



Enrollment Management Committee
11:10 a.m. Thursday, October 7, 2021
BoR Conference Room

MINUTES

PRESENT:

Angela Franklin	Chairperson/Dean of Student Success
Dr. Elizabeth Switaj	Vice President Academic and Student Affairs
Rigieta Lord (Excused)	Dean, WAVES
Meyar Laukon	Assoc. Dean of Student Equity & Engagement
Jomi Capelle	Director, Admission
Sali Andrike	Director, Financial Aid
Monica Gordon (Excused)	Registrar
Amelia Timon	Director, FABS
Cheryl Vila	Director, IRA
Jemimah Razalan (Not Present)	Associate Dean of Learning Support
Oyinade Ogunmokun	Faculty Senate, LA Chairperson
(Vacant)	Faculty Senate Representative
John Villafania	Staff Senate Representative I
Lora Horiuchi	SGA Representative

ATTENDEES via ZOOM

Va Savu (Not Present)	Dean of Academic Affairs
Elmi Keju (Not Present)	Staff Senate Representative II

The *first* EMC meeting for October 2021 was called to order by the Chairperson/Dean of Student Success at 11:16 a.m.

The Chairperson welcomed the new members of the Committee as they briefly introduced themselves to the new members.

- I. **Recitation of CMI's Mission Statement**
 - A. Before the meeting began, CMI's Mission Statement was recited by the EMC Chairperson.
- II. **Approval of the Previous Meeting Minutes**
 - A. September 16, 2021 MINUTES



1. After being reviewed, the Admissions Director moved to approve the MINUTES, seconded by the Faculty Senate, LA Chairperson. The motion was carried unanimously with no abstentions.

APPROVAL

With no modifications, the EMC meeting MINUTES for September 16, 2021, were approved as presented.

III. Report from the EC

- A.** The Chairperson/VPASA updated the Committee members that the **Residence Life Handbook** was approved by the EC on September 29, 2021, and the Associates Dean of Student Engagement and Equity will ensure that it's posted on the website.
- B.** The VPASA also informed the Committee that the EMC RSA 2021-2022 and the EMC Assessment Report 2020-2021 were also approved by the Executive Council on October 6, 2021.

IV. Secretariat Officer's Report

- A.** The Secretariat Officer gave an oral report on where the EMC stands in regards to meeting MINUTES being posted on the website.

V. SGA Representative's Report

- A.** The SGA Representative shared that, unfortunately, students did not show up for the meeting in regards to the results of the RISC Survey on Campus Environment and Equity.
 1. However, the SGA is working on another approach in meeting with the students.

VI. Accreditation

A. Registration Policy and Procedures

1. The VPASA stressed the importance of having the Registration Policy and Procedures, which is still in process.

VII. Reports from the Sub-Committees

A. Admissions Board

1. No Issue

B. Calendar and Catalog

1. The Dean of Academic Affairs was unable to attend the meeting.

C. Placement

1. The IRA Director shared with the Committee members that due to current technical difficulties with the IRA's systems, the data analysis of the "pilot test" will be ready by the next EMC meeting on October 21, 2021.

D. Career, Internship, Apprenticeship, and Opportunities (CIAO)

1. With the absence of the Dean of WAVES, the VPASA informed the Committee that the departments or programs that CIAO was having



difficulties in obtaining certain needed documents, had turned in the requested documents.

- a) Not every program that has an internship or clinical practicum has a handbook, which CIAO will have to address.

E. Residence Life Admission

1. The Associate Dean of Student Equity and Engagement informed the Committee that the sub-committee is planning to meet in the upcoming weeks, most likely before the next EMC meeting, to start preparing for the next semester.

F. Workstudy Working Group

1. The FAO shared with the Committee updated the Committee members of the subcommittee's first meeting, which was held on September 16, 2021, at 1:00 p.m.

VIII. Jenzabar - SONIS

- A.** The Staff Senate Representative I/Web and Database Administrator updated the Committee and informed the members of a meeting with the VPBAA and the FABS department in regards to billings on September 29, 2021.
- B.** The IT department and the Admissions department also met on October 1, 2021, to discuss the needed equipments and how they'll be implemented in SONIS
- C.** The Admissions department will meet with Jenzabar next Wednesday, October 13, 2021.
- D.** The transcript template is being worked on, but moving forward.
 1. A sign-off document is being worked on by Jenzabar.
 2. The security paper is needed as soon as possible.

IX. Proposed Definition of Academically At-Risk Students at CMI

- A.** The IRA Director shared the document with the Committee and thoroughly discussed the Proposed Definition of Academically At-Risk Students at CMI.
- B.** The Proposed Definition of Academically At-Risk Students at CMI was approved by the IEC on September 22, 2021.

X. Revising the Monthly Calendar of Work

- A.** The Admissions Director shared with the Committee the upcoming Open House that's to occur during the first week of November 2021.
 1. The date will be confirmed.
- B.** The FABS Director shared with the Committee members of the upcoming Microix and Asana workshop that's scheduled for November 5, 2021.
- C.** The Staff Senate I/Web and Database Administrator informed and invited the Committee members of Jenzabar's weekly meetings on Wednesdays at the BoR Conference Room at 7:30 a.m.

Adjournment




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The *first* EMC meeting for October was adjourned at 11:55 a.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:

October 21, 2021