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Enrollment Management Committee
11:10 a.m. Thursday, August 19, 2021
BoR Conference Room

MINUTES

PRESENT:

Dr. Elizabeth Switaj	Chairperson/VPASA
Rigieta Lord	Dean, WAVES
Meyar Mamis Laukon	Assoc. Dean of Student Equity & Engagement
Jomi Capelle	Director, Admission
Sali Andrike	Director, Financial Aid
Monica Gordon	Registrar
Amelia Timon (Not Present)	Director, FABS
Cheryl Vila	Director, IRA
Oyinade Ogunmokun	Faculty Senate, LA Chairperson
Jennifer Seru	Faculty Senate Representative
John Villafania	Staff Senate Representative

ATTENDEES via ZOOM

Va Savu Dean of Academic Affairs

The *second* EMC meeting for August 2021 was called to order by the Chairperson/VPASA at 11:10 a.m.

I. Recitation of CMI's Mission Statement

A. Before the meeting began, CMI's Mission Statement was recited by the Committee through a productive game of "fill in the blanks."

II. Approval of the Previous Meeting Minutes

A. August 5, 2021

1. After being reviewed, the Dean of Academic Affairs moved to approve the Minutes, seconded by the Associate Dean of Student Equity and Engagement. The motion was carried unanimously with no abstention.

a) APPROVAL

(1) With no modifications, the EMC meeting Minutes for August 5, 2021, were approved as presented.

III. Accreditation

**A. Registration Policy and Procedures**

1. This is still being worked on and is moving forward. However, it's not ready for the Committee to review.

IV. Reports from the Sub-Committees**A. Admissions Board**

1. No Issue

B. Calendar and Catalog

1. No Issue

C. Placement

1. No Issue

D. CIAO

1. The Dean of WAVES shared information from the CIAO's first meeting.
 - a) CIAO discussed creating a Google Folder for all the department's that are involved in student internship, practicum, etc., to share their Student Guides.
 - (1) By the end of August, CIAO should have their google drive folder available to share.
 - b) CIAO will work with TRACC to update their web page and create posters to reach out to the students on internships and the other opportunities students aren't aware of according to the survey.
 - c) CIAO strongly recommends other departments to participate in upcoming Career Fairs.

V. Jenzabar - SONIS**A. Transcripts**

1. The Web and Database Administrator and the Registrar are in the process of compiling this information.
2. The Committee discussed the type of paper that should be used with CMI's transcripts:
 - a) Regular Paper
 - b) Security Paper
 - (1) The majority of EMC members agreed on changing the transcript paper to "security paper."

B. Registration Process

1. The Web and Database Administrator shared and explained the Jenzabar - SONIS Registration Flowchart with the Committee.
 - a) The target date was also shared by the Web and Database Administrator, which is May 16, 2021.



2. After careful consideration, the Faculty Senate, LA Chairperson, made a motion to approve, seconded by the Dean of Academic Affairs. The motion was successfully approved by the majority with 1 opposed.

APPROVAL

With no modifications, the Jenzabar - SONIS Registration Flowchart was approved as presented.

VI. RISC Survey

A. Key Points of Relevance to this committee:

1. *Custom Questions Report Table 1.3, P4*
2. *Institutional Report Table 2.1, P. 6*
3. *Institutional Report Table 2.2, P.7*
4. *Institutional Report Table 2.4, P. 9*
5. *Institutional Report Table 2.5, P. 10*
6. *Institutional Report Table 3.1, P. 12*
7. *Institutional Report Table 3.2, P. 13*

B. Follow up survey on campus environment (DRAFT)

1. Due to the reason that it's the first week of class for the students, the VPASA has deferred this survey.

VII. Residence Life Handbook

- A. The EMC members reviewed the handbook and made minor modifications.
- B. The Residence Life Handbook was deferred until the next EMC meeting on September 2, 2021.

VIII. Financial Aid Policy & Procedures Manual

- A. After carefully reviewing the manual, it was agreed by the Committee that the Faculty Senate Representatives will assist the Director of FAO in making the suggested recommendations by the EMC.
 1. One of the recommendations shared was to include the work study program process in the Financial Aid Policy & Procedures Manual.
- B. With the recommendations, the Faculty Senate Representatives, LA Chairperson, made a motion to approve, seconded by the Faculty Senate Representative. The motion was passed unanimously with 1 abstention.

APPROVAL

With the recommendations suggested, the Financial Aid Policy & Procedures Manual was approved, as projected.

IX. Assessment Report AY 2020-2021 (Draft)

- A. In the interest of time, the EMC Assessment Report 2020-2021 was *deferred*.



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X. EMC RSA AY 2021-2022 (Draft)

- A. The Chairperson/VPASA briefly shared the revisions made to the EMC RSA AY 2021-2022.
- B. The EMC RSA 2021-2022 was *deferred* until the next EMC meeting on September 2, 2021.

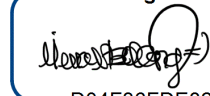
XI. Monthly Calendar of Work (Revising)

- A. This was deferred to September 2, 2021.

Adjournment


The *second* meeting for August 2021 was adjourned at 12:10 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

Approval Date:

September 2, 2021