



Enrollment Management Committee
11:10 a.m. Thursday, November 4, 2021
BoR Conference Room

MINUTES

PRESENT:

Angela Franklin	Chairperson/Dean of Student Success
Dr. Elizabeth Switaj	Vice President Academic and Student Affairs
Patricia Owens	<i>for</i> Dean, WAVES
Andreas Ned	<i>for</i> Assoc. Dean of Student Equity & Engagement
Jomi Capelle	Director, Admission
Sali Andrike	Director, Financial Aid
Monica Gordon	Registrar
Amelia Timon	Director, FABS
Cheryl Vila (Excused)	Director, IRA
Oyinade Ogunmokun (Not Present)	Faculty Senate, LA Chairperson
Rebecca Raab (Not Present)	Faculty Senate Representative
John Villafania	Staff Senate Representative I
Lora Horiuchi (Not Present)	SGA Representative

ATTENDEES via ZOOM

Jemimah Razalan	Associate Dean of Learning Support
Va Savu (Not Present)	Dean of Academic Affairs
Elmi Keju (Not Present)	Staff Senate Representative II

The *first* EMC meeting for November 2021 was called to order by the Chairperson/Dean of Student Success at 11:20 a.m.

I. Recitation of CMI's Mission Statement

A. The Chairperson recited the Mission Statement for the EMC members as the Committee thoroughly reviewed and discussed if CMI was “facilitating research specific to the needs of the nation.” Some of the research shared by the Committee members were:

1. Previous GIS data that were collected by the College regarding the coastlines, specifically funded by the DOI Grant.



2. The current study in regards to the completion of first year students, specially with the female student population, since more male students are completing than the female students.
3. The various agricultural research studies conducted by Land Grant were also mentioned and recognized by the Committee members.

II. Approval of the Previous Meeting Minutes

A. **October 21, 2021 MINUTES**

1. After being reviewed, the Staff Senate Representative I moved to approve the MINUTES, seconded by the FAO Director. The motion was carried unanimously with no abstentions.

APPROVAL

With no modifications, the EMC meeting MINUTES for October 21, 2021, were approved as presented.

III. Report from the EC

- A. There was no update from the EC.

IV. Secretariat Officer's Report

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

V. SGA Representative's Report

- A. The SGA Representative was not present.

VI. RISC Follow-up Survey on Campus Climate

- A. The Chairperson stressed the importance of completing this agenda item before mid-December.
- B. The VPASA updated the Committee members in regards to the follow-up survey results from a student's perspective.
 1. The SGA is working on ways to reach out to the students.
 - a) The EMC thoroughly discussed this issue, trying to find ways to reach out to the students.
 - (1) One of the suggestions was SGA hosting a "group testimony" event, or reaching out to the Clubs.
 - (a) The Associate Dean of Student Equity and Engagement will update the EMC on the outcome of the committee's recommendation.

VII. EMW Monitoring: Outcome 7.2: Enhance traditional courses with open learning resources.

- A. The EMC thoroughly discussed **Outcome 7.2**, specifically the DE Centers and what is meant by "online learning."



VIII. Accreditation

A. Registration Policy and Procedures

1. Recommendation 2: In order to increase effectiveness, the team recommends that the College expand disaggregation in the collection and analysis of data on outcomes and achievement to better represent the diverse subpopulations of students. (Standard I.B.6)
2. Recommendation 3: In order to increase the effectiveness, the team recommends the College update its recordkeeping system to consistently maintain student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place. (Standard II.C.8)
 - a) EMC discussed that a process document for a digitization of the existing files is needed in preparation for the ACCJC's midterm review in a couple of years time.
3. The VPASA stressed the importance of having the Registration Policy and Procedures, which is still in process.
 - a) This has not been put into the right format, however, is still moving forward.

IX. Reports from the Sub-Committees

A. Admissions Board

1. The Chairperson/Dean of Student Success updated the EMC members on the results of the completed applications that have been submitted for the upcoming Spring 2022 Semester.
2. The Chairperson/Dean of Student Success also shared what the Admissions department is organizing in regards to recruiting students, including the upcoming Open House scheduled for November 19, 2021.

B. Calendar and Catalog

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

C. Placement

1. The Admissions Director shared that the Placement Sub-Committee met on Tuesday, November 2, 2021, and the following were the feedback from IR's analysis:
 - a) The test questions did not pattern out, in which the Sub-Committee is in the process of fixing and re-arranging the questions.
 - b) Some of the test questions were not classified from "easiest to hardest," and were recommended to be re-arranged.
 - c) Some of the sections were recommended to be broken up by sections and scored differently.

(1) Recommendations for EMC:



- (a) Move forward with the test, with the changes recommended by the IRA department.
- (b) Use the test for the upcoming Spring Semester 2022.
- (c) Discarding the multiple measures and score the test accordingly, with the inclusion of the writing section.
 - (i) The VPASA pointed out the REL result in regards to high school student's GPA and correlation with college exams.
 - (ii) The recommendations were deferred to be further discussed and reviewed in the next EMC meeting on November 18, 2021.

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

1. The VPASA shared with the Committee, on behalf of the Dean of WAVES, that the CIAO subcommittee is still working on the banners, posters, and the template for the Internship Programs' Handbook.

E. Residence Life Admission

1. The Associate Dean of Student Equity and Engagement was not present.

F. Workstudy Working Group

1. The FAO Director shared with Committee members of the subcommittee's meeting on October 22, 2021.
2. The subcommittee has set a tentative date to submit a drafted *Workstudy Handbook* on November 26, 2021. As a result, the subcommittee will meet weekly on Fridays at 4:00 p.m. - 5:00 p.m.

X. Jenzabar - SONIS

A. The Staff Senate Representative I/Web and Database Administrator informed the Committee members of the meeting with Jenzabar on November 3, 2021.

B. The data migration that was scheduled for October 2021, was delayed.

1. The delay was requested from Jenzabar's end, however, will meet on a later date this month, November 2021.
2. The delay will not affect Jenzabar/CMI timeline.
3. The Web and Database Administrator is currently working closely with the Registrar and the Admissions Director in fixing records that need to be fixed and migrating them into the system.

C. The transcript template is being worked on, but moving forward.

1. The Dean of Student Success has provided the Web and Database Administrator with a security paper quotation.



2. A list of recommended security papers by Jenzabar will be shared by the Web and Database Administrator with the Dean of Student Success.
3. The Web and Database Administrator shared that next week's meeting on Wednesday, November 10, 2021, at 8:30 a.m., will be on Continuing Education, in which the Dean of WAVES, along with others interested in joining, were invited to attend.
- 4.

XI. FA21-Academically At Risk List

- A. The threshold number was briefly discussed by the committee members, however, due to the absence of the IRA Director, the Agenda Items XI and XII were deferred until the next meeting on November 18, 2021.
 1. The criteria in determining the Academically At Risk List FA21 was also discussed by the EMC Members.

XII. CMI Official Enrollment Fall 2021

- A. The Agenda Item was deferred until November 18, 2021

XIII. Revising the Monthly Calendar of Work

- A. The Chairperson reviewed the EMC Monthly Calendar of Work between October to December 2021.

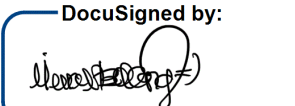
XIV. Other Matters

- A. The Staff Senate/Web and Database Administrator brought up a request by the IT Department in regards to EMC membership, in which the Committee briefly discussed.
 1. The arising matter will be further reviewed once more information is provided by the IT department.
- B. The FABS Director reminded the Committee members of the Grants, Budget, and Microix Training on November 5, 2021, at the CMI Community Center Conference Room.

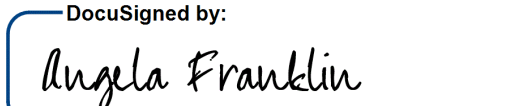
Adjournment

The *second* EMC meeting for October was adjourned at 12:05 p.m.

Submitted By:

DocuSigned by:

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 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:

 080CEF9E8C454DD
 Angela Franklin, Dean of Student Success
 Chairperson, EMC

Approval Date:

November 18, 2021