOM

Dr. Angela Franklin
Oyinade Ogunmokun
John Villafania
Sali Andrike (**Excused**)
Elmi Keju (**Excused**)
Meyar Laukon (**On Leave**)

Chairperson/Dean of Student Success
Faculty Senate, LA Chairperson
Staff Senate Representative I
Director, Financial Aid
Staff Senate Representative II
Assoc. Dean of Student Equity & EngagementI

The *first* EMC meeting for July 2022 was called to order by the Vice Chairperson at 11:15 a.m.

The mission statement was recited by the members of the EMC.

I. Approval of the Previous Meeting Minutes

A. May 5, 2022 MINUTES

- i. The MINUTES of May 5, 2022, were reviewed by the EMC members. After corrections were made, the VPASA made a motion to approve the MINUTES, seconded by the IRA Director. The motion was successfully passed by the majority with no abstentions.



DECISION

With no modifications, the EMC MINUTES of May 5, 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* had been reviewed and approved by the Executive Council.
- i. However, these had not been reviewed by the BoR due to their full agenda but will be brought forth, again, in the next board meeting.

III. Secretariat Officer's Report

- A. The Secretariat Officer reported to the committee of the status of the meeting minutes and any other outstanding document matters to the EMC members.

IV. SGA Representative's Report

- A. There was no report from the SGA representative.
- B. The EMC members thoroughly discussed the importance of having a student representative in the committee meetings, especially with the high student enrollment rates.

V. EMW Monitoring: Outcome 2.3: "Student equity within the RMI context is defined."

- A. The Dean of Student Success and the proxy for the Faculty Senate/LA Chairperson, were in the process of working on a Student Equity Policy, and will submit to be reviewed in the upcoming EMC meetings.

VI. Accreditation

- A. **Standard II.C.5: 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.**

- i. The EMC members discussed the standard and the Associate Dean of Learning Support shared her development progress regarding a Faculty Advising Handbook.
- a) A *Faculty Advising Guideline* is also in development.
- ii. The Dean of Student Success and the Director of Counseling are also in progress developing a *Drug and Substance Abuse Policy*.
- iii. The EMC discussed the importance of the Counseling department to be engaged more with the DE Center students.
- a) This is being worked on by the Dean of Student Success and the Director of the Counseling department.



- iv. The Vice Chairperson also suggested that counselors be invited by the student's clubs as another way to reach out to the students.
- v. The EMC also discussed the importance of specific topics, such as sexual harassment and sexual assault, and better ways to address these issues with our students.

B. Policies, Procedures, and Procedures relevant to the recommendations.

VII. **Reports from the Subcommittees and Working Group**

A. Work Study Working Group

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

- a) The EMC reviewed the online results of the document, which was now on its way forward for the Executive Council's review and consideration.

B. Admissions Board

- i. The Vice Chairperson/Director of Admissions updated the committee regarding pending applications to be reviewed by the Admissions Board for the Fall Semester 2022.
 - a) The Director of Admissions shared the following:
 - (1) 328 student applications have been submitted.
 - (2) 205 applications have been accepted.
 - b) The EMC discussed the need for the Admissions Boards strictness when reviewing the pending applications.

C. Placement

- i. The Vice Chairperson/Director of Admissions shared the placement test schedules with the EMC members.
- ii. The last test will take place on July 29, 2022.

D. Calendar and Catalog

- i. The Dean of Academic Affairs shared with the EMC members that the Academic Calendar for 2025 is completed, and shared the progress development for the Academic Calendar for 2026.
 - a) As per the Dean of Academic Affairs, this will be shared with the EMC members.
 - b) The Dean of Academic Affairs shared the challenges resulting the delay in the completion of the Academic Calendar for 2026.
 - (1) This was half-way towards completion.
- ii. The Dean of Academic Affairs shared that the department Chairpersons were working on their department's Catalogs.
 - a) The course outlines still needed to be attached.
 - b) The VPASA reminded the Dean of Academic Affairs that these needed to be completed and approved by the end of July 2022.

E. CIAO



- F. Residence Life Admission
- VIII. Matters Arising from the Previous Meeting
- A. Graduation Policy and Forms
- i. The Staff Senate Representative and the proxy representative for Faculty Senate/ LA Chairperson, shared the feedback from the respective senate groups.
 - a) Both senate groups suggested that the Valedictorian should be a student who had attended CMI from the beginning and not transfer students.
 - ii. The EMC agreed that the *Graduation Policy and Forms* be reviewed by the SGA before it's finalized and considered by the committee in the next meeting on July 21, 2022.
- IX. Jenzabar - SONIS
- A. The Staff Senate Representative/Web and Database Administrator shared the status of the data migration.
 - i. The launch is scheduled for July 19, 2022.
- X. New Student Orientation Activity-Faculty/Student Meet and Greet
- A. The Dean of Student Success shared with the EMC the Add/Drop rates being high and ways to lower the rates.
- B. The following were improvement initiatives suggested by the Dean of Student Success and the Associate Dean of Learning Support:
 - i. Develop activities to reduce the rates.
 - ii. Meeting with the department Chairpersons
 - a) The EMC discussed the effectiveness of the student orientation and the need for the CMI community's involvement.
- XI. [CMI Official Enrollment Fall 2021](#)
- XII. [CMI Course Enrollment and Completion \(As of End of Fall 2021\)](#)
- XIII. [CMI Official Enrollment Spring 2022](#)
- A. Due to the reason that there will be a new Official Enrollments for the Summer Semester 2022, the Director of IRA made a motion to delete agenda items XI-XIII. The motion was seconded by the Dean of Academic Affairs and was passed by the majority with no abstentions.
- XIV. Looking Forward - Recruitment Plan
- XV. [Monthly Calendar of Work](#)

Adjournment



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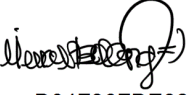
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The *first* EMC meeting for July was adjourned at 12:10 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

D04E36E82B468...
Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

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Jomi Capelle, Director of Admissions
Vice Chairperson, EMC

July 21, 2022