



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 2, 2023
CCCR Room 2

MINUTES

PRESENT:

Dr. Angela Franklin
Jomi Capelle (**On Leave**)

Chairperson/Dean of Student
Vice Chairperson/Director of Admission

Dr. Elizabeth Switaj
Vasemaca Savu
Rigieta Lord (**On Leave**)
Cheryl Vila
Pradeep Prakash
Sali Andrike
Monica Gordon
Oyinade Ogunmokun
Dr. Rebecca Raab
Lakije Edmond
Lisa Jeran (**Apologies**)
Logan Lelet (**Not Present**)

Vice President, Academic and Student Affairs
Dean of Academic Affairs
Dean, WAVES
Director, IRA
Director, FABS
Director, Financial Aid
Registrar
for Faculty Senate, LA Chairperson
Faculty Senate Representative
Staff Senate Representative I
Staff Senate Representative II
SGA Representative/SGA VP

Ruthy Maun
Yuli Maddison

for Staff Senate Representative I
for SGA Representative

Attendees via ZOOM

Jemimah Razalan
Meyar Laukon

Associate Dean of Learning Support
Assoc. Dean of Student Equity & Engagement

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

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

I. Approval of the Previous Meeting Minutes

A. 01/19/23

- i. After having their final review, the Dean of Academic Affairs moved to approve, seconded by the Registrar. The motion was passed unanimously by the majority, with no abstentions.



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a) **DECISION**

(1) With no corrections, the meeting minutes of January 19, 2023, were approved, as presented.

B. **11/03/22**

- i. The VPASA moved to approve, seconded by the IRA Director. Having no abstentions, the motion was passed successfully by the majority.

a) **DECISION**

(1) Having no modifications, the meeting minutes of November 3, 2022, were approved.

II. **Report from the EC/Board of Regents**

- A. As per the VPASA, there were no reports from the Executive Council and the Board of Regents.

III. **Secretariat Officer's Report**

- A. As per the Secretariat Officer to the Executive Council, as the minutes of November 3, 2022, and January 19, 2023, were approved, the EMC were updated in regards to pending meeting minutes.

IV. **SGA Representative's Report**

- A. The SGA Representative shared the following issues with the EMC:
- i. Uliga Residential Hall
- a) Pipe Leakages
- b) Some bathrooms weren't working properly.
- c) Other student necessities, such as study desks/chairs, meal plans, etc., were also discussed by the EMC.
- ii. Arrak Residential Hall
- a) Students are requesting shower curtains.
- B. The EMC thoroughly discussed ways students can report their complaints and the importance of the complaints to be addressed in a timely manner.
- i. The EMC members discussed and recommended the inclusion of the Physical Plant Director to be a member of the EMC.
- C. The EMC members discussed the need to realign priorities regarding the students, especially the students residing in the Residence Halls.
- D. A formal recommendation was to be drafted and submitted for the Executive Council's review and consideration.

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



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- A. The IRA Director shared with the committee how this was currently practiced at CMI.

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 has mechanisms for ensuring effective communication with its students in multiple modalities regarding the programs, services, and resources available to support the student journey.
 - (a) The EMC carefully discussed "multiple modalities."
 - (b) The EMC thoroughly discussed how the college's events, activities, announcements, etc., could be communicated better towards the student population. Some of the suggestions were:
 - (i) Weekly reminders should be sent to student's emails
 - (a) Campaigns should be held to share with the students the importance of checking their emails on a daily basis.
 - (ii) The Learning Designer to develop an announcement area on Moodle.
 - (iii) Announcements should be shared on the PA system. CMI has received the PA system, but was awaiting installation.
 - (iv) SGA should hold live radio shows to host question and answer sessions for the students with the SLT or requested departments.
- 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](#)
- B. [Respondents Rights and Information \(Final Draft\)](#)



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- C. [Filing Options](#)
- D. [Complainants Rights and Information](#)
- E. [Reporting Procedure](#)
- F. [Filing Complaint Form](#)
 - i. It was discussed by the EMC the importance of aligning the reporting forms with the definitions.
 - ii. It was discussed by the EMC that the [Title IX Policy](#), be shared, for the last time, with the respective senates before being brought back for consideration in the next EMC meeting on February 16, 2023.

VIII. Reports from the Subcommittees and Working Group

- A. Admissions Board
 - i. With the absence of the Admissions Director, the Dean of Academic Affairs shared with the EMC members the update enrollment for the Spring Semester 2023.
- B. Calendar and Catalogs
 - i. The Dean of Academic Affairs updated the EMC members and informed them that the 3 year calendar was to be completed by mid-March 2023.
- 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

- A. [Draft Policy 310: Admissions](#)
 - i. It was discussed and agreed, by the majority, with no abstentions, that the policy title be revised to, "*Post-Secondary Admission.*"
- B. [CMI Policy No. 312 General Student Complaints](#)

XI. Monthly Calendar of Work (In Process)

In the interest of time, the agenda items from **XI.B - XI.**, were deferred to the next scheduled EMC meeting for February 16, 2023.

Adjournment



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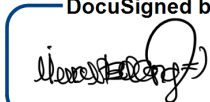
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The *first* EMC meeting for November was adjourned at 12:10 p.m.

Submitted By:


DocuSigned by:


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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:


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Angela Franklin, Dean of Student Success
Chairperson, EMC

Approval Date:

March 2, 2023