



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

Accredited by the Western Association of Schools and Colleges

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

Enrollment Management Committee

11:10 a.m. Thursday, September 2, 2021

BoR Conference Room

MINUTES

PRESENT:

Dr. Elizabeth Switaj	Chairperson/VPASA
Rigieta Lord (Not Present)	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	Director, FABS
Cheryl Vila (Not Present)	Director, IRA
Oyinade Ogunmokon (Not Present)	Faculty Senate, LA Chairperson
Rosalinda Sumaoang	Faculty Senate Representative
John Villafania	Staff Senate Representative

ATTENDEES via ZOOM

Va Savu	Dean of Academic Affairs
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The *first* EMC meeting for September 2021 was called to order by the Chairperson/VPASA at 11:19 a.m.

I. Recitation of CMI's Mission Statement

A. Before the meeting began, CMI's Mission Statement was recited by the Committee.

II. Approval of the Previous Meeting Minutes

A. August 19, 2021

1. After being reviewed, the Admissions Director moved to approve the Minutes, seconded by the Dean of Academic Affairs. The motion was carried unanimously with no abstention.

a) APPROVAL

(1) With no modifications, the EMC meeting Minutes for August 19, 2021, were approved as presented.

III. Report Back from the Board of Regents and the Executive Council



- A. The Chairperson informed the EMC members that the *Student Bank Account Policy* had been approved by the Board of Regents during their meeting on August 31, 2021.
- B. The Chairperson shared that the Executive Council approved the *Financial Aid Manual* and will be reviewing the revisions made to the *Registration Process*.
- IV. **Enrollment Management Waapepe Monitoring**
 - A. **Outcome 6.3: Improve residence hall facilities and programs to promote student success and achievement.**
 - 1. The EMC discussed thoroughly if CMI had met this outcome.
- V. **RISC Follow-Up Survey on Campus Environment and Equity**
 - A. The Chairperson/VPASA shared the results of the survey, however, the survey is still open for students.
- VI. **Accreditation**
 - A. **Registration Policy and Procedures**
 - 1. This was deferred by the Chairperson.
- VII. **Reports from the Sub-Committees**
 - A. **Admissions Board**
 - 1. No Issue
 - B. **Calendar and Catalog**
 - 1. The Dean of Academic Affairs is in the process of forming a committee in regards to the Calendar and Catalog.
 - C. **Placement**
 - 1. The Admissions Director informed the Committee that 168 new students had taken the trial test in the previous week.
 - a) The tests have been submitted to the Institutional Research and Assessment Department to be analyzed.
 - D. **CIAO**
 - 1. The Dean of WAVES was not present.
- VIII. **Jenzabar - SONIS**
 - A. **Transcripts**
 - 1. The Web and Database Administrator/Staff Senate Representative informed the Committee of working with the Registrar and their status in compiling information in regards to transcripts.
 - 2. The Registrar is to coordinate with the Media Department in obtaining the “security paper” needed for the transcripts.
- IX. **Residence Life Handbook**
 - A. After a final review, the Dean of Academic Affairs made a motion to approve the Residence Life Handbook, seconded by the Staff Senate Representative. The motion was successfully passed by the majority with no abstention.



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APPROVAL

With a minor modification of having a cover design, the *Residence Life Handbook* was approved, as presented.

X. 2020-2021 Committee Assessment Report (Draft)

- A.** The Associate Dean of Student Equity and Engagement made a motion to approve, seconded by the Staff Senate Representative. This was approved by the majority with no abstention.

APPROVAL

With no objections, the *2020-2021 Committee Assessment Report* was approved.

XI. 2021-2022 Enrollment Management Committee RSA (Draft)

- A.** The Chairperson shared the revisions made to the EMC RSA 2021-2022.
B. The Dean of Academic Affairs made a motion to approve, seconded by the Registrar. The motion was successfully passed by the majority with no abstention.

APPROVAL

With no corrections, the *2021-2022 EMC RSA* was approved as presented.

XII. Fall 2021 NSO Data

- A.** The Associate Dean of Student Equity and Engagement presented to the Committee the *Fall 2021 NSO Data* results.

XIII. Revising the Monthly Calendar of Work

- A.** The Chairperson shared the Monthly Calendar of Work for the Committee and the different outcomes that need to be accomplished each month for AY 2021-2022.



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Adjournment


The *first* meeting for September 2021 was adjourned at 11:56 a.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

C18CCD96C4D1452...

Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

Approval Date:

September 16, 2021