



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

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: emc@cmi.edu

Enrollment Management Committee
11:10 a.m. Thursday, February 16, 2023
CCCR Room 2

MINUTES

PRESENT:

Dr. Angela Franklin
Jomi Capelle

Chairperson/Dean of Student
Vice Chairperson/Director of Admission

Dr. Elizabeth Switaj
Vasemaca Savu
Rigieta Lord (**On Leave**)
Jemimah Razalan
Meyar Laukon
Cheryl Vila
Pradeep Prakash
Sali Andrike
Mika Reiher
Desmond Doulatram
Dr. Rebecca Raab (**Not Present**)
Lakije Edmond (**Apologies**)
Lisa Jeran (**Apologies**)
Logan Lelet

Vice President, Academic and Student Affairs
Dean of Academic Affairs
Dean, WAVES
Associate Dean of Learning Support
Assoc. Dean of Student Equity & Engagement
Director, IRA
Director, FABS
Director, Financial Aid
for Registrar
Faculty Senate, LA Chairperson
Faculty Senate Representative
Staff Senate Representative I
Staff Senate Representative II
SGA Representative/SGA VP

Attendees via ZOOM

The *second* EMC meeting for February 2023, was called to order by the Chairperson at 11:27 a.m.

The mission statement was recited by the Chairperson/Dean of Student Success.

I. Approval of the Previous Meeting Minutes

A. February 2, 2023 (Draft)

- i. As agreed by the majority of the EMC members, the meeting minutes were to be voted on electronically by the end of the day.

II. Report from the EC/Board of Regents

- A. The VPASA was off-island, visiting the Kwajalein campus.



III. Secretariat Officer's Report

- A. As per the Secretariat Officer to the Executive Council, once the minutes of [February 2, 2023 \(Draft\)](#) were approved, the EMC were updated in regards to the committee's meeting minutes.

IV. SGA Representative's Report

- A. The SGA Representative shared the following SGA activities and information with the EMC:
- i. SGA Retreat
 - ii. Farewell Party
 - iii. Study Night
 - iv. Women Hours at the Student Fitness Center

V. EMW Monitoring: Outcome 4.6: Increase use of data for decision-making purposes.

- A. As per the Chairperson, this was discussed in the previous EMC meeting.

VI. Accreditation

A. **Standard 2.4:**

- i. The institution communicates clear, accurate, and accessible information regarding programs, services, and resources that foster success in students' unique educational journeys.
 - a) Review Criteria
 - (1) The institution regularly reviews its communication practices, policies, procedures to ensure clarity, consistency, accuracy, and relevance.
 - (a) In the interest of time, the standard was not reviewed by the EMC.
- ii. Team Recommendation: In order to increase 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)

B. **Policies, Procedures, and Procedures Relevant to the Recommendations**

VII. Matters Arising from the Previous Meeting

A. Title IX Policy

- i. [Respondents Rights and Information \(Final Draft\)](#)
- ii. [Filing Options](#)
- iii. [Complainants Rights and Information](#)
- iv. [Filing Complaint Form](#)



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- a) The EMC discussed thoroughly the *Clery Act* and the urgency of it being reviewed, updated, and ensured that CMI was in compliance.
- b) **Recommendation 1:** The Dean of Academic Affairs made a motion that the Clery Act be reviewed by the EMC, handed over by the Plant and Facilities Committee.
 - (1) The Associate Dean of Student Equity and Engagement explained that the recommendation would interfere with the Safety and Security Department's roles and responsibilities.
 - (a) As a result, it was recommended by the EMC that reports relating to the Clery Act, be shared with specific offices.
- c) **Recommendation 2:** The EMC discussed the need for training in terms of the *Clery Act, Title IX*, and the concept of confidentiality.
 - (1) The Associate Dean of Student Equity and Engagement made a motion that the EMC be included in reports regarding the *Clery Act*. The Dean of Academic Affairs seconded the motion as it was successfully passed by the majority, with no abstentions.
 - (a) **DECISION**
 - (i) **Reports regarding the *Clery Act* will also be reported to the Enrollment Management Committee.**
- d) **Recommendation 3:** The EMC recommended that final decisions be included in student's records.
 - (1) After having their final review, the Dean of Academic Affairs made a motion to approve Title IX Policy, with all its forms. The Director of Admissions seconded the motion. The motion was passed unanimously by the majority, with no abstentions.
 - (a) **DECISION**
 - (i) **With the modifications, the CMI Policy 348 Title IX, was approved, by the majority.**

B. Draft Policy 310: Admissions

- i. The Director of Admissions presented the revisions made to the policy to the EMC members.
- ii. After being carefully reviewed, the Director of Admissions made a motion to approve the policy. The motion was seconded by the Dean of Academic Affairs, and the motion was passed successfully by the majority, with no abstentions.
 - a) **DECISION**



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(1) With the revisions, the CMI Policy 310 Admissions, was approved by the majority, as presented.

C. CMI Policy No. 312 General Student Complaint

- i. The EMC recommended that the term, “good faith” needed an institutional definition.
 - a) Once the recommendation was to be clarified, it was agreed by the majority that the CMI Policy No. 312 General Student Complaint, be finalized and considered by the committee members electronically.

VIII. Reports from the Subcommittees and Working Group

A. Admissions Board

- i. As per the Admissions Director, there were no updates regarding the Admissions Board.

B. Calendar and Catalogs

- i. 3 Year Calendar Summer 2023 - Summer 2026
 1. The Dean of Academic Affairs shared the 3 Year Calendar Summer 2023 - Summer 2026, with the committee members.
 - a. The Associate Dean of Student Equity and Engagement requested that graduation application deadlines be included in the calendar.

C. Placement

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

- i. CMI Internship Program Manual
- ii. Student Equity Policy - in process

E. Residence Life Admission

F. Work Study Working Group

IX. Jenzabar - SONIS

X. New Matters Arising

XI. Monthly Calendar of Work (In Process)

In the interest of time, the agenda items from **VIII.C - XI.**, were deferred to the next scheduled EMC meeting for March 2, 2023.

Adjournment

The *second* EMC meeting for February was adjourned at 12:13 p.m.



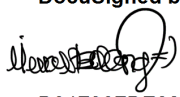
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Submitted By:

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:

March 2, 2023