



CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: emc@cmi.edu

**Enrollment Management Committee
11:10 a.m. Thursday, May 4, 2023
BoR Conference Room**

MINUTES

PRESENT:

Dr. Elizabeth Switaj

Chairperson/Vice President, Academic and Student Affairs

Carlton Gideon

for Vice Chairperson/Director of Admission

Vasemaca Savu*

Dean of Academic Affairs

Jemimah Razalan

Associate Dean of Learning Support

Meyar Laukon

Assoc. Dean of Student Equity & Engagement

Lanie Vilafania

for Director, IRA

Pradeep Prakash *

Director, FABS

Monica Gordon

Registrar

Desmond Narain Doulatram

Faculty Senate, LA Chairperson

Dr. Rebecca Raab

Faculty Senate Representative

Lakije Edmond *

Staff Senate Representative I

Lisa Jeran

Staff Senate Representative II

Logan Lelet

SGA Representative

Attendees via ZOOM

Rigieta Lord

Dean, WAVES

On Leave

Vacancies

Vacant

Dean of Student

Vacant

Director, Financial Aid

*** Not Present**

The *first* EMC meeting for May 2023, was called to order by the Chairperson at 11:10 a.m.

The mission statement was recited by all the EMC members.

I. Review of the Meeting Minutes



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A. April 20, 2023 (Draft)

1. After being reviewed, the Dean of WAVES made a motion to approve the meeting minutes of April 20, 2023 (Draft) . The motion was seconded by the Faculty Senate's LA Chairperson, and it was successfully passed by the majority, with one abstention.

a) **DECISION**

- (1) **With no corrections, the minutes for the meeting held on April 20, 2023 (Draft), were approved, as presented.**

II. Report Back from the EC/BOR

- A. As per the VPASA, there were no updates relevant to the EMC from both the Executive Council and the Board of Regents.

III. Secretariat Report

- A. The Secretariat Officer reported that EMC did not have any pending meeting minutes.

IV. SGA Report

- A. The SGA Representative shared with the EMC of the upcoming Graduation's Brunch, that had been rescheduled for May 21, 2023.

V. EMW Monitoring Outcome

A. Outcome 5.1: Develop new certificate programs.

1. The EMC discussed thoroughly the CMI's current certificate programs.
2. The VPASA shared with the EMC members the drafted EMW survey.

VI. Accreditation

- A. **Standard 2.5:** The institution holds itself accountable for students' success by scheduling courses in a manner that ensures degree and certificate programs can be completed in the expected period of time.

1. Review Criterion:

- a) The institution evaluates the degree to which scheduling facilitates timely completion of degrees, certificates, and transfer. .
- b) **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)

- (1) The EMC discussed the challenges regarding the review criterion such as faculty not being able to view students' course schedules.

- (a) The VPASA ensured the members that she would look into this issue and report back to the committee.



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(2) The EMC also discussed the importance of pre-registering and the inability to do so with the new system.

(a) The Registrar would bring the issue up during her attendance in the upcoming Jenzabar Conference in Orlando, Florida, scheduled for June 2023.

VII. Matters Arising from the Previous Meeting

A. CMI Policy No. 312 General Student Complaints

1. The policy was deferred to allow more time for the respective senates to review and provide their feedback.

VIII. Reports from the Subcommittees and Working Group

A. Admissions Board

1. The Admissions Board subcommittee needed two department Chairperson representatives.

a) The LA Department Chairperson was to provide an update on the selected Chairpersons in the next EMC meeting.

B. Calendar and Catalogs

1. 3 Year Calendar Summer 2023 - Summer 2026

a) The 3 Year Calendar Summer 2023 - Summer 2026, was to be shared with the respective senate groups, especially the Faculty Senate.

C. Placement

1. There were no updates in terms of the Placement subcommittee.

D. CIAO - Career, Internship, Apprenticeship, and Opportunities

1. CMI Internship Program Manual

a) As per the Dean of WAVES, the CMI Internship Program Manual, was approved, by the EMC, on April 20, 2023.

E. Residence Life Admission

1. The Associate Dean of Student Equity & Engagement informed the EMC of the students scheduled moving out date, which had been scheduled for May 28, 2023.

2. The EMC discussed the \$40 student refund, upon checking out from the Residence Halls.

a) EMC Recommendation

(1) It was recommended that the Associate Dean of Student Equity and Engagement develop a “refund form” for Residence Hall students to fill out.

(a) The “refund form” was to be developed and submitted for the EMC’s review and consideration.

3.

IX. New Matters Arising



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A. The EMC discussed the need to develop pathways or other platforms to ensure students were aware of the existing CMI policies.

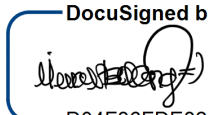
1. It was agreed on, by the majority that the following were to carry out the task:

- a) Associate Dean of Student Equity and Engagement
- b) Liberal Arts Department Chairperson
- c) Student Representative
- d) Others that were willing to assist.


X. Adjournment

The *first* EMC meeting for May was adjourned at 12:04 p.m.

Submitted By:

DocuSigned by:

 D04F36FDE82B468...
 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:

 89BEB3BDDC23455...
 Dr. Elizabeth Switaj, VPASA
 Chairperson, EMC

Approval Date:

June 15, 2023